



**BURDEKIN SHIRE COUNCIL**



# **AGENDA**

## **ORDINARY COUNCIL MEETING**

**HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR**

**on 25 June 2013**

**COMMENCING AT 9:00AM**

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the Information Privacy Act 2009 to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

Further information may be found on council's website at [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au)



**TUESDAY 25 JUNE 2013**

## **ORDER OF BUSINESS:**

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# **BURDEKIN SHIRE COUNCIL**



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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 11 June 2013**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 11 June 2013 be received as a true and correct record.



**BURDEKIN SHIRE COUNCIL**



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR**

**on 11 June 2013**

**COMMENCING AT 9:00AM**

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**TUESDAY 11 JUNE 2013**

### **ORDER OF BUSINESS:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
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<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
<b>3</b>	<b>MINUTES AND BUSINESS ARISING</b>	<b>1</b>
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<b>3.2</b>	<b>Local Disaster Management Group Meeting Minutes - 19 April 2013</b>	<b>2</b>
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<b>4</b>	<b>REPORTS</b>	<b>3</b>
<b>5</b>	<b>ENVIRONMENT &amp; OPERATIONS</b>	<b>3</b>
<b>5.1</b>	<b>Meeting report for KFSU Ltd - Development Application for Material Change of Use for Sugarcane Processing (Fibre Plant) at 24 Bird Street, Ayr (Lot 48 on SP102302 Parish of Antill, County of Gladstone)</b>	<b>3</b>
<b>6</b>	<b>CORPORATE &amp; COMMUNITY SERVICES</b>	<b>5</b>
<b>6.1</b>	<b>Annual Tenders for Period 1 July 2013 to 30 June 2015</b>	<b>5</b>
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<b>7</b>	<b>CORRESPONDENCE FOR INFORMATION</b>	<b>7</b>
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Ordinary Council Meeting 11 June 2013



## **BURDEKIN SHIRE COUNCIL**



<b>10.1</b>	<b>Councillors Appointed to Audit Committee</b>	<b>7</b>
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<b>11.1</b>	<b>Council accepts offer for Purchase of Council Freehold Land - 55 Fourteenth Avenue, Home Hill</b>	<b>9</b>
<b>12</b>	<b>DELEGATIONS</b>	<b>9</b>



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## **ATTENDANCE**

Councillors W.C. Lowis (Mayor), R.H. Lewis (Deputy Mayor), L. Loizou, U.E. Liessmann, P.M. Dalle Cort and E.J. Bawden

Mr. K. Holt - Chief Executive Officer  
Mr. D.P. Mulcahy - Director Corporate and Community Services  
Mr. T.G. Williams - Director Environment and Operations  
Mr. S. Great - Manager Planning and Development  
Miss T. Jensen - Manager Environment and Health  
Mr. G. Keane – Acting Manager Operations  
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Miss S. Cronin

Apologies: Councillor L.D. McCathie

## **1 PRAYER**

The meeting prayer was delivered by Pastor Peter Holmes of the Burdekin Community Church.

## **2 DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

Councillor Lewis declared a material personal interest in respect of agenda item 6.1 as he is a partner in BQC Quarries, a tenderer for the Supply and Delivery of Stone Products.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 28 May 2013**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 28 May 2013 be received as a true and correct record.

#### **Resolution**

Moved Councillor Bawden, seconded Councillor Loizou that the recommendation be adopted noting that Councillor Liessmann requested it be recorded that although he voted “for” the motion in relation to clause 10.2 - Commuter Use Vehicle for the Chief Executive Officer, he should have voted “against” the motion after further consideration of the matter.

CARRIED



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### **3.2 Local Disaster Management Group Meeting Minutes - 19 April 2013**

#### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 19 April 2013 be received and adopted.

#### **Resolution**

Moved Councillor Lewis, seconded Councillor Loizou that the recommendation be adopted.

CARRIED

### **3.3 Burdekin Be Active Advisory Committee Meeting Minutes - 1 May 2013**

#### **Recommendation**

That the minutes of the Burdekin Be Active Advisory Committee Meeting held on 1 May 2013 be received and adopted.

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

### **3.4 Building Safer Communities Action Team Meeting Minutes - 8 May 2013**

#### **Recommendation**

That the minutes of the Building Safer Communities Action Team Meeting held on 8 May 2013 be received and adopted.

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

### **3.5 Burdekin Shire Youth Council Meeting Minutes - 13 May 2013**

#### **Recommendation**

That the minutes of the Burdekin Shire Youth Council Meeting held on 13 May 2013 be received and adopted.

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## **Resolution**

Moved Councillor Lewis, seconded Councillor Loizou that the recommendation be adopted.

CARRIED

### **3.6 Burdekin Road Safety Advisory Committee Meeting Minutes - 22 May 2013**

## **Recommendation**

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 22 May 2013 be received and adopted.

## **Resolution**

Moved Councillor Loizou, seconded Councillor Lewis that the recommendation be adopted.

CARRIED

## **4 REPORTS**

## **5 ENVIRONMENT & OPERATIONS**

### **5.1 Meeting report for KFSU Ltd - Development Application for Material Change of Use for Sugarcane Processing (Fibre Plant) at 24 Bird Street, Ayr (Lot 48 on SP102302 Parish of Antill, County of Gladstone)**

#### **Executive Summary**

An application has been received from KFSU Ltd seeking approval for a Material Change of Use for Sugarcane Processing (Fibre Plant) at 24 Bird Street, Ayr (Lot 48 on SP102302 Parish of Antill, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use for Sugarcane Processing (Fibre Plant) at 24 Bird Street, Ayr (Lot 48 on SP102302 Parish of Antill, County of Gladstone) subject to the following conditions:

#### **GENERAL**

- 1.1 The conditions of the development permit must be achieved prior to the commencement of the use, except where specified otherwise in these conditions of approval.



- 
- 1.2 All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
  - 1.3 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the supporting documents in the application submitted.
  - 1.4 There shall be no discharge of any trade waste to Council's sewer system.

## **ROADWORK**

2. The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

## **DRAINAGE**

3. The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.

## **PUBLIC UTILITY SERVICES**

4. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

## **ACCESS AND CAR PARKING**

- 5.1 Parking shall be provided generally in accordance with the supporting material and approved plans submitted with the application.
- 5.2 Parking space and layout must be designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
- 5.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all weather low glare paving, exposed aggregate concrete or similar material to the satisfaction of the Chief Executive Officer.

## **ENVIRONMENT & HEALTH**

- 6.1 The activity must be operated and in compliance with the licencing requirements of the Food Act 2006
- 6.2 Waste water generated from the activities conducted on site must not be discharged to land or water or either stored, released or transported in a place or manner that it is likely that contaminants may be discharged to land or waters except under the conditions of approval granted by Department of Environment and Heritage pursuant to the *Environmental Protection Act 1994*.

- 
- 6.3 There must be no environmental nuisance caused, including that arising from any noise or from the release of contaminants, such as dust, fumes, odour or aerosols that may cause an environmental nuisance beyond the boundaries of the site to which this approval relates.

### **Resolution**

Moved Councillor Loizou, seconded Councillor Dalle Cort that the recommendation be adopted.

CARRIED

## **6 CORPORATE & COMMUNITY SERVICES**

### **6.1 Annual Tenders for Period 1 July 2013 to 30 June 2015**

Councillor Lewis declared a material personal interest in respect of agenda item 6.1 as he is a partner in BQC Quarries, a tenderer for the Supply and Delivery of Stone Products, and left the meeting.

### **Executive Summary**

Annual Tenders as listed below were called in the Ayr Advocate and Townsville Bulletin on Friday 22 and Saturday 23 March, 2013 respectively.

### **Recommendation**

That Council accepts tenders as follows:

- (1) TBSC/13/01 – Supply & Delivery of Bitumen, Bitumen Emulsion, Premix & Asphalt Products – 2013/2014

It is recommended that Council accepts the tenders from Fulton Hogan Industries Pty Ltd, Rock n Road Bitumen Pty Ltd and Boral Resources Qld Pty Ltd due to variation of prices and product as well as availability of supplier when required by council. Authorised Requisitioning Officers are to choose the most advantageous supplier at time of ordering.

- (2) TBSC/13/02 – Supply & Delivery of Stone Products – 2013/2014

It is recommended that Council accepts tenders from both BQC Quarries and Gromac Quarries as there could be a cost saving to council depending on delivery locations.



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(3) TBSC/13/03 – Supply & Delivery of Ready Mixed Concrete – 2013/2015

It is recommended that Council accepts the tender from Burdekin Concrete Pty Ltd based on past performance, quality of service and this being the only submission received.

(4) QBSC/13/04 – Supply and Delivery of Cement Products – 2013/2015

It is recommended that Council accepts the tender from Parkside Mitre 10 based on past performance, quality of service and this being the only submission received.

(5) QBSC/13/05 – Cleaning Services for the Jones Street Depot – 2013/2015

It is recommended that Council accepts the tender from DJ Cleaning Service based on past performance, quality of service and this being the only submission received.

(6) QBSC/13/06 – Supply, Storage and Delivery of Herbicides – 2013/2015

It is recommended that Council accepts the tender from Landmark Ayr based on product pricing, product suitability for councils requirements and being a local supplier.

(7) QBSC/13/07 – Supply, or Supply and Delivery of Concrete Pipes and Culverts – 2013/2015

It is recommended that Council accepts tenders from both Holcim Australia T/as Humes and Reinforced Concrete Pipes Australia (RCPS). Authorised Requisitioning Officers are to choose the most advantageous supplier to council based on price and availability.

## **Resolution**

Moved Councillor Loizou, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

Councillor Lewis returned to the meeting.

## **6.2 Adoption of 2013/14 Revenue Policy**

### **Executive Summary**

Under the Local Government Act, Council is required to prepare and, by resolution, adopt a revenue policy for each financial year.

A draft revenue policy for 2013/14 is attached for consideration and adoption.

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## **Recommendation**

That Council adopts the 2013/14 Revenue Policy and makes copies of the document available for purchase at a fee, in accordance with the current Schedule of Fees and Charges.

## **Resolution**

Moved Councillor Lewis, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

## **7 CORRESPONDENCE FOR INFORMATION**

## **8 NOTICES OF MOTION**

## **9 URGENT BUSINESS**

## **10 GENERAL BUSINESS**

### **10.1 Councillors Appointed to Audit Committee**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Liessmann that Councillors Lewis and McCathie be appointed as members of the Audit Committee.

CARRIED

### **10.2 Community Pass Program - Museum of Tropical Queensland**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Dalle Cort that in relation to a proposed 3 year agreement commencing in 2013-14 with the Museum of Tropical Queensland (MTQ) in respect of the Community Pass Program, the Council:

1. not approves to enter into the agreement at a contribution of \$10,798 (ex GST) per annum; and
2. requests the MTQ to advise what arrangements could be put in place for a contribution of \$5,399 (ex GST) per annum.

CARRIED



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### **10.3 Fees and Charges Amendment - Dogs and Cats**

#### **Resolution**

Moved Councillor Dalle Cort, seconded Councillor Lewis that the 2013/2014 Fees and Charges be amended to reflect that:

1. Under Animal Management (Cats and Dogs) Act 2008, the discount for registration of dogs and cats does not apply to those under 6 months; and
2. Under Local Law No. 2 (Animal Management) 2012, Approvals to keep Animals - Application Fee includes cats and dogs.

CARRIED

### **11 CLOSED MEETING ITEMS**

#### **Council Meeting closed to Public under Section 275 of Local Government Regulation 2012**

#### **Resolution**

Moved Councillor Lewis, seconded Councillor Liessmann that the Council meeting be closed to the public under the following sections of the Local Government Regulation 2012:

- 275(1)(c) the Council's budget;  
275(1)(e) contracts proposed to be made by Council.

for the purpose of discussing:

- Offer to purchase Council land
- Quotes for manning of transfer stations
- 2013-2014 budget

CARRIED

#### **Council Meeting opened to Public**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Liessmann that the Council meeting be opened to the public.

CARRIED

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### **11.1 Council accepts offer for Purchase of Council Freehold Land - 55 Fourteenth Avenue, Home Hill**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Liessmann that Council accepts the offer from Brandon's Real Estate on behalf of their client to purchase council freehold land at 55 Fourteenth Avenue, Home Hill for a purchase price of \$20,000 (inc GST) and subject to Council bearing the cost of a survey plan and pegging of the lot.

CARRIED

### **12 DELEGATIONS**

There being no further business the meeting closed at 12.30pm.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 25 June 2013.**

**MAYOR**

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### **3.2 Burdekin Cultural Complex Board Inc Meeting - 18 February 2013**

#### **Recommendation**

That the minutes of the Burdekin Cultural Complex Board Inc. Meeting held on 18 February 2013 be received as a true and correct record.

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**BURDEKIN CULTURAL COMPLEX BOARD INCORPORATED**

**MINUTES – GENERAL MEETING**

Held on Monday 18 February 2013  
Commencing at 5.30 p.m.

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Clause 1     **ATTENDANCE**

Crs. B. Lowis, L. Loizou and L. McCathie – representing Burdekin Shire Council

Mr. R. Marriott and Mrs T. List representing Burdekin Memorial Hall Committee  
Mr. J. Gooding and Mrs L. Henderson - representing Friends of the Burdekin Theatre

Ms D. Gosper – Secretary  
Miss L. Cox – Minutes Clerk

Observer – Mr. L. Alberts – Theatre Director

Apologies – Cr. U. Liessmann representing Burdekin Shire Council

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Clause 2     **MINUTES RECEIVED**

Moved Mrs Henderson, seconded Cr. McCathie, that the Minutes of the General Meeting held on 19 November 2012 be received as a true and correct record.

CARRIED

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Clause 3     **UPDATE ON THEATRE KITCHEN UPGRADE**  
(Clause 3)

Theatre Director, Mr. Alberts, advised the meeting, in regard to the upgrade of the Theatre kitchen, that:-

- (a) all the major work on the upgrade had been completed;
- (b) a mobile food warmer had been ordered;
- (c) he was waiting for quotes for a new hand basin; and
- (c) work on the internal roof of the kitchen has meant that ceiling was now fully sealed.

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Clause 4     **BOARD TO CONTRIBUTE \$10.00 PER HEAD TOWARDS FRIENDS OF THE BURDEKIN THEATRE ANNUAL GENERAL MEETING**

1230078 \* 07-07-32 from Friends of Burdekin Theatre inviting Board Members to attend their Annual General Meeting on 18 March 2013 and requesting a contribution from the Board of \$10 per head for the catering of the event.

Moved Cr. McCathie, seconded Cr. Loizou, that the Board contribute \$10.00 per head towards the cost of the Friends of the Theatre Annual General Meeting to be held on Monday 18 March 2013.

CARRIED

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**Clause 5      ADVICE ON BACK TO THE 1900'S GALA BALL NOTED**

1214573 \* 07-01-90 from 1900's Centenary Ball Committee advising of their intention to hold a Back to the 1900's Gala Ball at the Memorial Hall on the first weekend in May and requesting financial assistance to assist in organising the ball.

Chairman, Cr. Lewis, advised the meeting that this ball has been cancelled so therefore no decision was necessary on this matter.

NOTED

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**Clause 6      UPDATE ON OPERATIONS, MAINTENANCE AND REFURBISHMENT AT MEMORIAL HALL NOTED**

1322157 \* 07-07-34 from Burdekin Memorial Hall Committee providing an update on the operations, maintenance and refurbishment at the Burdekin Memorial Hall.

NOTED

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**Clause 7      BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR NOVEMBER 2012**

Moved Mr. Marriott, seconded Mrs List, that the Board confirm total cash disbursements from the General Account for the month of November 2012 for \$61,860.63.

CARRIED

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**Clause 8      BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR DECEMBER 2012**

Moved Cr. Loizou, seconded Mr. Gooding, that the Board confirm total cash disbursements from the General Account for the month of December 2012 for \$74,185.51.

CARRIED

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**Clause 9      BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR JANUARY 2013**

Moved Cr. Loizou, seconded Cr. McCathie, that the Board confirm total cash disbursements from the General Account for the month of January 2013 for \$40,167.53.

CARRIED

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**Clause 10      FINANCIAL STATEMENTS FOR PERIOD FROM 1 MAY 2012 to 31 JANUARY 2013 BE RECEIVED**

Moved Mr. Marriott, seconded Mrs List, that the financial statements of the Burdekin Cultural Complex Board for the period from 1 May, 2012 to 31 January 2013 be received.

CARRIED

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**Clause 11 BOARD RECEIVES RECEIVABLES RECONCILIATION REPORT**

Secretary, Ms Gosper, tabled a detailed report listing Outstanding Debtors to 31 January 2013. The Board noted that the total outstanding debtors in respect of the Burdekin Theatre and Burdekin Memorial Hall Complex were \$17,375.76. The Board also noted the recovery arrangements to collect the amount outstanding.

Moved Mr. Gooding, seconded Cr. McCathie, that the report on Receivables Reconciliation be received.

CARRIED

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**Clause 12 OPTIONS TO ENCOURAGE DEBTORS TO PAY PROMPTLY REFERRED TO NEXT MEETING**

Secretary, Ms Gosper, provided the Board with updates on all the debtors accounts that are now well overdue.

Ms Gosper proposed to the meeting that the Board consider introducing an interest charge for accounts that become overdue. She suggested a possible 8 or 10% interest charge be implemented.

Theatre Director, Mr. Alberts, introduced a proposal to the meeting that ticket sales from future hires of the Memorial Hall utilise the Theatre's ticketing system. He advised the meeting that this would allow the Board to have the income for the tickets before expenses are deducted. He also informed the meeting that this will also benefit patrons who would be able to buy tickets 24 hours a day through internet ticketing.

Discussion was held on:-

- (a) booking fees charged on tickets sold at the Memorial Hall;
- (b) successful use of the ticketing system by the Burdekin Junior Eisteddfod;
- (c) Ticketing processes of community organisations holding events at the Memorial Hall: and
- (d) .the effect on organisations that pay accounts in a timely manner.

The Board asked that the ticketing proposal be discussed with the Burdekin Memorial Hall Supervisor to obtain further input. This along with all other proposals to encourage hirers to pay on time will then be discussed at the next meeting.

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**Clause 13 REQUEST BY OUTSTANDING DEBTOR TO MAKE INSTALMENT PAYMENTS APPROVED**

Secretary, Ms Gosper, advised the meeting that she had received correspondence from a debtor who has an amount of \$1,666.00 outstanding since September 2012. The debtor has requested that she be able to pay off the amount in instalments.

Moved Cr. McCathie, seconded Cr. Loizou that a request from S. Saxby to pay her outstanding debt of \$1,666.00 in instalments be granted.

CARRIED

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Clause 14 **BOARD NOTES DETAILS OF EXPENDITURE TO 31 JANUARY 2013 FOR ADMINISTRATION AND OPERATION OF BURDEKIN CULTURAL COMPLEX**

Moved Mrs List, seconded Mrs Henderson, that the report listing receipts and expenditure to 31 January 2013 of Council costs associated with administration and operation of the Burdekin Theatre and Burdekin Memorial Hall by the Burdekin Shire Council as follows be received:-

<u>Receipts</u>	<u>Item</u>	<u>Expenditure</u>
0.00	Capital	35,851.52
0.00	Current	355,426.88
<b>\$0.00</b>		<b>\$391,278.40</b>

CARRIED

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Clause 15 **BOARD NOTES DETAILS OF LIVE PERFORMANCES IN BURDEKIN THEATRE AND BURDEKIN MEMORIAL HALL SINCE LAST MEETING**

At this stage Members discussed details of reconciliations for performances in the Burdekin Theatre and Burdekin Memorial Hall since the last meeting.

The Chairman advised the meeting that it was necessary to confirm the Theatre Director's action in exercising discretionary powers concerning fee structures negotiated for some performances in the Burdekin Theatre and Burdekin Memorial Hall since the last Board meeting.

Details of performances in the Burdekin Theatre and Burdekin Memorial Hall during the period are set out hereunder:-

Production: ..... Club Mode – Chasing the Lollyman  
 Date: ..... 19/6/2012  
 Promoted By: ..... BCCB Inc.  
 Ticket Sales: ..... 21  
 Cost to Promoter: ..... \$1,491.20

Production: ..... The Disappearance Project  
 Date: ..... 13 – 14/7/12  
 Promoted By: ..... BCCB Inc.  
 Ticket Sales: ..... 25  
 Cost to Promoter: ..... \$498.41

Production: ..... The Mikado  
 Date: ..... 30/10/2012  
 Promoted By: ..... BCCB Inc.  
 Ticket Sales: ..... 52  
 Cost to Promoter: ..... \$4,137.89

Production: ..... Morning Melodies – Beggars Bound for Australia  
 Date: ..... 15/11/2012  
 Promoted By: ..... Burdekin Shire Council  
 Ticket Sales: ..... 203  
 Cost to Promoter: ..... \$4,532.11

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Production: ..... Club Mode – Kransky Sisters  
 Date: ..... 21/11/2012  
 Promoted By: ..... BCCB Inc.  
 Ticket Sales: ..... 78  
 Cost to Promoter: ..... \$1,430.16

Production: ..... Madama Butterfly  
 Date: ..... 27/11/2012  
 Promoted By: ..... BCCB Inc.  
 Ticket Sales: ..... 157  
 Cost to Promoter: ..... \$1,080.33

Production: ..... The Show Must Go On  
 Date: ..... 1/12/2012  
 Promoted By: ..... Dance4Dance  
 Ticket Sales: ..... 605  
 Refund to Promoter: ..... \$11,162.97

Production: ..... Simply Delectable  
 Date: ..... 8/12/2012  
 Promoted By: ..... Simply Dance  
 Ticket Sales: ..... 798  
 Refund to Promoter: ..... \$11,428.17

Moved Cr. Loizou, seconded Mr. Gooding, that the Board note details provided by the Theatre Director in respect of performances in the Burdekin Theatre and Burdekin Memorial Hall since the last meeting.

CARRIED

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Clause 16 **REPORT ON EXPENDITURE TO 31 JANUARY 2013 FOR BOARD PROMOTIONS RECEIVED**

Moved Cr. McCathie, seconded Mr. Gooding, that the report listing expenditure for Board Promotions as at 31 January 2013, be received.

CARRIED

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Clause 17 **THEATRE DIRECTOR'S REPORT FOR THE PERIOD 19 NOVEMBER 2012 TO 18 FEBRUARY 2013 RECEIVED**

Moved Cr. Loizou, seconded Mr. Marriott, that the Theatre Director's report for the period 19 November 2012 to 18 February 2013, be received.

CARRIED

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Clause 18 **DISCUSSION HELD ON THEATRE DIRECTOR'S REPORT**

Theatre Director, Mr. Alberts, provided details about the show 360 Allstars listed in the Venture Programming 2013 section of his report. He advised that:-

- (a) this show was directed at younger people but was open for all ages;
  - (b) this show featured performers such as a BMX rider, hip hop artist, percussionist, breakdancer and a freestyle basketballer;
-

- (c) he has had discussions with the Burdekin Youth Council regarding promoting this event; and
- (d) the performers would be conducting various workshops around the community before the performance.

Discussion was also held on the upcoming simulcast of the Bolshoi Ballet in June. Mr. Alberts advised the meeting that the holding of this event will be dependent on government funding.

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Clause 19 **BOARD ADVISED THAT INTEREST ACCRUED ON THE BOARD'S V2 PLUS ACCOUNT TOTAL \$662.16**

Chairman, Cr. Lewis, advised the meeting that interest accrued on the Board's V2 Plus Account totals \$662.16.

NOTED

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Clause 20 **GENERAL MEETING TO BE HELD ON MONDAY 22 APRIL 2013**

It was confirmed that the next meeting of the Board General Meeting would be held on Monday 22 April 2013 at 5.30 p.m.

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Clause 21 **CLAUSE 7 OF MINUTES OF BOARD GENERAL MEETING DATED 19 NOVEMBER 2012 TO BE CHANGED**

It was resolved that Clause 7 of the Burdekin Cultural Complex Board Inc General Meeting Minutes dated 19 November 2012 be changed to as follows:-

It was resolved that:-

- (a) the Friends of the Theatre not receive a contribution from the Board for their function held on Friday 23 November 2012 for the Theatre's 30th Anniversary celebrations; and
- (b) a request be made to Council for a contribution towards the expenditure involved in hosting the Theatre's 30<sup>th</sup> Anniversary celebrations once all details are finalised regarding attendance and costs.

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Clause 22 **DISCUSSION HELD ON IMPROVING SAFETY OF STAIRS AT THEATRE**

Chairman, Cr. Lewis, expressed concern regarding the lack of lighting on the step down into AA row in the Theatre Auditorium. He advised that there was an incident at the recent Australia Day celebrations where a patron tripped as they were going down into AA row.

Theatre Director, Mr. Alberts advised that he would look into the issue.

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Clause 23 **DISCUSSION HELD ON FUNDING THEATRE STAFF CHRISTMAS CELEBRATION**

Theatre Director, Mr. Alberts, advised the meeting that he took the Theatre staff out for breakfast as their Christmas celebration and the cost for this was \$130.50.

This was noted and agreed that the expense would come out of the Entertainment area of the Board's budget.

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Clause 24    **DISCUSSION HELD ON BAR REFURBISHMENT AT MEMORIAL HALL**

Discussion was held on the bar refurbishment at the Memorial Hall and the possibility of Councillors visiting the site to see the progress of the work.

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Clause 25    **FEES AND CHARGES TO BE REVIEWED FOR NEXT FINANCIAL YEAR**

Discussion was held on the fact that fees and charges at the Theatre had not been raised in two years.

It was proposed that a review be made of the Fees and Charges at both the Burdekin Theatre and Burdekin Memorial Hall for the next financial year and that this be presented to the Board at the next meeting.

There being no further business the Meeting concluded at 6.50 p.m.

B. Lewis  
CHAIRMAN

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## **4 REPORTS**

### **4.1 Capital Projects Monthly Report for Period Ending 31 May 2013**

#### **Recommendation**

That the Capital Projects Monthly Report for period ending 31 May 2013 be received.



**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 May 2013**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
<b>Director of Corporate &amp; Community Services</b>							
0	0.00	-	10002 - Council Properties Other	41,000	0.00	-100%	<b>Budget:</b> Ayr Water Treatment Plant Residence replace timber deck and bathroom repair \$6,000 - deck completed, bathroom being done - charged to operational; Burdekin Gem Building - reroof and external upgrade \$35,000. This work not to proceed. Alternative locations to be investigated.
0	0.00	-	10007 - Council Properties Community	35,000	15,000.00	-57%	<b>Budget:</b> Refurb Clare Pool Amenities to include new Unisex facility. Works completed - \$30,338. Expenditure to be transferred to CJ 16302 Clare Pool.
-173,954	-171,454.54	-1%	10020 - Land Purchases/Sales	0	0.00	-	<b>Budget:</b> Revenue from sale of lot at Ayr Industrial Estate \$146,455, Conley Street \$27,500 (Journal to be done to recognise GST on income - correct amount is \$25,000)
0	0.00	-	11001 - IT Hardware Purchases	17,561	15,494.70	-12%	<b>Budget:</b> Replace printer - Foremen \$8,800; Photocopier/Printer for Design Office <b>Budget \$8,761 Actual \$8,761</b> - unexpected breakdown. Printer - Water/Wastewater <b>Actual \$6,734</b> .
0	0.00	-	11002 - Admin Office Equipment Capital Purchases	8,636	8,636.12	0%	<b>Budget:</b> Photocopier/Printer \$8,636 for Expenditure Services.
0	0.00	-	11004 - Burd Library Off Equip, F & F Capital Purchases	108,772	1,351.99	-99%	<b>Budget:</b> Burdekin Library - replace existing shelving in Adult area \$81,800 - quotes obtained; Library circulation desk \$20,000 (c/over) - currently preparing plans for quotation purposes; Library replace children's shelving \$6,972 (c/over) <b>Actual \$1,352</b> .
0	0.00	-	11006 - IT Communication Purchases	134,607	134,607.27	0%	<b>Budget:</b> Replace cabling - library to theatre \$27,100 - completed; Replace existing cabling in Chamber/Admin \$100,000 - completed; Design office network switch \$8,507.
0	0.00	-	11007 - IT Software Purchases	246,710	132,373.21	-46%	<b>Budget:</b> Software - ECM upgrade to Ci <b>Budget \$40,000 - completed - Actual to date \$49,671; AM Software Budget \$186,710 Actual to date \$74,332, Sharepoint 2013 &amp; Exchange Upgrade Budget \$20,000 Actual \$8,370.</b>





**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 May 2013**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
0	0.00	-	11101 - Burd Theatre Furniture & Fittings Capita	27,000	27,680.66	3%	Budget: Stage monitor system replacement - completed.
0	0.00	-	12001 - Aerodrome Residence	10,900	10,854.80	0%	Budget: Ayr Aerodrome Dwelling - deck refurb - works completed.
0	0.00	-	12007 - Burd Rural Multi-Tenant Service Centre	22,742	0.00	-100%	Budget: PCYC Toilet Refurb for Basketball Stadium (c/over).
-9,125	-9,124.50	0%	12012 - Ayr Showgrounds Grounds	101,700	101,665.85	0%	Budget: Electric Control Bld reroof & soffits - Actual \$7,182 - works completed; Caretaker Residence (remove & demolish existing cottage & install new demountable) Actual \$94,484 includes contrib from Show Society (funded from carryovers).
0	0.00	-	12013 - Burdekin Amateur Basketball Assn	30,000	0.00	-100%	Budget: Replace air con system on roof that serves mezzanine area.
0	0.00	-	12031 - Support Centre	16,800	16,816.20	0%	Budget: BCA Building - replace floor coverings . Works completed.
0	0.00	-	12041 - Burdekin Library	62,900	62,894.70	0%	Budget: Fish pond refurb (c/over). Completed.
0	0.00	-	12042 - Burdekin Memorial Hall	279,409	275,913.34	-1%	Budget: Bar & Amenities Refurb \$279,409 (c/over) Actual to date \$275,913. Practical completion 19 April.
0	0.00	-	12043 - Burdekin Theatre	5,600	5,572.73	0%	Budget: Kitchen upgrade \$5,600 Building work complete.
-73,017	-61,020.48	-16%	12044 - Burdekin Library Other Assets	79,400	54,086.22	-32%	Budget: Burdekin Library Books
0	0.00	-	16552 - Be Active Trail Equipment	694	0.00	-100%	Budget: Equipment (c/over). Project complete.
0	0.00	-	23145 - CBD2 Home Hill Burd Memorial Hall Toilets	120,318	0.00	-100%	Budget: Ablutions refurbishment (c/over). Practical completion 19 April.
<b>-256,096</b>	<b>-241,599.52</b>		<b>Total</b>	<b>1,349,749</b>	<b>862,947.79</b>		

**Director of Environment & Operations**

-1,199,413	-1,193,679.96	0%	20000 - Roadworks	5,590,872	4,230,187.42	-24%	
-1,495,789	0.00	-100%	27001 - NDRRA - Jan 10 Event	1,495,789	0.00	-100%	
-4,800,000	0.00	-100%	27002 - NDRRA - Feb 11 Event	4,800,000	0.00	-100%	
-7,070,984	0.00	-100%	27003 - NDRRA - Mar 12 Event	600,000	322,284.42	-46%	
0	0.00	-	27100 - NDRRA - Feb 13 Event	0	67,322.27	-	Awaiting QRA approval
0	0.00	-	11003 - Eng Office Equipment Capital Purchases	8,700	8,636.12	-1%	Actual: Photocopier/Printer \$8,636.
0	0.00	-	16005 - Ayr Cemetery Other Assets	135,000	9,720.00	-93%	Budget: Ayr Cemetery Sewerage \$20,000 Actual \$5,170; Ayr Cemetery Sextons Hut \$115,000 Actual \$4,550
0	0.00	-	16201 - Ayr Transfer Station	0	17,867.34	-	Internal drainage



# **BURDEKIN SHIRE COUNCIL** **MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 May 2013**

				Expenditure			Comments
Budget	Income Actual to Period End	Variance	Description	Budget	Actual to Period End	Variance	
0	0.00	-	16203 - Ayr Transfer Station Building	37,000	0.00	-100%	<b>Budget:</b> Gatehouse - Design completed, work yet to commence.
							Solar Panels <b>Budget</b> \$1,810 <b>Actual</b> \$1,810 Project completed - including Solar upgrade for installation on weighbridge hut; Kirknie external road <b>Budget</b> \$3,530
0	0.00	-	16208 - Kirknie Landfill	5,340	5,339.00	0%	<b>Actual</b> \$3,529.
0	0.00	-	16210 - Kirknie Landfill Fencing	76,506	76,506.00	0%	Project completed
0	0.00	-	16251 - Burdekin Cascades Caravan Park	33,538	33,538.47	0%	Project completed - cabin, carpark, footpath.
0	0.00	-	16252 - Home Hill Caravan Park	58,460	53,484.73	-9%	<b>Budget:</b> Cabins and amenities - programmed for April <b>Actual</b> \$7,500 Re-roof units, \$45,985 Refurbish Cabins 1 & 2.
0	-1,818.18	-	16253 - Burdekin Cascades Caravan Pk Other Asset	69,406	71,365.49	3%	New BBQ area for Burdekin Cascades Caravan Park - order placed for work <b>Budget</b> \$30,000 <b>Actual</b> \$31,958. BCCP Fence and installation <b>Budget</b> \$39,406 <b>Actual</b> \$39,407.
0	0.00	-	16254 - Home Hill Caravan Park - Other Assets	30,000	28,526.74	-5%	BBQ Area upgrade - project completed <b>Actual</b> \$28,526.
0	0.00	-	16301 - Ayr Pool	8,307	8,307.00	0%	Concept designs & consultations. Complete
0	0.00	-	16302 - Clare Pool	0	1,600.00	-	<b>Actual:</b> Refurb Clare Pool Amenities to include new Unisex facility. Original budget \$35,000 in CJ 10007. Works completed \$30,338.
0	0.00	-	16305 - Millaroo Pool	112,500	0.00	-100%	<b>Budget:</b> Design \$10,000; Refurbish \$45,000; Planning \$57,500. Tender documents being developed.
0	0.00	-	16361 - Public Conveniences Coutts Park	44,500	40,575.89	-9%	<b>Budget:</b> Relocate and refurb Exceloo. Project proceeding.
0	-15,000.00	-	16400 - Shire Parks	0	0.00	-	
0	-34,136.36	-	16403 - Shed - Brolga Park Giru	0	13,377.27	-	
0	-5,000.00	-	16409 - Skate Park - Home Hill	60,000	951.97	-98%	<b>Budget:</b> Skate Park - Home Hill. Concept plan developed. Project commenced.
0	0.00	-	16512 - Miscellaneous Parks Irrigation	70,543	0.00	-100%	
0	0.00	-	16518 - Parkside Park Irrigation	0	1,962.18	-	More expenses to come.
-64,000	-6,400.00	-90%	23121 - CBD Home Hill Comfort Stop	160,000	49,724.95	-69%	<b>Budget:</b> Refurbish. Project commenced.
0	0.00	-	23250 - Depot/Store Building	8,000	5,000.00	-38%	<b>Budget:</b> Depot Stores Shed - reroof. Project substantially complete.





**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 May 2013**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
-9,045	0.00	-100%	23323 - Yellow Gin Creek Alert Station	16,823	9,460.83	-44%	Fabrication of structure complete; installation started. Project to be completed in June.
-10,400	-10,400.00	0%	23324 - Reed Beds Alert Station	26,000	13,667.57	-47%	Project commenced.
-38,720	0.00	-100%	24000 - Drainage Budget	916,639	0.00	-100%	<b>Budget:</b> Anderson St to Beach Rd \$220,000; Major Drainage Schemes \$120,000; Ayr/Brandon Flood Study upgrade, model and design schemes \$106,639; Upgrade culverts drain AA crossing Cominsky Rd Horseshoe Lagoon \$50,000; Home Hill Urban Drainage \$150,000; Secure outlet to drain Horseshoe Lagoon \$150,000; Young St (Gordon-Lynch) Drainage \$120,000.
-197,066	-197,065.00	0%	24008 - Ayr/Lilliesmere Flood & Drng 04/05 NDMP2	0	2,721.34	-	Project commenced.
0	0.00	-	24020 - Gross Pollutant Traps Nelson's Lagoon	128,316	128,315.20	0%	Project completed.
0	0.00	-	24021 - Ayr Transfer Station Drainage	17,867	0.00	-100%	
0	0.00	-	24026 - Andersen Street Drainage	33,061	40,184.41	22%	Project completed.
0	-3,872.00	-	24027 - Brice's Culvert	0	0.00	-	
0	0.00	-	24028 - Home Hill Drainage	0	22,220.00	-	Design.
-105,000	-36,409.10	-65%	25001 - Sedans	270,000	89,460.52	-67%	Three sedans purchased.
-175,000	-128,332.76	-27%	25002 - Utilities	370,000	298,690.76	-19%	Eleven utilities purchased.
-229,521	-130,013.41	-43%	25003 - Trucks	864,181	525,670.68	-39%	Water Truck, Street Sweeper purchased, Bitumen Patching Truck.
-50,000	0.00	-100%	25004 - Machines	280,000	0.00	-100%	
-64,500	-68,390.91	6%	25005 - Plant and Equipment	159,750	171,462.00	7%	Portable Air Compressor, 2 x Generators purchased, 2 x LED Signs & Trailer (Funded by Flexible Funding Program - refer 45002)
0	0.00	-	30000 - Sewerage Construction Budget	280,816	0.00	-100%	<b>Budget:</b> Replace/Refurb assets \$50,000; No 1 Sew Pump Station Ayr new electrical switchboard \$130,816; Replace Telemetry \$100,000.
0	0.00	-	30002 - Sewers Ayr	0	24,458.08	-	Burke St section collapse.
0	0.00	-	30201 - Pump Station 1 Ayr	34,400	26,596.00	-23%	New switchboard - tender awarded.
0	0.00	-	30230 - Pump Station 30 Ayr	0	1,076.72	-	Replace two pumps - project completed.
0	0.00	-	30330 - Telemetry - Sewerage	0	15,580.00	-	Project commenced.
0	0.00	-	30405 - Treatment Plant Inlet Structure Ayr/Bran	60,157	11,189.76	-81%	Continuing project from LY.
0	0.00	-	30407 - Treatment Plant Secondary Clarifier Ayr	0	5,135.33	-	Pump replacement - project completed.
0	0.00	-	30410 - Treatment Plant Primary Digester Ayr/Bra	72,250	1,255.79	-98%	<b>Budget:</b> Replace sludge digester dome Ayr.
0	0.00	-	30412 - Treatment Plant Sludge Collection Facili	365,231	159,437.90	-56%	Project substantially completed.
0	0.00	-	30416 - Treatment Plant Septage Receival Ayr/Bra	0	97.76	-	To be transferred to CJ 30461 in period 12.
0	0.00	-	30461 - Treatment Plant Sludge Collection Facili	0	165,269.94	-	Project substantially completed.



**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 May 2013**

Budget	Income Actual to Period End	Variance	Description	Expenditure Actual to Period			Comments
				Budget	End	Variance	
0	0.00	-	31050 - Sewer Reline Project	800,000	718,190.06	-10%	Project substantially completed.
0	0.00	-	35000 - Water Construction Budget	405,000	0.00	-100%	Budget: Replace/Refurb assets \$100,000; South Ayr Water Treatment Plant - install variable speed pumps \$100,000; HH Water Tower - Replace Aerators \$175,000; Breen Street Water Main \$30,000.
0	0.00	-	35106 - Bore 6 Home Hill	0	33,172.52	-	Actual: Check over motor & pump for tightening - pull out turbine.
0	0.00	-	35264 - Iron & Manganese Removal	91,390	50,879.51	-44%	Project commenced.
-121,971	0.00	-100%	35270 - Fluoridation South Ayr	73,494	73,493.64	0%	Actual: Concept Design Report complete - H.H. Aerator. Project not proceeding.
0	0.00	-	35302 - Aeration Home Hill Tower	0	34,762.26	-	Actual: Concept Design, project commenced.
0	0.00	-	35352 - Distribution Mains Ayr	0	8,860.00	-	
0	0.00	-	35355 - Valves/Scours Ayr	0	21,693.81	-	Project commenced.
<b>-15,631,409</b>	<b>-1,830,517.68</b>		<b>Total</b>	<b>18,669,836</b>	<b>7,699,279.65</b>		
<b>-15,887,505</b>	<b>-2,072,117.20</b>		<b>TOTAL CAPITAL PROJECTS</b>	<b>20,019,585</b>	<b>8,562,227.44</b>		

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## **4.2 Operating Statement for Period Ending 31 May 2013**

### **Recommendation**

That the Operating Statement for the period ending 31 May 2013 be received.



**BURDEKIN SHIRE COUNCIL  
OPERATING STATEMENT  
Period Ending 31 May 2013**

	Note	Actual YTD	YTD Revised Budget	\$ Variance Actual to Revised	% Variance Actual to Revised
<b>Operating Revenue</b>					
Rates and Utility Charges	1	34,528,020.19	35,442,500	-914,480	-3%
Discounts and pensioner remissions		-3,557,683.60	-3,534,900	-22,784	1%
User fees and charges		2,163,797.78	2,122,296	41,502	2%
Interest Received		1,402,777.57	1,442,833	-40,056	-3%
Operational contributions and donations	2	277,448.95	180,492	96,957	54%
Operational grants and subsidies	3	14,046,143.12	5,119,714	8,926,429	174%
Contract and recoverable works	4	1,978,865.05	1,952,500	26,365	1%
Other operating revenue	5	292,014.33	166,575	125,439	75%
<b>Total operating revenue</b>		<b>51,131,383.39</b>	<b>42,892,010.25</b>	<b>8,239,373</b>	<b>19%</b>
<b>Operating Expenses</b>					
Employee benefits	6	15,084,882.76	15,240,423	-155,540	-1%
Materials and services	7	17,012,113.20	14,814,418	2,197,695	15%
Depreciation and amortisation		8,132,003.00	8,132,003	0	0%
Finance Costs		394,228.95	378,936	15,293	4%
Other expenses		821.39	0	821	-
<b>Total operating costs</b>		<b>40,624,049.30</b>	<b>38,565,779.75</b>	<b>2,058,270</b>	<b>5%</b>
<b>Surplus (deficit) from operating activities</b>		<b>10,507,334.09</b>	<b>4,326,231</b>	<b>6,181,104</b>	<b>143%</b>
Capital contributions	8	179,409.70	17,990	161,420	897%
Capital grants and subsidies	9	1,420,606.78	13,880,996	-12,460,389	-90%
Other capital income (expense)	10	472,100.72	109,958	362,143	329%
<b>Net result for period</b>		<b>12,579,451.29</b>	<b>18,335,174</b>	<b>-5,755,723</b>	<b>-31%</b>



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**BURDEKIN SHIRE COUNCIL  
OPERATING STATEMENT  
NOTES FOR VARIANCES TO BUDGET  
Period Ending 31 May 2013**

**Note**

**1 Rates and Utility Charges**

**Admin - Rates in advance to be journalled in as income at end of year - Approx \$560,000.**

**2 Operational Contributions and Donations**

**Env - Under Budget \$7,451 - Invoices to be raised for landholders in second half of year.**

**Eng - Over Budget \$28,880 - Unbudgeted contributions from developers.**

**3 Operational Grants and Subsidies**

**Env - Under Budget \$9,167 - Grants not yet received.**

**Admin - Over Budget \$108,508 - Timing difference. Grants received in full.**

**Eng - Over Budget \$8,836,852 - QRA Grants Received**

**4 Contract & Recoverable Works**

**Eng - Over Budget \$26,365 - MRD Street Lighting unbudgeted, BSRIT Expenditure received Jul/Aug/Sept/Oct/Nov/Dec/Feb/Apr.**

**5 Other Operating Revenue**

**Admin - Over Budget \$13,260 - Workcare revenue above budget.**

**Eng - Over Budget \$61,505 - Unbudgeted monies received for Hire of fencing panels \$5,452, sale of tractor tyres \$91, Plant Sales \$8,289, AON MV Insurance Claim \$561, RACQ Ins Payment for Hire Vehicle \$1,946, Vehicle Allowance Claim for Mayor \$1,655, Launs Siding Access Construction \$55,000, and Signage \$57.**

**Wat - Over Budget \$22,924 - Unbudgeted monies received for Water Sales \$19,083, and Refundable Deposits \$1,356.**

**Waste - Over Budget \$18,593 - Unbudgeted money received for sale of Small Scale Technology Certificates for Solar Panels System at Kirknie Landfill \$3,643.**

**6 Employee Benefits**

**Env - Under Budget \$88,590 - Under budget mainly in the areas of Parks Operation \$25,989, Cemeteries \$14,511, Public Conveniences \$10,808, Swimming Pools \$8,652, and Land Protection \$7,174.**

**Sew - Under Budget \$144,226 - In the areas of Sewerage Reticulation \$165,917 and Sewerage Treatment \$33,243. Over budget Sewerage Operational \$71,223.**

**Wat - Under Budget \$86,451 - Mainly Water Admin \$18,478, Water Operational \$15,656, Water Treatment \$12,990, and Water Reticulation \$23,355.**

**Dev - Over Budget \$13,693 - Mainly Plumbing Inspection \$8,355. Under budget Development Admin \$2,662.**

**Eng - Over Budget \$355,605 - Mainly Recoverable Works Other \$764,574. Under Budget mainly Works Supervision \$55,014, Roads Maintenance \$132,111, Workshop Operations \$43,725, and Rec Wks Main Roads \$126,818. Large expenditures on NDRRA to be capitalised.**

**Waste - Over Budget \$22,442 - In the area of Waste Management Admin \$5,710, and Waste Disposal \$16,732.**

**7 Materials & Services**

**Admin - Under Budget \$186,436 - Annual valuation fees not yet entered, under budget by \$71,000. Audit fees under budget by \$35,000, total audit budget \$66,000.**

**C&C - Under Budget \$175,447 - Main areas under budget are Counter Disaster \$28,562, Cultural Facilities \$115,702, and Development and Other Tourism \$35,715. Over budget Welfare Other \$6,870**

**Dev - Under Budget \$118,154 - Mainly Town Planning \$93,655, Private Certification \$6,873 and Plumbing Inspection \$7,824.**

**Env - Under Budget \$439,942 - Mainly Health Admin \$61,991, Parks Operation \$27,986, Public Conveniences \$44,566, Caravan Parks \$60,669, Swimming Pools \$46,726, Environmental Levy \$54,218, and Land Protection \$28,460.**

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**Sew - Under Budget \$65,050** - In the area of Sewerage Treatment \$40,542, and Sewerage Reticulation \$15,601.

**Waste - Under Budget \$492,505** - In the areas of Waste Collection \$120,455, Waste Management Admin \$29,733, and Waste Disposal \$342,317.

**Wat - Under Budget \$335,156** - Mainly Water Supply \$154,062, Water Treatment \$134,356, Water Reticulation \$33,206, and Meters \$14,070.

**Eng - Over Budget \$4,010,386** - Over budget mainly Recoverable Works Other \$4,224,335. Under Budget mainly Works Section \$38,602, Drainage Maintenance \$26,642, Street Lighting \$147,854, Workshop Operations \$72,798, and Plant Management \$97,069. Large expenditures on NDRRA to be capitalised.

**8 Capital Contributions**

**C&C - Over Budget \$1,518** - Reimbursement of 50% caretakers residence improvements. Timing difference - grant received in full.

**Eng - Over Budget \$113,573** - Contributions from developers, project contributions toward footpath works & Bartlett Road drainage.

**Env - Over Budget \$46,330** - Monies received from Developers for Parks Contributions.

**9 Capital Grants & Subsidies**

**C&C - Under Budget \$6,669** - Timing difference, grant not received in full.

**Eng - Under Budget \$12,341,913** - Timing difference, grants not yet received.

**Wat - Under Budget \$111,807** - Grant for Water Fluoridation not yet received.

**10 Other Capital Income**

**Eng - Over Budget \$300,646** - Proceeds from sale of equipment.

**Admin - Over Budget \$61,497** - Sale of lot at Ayr Industrial Estate and Conley Street. Actual cost of asset not recognised in Finance One to date.

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## 5 ENVIRONMENT & OPERATIONS

### 5.1 GA Caruso - Development Application for Material Change of Use - Home Occupation (Licensed Weapons Dealer) at 109 Wickham Street, Ayr (Lot 1 on RP702015, Parish of Antill, County of Gladstone)

#### Document Information

**Referring Letter No:** 1242274, 1246291

**File No:** 226 (Cons13/0004)

**Name of Applicant:** GA Caruso

**Location:** 109 Wickham Street, Ayr (Lot 1 on RP702015, Parish of Antill, County of Gladstone)

**Author and Title:** S. Great – Manager Planning and Development

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#### Executive Summary

An application has been received from Ruddy, Tomlins & Baxter on behalf of their client GA Caruso seeking approval for a Material Change of Use for Home Occupation (Licensed Weapons Dealer) at 109 Wickham Street, Ayr (Lot 1 on RP702015, Parish of Antill, County of Gladstone) A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

#### Recommendation

That Council approves the Development Application for a Material Change of Use for Home Occupation (Licensed Weapons Dealer) at 109 Wickham Street, Ayr (Lot 1 on RP702015, Parish of Antill, County of Gladstone) subject to the following conditions:

#### GENERAL

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
- 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance

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with the conditions of an express permission of the Council.

- 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
- 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
- 1.7 Only one sign with a maximum face area of 0.5 m<sup>2</sup> and bearing only the name of the person carrying out the business and the type of business is to be provided on the premises.
- 1.8 The activity does not cause any injury to or have a prejudicial effect on the amenity of the locality in which it is carried out due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste products, or anything whatsoever.
- 1.9 The approved use shall be undertaken so that no undue disturbance is caused to neighbouring properties by virtue of noise, bright lights, traffic movements or interference with radio and television reception.
- 1.10 This approval only allows for a 'Dealer' to operate from the premises in accordance with the *Weapons Act 1990 Section 13 – Application for a Licence; Annexure – Occupational*. Evidence of such Licence must be submitted to Council prior to the use becoming operational.

## **BUILDING WORK**

2. A development permit for Building Works is to be obtained before any building works are carried out on the premise.

## **EXTERNAL WORKS**

3. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

## **Advice only**

- The footpath between the kerb and property boundary is to be kept clear of parked vehicles.

## **Background Information:**

The land is zoned 'Residential' with the proposal triggering an 'Impact Assessable' Development Application for a Material Change of Use to establish a Home Occupation (Licensed Weapons Dealer). The application has been assessed against the relevant sections of the Burdekin Shire Council's IPA Planning Scheme including the 'Home Occupation' Code.

## **The Application:**

It is the applicant's intent to establish a Home Occupation - Licensed Weapons Dealer in the existing footprint of the residential dwelling at 109 Wickham Street, Ayr. The proposed business will take up approximately 35m<sup>2</sup> and will replace an existing play area and spare bedroom towards the front of the house. The intention is to use this modified section of the



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residence to establish a display area and strong room to be used in conjunction with the business.

Historically, a 'Gunsmith's' business operated at 13<sup>th</sup> Avenue Home Hill for many years. The business has since ceased operation. This is the only 'similar type' business that officers can 'call up' to identify any potential concerns or planning matters that will need to be addressed during this assessment process. Apart from building records, no safety concerns, complaints, or any other negative impacts were associated with this property. This business operated successfully within a predominately residential amenity area of Home Hill in close proximity to Home Hill High School. It is acknowledged that this business was operating the majority of the time prior to the introduction of a much stricter system of gun licensing and ownership controls. This historical information has been sourced to assist in identifying what (if any) issues were apparent during the operation of this business.

A massive change to gun control legislation in Australia due to the Port Arthur massacre in 1996 has led to very strict licensing requirements being implemented to control ownership and the sale of weapons. Under the National Firearms Agreement provisions were developed to adopt a ban on specific rifles and shotguns. In addition, a restrictive system of licensing and ownership controls was also implemented. Research into the statutory instruments (listed below) controlling the sale of weapons has identified the level of compliance required.

- *Weapons Act 1990 (Qld)*
- *Weapons Regulation 1996*
- *Explosives Act 1999*
- *Queensland Police – application for a licence*

If Council is to approve this application, it will need to rely heavily upon the abovementioned legislation to manage the operations of the proposed gun dealership business. This is due to the fact that Council's Planning Scheme, Policies and Local Laws do not contain specific requirements for the proposed activity. Important issues such as secure storage, quantities of ammunition, and management of potentially explosive goods will be controlled by other legislation.

Some of the control measures (*Weapons Regulation 1996*) to be implemented before the applicant can operate as a dealer to sell weapons include:

- Secure and safe storage of weapons (i.e. walls, floors and ceilings are to be solid concrete.)
- Solid concrete vaults and safes.
- External doors to be padlocked and dead bolted.
- Grills made of solid steel on all windows and shopfront doors.
- Premises must have a monitored burglar alarm system.
- Limitations on quantities of stock and ammunition
- Must have Queensland Police issued licence (*Form 28 - Weapons Act 1990*) before any purchase can be made.

In addition to these control measures, no firearms are to be discharged at any time nor are weapons allowed to be used unlawfully.

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The applicant has indicated that there will be two employees (one being himself) as part of the proposal with both employees living on-site. It is expected there will be no more than two clients attending the premises at any given time. Parking provision has not been provided on-site but the applicant has stated that there is ample on-street parking. The proposed operational hours would be six days per week - 9am – 12pm and 3–6pm. The majority of the overall outcomes included as part of the Home Occupation Code have been met. Overall, it is considered that the scale and intensity of the use is appropriate to the residential setting such that there will be minimal disruption to the residential amenity of the locality.

The application was required to be publicly notified. The applicant advised that all requirements had been carried out in accordance with the Sustainable Planning Act.(SPA) 2009. The application was advertised in the Ayr Advocate on Friday 10<sup>th</sup> May, 2013 and at the end of the notification period on Friday 31<sup>st</sup> May, 2013 no properly made submissions were received.

Council's Assessment Manager did however receive a letter of concern from a nearby resident opposing the proposal after the closing date. This submission cannot be formally treated as a properly made submission and it does not give the writer submitter appeal rights. Although the letter was received after submissions closed, valid concerns raised in the letter have been considered. The main concern raised concentrates on the assumption that the proposed use will contribute towards the demise of the existing residential amenity in the locality. No evidence has been presented that substantiates this concern, and the recommendation will definitely contain measures that can manage any activities that may have detrimental consequences including any increase in threat to the wider community. For example, traffic management, public safety and excessive emissions will be managed through compliance objectives being met.

#### **Site Description/Surrounding Land Uses:**

The subject site is located toward the southern end of Wickham Street in a predominantly residential area of Ayr with the Burdekin Shire Council Chambers located next door. There is an existing kindergarten fronting Macmillan Street directly behind the property. Council owned land separates the applicant's house from the kindergarten.

#### **Conclusion:**

After careful consideration of the application, including the important emotive and public safety issues associated with the proposal, Council's Development Assessment Team members have assessed the application and have drafted conditions that will ensure that any negative impacts emanating from the proposal on existing residential amenity will be minimised. Strict licensing requirements dictated by relevant statutory legislation will ensure that stringent management strategies are forced upon the operator with regard to public safety. It is therefore recommended that Council approve the application subject to the abovementioned conditions.

#### **Link to Corporate/Operational Plan**

N/A

#### **Consultation**

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was advertised in the Ayr Advocate on Friday the



10<sup>th</sup> May, 2013 and at the closing date for submissions on 31<sup>st</sup> May, 2013, no properly made submission were received. All other relative Council Departments have been consulted with any comments/conditions being included in the recommendation.

## Legal Authority or Implications

N/A

## Policy Implications

N/A

## Financial and Resource Implications

N/A

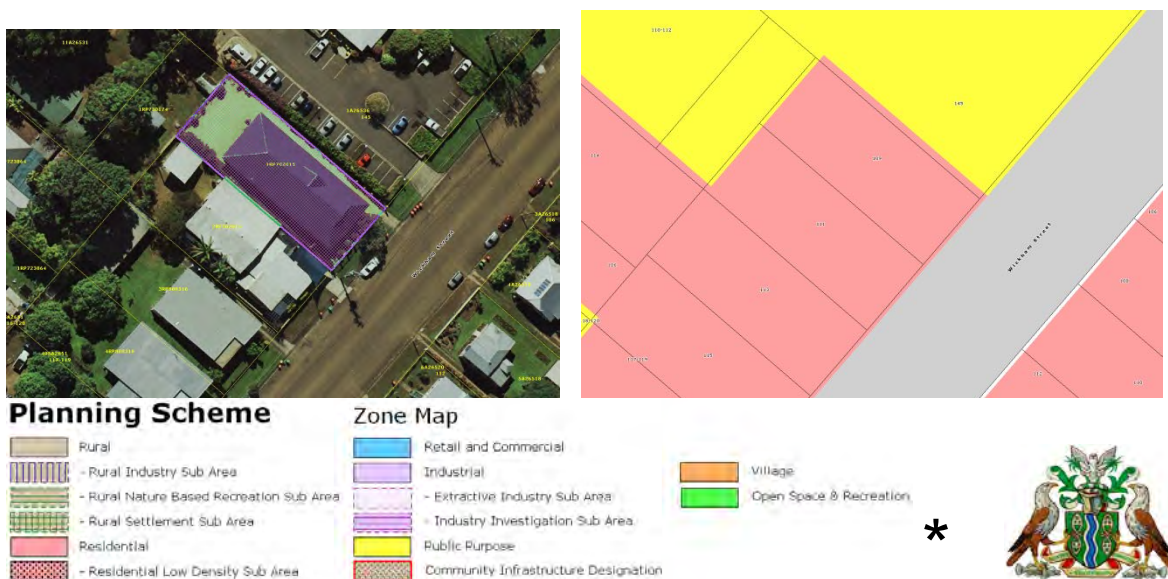
### Report prepared by:

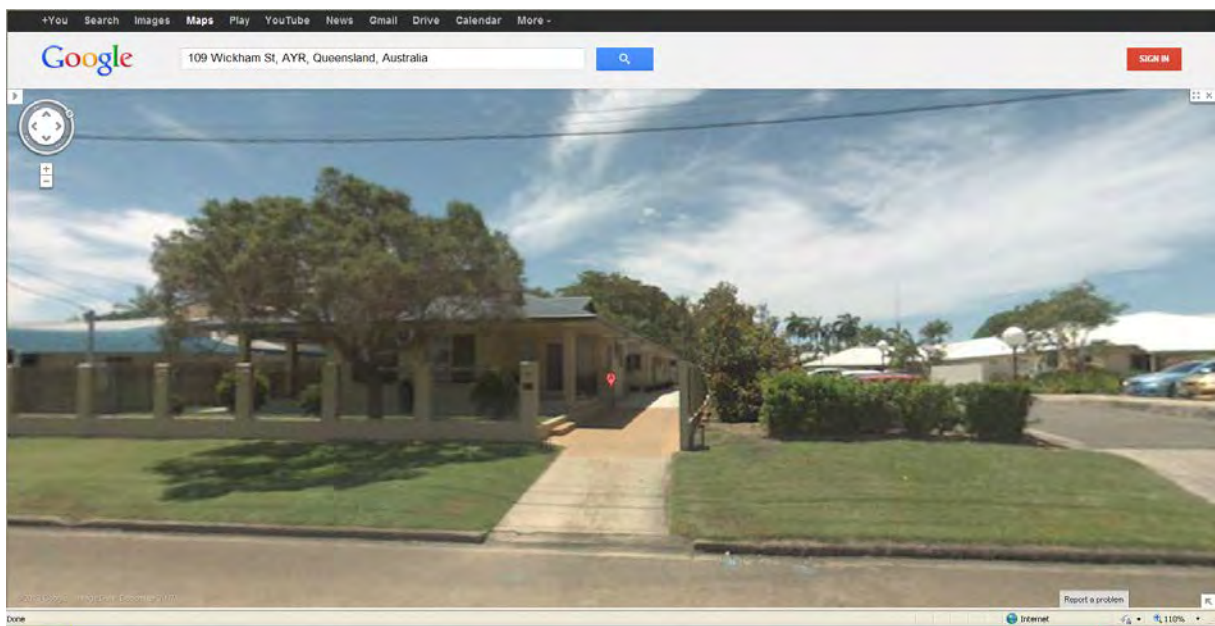
S Great – Manager Planning and Development

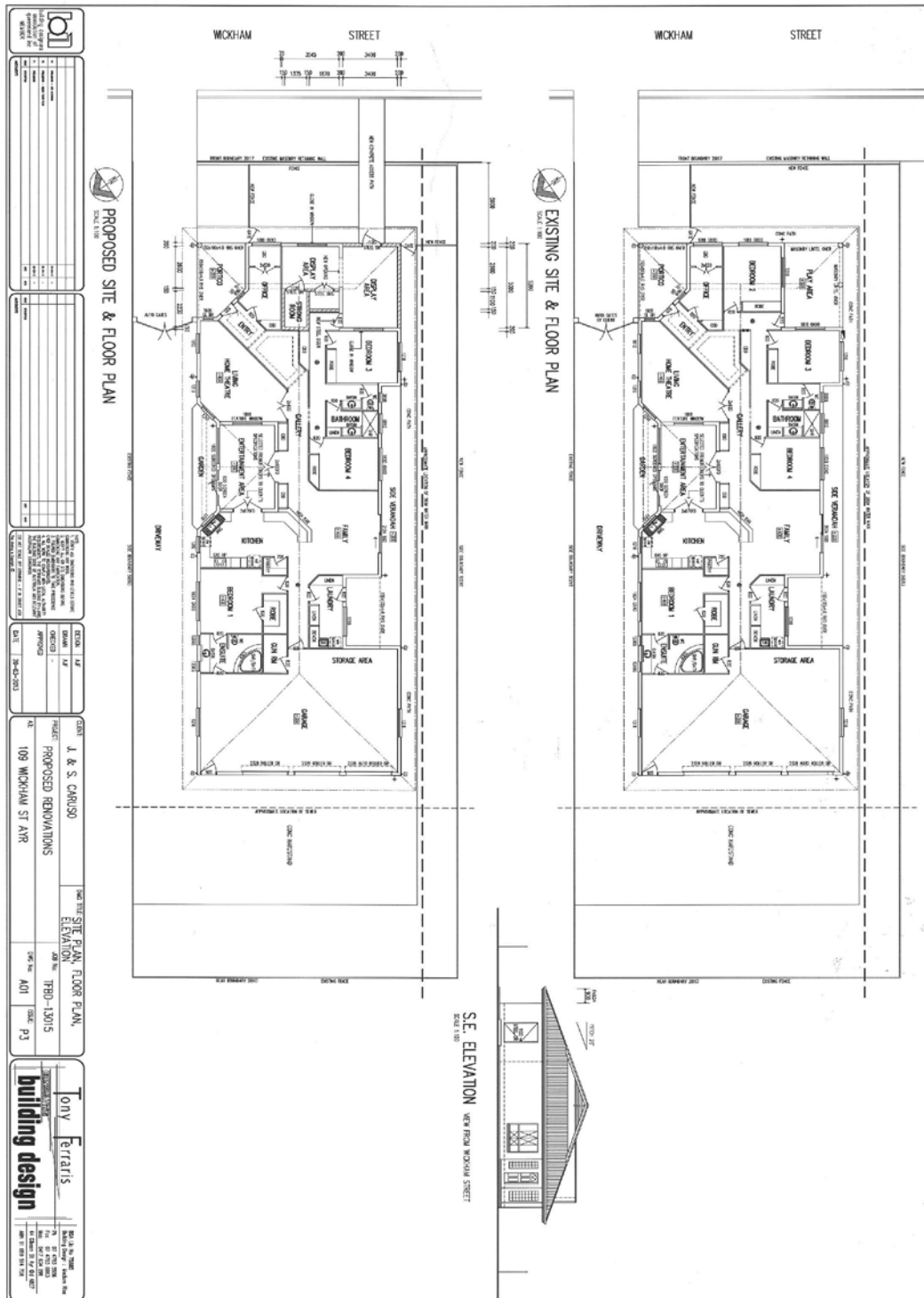
### Report authorised by:

S Great – Manager Planning and Development

## Attachments







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## **5.2 Ayr Developments Pty Ltd - Development Application for Material Change of Use for Service Station, Fast Food Store and ERA 8 at 130-132 Edwards Street, Ayr (Lots 1-3 on RP716217 and Lot 2 on RP706716 Parish of Antill, County of Gladstone)**

### **Document Information**

**Referring Letter No:** 1234402

**File No:** 226 (Cons13/0003)

**Name of Applicant:** Ayr Developments Pty Ltd

**Location:** 130-132 Edwards Street, Ayr (Lots 1-3 on RP716217, Lot 2 on RP706716 Parish of Antill, County of Gladstone)

**Author and Title:** S Great – Manager Planning and Development

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### **Executive Summary**

An application has been received from Ayr Developments Pty Ltd, seeking approval for a Material Change of Use for Service Station and Fast Food Tenancy at 130-132 Edwards Street, Ayr (Lots 1-3 on RP716217, Lot 2 on RP706716 Parish of Antill, County of Gladstone) A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

### **Recommendation**

That Council approves the Development Application for a Material Change of Use for Service Station and Fast Food Tenancy at 130-132 Edwards Street, Ayr (Lots 1-3 on RP716217, Lot 2 on RP706716 Parish of Antill, County of Gladstone) subject to the following conditions:

#### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the supporting documents in the application submitted.

### **BUILDING WORK**

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2. A development permit for all assessable building works is to be obtained before any building works are carried out on the premise.

### **EXTERNAL WORKS**

3. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

### **ROADWORKS**

- 4.1 The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
- 4.2 Crossovers are to be industrial standard (150 thick, F82 mesh, 32 mPa concrete) with a minimum width of 6 meters. Such crossovers are to extend from the edge of the bitumen to the property boundary.
- 4.3 Provide Council prior to the commencement of crossover works, a cross section through each proposed driveway at a scale of 1:50 natural from the centreline of the road to the property boundary showing natural surface and design levels.
- 4.4 Existing crossovers are to be removed and the kerb and footpath reinstated to the satisfaction of the Chief Executive Officer.
- 4.5 If any existing footpaths abutting the development site are to be altered, the reinstated footpath is to comply with equitable access standards.
- 4.6 All existing public utility services are to be raised or lowered to facilitate proposed design levels.
- 4.7 Provide natural surface levels and design levels of the proposed and existing footpath.

### **DRAINAGE**

- 5.1 Stormwater drainage from paved/sealed and roofed areas is to be generally in accordance with the stormwater management plan submitted and must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 5.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 5.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

### **OPERATIONAL WORKS**

6. Where operational works are required to be carried out for the development, the developer must, within a period of two years from the date of this permit and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-

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- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
  - (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;

### **WATER SUPPLY**

7. The applicant is to apply to Council to disconnect one of the existing two water services. Any upgrades required to the remaining water service will generate the need to lodge the necessary approvals with the Burdekin Shire Council.

### **SEWERAGE SUPPLY**

8. The applicant is to provide evidence to the Burdekin Shire Council that one of the existing two sewer connections to the site has been capped appropriately and is no longer considered to be part of Council's reticulated sewer system.

### **ACCESS AND CAR PARKING**

- 9.1 Parking shall be provided generally in accordance with the approved plan from the application submitted.
- 9.2 Parking space, access and layout must be generally designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
- 9.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all weather low glare paving, exposed aggregate concrete or similar material to the satisfaction of the Chief Executive Officer.

### **LANDSCAPING**

10. A landscaping plan shall be submitted as part of any subsequent Operational Works approval. This plan must be prepared by a landscape architect or other suitably qualified and experienced person detailing the following;
  - the location of existing and proposed plantings;
  - landscaping of the designated areas generally in accordance with the approved plans;
  - proposed fencing and screens, including rubbish bin enclosures;
  - location of public infrastructure;

### **ACOUSTIC TREATMENTS**

- 11.1 Acoustic treatments and management principles to mitigate onsite noise emissions are to be constructed and implemented into the proposal. Such measures are to be strictly in accordance with the specifications contained within the noise assessment report by *Norman Disney and Young* submitted as part of the application.



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11.2 Construct a 2metre high acoustic barrier along the north-eastern side boundary (adjacent the neighbouring motel) and around the refuse area as detailed in the applications noise assessment report.

11.2 No waste bin collection service is to operate between the hours of 9.00p.m. and 7.00a.m. seven days a week.

## **ENVIRONMENT AND HEALTH**

### General

12.1 This development approval authorises the storage of fuel and dangerous goods for the volumes only described within the application for development permit.

12.2 The underground petroleum system including pipework must be installed with secondary containment.

12.3 The operator must maintain a product inventory system that incorporates a fuel product reconciliation conducted on each underground fuel tank for each day that product is either added or removed from the underground storage tanks.

12.4 A statistical inventory reconciliation must be conducted monthly of petroleum products stored in the underground fuel tanks and Council must be notified of any unexplained variation greater than 0.5%.

12.5 All inventory control records and reconciliation data must be maintained and provided to an authorised Council officer when required.

12.6 As a minimum, at least one monitoring well must be installed on the site to which this approval relates to be used for sampling ground water to determine contamination as required. Ground water monitoring must be undertaken where leakage from the underground petroleum product system has been found.

12.7 An equipment integrity test shall be required when a leak from the underground petroleum system is suspected, when the product inventory reveals a discrepancy that cannot otherwise be explained or otherwise every 12 months.

12.8 Inspection and testing on cathodic protection and of mechanical and electrical leak detection equipment must occur at least every 12 months. Records must be maintained and provided to an authorised Council officer when required.

12.9 Overfill protection devices must be provided and operational where fuel is delivered by gravity.

### Air

13.1 No release of contaminants, including, but not limited to dust, fumes, odour or aerosols is to cause or be likely to cause an environmental nuisance beyond the boundaries of the premises to which this development permit relates.

13.2 Upon receipt of a complaint regarding the emission of dust, odour or other air emission, the operator must within a reasonable period of time:

- take any actions necessary to resolve the complaint, and
- implement abatement measures to minimise the emissions from the site.

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### Waste

- 14.1 The activity must be operated in accordance with Council's Waste Management Policy and the *Environmental Protection (Waste Management) Regulation 2000*. The enclosure provided for the storage of waste bins must be sized sufficiently for the storage of refuse and recycling bins. The enclosure must be provided with an impervious floor, provided with a suitable hosecock and drained to sewer in accordance with Burdekin Shire Council plumbing and drainage requirements. The requirements must incorporate a roof or stormwater diversion valves to prevent the ingress of stormwater to the sewerage system and be fitted with traps and back flow prevention devices as required.
- 14.2 All spillage of fuels must be cleaned up as soon as practical. Such spillage shall not be cleaned up by hosing or otherwise releasing such wastes, contaminants or material to the land, stormwater or any roadside gutter.
- 14.3 A spill kit shall be maintained on site for use on spillages and be readily accessible at all times during operating hours.
- 14.4 Carparks, landscaping and paved areas shall be regularly maintained clear of litter and potential contaminants shall be cleaned from the site on a regular basis.
- 14.5 There shall be no release of litter or contaminants from the site to any roadside gutter, drain or waters.

### Water

- 15.1 All sumps and drainage from the fuel dispensing and fuel loading areas must be maintained to ensure spillage of fuel is not directed into stormwater drains.
- 15.2 Fuels, oils and similar materials contained in packages must be stored in bunded and covered areas or otherwise stored in a manner whereby any spillage is not subject to stormwater or stormwater runoff.
- 15.3 Forecourts, carparking areas and driveways must not be hosed or washed to allow the release of contaminants to stormwater or into roadside gutters.
- 15.4 Wastewater and other liquid wastes must not be discharged to waters or stormwater except to sewer under conditions of a trade waste permit.
- 15.5 Any interceptor tank installed for the purpose of collecting waste water must be maintained to ensure that there is no possibility of overflow or spillage into stormwater.

### Noise

- 16.1 The activities subject to this development approval must be conducted in a manner to ensure that no noise deemed unreasonable by an authorised person and caused by the activity can be detected beyond the boundary of the site to which this development permit relates.
- 16.2 Upon receipt of a complaint regarding the emission of noise from the subject site, the operator must within a reasonable period of time:
- take any actions necessary to resolve the complaint; or

- implement noise abatement measures until emission of noise from the operation of the activity does not result in sound pressure levels in excess of those contained within Table 1.

In the event of a complaint about noise that is considered reasonable, the emission of noise from the development must not result in levels greater than those specified in Table 1 until the circumstances which gave rise to the complaint are resolved.

Table 1: Noise Limits

NOISE LIMITS MEASURED AT THE BOUNDARY OF THE DEVELOPMENT SITE		
Period	Measured as L <sub>Aeq</sub>	Measured as Max LpA
7am – 6pm	55	60
6pm – 10pm	50	55
10pm – 7am	45	50

#### ADVICE ONLY

- Any food prepared or sold from the site must comply with the provisions of the *Food Act 2006*.
- Food premises fit out plans must be submitted to Council for approval prior to construction.

#### Background Information

##### The following comments are from the Manager of Planning & Development, Mr Shane Great:

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application for a Material Change of Use (Service Station, Fast Food Store and ERA 8) from Ayr Developments Pty Ltd. The land is zoned 'Retail and Commercial' under the provisions of Council's IPA Planning Scheme. The applicant's intent is to gain approval for a Service Station and Fast Food Store on the identified lots. This proposed use also triggers the need to obtain the necessary approvals for an Environmentally Relevant Activity (ERA) 8 – Chemical Storage. The proposal triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme.

##### Details of the Application:

The proposal is seeking approval to conduct a Service Station and Fast Food Store on the subject site. Given the proposed uses, an Impact Assessable Development Application requiring public notification was required as well as the application being referred to full Council for determination.

The service station will incorporate 4 double sided bowsters and will accommodate space for 8 cars either side of each bowser. The sales area will be 80 m<sup>2</sup> in area and will sell goods generally expected of a service station. The establishment of a fast food outlet is also proposed for the site. This area will be approximately 125m<sup>2</sup> in area and will adjoin the service station area. (Refer to site plan) At this stage, a tenant for this space has not been selected.

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The proposed development will provide vehicle access from both Edwards and Graham Streets, Ayr. Traffic movements including access, egress, layout and vehicular turning paths have been investigated with a traffic engineering report detailing all transport aspects associated with the proposed development.

On-site parking has been provided. In total, nine carparks are included to accommodate for the customers of the service station and fast food store. In addition, vehicle refuelling spaces have been included as part of the overall car parking provisions. The applicant acknowledges that the proposal does not meet the acceptable solutions for parking in the planning scheme. They have proposed that most of the vehicles using the service station will leave their vehicle at the fuel bowser to pay for fuel, therefore leaving adequate parking at the front of the Fast Food Store for customers. Given the nature of the business and the fact that ample on-street parking exists in both Edwards and Graham Streets, it is considered that on-site car parking provisions are adequate.

Given that the site fronts Edwards Street, Ayr - a Sate Controlled Road; the application was referred to the Department of Transport and Main Roads (DTMR). The DTMR have supported the application with conditions and have requested that these conditions be included as part of any approval granted by the Assessment Manager. These conditions will ensure that any works proposed on Edwards Street are done in accordance with DTMR specifications and any potential detrimental impacts on Edwards Street are minimised. Council is responsible for any impacts on Graham Street and development conditions have been included as part of the recommendation.

The proposed operating hours for the development are;

- Service Station: 24hrs operation;
- Fast Food Store: 7a.m. – 10 p.m. weekdays and 7 a.m. - midnight (Friday and Saturday nights.)

The applicant has applied for an ERA - 8 (environmentally relevant activity) for Chemical Storage for the underground fuel tanks.

The environmental management of the site will be dealt with under the management conditions included as part of this recommendation and in accordance with the Environmental Protection Act.

### **Site Description and Surrounding Land Uses:**

The subject site is located close to the centre of Ayr on the north eastern side of the Bruce Highway over a number of land parcels. The site has a total area of 2,014m<sup>2</sup> and has a physical address at 130-132 Edwards Street Ayr. The site is currently improved with a number of old unused buildings, with the most previous use being a supermarket, butcher and green grocer store.

The surrounding area has a mix of predominately commercial and retail uses. The adjoining property to the north is a single story motel. There is a lane way to the east, between the proposed development and the existing businesses fronting Queen Street. The southern and western aspects are frontages to the Bruce Highway and Graham Street with more retail and commercial properties across the road.

Part of the subject site is listed on the Environmental Management Register due to the previous use as a service station, the location of any underground tanks is unknown so the appropriate remediation and removal will have to be undertaken if necessary during the redevelopment.



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### **Comment on submissions:**

At the end of the notification period for this application three properly made submissions were received. Several concerns were raised and I will comment on each one individually:

**1. The first submission received from GPB Constructions raised concerns in regard to stormwater run-off and increased usage of an existing access easement.**

*Comment: Operational Works triggered as part of the development phase of the project will include provisions that will ensure any additional stormwater flows will be directed to an appropriate lawful point of discharge. No adverse impacts should therefore be experienced by adjoining sites. Improvements to current flows may in fact lead to better stormwater flow outcomes. It is not envisage that customers will use the existing access easement as plans indicate that there is no formal connection to the site from this easement.*

**2. The second submission was received from Mr Brad Oats from the adjoining Parkside Motel. Concerns raised were based on perceived excessive noise emissions emanating from waste collection activities outside of normal hours..**

*Comment: The submitter would like to see a noise restriction of 9pm – 9am, 7 days for rubbish collection as the area is in close proximity to Motel rooms. A condition will be imposed to manage excessive noise emissions. Based on recommendations contained within the noise assessment report, noise intrusion and noise emissions from the development should be controlled to an acceptable level.*

**3. The third submission was received from Treena List and raised concerns in regard to the heritage significance of the site and vehicle movements around the site.**

*Comment: Heritage significance is a highly subjective issue, and in this instance there is no formal requirement for the applicant to either retain the building or address the Planning Schemes Heritage Code. The site hasn't been 'active' for a number of years with this proposal providing an opportunity to reactivate a prominent corner site at the entrance to Ayr's Central Business District, as well as introducing new business activity.*

*Supporting documentation included as part of the application has demonstrated that the site layout has been designed to facilitate safe and efficient vehicular access, parking and manoeuvrability. Given the fast turnover of customer car parks associated with the proposed use, on-site parking provisions in this instance, is considered to be acceptable. DTMR have also supported the application with specific traffic management conditions.*

### **Trunk Infrastructure Charges:**

This development application is to be assessed under the provisions of the Priority Infrastructure Plan (PIP) and have the relevant charge levied.

The regulated infrastructure charge levied for each trunk infrastructure network is required to be calculated in accordance with the appropriate formula as identified in table 2 of the Regulated Infrastructure Charges Schedule (RICS) This charge applies to each of the five trunk infrastructure networks (transport, water supply, sewerage, stormwater and parks and land for community infrastructure)

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A Regulated Infrastructure Charges Decision Notice will be issued with the Decision Notice and the charge will be payable before the commencement of the use.

**Recommendation:**

After careful consideration of the application including all supporting material, responses to further information, comments from referral agencies and submissions received, Council's Development Assessment Team (DAT) members have assessed the application and have drafted specific development conditions that will ensure any negative impacts emanating from the proposal will be minimised. Outcomes sought will enliven a site that has been disused for a significant period of time.

Given that the proposal can comply with the State planning provisions, referral agency requirements and the relevant Codes contained in Council's Planning Scheme, it is recommended that Council approve the application subject to the abovementioned conditions.

**Link to Corporate/Operational Plan**

N/A

**Consultation**

The application was advertised in the Ayr Advocate on Friday 3<sup>rd</sup> May, 2013 and at the closing date for submissions on 27<sup>rd</sup> May, 2013, three properly made submissions were received. (Ref: Comment on submissions)

All relative Council Departments have been consulted. The Department of Transport and Main Roads (DTMR) and the Department of Environment and Heritage Protection (DEHP) were triggered as Concurrence Agencies for the application. Any comments and /or development conditions will be included as part of any Decision Notice issued.

**Legal Authority or Implications**

N/A

**Policy Implications**

N/A

**Financial and Resource Implications**

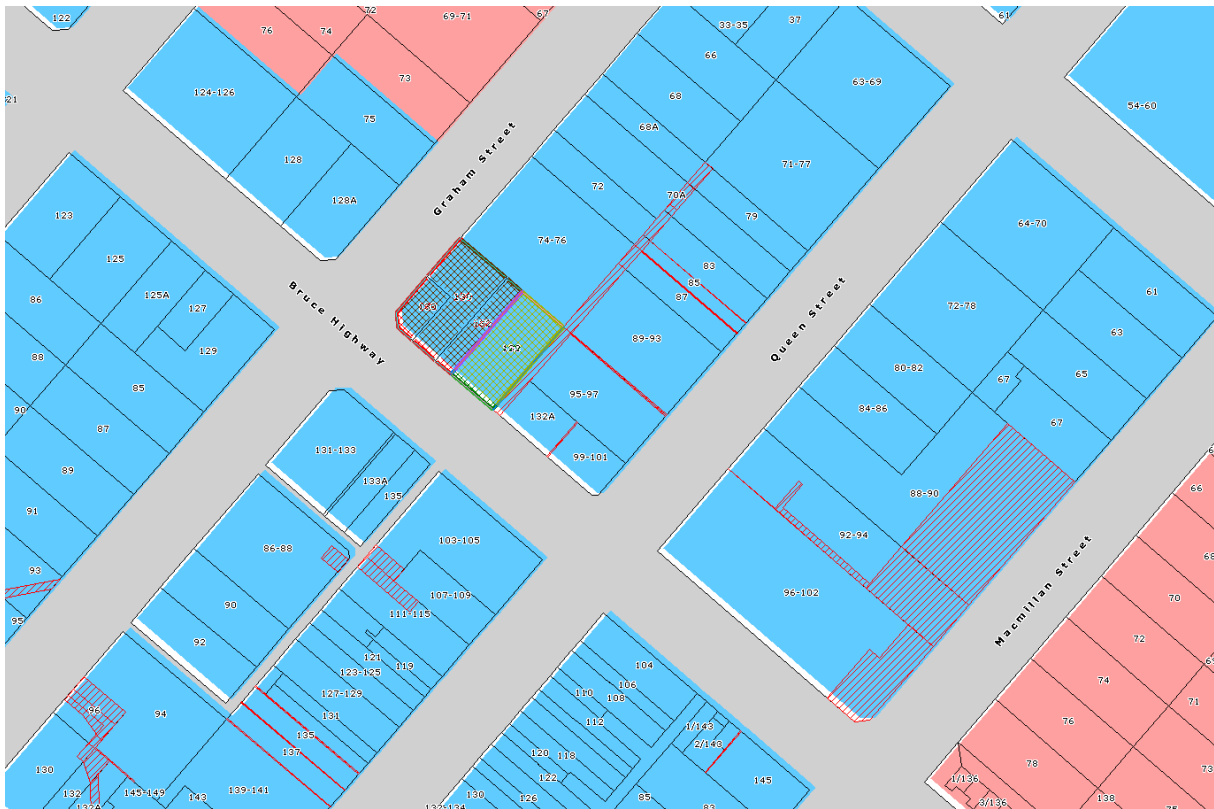
N/A

**Report prepared by:**


S Great – Manager Planning and Development

**Report authorised by:**

S Great – Manager Planning and Development



## Planning Scheme

-  Rural
-  - Rural Industry Sub Area
-  - Rural Nature Based Recreation Sub Area
-  - Rural Settlement Sub Area
-  Residential
-  - Residential Low Density Sub Area

## Zone Map

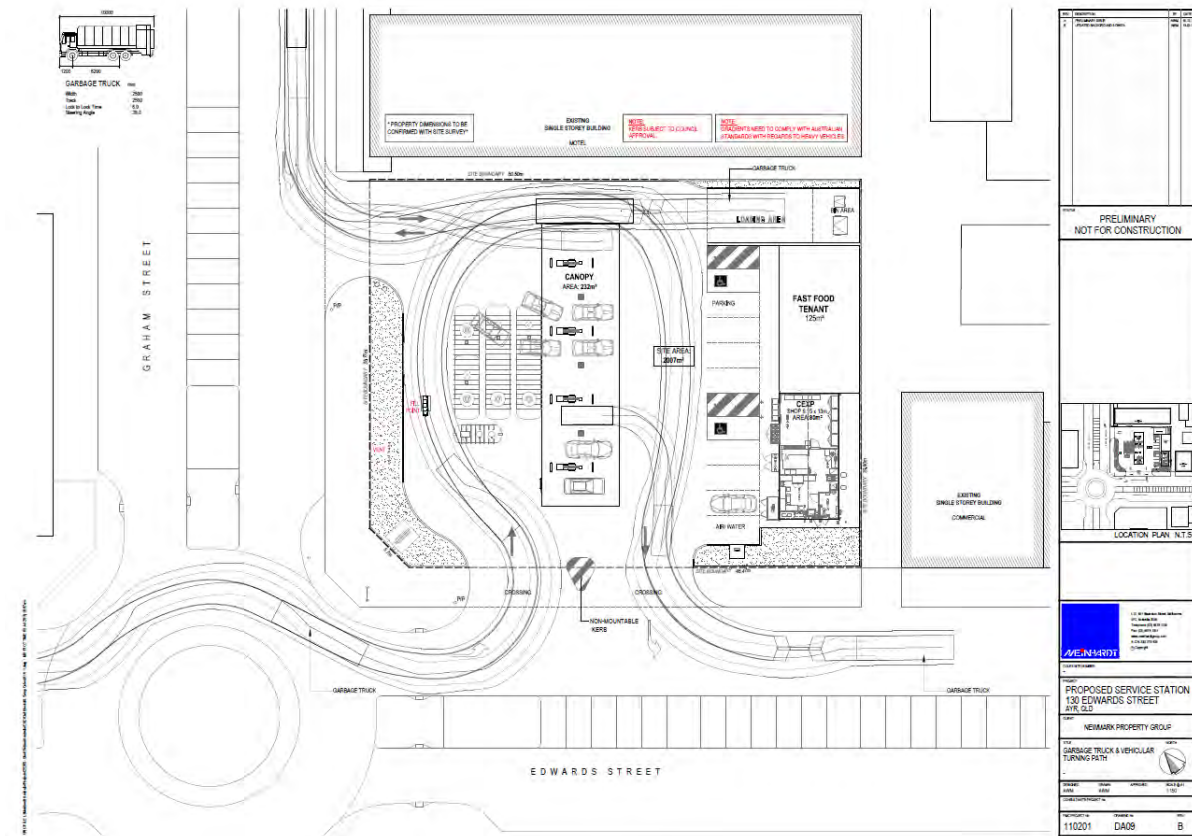
-  Retail and Commercial
-  Industrial
-  - Extractive Industry Sub Area
-  - Industry Investigation Sub Area
-  Public Purpose
-  Community Infrastructure Designation

-  Village
-  Open Sp









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### **5.3 Gudjuda Reference Group - Material Change of Use for Social Enterprise at Old Home Hill Show Grounds Corner of Hurney and Georgees Roads, Home Hill Lots 91 and 99 on SB202 and Lot 347 on SB365 Parish of Inkerman, County of Sal**

#### **Document Information**

**Referring Letter No:** 1233919

**File No:** 226 (Cons13/0002)

**Name of Applicant:** Gudjuda Reference Group Aboriginal Corporation Inc.

**Location:** Ordinary Council Meeting Standard Office 2007isbury)

**Author and Title:** S Great – Manager Planning and Development

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#### **Executive Summary**

An application has been received from Gudjuda Reference Group Aboriginal Corporation Inc., seeking approval for a Material Change of Use for 'Social Enterprise' at Ordinary Council Meeting Standard Office 2007isbury). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use for 'Social Enterprise' at the Ordinary Council Meeting Standard Office 2007isbury) subject to the following conditions:

#### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the supporting documents in the application submitted.
- 1.3 All wastes and rubbish shall be stored, collected and disposed of to the satisfaction of the Council, and in accordance with Council's Waste Management Policy and the Environmental Protection (Waste Management) Regulation 2000, with all associated costs to be borne by the applicant. No wastes or rubbish shall be burned on-site. A suitably sized area to store and washout bins must be provided. The area shall:
  - Be of adequate size for the storage of refuse bins;
  - Have an floor which is raised, imperviously paved and suitably drained to Council's sewer, via an approved bucket trap or otherwise in accordance with Council's Trade Waste Policy;
  - Be roofed to prevent ingress of stormwater. If not, a first flush diversion valve shall be fitted; and

- 
- Include a suitable hosecock with hose attached, located on an external front corner of the enclosure with dual check valve backflow prevention (RMC No. 7 or equivalent)
- 1.4 The maximum duration of stay by any occupants of the Motorhome Park, to be included as part of the 'Social Enterprise' approval, is limited to 4 consecutive days in any calendar month.
  - 1.5 The Motorhome Park, to be included as part of the 'Social Enterprise' approval, is operated as a 'not for profit' activity and must not be operated as a commercial venture. Fees must not be collected or advertised for the use of the Motorhome Park.
  - 1.6 A register containing the name, date of arrival and date of departure of all occupants of the Motorhome Park, to be included as part of the 'Social Enterprise' approval, is maintained and is available for inspection at all times.
  - 1.7 All grey and black waste water generated from occupants of the Motorhome Park, to be included as part of the 'Social Enterprise' approval, MUST be retained in holding tanks at all times. Management of the facility will ensure that waste water generated from any motorhome is not released to the land at any time.
  - 1.8 The activities to be conducted on site must not cause an environmental nuisance as the result of the generation of any noise, dust or emission to the air or land or from any lighting provided.
  - 1.9 The Motorhome Park, to be included as part of the 'Social Enterprise' approval, is only allowed a maximum of 30 motorhomes at any one time.
  - 1.10 The Motorhome Park, to be included as part of the 'Social Enterprise' approval, must appoint a caretaker to manage the park on a full time basis. A caretaker must be on the premises 24 hours a day 7 days a week and be able to produce a register containing details of all motorhomes on site.
  - 1.11 The Motorhome Park, to be included as part of the 'Social Enterprise' approval, is to be operated in accordance with the Campervan and Motorhome Club of Australia's 'Leave No Trace Self Containment Code of Conduct Scheme'.
  - 1.12 Motorhomes must have a minimum separation distance of 3 metres between each motorhome when parking on the site.
  - 1.13 The Motorhome Park is for self contained motor homes displaying the Leave No Trace accreditation card only. Non self-contained motorhomes, caravans, tents or other camping must not be located on the subject site at any time.
  - 1.14 All facilities provided for occupants of mobile homes must be maintained in a clean and sanitary state and available for use by the occupants at all times the site is open.
  - 1.15 Provide an acceptable separation distance between any agricultural activity conducted on-site and mobilehome parking sites to minimise unacceptable emissions including dust, fumes, noise and spray-drift.
  - 1.16 Any promotional, one off or annual event is to comply with Council's Local Laws including gaining any necessary approvals.

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## **BUILDING WORK**

2. A development permit for all assessable building works is to be obtained before any building works are carried out on the premise.

## **EXTERNAL WORKS**

3. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

## **TRAFFIC AND ACCESS**

- 4.1 The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
- 4.2 All access to the site shall be via Sixth Avenue. With the exception of emergency vehicles, no access will be permitted from Hurney Road.
- 4.3 All internal roads are to be constructed to an acceptable standard that will allow all weather vehicle movements. Internal roads shall be constructed of a suitable dust suppressant material and designed to cater for all anticipated vehicle use enabling suitable manoeuvrability and safety whilst avoiding congestion.
- 4.4 Provide adequate car parking including eight hardstand staff/client carparks at the skills centre (Refer site plan). The carparks are to be constructed of a suitable dust suppressant material that allows for all weather use and accommodates overland stormwater flows and infiltration.

## **DRAINAGE**

- 5.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 5.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

## **AMENITY – SCREEN FENCING**

- 6.1 A 1.8m high screen fence must be provided and maintained along the adjoining property boundaries. The type and design must be submitted and approved by the Chief Executive Officer as part of the Landscaping Plan.
- 6.2 Provide a Landscaping Plan incorporating strategies on how buffer and screening mechanisms will be established to ensure both internal and external land uses minimise any negative impacts on existing and proposed amenity. The plan is to include design elements that identify the location and type of plantings and other landscape initiatives.

## **ADVICE ONLY:**

- The applicant is advised that Council has no future plans to upgrade and/or maintain in excess of current road standards to which the site has frontage.
- Any food prepared or sold from the site must comply with the provisions of the *Food Act 2006*.

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## Background Information

The following comments are from the Manager of Planning & Development, Mr Shane Great:

### Details of the Application:

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application for a Material Change of Use for a 'Social Enterprise'. It is proposed that the activities associated with the 'Social Enterprise' be sited at the old Home Hill Show Grounds in Home Hill. The site is made up of three lots and has a mixed zone of 'Public Purpose' and 'Industrial' under the provisions of Council's IPA Planning Scheme. The existing tenure of the subject land is a reserve for recreation & showgrounds (R 95 & 115) with Council being trustee for the land.

On 28<sup>th</sup> March 2012 Council signed a trustee lease with the Gudjuda Reference Group for a period of twenty years with the permitted use being: *"Social Enterprise namely the provisions of training and employment services for the under employed and unemployed indigenous people of the Burdekin district."* The Burdekin Shire Council also has in place a current Land Management Plan for the entire site. As part of this plan, any uses not considered to be 'as of right' would generate the need to lodge the appropriate planning and building approvals. Specific intended uses applied for (e.g. motorhome stop-over facility) have generated the need to lodge this application. The proposed use is undefined under the provisions of Council's IPA Planning Scheme; therefore, the proposal will be assessed on individual merit and against the applicable codes, policies and local laws under Council control.

The proposal is seeking approval to conduct a number of different training and business ventures on the site of the old Home Hill Show Grounds. 'Social Enterprise' is the definition the applicant has chosen to 'best fit' the intended use. Given the mix of proposed uses, an Impact Assessable Development Application requiring public notification was required as well as the application being referred to full Council for determination. The proposed use includes the following activities:

- Skills Centre Training Venue - To provide instruction for heavy vehicle driver and earth moving equipment training. Conservation, land management, building and construction courses. The centre would also provide business and administration training with its training partners.

This use would require classrooms, lunch, administration, toilets and a caretaker's building to be constructed. Six onsite carparks would be provided for staff and trainers with the students travelling to the training centre by bus.

- Commercial Native Plant Nursery - for the growth and development of native plants in partnership with the Lower Burdekin Landcare group.
- Intensive Small Crop production - approximately 1ha within the show ring would be made available for interested parties to use around a 1000m<sup>2</sup> each, for the production of small crops to be sold to local customers.



- 
- Indigenous Small Business incubation service - This service will help with funding applications and mentoring for projects. It is expected that the service will be provided mainly offsite.
  - Mobile Home Parking Area - This area will be used for the overflow of self contained vehicles from the area behind the Comfort Stop. It will be operated as a no charge facility accepting donations. The area will be controlled by an on-site caretaker and operated under the code of conduct of the "Campervan Motor Home Club of Australia".
  - One off or annual promotional events - Possible events could include NAIDOC Celebration, Australian Country Music weekend, community and charitable events.

### ***Site Description and Surrounding Land Uses:***

The subject site is 11.2ha in area and is located at the Old Home Hill Show Grounds Corner of Hurney and Georges Roads, Home Hill. The site is improved with a number of buildings including: a separate leased building used for boxing; ablution facilities, bar and sheds. There is a mixture of uses in the surrounding area including industrial, agricultural and some residential on Eighth Avenue on the other side of the Queensland Rail line.

### ***Town Planning Considerations:***

Comments in this section of the report are centred on a specific component of the application. That particular component being the proposed motorhome facility.

Burdekin Shire Council's IPA Planning Scheme (*the scheme*) defines a 'Caravan Park' as the following:

*'Premises used for the parking of caravans, relocatable homes, holiday cabins and short-stay temporary camping sites by both the travelling public and long-term park residents. The use also includes premises used for the conduct of a short stay temporary camping site and motorhome facility.'*

The planning scheme also contains a Caravan Park and Relocatable Home Code. Within this code, three distinct levels of 'caravan park' exist.

- 1.Short-stay Temporary Camping Site;
- 2.Motorhomes; and
- 3.Caravan Park

Council has developed this structure within the scheme to identify different levels of caravan parks. Within each level, specific outcomes have been developed and acceptable solutions suggested.

One of the overall outcomes sought for the Caravan Park and Relocatable Home code is: *'To ensure caravan park and relocatable home parks are designed and operated to be compatible with the desired amenity, character and scale of the surrounding locality'*. This proposal once fully operational will need to ensure that this outcome is met.

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In considering this proposal, Council's Development Assessment Team has determined the use to be consistent with a 'motorhome park' and not a fully operational 'caravan park'. The main criteria used in ascertaining this position includes:

- The proposal is not considered to be 'commercial' in nature;
- The proposed operational guidelines restricting vehicles that are not self contained; and
- The intended use being a small scale non-permanent facility to accommodate an abundance of motorhomes passing through the district during the winter months.

It is important to acknowledge the fact that in determining the proposed use to be 'non-commercial' in nature, Council's *Local Law No. 1 (Administration) 2012 and the subordinate Local Law No 1.8 (Operation of Caravan Parks) 2012* cannot be called up in the assessment process.

As mentioned previously, Council in agreeing to the existing lease arrangements and the Land Management Plan have acknowledged that apart from the motorhome park, it agrees in principal to the 'Social Enterprise' proposal. Therefore, the majority of the recommended conditions of approval have been developed to control the intended operation of the motorhome park. The conditions will ensure that any potential negative impacts generated from the motorhome facility will be minimised.

***Recommendation:***

Council's Development Assessment Team members have assessed the application and have included reasonable and relevant conditions as part of the recommendation. These conditions have been included to ensure any possible negative impacts on amenity and surrounding land uses are minimised. Given that the proposal can comply with the provisions contained in Council's IPA Planning Scheme, it is recommended that Council approve the application subject to the abovementioned conditions.

**Link to Corporate/Operational Plan**

N/A

**Consultation**

All relative Council Departments have been consulted there were no external agencies triggered for this application. The application was advertised in the Home Hill Observer on Thursday 4<sup>th</sup> April, 2013 and at the closing date for submissions on 3<sup>rd</sup> May, 2013 no properly made submissions were received.

**Legal Authority or Implications**

N/A

**Policy Implications**

N/A

## Financial and Resource Implications

N/A

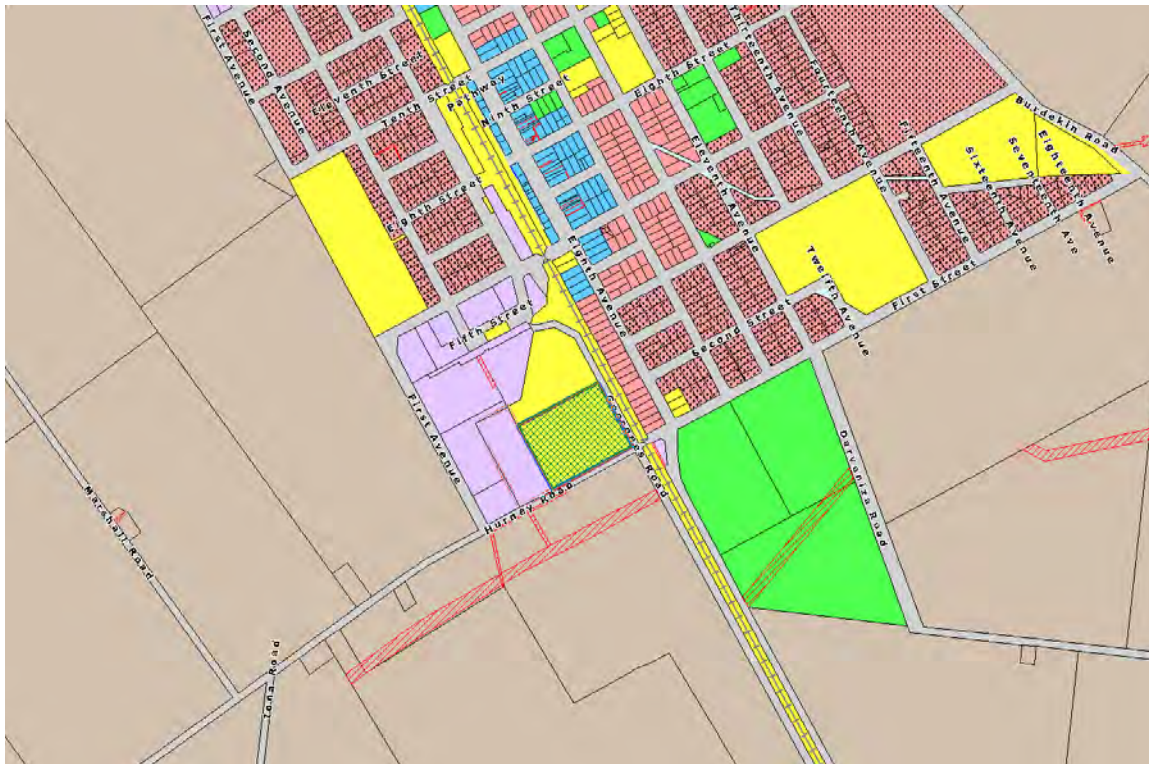
### Report prepared by:

S Great – Manager Planning and Development

### Report authorised by:

S Great – Manager Planning and Development

## Attachments



### Planning Scheme

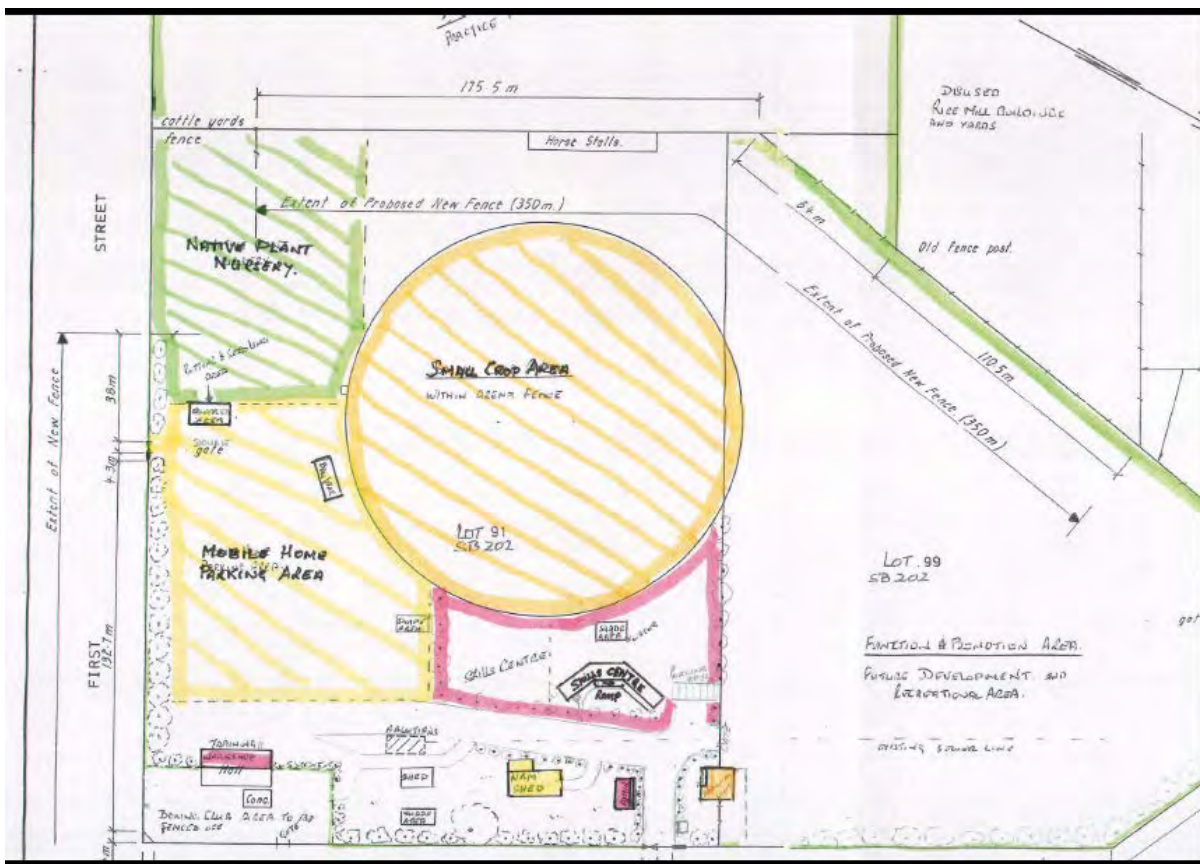
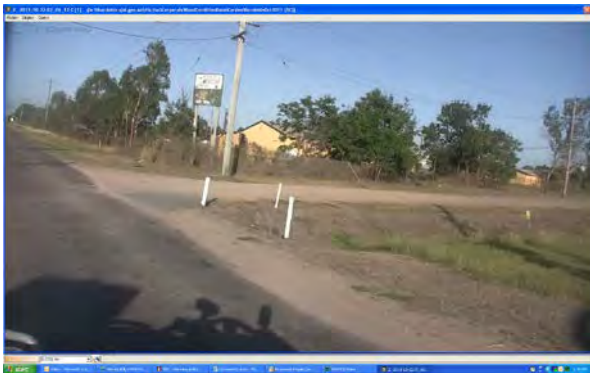
	Rural
	Residential
	Industrial
	Retail and Commercial
	Public Purpose
	Open Space
	Rural Industry Sub Area
	Residential Low Density Sub Area
	Industrial Sub Area
	Retail and Commercial Sub Area
	Public Purpose Sub Area
	Open Space Sub Area

### Zone Map

	Rural
	Residential
	Industrial
	Retail and Commercial
	Public Purpose
	Open Space
	Rural Industry Sub Area
	Residential Low Density Sub Area
	Industrial Sub Area
	Retail and Commercial Sub Area
	Public Purpose Sub Area
	Open Space Sub Area

	Village
	Open Space





### **“Leave No Trace” – Campervan and Motorhome Club of Australia**

The Campervan and Motorhome Club of Australia Limited (CMCA), the largest recreational vehicle Club in Australia, have established the Self Containment Code of Conduct for the Leave No Trace® Scheme. CMCA has long been at the forefront of promoting environmentally responsible camping and overnighting. The Leave No Trace® Scheme is a



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major milestone in the Club's efforts of demonstrating to councils and other authorities that self contained vehicles need not have a negative impact on the environment, even if a campsite has no facilities.

Members who participate in the Leave No Trace® Scheme must have a vehicle that meets the requirements for the holding capacity for fresh, grey and black water, as well as storage capacity for garbage waste. To qualify, a self-contained vehicle must retain ALL waste within the confines of the vehicle, and leave no trace whatsoever of its visit to a site. Vehicle owners must sign a declaration that they will comply with the Code of Conduct for the Leave No Trace® Scheme at all times. Vehicles that have qualified for the Scheme will display an accreditation card when overnighting. In addition, the vehicle owner carries proof of their participation in this Scheme and this documentation can be produced upon request.

CMCA acknowledges that it is a privilege for mobile travellers to be allowed access to controlled areas, and will strive to develop and maintain the credibility and integrity of the Leave No Trace® Scheme. This will ensure that mobile travellers comply with its environmental and ethical standards of the Self Containment Code of Conduct. The efforts of CMCA in promoting responsible travelling will not only benefit its Members, but will bring considerable benefits to local councils and communities.

## **Self Containment Code Of Conduct**

### **1. To stay in any rest area for a maximum of 4 nights, unless otherwise posted, or for the period that the accommodation vehicle can be self contained.**

If the vehicle capabilities are 2 days this will become the limit. If the vehicle's capability is for longer than 4 days, 4 days shall be the limit, unless otherwise posted.

*It is obvious that every user of an RV has differing demands of their RV and will use the facilities on board in a manner that suits their needs and travelling habits. For example, some users will require more in the way of water per day than others. The use of public facilities will also need to be taken into account in determining the capacity of an RV. It is therefore difficult to determine an exact amount of water that is required for any RV for a given period of time. If your RV has limited facilities, these limitations must be taken into account when staying in one location. It is incumbent on all users of the Leave No Trace® Scheme to honour their declaration and adhere to their RV's limitations according to the spirit of the Code of Conduct. Remember to use water wisely and respect any local water restrictions.*

### **2. To obtain permission to stay from the relevant authority where applicable, and to obey any posted regulations.**

It may be necessary to obtain a permit from the controlling authority. In some instances a fee may be payable. Where authorities have posted signs, these will override any other considerations. *Respect any location that may not be signposted or listed in any publication. Many locations throughout the country, especially in more remote regions, offer the opportunity to stay overnight. Please remember that these locations will only be available if you uphold the spirit of the Code of Conduct. Respect any person of authority that may request you to move on.*

### **3. To not use awnings, chairs or barbeques unless in a designated camping area.**

To be aware of surroundings and only camp in appropriate areas. For example, it may not be acceptable to set up overnight camp in a roadside rest area.

*Not all locations are suitable for camping. Many locations may be suitable for just one night's rest. Please use good judgment when you decide to set up camp. Members of the public are*



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*sympathetic to an overnight rest, but are not so sympathetic to those who set up camp in an inappropriate location. Campfires and laundry hanging from trees are certain to attract unwanted attention. Please only camp in locations that are obviously camping locations.*

**4. To not drive in any area or use hydraulic jacks or other levelling devices such as wooden blocks when damage may occur to soft surfaces.**

Heavy vehicles may damage soft surfaces through inappropriate use of levelling blocks or jacks. Driving any vehicles on soft surfaces may cause damage.

*Many locations are hard based but some are grassed. These areas can easily be damaged. Authorities will be reluctant to allow the use of these locations if users cause damage to surfaces that would require continual maintenance. Users of large, heavy vehicles should be especially cautious where they park.*

**5. To always leave an area cleaner than I find it.**

This responsible behaviour illustrates your commitment to the Leave No Trace® Scheme.

*Please use a pair of gloves and put any rubbish into a plastic bag and place into any bins at the location.*

**6. To always take care of the natural environment.**

If they are permitted, keep campfires small, and do not collect firewood from inappropriate areas. Do not cut living foliage, pick wildflowers or disturb wildlife.

**7. To park my vehicle so as not to obstruct reasonable passage, exit or access to other vehicles or property.**

*Please be courteous and do not park in a manner that impedes the movement of other vehicles. Many rest areas also serve as access points for local properties. Be aware of any tracks or gates. Do not park in rest areas that are used by heavy transports in a manner that impedes their movements. Always try to park to one side so that they can see you as they enter the area. Trucks are an important part of our economy, and the misuse of rest areas by RVs may jeopardise the use of the site.*

**8. To not park overnight or camp within line of sight of a caravan park unless in an approved overnight rest area.**

*Caravan parks are an important part of the RVing way of life. It is essential that we support caravan parks whenever possible. However, we need to realise that not all caravan parks support stopping in locations other than in a commercial park. Please do not provoke any adverse response by parking where this may happen.*

**9. To dispose of all rubbish, and grey and black water in an appropriate manner.**

All grey and black water MUST be retained in holding tanks at all times, unless permitted to drain grey water onto the ground by a controlling authority. Grey and black water taps must be closed at all times whilst travelling.

*This is the key to the Leave No Trace® Scheme. When you leave a site, ensure that you only leave tyre marks. Wherever practically possible, use public dump points and rubbish bins. Before setting out to remote areas, ensure that grey and black water holding tanks are empty. Where there is absolutely no alternative, please refer to the CMCA Bush Camping Code.*

**10. To display the Leave No Trace® accreditation card on the front passenger side of my vehicle windscreen, or for towed units, on the window closest to the entrance door,**


and to remove it prior to my disposing of the vehicle.

The expiry date on the accreditation card reflects the Club Membership renewal date.

### 11. To purchase fuel, food or supplies as a form of thanks, whenever feasible.

*As you travel this country, be aware that the various authorities have made many locations available to you, to encourage you to stay in their area. A simple way of showing your appreciation to these authorities is to patronise business in the area. Authorities will support your visits, especially if their constituents are happy and supportive of the facilities that the authorities have supplied.*

**The Regulating Authority of the Leave No Trace® Self Containment Code of Conduct Scheme is the Campervan and Motorhome Club of Australia Ltd. 49 The Avenue, Wickham NSW.**



## LEAVE NO TRACE® APPLICATION FORM

Member name/s (1) ..... CMCA # .....

(2) .....

Address ..... Phone .....

State ..... Postcode ..... Mobile .....

Vehicle/Unit rego # .....

Vehicle make (Eg. Fiat, Nissan, Mercedes) ..... Model .....

Manufacturer ..... Year of manufacture .....

**FRESH WATER**

What is the capacity of the fresh water tank? Capacity ..... litres  
(You must carry a minimum of 20 litres per person per day of fresh water to quality)

**GREY WATER TANK (Mandatory)**

What is the capacity of the grey water holding tank? Capacity ..... litres

Does your vehicle have a shower? Yes / No

(Grey water tanks must be a minimum of 5 litres per person per day, or 15 litres per person per day if the vehicle is fitted with a shower.)

**BLACK WATER**

Does the vehicle have a black water holding tank? Yes / No Capacity ..... litres

Does the vehicle have a portable toilet cassette? Yes / No Capacity ..... litres

Does the vehicle have a waterless toilet? Yes / No Capacity ..... litres

**GARBAGE**

Does your vehicle have a means of holding garbage? Yes / No

**NB:** You must be able to verify the information you have supplied on this Application Form at any time at the request of any controlling authority (eg. council ranger) or by a representative of the Regulating Authority of this Scheme.

LNT acceptance documentation and logo are not transferrable.


**DECLARATION**

I/we hereby declare that the information I/we have supplied in this application form is true and correct. I/we declare the accuracy of these particulars and that I/we am/are the owner/s of the vehicle described herein. I/we agree that if any information that I/we have disclosed on this application is found to be false or misleading, my/our privileges under this Scheme may be withdrawn.

Name: ..... Signature: ..... Date: .....

Name: ..... Signature: ..... Date: .....

The Regulating Authority of the Leave No Trace® Self Containment Code of Conduct Scheme is the Campervan and Motorhome Club of Australia Ltd. ABN 10 090 568 157. 49 The Avenue, Wickham NSW 2263. Ph: 02 4978 8788  
Copyright CMCA 2007 Please complete Code of Conduct declaration over page



## LEAVE NO TRACE® CODE OF CONDUCT

As an environmentally conscious recreational vehicle owner, I/we recognise that all rights convey obligations, and I/we hereby agree to the following:

- To stay in any rest area for a maximum of 4 nights, unless otherwise posted, or for the period that the accommodation vehicle can be self contained. If the vehicle capabilities are 2 days this will become the limit. If the vehicle's capability is for longer than 4 days, 4 days shall be the limit, unless otherwise posted.
- To obtain permission to stay from the relevant authority where applicable, and to obey any posted regulations. It may be necessary to obtain a permit from the controlling authority. In some instances a fee may be payable. Where authorities have posted signs, these will override any other considerations.
- To not use awnings, chairs or barbecues unless in a designated camping area. To be aware of surroundings and only camp in appropriate areas. For example, it may not be acceptable to set up overnight camp in a roadside rest area.
- To not drive in any area or use hydraulic jacks or other levelling devices such as wooden blocks when damage may occur to soft surfaces. Heavy vehicles may damage soft surfaces through inappropriate use of levelling blocks or jacks. Driving any vehicles on soft surfaces may cause damage.
- To always leave an area cleaner than I find it. This responsible behaviour illustrates your commitment to the LNT® Scheme.
- To always take care of the natural environment. If they are permitted, keep campfires small, and do not collect firewood from inappropriate areas. Do not cut living foliage, pick wildflowers or disturb wildlife.
- To park my vehicle so as not to obstruct reasonable passage, exit or access to other vehicles or property.
- To not park overnight or camp within line of sight of a caravan park unless in an approved overnight rest area.
- To dispose of all rubbish, and grey and black water in an appropriate manner. All grey and black water MUST be retained in holding tanks at all times, unless permitted to drain grey water onto the ground by a controlling authority. Grey and black water taps must be closed at all times whilst travelling.
- To display the Leave No Trace® accreditation card on the front passenger side of my vehicle windscreen, or for towed units, on the window closest to the entrance door, and to remove it prior to my disposing of the vehicle. The expiry date on the accreditation card reflects the Club membership renewal date.
- To purchase fuel, food or supplies as a form of thanks, whenever feasible.

**DECLARATION OF APPLICANTS**

I/we have read and understood the above Code of Conduct.

If I/we are found to breach the Code of Conduct without satisfactory explanation, I/we will after three (3) offences have our privileges under the LNT Scheme cancelled.

If I/we continue to breach the Code of Conduct, I/we understand that I/we can be disciplined under Clause 17 of the Club's Constitution, which can result in termination of CMCA Membership.

Vehicle/Unit registration number ..... State .....

Name ..... Signature ..... Date .....

Name ..... Signature ..... Date .....

**DECLARATION OF WITNESS**

In my capacity as a witness and Ordinary CMCA Member I declare that this vehicle meets all terms and conditions of the Leave No Trace® Scheme.

Name ..... Membership no. .... Phone no. ....

Please forward completed and signed document to: CMCA, Leave No Trace® PO Box 254, HRMC, WARABROOK NSW 2310  
May 2013 Please complete Application Form over page

Please complete Code of Conduct declaration over page

Please complete Application Form over page

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## 5.4 2013/2014 Waste Disposal Fees

### Document Information

#### Referring Letter No:

**File No:** 367

**Name of Applicant:** N/A

**Location:** Waste Facilities – Burdekin Shire Council

**Author and Title:** Anne McLaughlin  
Environment and Health Project Officer

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### Executive Summary

Waste disposal fees are attached for Council's consideration and approval for the 2013/2014 financial year.

### Recommendation

That the fees for waste management proposed be accepted for the 2013/2014 financial year.

### Background Information

Council is required to set fees for waste disposal. AEC have provided a draft report with an analysis of all costs associated with Burdekin Shire Council's waste management that provides guidance as to the fees to be set.

### Issues

To provide information on the actual cost of waste disposal and provide a full cost pricing model, consultants AEC were engaged. According to the Draft report *Pricing modelling outcomes for Council's Waste Management Function, Burdekin Shire Council*, the current cost of disposing waste to the Kirknie landfill is \$180 per tonne, significantly higher than current fees set. In order to transition to a disposal charge commensurate with the actual cost of disposal, a rise in the disposal fee is required beyond the 5% increase generally applied to other (non waste related) fees set by Council.

In addition, a new category of fee exemptions relating to 'sorted' domestic residual waste will be applied. Sorted waste is waste that has all recyclable materials removed including household recyclables that may have been contaminated.

### Summary

Proposed fees for waste management services are attached.

### Link to Corporate/Operational Plan

N/A

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## **Consultation**

Internal / External

## **Legal Authority or Implications**

Statutory Basis – eg Act, Local Law, Legal Risks  
Waste Reduction and Recycling Act 2011  
Queensland Waste Policy  
Local Government Act 2009

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Disposal fees do not cover the full cost of waste disposal.

### **Report prepared by:**

Anne McLaughlin – Environment and Health Project Officer

### **Report authorised by:**

Beth Whitworth – Acting Manager Environment and Health

## **Attachments**

1. Waste Disposal Charges

Waste disposal charges.

all fees include GST

		waste			2012/13	2013/14
landfill and transfer station	C & I and MSW (unsorted waste)	general waste bin/bag up to 140L		each	\$2.00	\$3.00
		car or 240L bin		each	\$5.00	\$6.00
		small trailer		each	\$11.50	\$13.00
		large trailer/ute/van		each	\$17.00	\$19.00
		van/ute with trailer (small)		each	\$31.00	\$32.00
		van/ute with trailer (large)		each		\$38.00
	C & I and MSW	metal appliances non decommissioned		each	\$31.00	\$32.00
transfer station only		tyres		each	cost	cost
	C & I	commercial cardboard		cub m	\$5.00	\$5.00
	C & I and MSW	oil >6L		litre	\$0.16	\$0.16
		oil filters > 3		each	\$3.00	\$3.00
		cooking oil >20L		litre	\$0.16	\$0.16
		waste oil containers		5 litre	\$7.00	\$7.00
		waste oil containers		10 litre	\$10.00	\$10.00
		waste oil containers		20 litre	\$14.00	\$14.00
		waste oil containers		60 litre	\$20.00	\$20.00
		waste oil containers		205 litre	\$33.50	\$33.50
		cleaned recyclable plastic drums (not drumMuster)		each	\$1.00	\$1.00
		recyclable plastic bumperbars		each	\$3.00	\$3.00
Landfill only	MSW , C& D C & I	general mixed		tonne	\$100.00	\$120.00
		lightweight plastic/polystyrene		cub m	\$115.50	\$130.00
		stumps, logs >300mm		cub m	\$70.00	\$70.00
	C & D	treated timber for reprocessing		tonne		\$50.00
	C & D	concrete requiring rockbreaker		tonne	\$100.00	\$120.00
	C & D	clean concrete, pavers, tiles, bricks>100mm		tonne	\$52.50	\$55.00
	C & D	clean concrete, pavers, tiles, bricks< 100mm		tonne	\$21.00	\$20.00
	C & D	asphalt (for recycling)		tonne	\$52.50	\$55.00
		dead animal- large		each	\$90.00	\$90.00
	Low Hazardous	other (biosolids,food processing waste etc)		tonne	\$110.00	\$140.00
	high hazardous	hazardous waste Handling fee		each	\$210.00	\$210.00
	high hazardous	asbestos (excludes handling fee required)		tonne	\$210.00	\$220.00
other	C & I	Giru transfer station hire & bin collection		per month	\$3,300.00	\$3,450.00
		Use of Weighbridge - non certified		each	\$12.00	\$12.00
	C&I, MSW	Collection of kerbside bins, Ayr, Home Hill & Brandon		per bin	\$20.00	\$20.00
fee exempt		Burdekin resident only sorted residual domestic waste oil filters max 3 motor oil < 6L cooking oil < 20L vehicle batteries				



E waste  
 Burdekin resident only domestic treated timber for reprocessing  
 domestic cardboard  
 greenwaste  
 scrap metal & appliances for scrap metal  
 Burdekin Resident only -domestic produced clean concrete, pavers, tiles & bricks - not requiring rockbreaking  
 community clean up waste  
 clean soil, fill for cover  
 car body

Landfill fees when weighbridge not operational

			cubic metre 2012/13	2013/14
MSW or CI	general uncompacted		\$20.00	\$22.00
MSW or CI	general compacted		\$45.00	\$48.00
C&D	general		\$50.00	\$55.00
C&D	concrete requiring rockbreaking		\$40.00	\$42.00
C&D	bricks pavers cleanconcrete>100mm		\$30.00	\$35.00
C&D	bricks pavers cleanconcrete<100mm		\$20.00	\$20.00
C&D	asphalt		\$30.00	\$35.00
C&D	timber treated (for reprocessing)		\$40.00	\$40.00
HH	Asbestos properly handled		\$100.00	plus handling fee \$100.00
C & I	low hazardous		\$70.00	\$74.00

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## 5.5 Waste Management Policy

### Document Information

**Referring Letter No:** N/A

**File No:** 791

**Name of Applicant:** N/A

**Location:** Waste facilities - Burdekin Shire Council

**Author and Title:** Anne McLaughlin – Projects Officer

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### Executive Summary

Council's Waste Management Policy defines how Council will operate waste disposal and collection services. The policy requires updating to reflect newly adopted waste disposal facilities operating hours and changes to the waste voucher system.

### Recommendation

That the amendments to the Waste Management Policy be adopted.

### Background Information

Council's Waste Management Policy was adopted by Council on the 14 July 2009. It provides guidance to how council operates waste management services and includes matters such as collection services provided, waste facilities managed and matters such as the operation of a waste voucher system. Council has made changes to take effect on 1 July 2013 that will require incorporation into the Waste Management Policy.

Apart from hours of operation of the waste facilities and change to the waste voucher system a number of other minor changes have been identified. These are highlighted in the attached copy of the Waste Management Policy.

### Link to Corporate/Operational Plan

N/A

### Consultation

N/A

### Legal Authority or Implications

Waste Reduction and Recycling Act 2011

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Qld Waste policy  
Local Government Act

### **Policy Implications**

N/A

### **Financial and Resource Implications**

Removal of waste voucher system and changes to operating hours at Council's waste disposal facilities.

#### **Report prepared by:**

Anne McLaughlin – Projects Officer

#### **Report authorised by:**

Beth Whitworth – Acting Manager Environment & Health

### **Attachments**

1. Waste Management Policy



## Waste Management Policy

**Commencement Date:** 14 July 2009

**Function:** Waste Management

### RESPONSIBILITIES

<b>Policy Owner</b>	Director Environment and Operations
<b>Policy Contact</b>	Coordinator Environmental Health
<b>Approval Authority</b>	Council
<b>Next Review Date</b>	14 July 2015

### REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
1	Adopted	14/07/2009	Council Ordinary Meeting	Clause 12
1.1	Amended	12/03/2013	Council Ordinary Meeting	1239075
1.2	Amended			

### 1 PURPOSE

This policy explains the objectives and general principles of the Burdekin Shire Council in the optimum delivery of waste management services for the community.

### 2 SCOPE

This policy applies to waste services within defined service areas and waste facilities in the Burdekin Shire area.

### 3 DEFINITIONS

**'Authorised Officer'** means a person authorised under the *Environmental Protection Act 1994*.

**'Commercial Waste'** means waste (other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer) produced as a result of the ordinary use or occupation of the premises, being —

- (a) a hotel, motel, caravan park, cafe, food store or canteen;
- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse; or
- (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out.

**'Defined Service Area'** means the sections of the Burdekin Shire that are provided with a waste service as shown in Schedule 1 of this policy.

**'Domestic Waste'** means waste (other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer) resulting from the ordinary domestic use or occupation of any premises or any part thereof, being—

- (a) a single unit private dwelling;

- (b) premises containing two or more separate flats, apartments or other dwelling units;  
or
- (c) a boarding house, hostel, lodging house or guest house

**'Green Waste'** means grass clippings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.

**'Industrial Waste'** means interceptor waste and waste other than—

- (a) commercial waste;
- (b) domestic clean-up waste;
- (c) domestic waste;
- (d) green waste;
- (e) recyclable interceptor waste;
- (f) recyclable waste;
- (g) waste discharged to a sewer.

**'Occupied Land'** means land other than vacant land and includes land with a shed, caravan or similar structure, where people may reside, regardless of the length of time.

**'Rates'** includes supplementary rates.

**'Special Event'** refers to a community event held by a charitable or non-profit community group.

**'Three-Bin Service Area'** means a designated area where one 140L mobile bin of refuse is collected and disposed of weekly, one 240L mobile bin of recyclables and one 240L mobile bin of green waste is collected and disposed of fortnightly.

**'Two-Bin Service Area'** means a designated area where one 140L mobile bin of refuse is collected and disposed of weekly and one 240L mobile bin of recyclables is collected and disposed of fortnightly.

**'Waste Service'** refers to the storage, collection and conveyance of waste and the disposal thereof.

**'Waste Services Charges'** means the charges set by Council in the Revenue Statement.

## 4 POLICY STATEMENT

### 4.1 Waste Facilities

The Kirknie landfill is the only landfill within the Burdekin Shire. Council closed all other landfills and replaced them with transfer stations, which have fewer long-term impacts on the environment.

The following waste facilities are available for community use, as detailed below.

#### Kirknie Landfill

Location:	Kirknie Road, Home Hill	
Opening Hours:	Monday – Friday	8:30am – 4:30pm
	Saturday	8:00pm – 12:00 noon
Accepts:	Household waste, Commercial and Industrial waste, Construction & Demolition waste, scrap metal and tyres. A full list is available on Council's website.	



### **Transfer Stations:**

#### **Ayr**

Location: 53-57 Jones Street, Ayr

Opening hours: 7 days/week 10:00am – 6:00pm

#### **Home Hill**

Location: Bojack Road, Home Hill

Opening hours: Weekdays 10:00am – 5:00pm

Weekends 10:00am – 5:00pm

#### **Giru**

Location: Cromarty Creek Road, Giru

Opening Hours: Friday and Sunday 3:00pm – 6:00pm

The waste transfer stations accept general household waste, car batteries, electrical appliances, furniture, fridges and freezers, scrap metal, tyres and tubes, oil and greenwaste.

Charges may vary depending on the items taken to the landfill or transfer stations. Please refer to Council's Fees and Charges Schedule for more details.

DrumMuster – Council accepts drums on the first Wednesday of the month at the Ayr transfer station by appointment and at Giru and Home Hill waste transfer stations during normal operating hours to assist local farmers in the responsible disposal of chemical containers. The Clare DrumMuster collection site is available by appointment.

### **Closed Landfills**

Investigations of Council's closed landfills will continue to determine the remediation requirements for each facility. Resourcing requirements to remediate each facility will depend on access to external funding, ten-year budgeting cycle/plan, state government requirements and environmental issues.

## **4.2 Domestic Services**

### **4.2.1 General**

Only bins supplied by Burdekin Shire Council are eligible for Council's collection service. The Council may impound ineligible bins that residents leave out for collection, including bins that residents bring from other councils or buy privately.

The bins supplied to a property are to remain at that property when there are changes in occupants, including with the sale of the property.

### **4.2.2 Kerbside Service**

The kerbside service for the Shire is either a Three-Bin Service or a Two-Bin Service. Schedule 1 defines the service areas.

The Two-Bin Service consists of:

- a 140 litre kerbside refuse service, or alternatively a 240 litre service (bin with red lid)\* collected weekly;
- a 240 litre kerbside recycling service (bin with yellow lid) collected fortnightly

The Three-Bin Service includes the following in addition to the above service:

- a 240 litre kerbside green waste service (bin with light green lid) collected on alternate fortnights.
- Residents may request to change to the 240 litre general waste bin. The larger bin will incur a higher charge, and implementation of changeover will only occur after the rollout of the 140 litre bins is complete.

#### 4.2.3 Levying of charges for kerbside waste collection

Council will provide waste services to occupied land only.

The owner of any residential premises or land within the defined service area that is capable of producing waste will be levied a waste service charge. The type of waste service charge will depend on whether the premise is located within a Three-Bin Service or a Two-Bin Service area.

For a residential premise or land outside of these areas, the owner or occupier is required to service their own refuse bins on a weekly basis. Fees will apply for the disposal of these wastes at Council's waste facilities.

#### 4.2.4 Services based on type of residential premise

##### ***House or House with Granny Flat***

All houses must have, at least, a single waste service: i.e. within a Three-Bin Service Area - 1 x 140L mobile refuse bins, 1 x 240L mobile recycling bin, and 1 x 240L mobile green waste bin; and within a Two-Bin Service Area - 1 x 140L mobile refuse bin and 1 x 240L mobile recycling bin.

##### ***Multi-Residential Premise including Duplexes***

Multi-residential premises include two or more permanently constructed residential units (single occupancy per unit).

Council will supply each unit with 1 x 140L mobile refuse bin and 1 x 240L mobile recycling bin. Council's authorised officer will determine the provision of a green waste service for premises within the Three-Bin Service area.

The green waste service for multi-residential premises will be a communal service with the bins shared between the units. The owner or the owner's representative may make a written request for an extra green waste service for a particular unit.

Alternatively, a bulk waste bin may be provided (through a private contractor) for the general waste portion of the service. The bulk bin must be the equivalent of the calculated volume of the 140L mobile refuse bins, rounded up to the next bulk bin size.

##### ***Example***

*Multi-Residential Premise of five units (5x140L = 700L) is required to have at least 5 x 140L mobile refuse bins or the equivalent in bulk waste bin, serviced at least once per week; and at least 5 x 240L mobile recycling bins and 5 x 240L mobile green waste bins, serviced at least once per fortnight.*

Council's authorised officers will determine the minimum refuse services that the owner must provide.

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#### ***Residential Unit attached to Commercial/Industrial Premises***

Council's authorised officers will determine the waste services for residential unit/s. The commercial/industrial portion of the premises shall receive a commercial/industrial service (refer to Commercial/Industrial Requirements).

##### **4.2.5 Residential premises not within the defined service area**

All occupied land within the Shire that is outside the defined service area, and therefore not receiving a regular waste collection service, will be required to pay for the disposal of their waste at Council's waste facilities.

Residents who would like to receive a domestic waste service are required to submit a request in writing.

When determining the request, Council's authorised officers will consider the following:

- (i) if the collection vehicles can access the area;
- (ii) whether it is economically viable for the contractor to provide the requested service; and
- (iii) if there is support from 65% of property owners in the road in favour of receiving the service.

#### **4.3 Commercial and Industrial Services**

Commercial and industrial premises within the defined service area, as described in Schedule 1, are required to have a general waste service with a minimum collection frequency of weekly.

Each premise shall have either, a 240 litre mobile refuse bin or equivalent service provided by an approved private contractor plus a recycling service supplied through council.

Where council has been notified that a private contractor undertakes waste collection services and the general waste service cancelled as per section 6.3, waste charges levied will consist of the relevant recycling service component as detailed in the revenue statement.

Item specific recycling services eg bulk cardboard, scrap metal and the like may be available through a private contractor.

#### **4.4 Charities and Community Groups**

Council's authorised officers may grant an exemption, refund, or part refund on payments for waste service charges or for a waste service charge for a 'special event' by charities and non-profit community groups meeting the following criteria:

- The organisation must be based in and provide services to the residents of the Burdekin Shire.
- A charity and non-profit community group includes:
  - Church, ministry and church-administered institutions for non-profit and charitable purposes,
  - Scouts and Girl Guides,
  - Veteran and War Widow Associations,
  - Voluntary, non-profit community and welfare organisations,
  - Volunteer bush fire brigades, and
  - Voluntary sporting organisations.



- Organisations that hold a commercial liquor licence or gaming licence do not qualify for an exemption.
- Organisations, the main activity of which is the responsibility of another level of government, do not qualify for an exemption.

#### **4.5 Bin Enclosures**

Refer to Council's Waste Management Planning Scheme Policy for more information.

#### **4.6 General Issues**

##### 4.6.1 Change to Service Level

The owner may request a change to the service in writing or via Council's Customer Service Centre. The charges for these services are set annually in Council's Revenue Statement and Council will levy the amount via the rates notice.

The minimum charge levied for the change to service level will be six months.

##### 4.6.2 Lost or stolen bins

The replacement of lost or stolen bins will be at the discretion of the Manager Environment and Health.

The owner of the lost or stolen bin is to make a Police report in accordance with the Procedure for Lost and/or Stolen Bins.

Repeated reports of lost/stolen bins for a single property may incur a replacement fee.

##### 4.6.3 Cancelling a service

Cancelling of a waste service will only occur where the building has been demolished or is unfit for occupation. The cancelling of a waste service will not occur where the premises are unoccupied for a period.

A commercial or industrial premise may cancel their waste service provided they are to receive a waste and recycling service from a private contractor.

Cancelling a service will lead to a proportional reduction or refund of the annual levied charge.

##### 4.6.4 Commencing a service

Waste service charges will apply from the date of commencement or availability of service. New services commenced during the year are pro-rata levied.

##### 4.6.5 Assessment of bin quota/service level

Council's authorised officers have the discretion to amend waste management services depending on the needs of the residents and the waste generated.

##### 4.6.6 Bulk Bin service

Commercial premises that require a bulk bin service may contact an approved waste contractor to arrange a service at their own cost.

##### 4.6.7 Variation under this Policy

The Manager Environment and Health will assess written requests for an exemption, refund, part refund or variation under this policy.

##### 4.6.8 Requirements to kerbside collection

- Place bins on the kerb prior to 6:00am on collection day, and brought back within the property boundaries as soon as possible after collection, preferably by dusk.

- Place bins approximately one (1) metre apart and are not to be located near trees, parked cars or other obstacles that may prevent the truck from emptying the bin.
- Bins that are overfull (with the lid open more than 45 degrees); or too heavy (weigh more than 55 kilograms) will not be collected. Residents will need to take their waste to the landfill or transfer station, as the truck will not return to empty the bin. Disposal costs will apply.
- Recycling and green waste bins must only contain the products listed on the lid and/or in the brochure provided, which is also available on Council's website. Bins contaminated with unsuitable material may be issued with a notice and information brochure advising of the contamination.

When three (3) notices of contamination are issued, in a financial year the service may be suspended either for:

- (i) initially for one (1) month;
- (ii) for three (3) months if a further three (3) notices are left; or
- (iii) permanently,

at the discretion of the Manager Environment and Health.

- Charges will not be removed where greenwaste or recycling services that have been suspended under this clause.

#### **4.7 Bin Charges**

The levying of a charge as detailed in the Revenue Statement will occur on all lands and/or premises within the defined service area.

##### **4.7.1 Consistent commencement of charges**

- a) The levy for all waste and recycling charges will apply on a pro-rata basis from the date of delivery of the bins to the property.
- b) Where Council identifies that a domestic structure or occupied land is without a general waste, recycling or green waste collection charge, the charge will be levied pro-rata from the time that the structure was completed, or the occupied land was capable of producing waste. The backdating of charges will be for a maximum of one year.

##### **4.7.2 Removal of Charges**

Removal of any waste and recycling charge on a pro-rata basis will only occur:

- a) When Council identifies that the domestic or commercial structure has been demolished and the land is unoccupied; or
- b) Upon supply of written evidence (eg. copy of new waste contract) that a commercial premise has an equivalent service provided by an alternative waste service provider.

#### **4.8 Vouchers**

##### **4.8.1 Vouchers**

Vouchers issued for the 2012/2013 financial year will be honoured to their expiry date. No further vouchers will be issued.

##### **4.8.2 Entitlement**

A voucher entitles the resident to dispose of a load of general waste:

- (a) in a car, including a station wagon; or



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(b) in a standard sized trailer (1.8m x 1.2m)

#### 4.8.3 Tenanted/rented properties

Tenants are to contact their landlord or agent to request access to the vouchers.

#### 4.9 Council Public Services

Council will provide appropriate street, park waste and recycling services to public areas.

#### 4.10 Education Program

Council in conjunction with the contractor will provide an education program, including with the schools, throughout the Shire and over the term of the contract.

### 5 OBJECTIVES

The aim of the policy is to:

- reduce the amount of waste produced by the community
- reduce the amount of waste going to landfill;
- encourage greater recycling;
- increase the communities knowledge of waste management issues; and
- reduce the impact of the waste disposal on the environment.

### 6 PRINCIPLES

Burdekin Shire Council embraces the Waste Management hierarchy of waste avoidance, waste re-use, waste recycling, energy recovery from waste, and waste disposal. We encourage residents and businesses to think about their activities and use the hierarchy as a guide. By working together, we can minimise our impact on the environment and reduce our costs involved in the processing, manufacturing, transport, and disposal of materials.

### 7 PROCEDURES

Waste Management Procedures

### 8 LEGISLATION

Local Government Act 2009

Environmental Protection Act 1994

Environmental Protection (Waste Management) Regulation 2000

Waste Reduction and Recycling Act 2011

### 9 ASSOCIATED DOCUMENTS

Schedule 1 - Maps of Waste Collection Areas (see attached)

Current Waste Contract

Subordinate Local Law No. 1.11 (Operation of Rental Accommodation) 2012

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## **6 CORPORATE & COMMUNITY SERVICES**

### **6.1 Adoption of Corporate Plan 2013-2018**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** 417

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Dan Mulcahy, Director Corporate & Community Services

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#### **Executive Summary**

The purpose of this report is to provide information on the preparation of the draft Corporate Plan for 2013-18.

#### **Recommendation**

That Council adopts the Corporate Plan for 2013-18 as tabled.

#### **Background Information**

The Local Government Regulation 2012 provides that Council must prepare a 5 year corporate plan for each period of 5 financial years. In addition, the Council may, by resolution, amend its 5 year corporate plan at any time.

Council has previously been in the practice of preparing and adopting a corporate plan each year, which is in excess of the requirements above.

Based on the above information, it is recommended that Council simply amend last year's 5 year corporate plan by resolution. These amendments take into account Council's latest position and direction on capital and operational activities.

#### **Link to Corporate/Operational Plan**

N/A

#### **Consultation**

Nil. Corporate Plan reflects changes proposed to capital projects and operational activities.

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## **Legal Authority or Implications**

### Legislation

Section 165 of the Local Government Regulation 2012 provides as follows:

- (1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.*
- (2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.*
- (3) A local government may, by resolution, amend its 5-year corporate plan at any time.*
- (4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.*

## **Policy Implications**

N/A

## **Financial and Resource Implications**

The Corporate Plan has a major bearing on the annual budget.

### **Report prepared by:**

Dan Mulcahy, Director Corporate and Community Services

### **Report authorised by:**

Dan Mulcahy, Director Corporate and Community Services

## **Attachments**

1. Burdekin Shire Council – Draft Corporate Plan 2013-2018

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**Burdekin  
Shire  
Council**

**CORPORATE PLAN  
2013 – 2018**

Adopted by Council:

25/06/2013

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**FOREWORD**

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**Process Followed in Preparation and Adoption  
of the 2013-2018 Corporate Plan**

The preparation, adoption and implementation of the Council's 2013-2018 Corporate Plan provides the groundwork for development of medium and long term plans towards meeting the Council's Mission Statement being to improve the quality of life for our residents and to protect and enhance the natural and built environment.

The Local Government Regulation 2012 provides that Council must:

1. prepare a 5 year corporate plan for each period of 5 financial years (Council adopted the 2012-17 Corporate Plan on 14 August 2012); and
2. adopt its 5 year corporate plan in sufficient time to allow a budget and annual operation plan, consistent with the corporate plan, to be adopted for the first financial year covered by the plan.

In addition, the Regulation provides that the Council may, by resolution, amend its 5 year corporate plan at any time.

Council has previously been in the practice of preparing and adopting a corporate plan each year, which is in excess of the requirements above.

Council has decided to amend last year's 5 year corporate plan by resolution. These amendments take into account Council's latest position and direction on capital and operational activities.

Cr. W. Lewis,  
MAYOR

K. Holt,  
CHIEF EXECUTIVE OFFICER



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## MISSION STATEMENT and VALUES

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### Mission Statement

To improve the quality of life for our residents and to protect and enhance the natural and built environment

### Values

In achieving our mission we will adhere to the following values.

**Commitment to the Organisation** – our councillors and employees are committed to achieving the objectives of the Council.

**Leadership** - we provide effective community and organisational leadership through sustainable strategic planning and accountable and ethical standards of practice.

**Openness, Honesty and Trust** – our organisational culture encourages openness, honesty and trust and we apply these principles in our work.

**Best Practice, Productivity, Innovation and Continual Learning**– we are committed to the ongoing development of skills and knowledge of our councillors and employees to deliver outcomes underpinned by continuous improvement, best practice and innovation.

**Teamwork** – we recognise the importance of maintaining a stable work environment in which councillors and employees work constructively together in a spirit of teamwork, trust and loyalty.

**Customer Focus** – we recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.

**Respect, Fairness and Ethical Behaviour** – we recognise that respect, fairness and ethical behaviour should underpin all decisions made by Council and employees in dealings with internal and external customers.

**Valuing People** – we recognise all members of our community and visitors as our greatest asset and value their contribution and commitment to the Burdekin Shire.

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## ACHIEVING THE MISSION

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We have identified seven (7) Key Strategic Elements as contributing to the achievement of the Mission. For each Key Strategic Element, Strategies have been identified which tell you what we want to achieve for and with the community. The seven Key Strategic Elements are as follows:

1. Organisational Management and Corporate Governance
  2. Infrastructure
  3. Land Use Planning
  4. Environment
  5. Lifestyle
  6. Community Development
  7. Community Prosperity
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## SOME EXPECTED OUTCOMES OF THIS PLAN

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- Continuation of a multi-million dollar reconstruction and repair work program of road infrastructure damaged by flood events in 2011, 2012 and 2013. Capital works totalling approximately \$31.9M planned for 2013/14 and 2014/15.
- Urban Streets – continue the program in 2013/14 to provide kerbing and channelling and bitumen widening to urban streets that do not require major underground drainage.
- Drainage – continue program to provide improved drainage in both urban and rural areas within the Shire. Capital works totalling \$3.5M planned for 5 year period.
- Investigate, test and establish alternative water supply sites in the Rossiter's Hill/Mirrigan area in 2013/14 to assist in combating iron and manganese in the Ayr/Brandon Water Supply Scheme..
- Continuation of the sewer relining program for the rehabilitation of sewers within the Ayr, Brandon and Home Hill townships.
- Construction of another cell liner at the Kirknie Road Landfill in 2014-15.
- Construction of a bridge over Plantation Creek on Giddy Road in 2017/18 at an estimated cost of \$1.7M.
- Construct a duplicate Ayr No 1 Rising Main in 2015/16 (\$2.5M) and a duplicate Home Hill No 1 SPS Rising Main in 2017/18 (\$450,000) as a risk mitigation measure.
- Refurbish Ayr Pool in 2014/15 (\$2M) and Home Hill Pool in 2017/18 (\$2M).
- Complete Home Hill Skate park development in Watson's Green in 2013/14.
- Commence Stage 2 of the All Abilities Playground in Anzac Park in 2014-15.
- Continue program of upgrading and installing playground equipment in playground areas within Shire Parks.

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## **KEY STRATEGIC ELEMENTS AND STRATEGIES**

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**The Key Strategic Elements and Strategies of the Five Year Plan are intended to be achieved within the economically sustainable constraints of the community**

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### **1. Organisational Management and Corporate Governance**

**Objective** – Deliver responsible governance, efficient service and administrative support for Council's operations and strategic initiatives.

#### **Strategies**

- 1.1 Ensure honest, open and accountable local government by facilitating open exchange of concerns and ideas between the community and the Council and ensuring that all decision making is open, transparent and communicated clearly.
- 1.2 Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies.
- 1.3 Review and refine short and long term planning throughout Council including focus on a ten (10) year financial forecasting model.
- 1.4 Progress towards achieving "Employer of Choice" status and aim to attract, recruit and retain workers based on their abilities, skills and knowledge in a consistently fair workplace which offers and promotes work opportunities for all.
- 1.5 Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, customer service and continuous improvement.
- 1.6 Strive to achieve effective and efficient use of technology, to enable delivery of timely service and information, including upgrading of infrastructure to improve service provision.
- 1.7 Ensure effective corporate governance through compliance with legislation and adoption of risk management strategies.
- 1.8 Provide a safe and healthy workplace by continually improving workplace health and safety practices.

## 2. **Infrastructure**

**Objective** – Provide, maintain and facilitate appropriate infrastructure to service the Shire's existing and future service levels.

### **Strategies**

- 2.1 Continuation of a multi-million dollar reconstruction and repair work program of road infrastructure damaged by flood events in 2011, 2012 and 2013. Capital works totalling approximately \$31.9M planned for 2013/14 and 2014/15.
- 2.2 To implement a robust Asset Management framework to ensure optimal decisions are made, regarding asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance, based on agreed service levels.
- 2.3 Ensure infrastructure charges are applied on development proposals in accordance with Council's Priority Infrastructure Plan (PIP). The plan should identify areas for future urban growth in the planning scheme. This will facilitate Council's ability to service that area with infrastructure and provides a clear, transparent and certain basis for the calculation of infrastructure charges.
- 2.4 Implement the recommendations of the Asset Rationalisation Plan for land assets.
- 2.5 Urban Streets – continue the program in 2013/14 to provide kerbing and channelling and bitumen widening to urban streets that do not require major underground drainage.
- 2.6 Rural Roads – continue program to reconstruct and widen the rural arterial roads to a 7.6 metre wide bitumen standard.
- 2.7 Rural Roads – for non-arterial roads, maintain an appropriate standard.
- 2.8 Rural Roads – develop standards based on traffic type and volume.
- 2.9 Rural Roads - address the sealing of rural roads with missing links of bitumen.
- 2.10 Rural Roads – continue placement of a minimum of 100m of bitumen in front of houses based on identified historical need.
- 2.11 Drainage – continue program to provide improved drainage in both urban and rural areas within the Shire. Capital works totalling \$3.5M planned for 5 year period.
- 2.12 Continue the Ayr/Brandon, Horseshoe Lagoon and Home Hill drainage schemes in accordance with recommendations of the relevant flood study.
- 2.13 Construction of a bridge over Plantation Creek on Giddy Road in 2017/18 at an estimated cost of \$1.7M.
- 2.14 Continue to pursue the acquisition of easements over drainage paths to preserve and improve the integrity of drainage within the Shire.
- 2.15 Continue augmenting existing Water and Waste Water Schemes to maintain existing standards and cater for future growth.
- 2.16 Investigate, test and establish alternative water supply sites in the Rossiter's Hill/Mirrigan area in 2013/14 to assist in combating iron and manganese in the Ayr/Brandon Water Supply Scheme.

- 2.17 Continuation of the sewer relining program for the rehabilitation of sewers within the Ayr, Brandon and Home Hill townships.
- 2.18 Construct a duplicate Ayr No 1 Rising Main in 2015/16 (\$2.5M) and a duplicate Home Hill No 1 SPS Rising Main in 2017/18 (\$450,000) as a risk mitigation measure.
- 2.19 Continue investigations to underground electricity supply in urban areas of Ayr, Brandon and Home Hill in conjunction with Ergon Energy (Community Care Program) including conditioning underground supply in development applications.
- 2.20 Maintain a modern, effective, flexible and efficient plant fleet that matches organisational needs.
- 2.21 Maintain Certificate of Registration as a Quality Assured Supplier and R2 prequalification status under the Major Works Prequalification System in respect of road works for the Department of Transport and Main Roads.

### **3. Land Use Planning**

**Objective** – Promote a dynamic approach to integrated planning and management of development and growth that reflects community aspirations and enhances our lifestyle, diverse heritage and environment.

#### **Strategies**

- 3.1 Plan for infrastructure for future development.
- 3.2 Plan and facilitate land availability for future housing and industrial land development.
- 3.3 Identify strategic land and easement acquisitions for future service provision in areas of industrial, commercial and residential growth corridors.
- 3.4 Recognise and preserve, where possible, the special characteristics of the Shire's diverse environment.
- 3.5 Monitor and regulate Council's planning strategies, development approvals and building approvals to ensure development and building activities deliver acceptable outcomes.
- 3.6 Develop minimum flood immunity standards for new development in accordance with the Queensland Reconstruction Authorities recommendations and in particular implement strategies for stronger more resilient floodplains.
- 3.7 Provide public open space that meets user requirements for recreational and social activities, amenity and a landscape that contributes to the identity of Burdekin Shire and the environmental health of the community.



#### 4. **Environment**

**Objective** – Preserve, protect and restore the natural environment for current and future generations and encourage environmental responsibility throughout the community.

**Strategies**

- 4.1 Develop, implement and promote innovative waste minimisation and recycling program.
- 4.2 Operate and maintain Council's waste management facilities to comply with statutory environmental standards including usage of cell liners at the Kirknie Road Landfill.
- 4.3 Construction of an additional cell liner at the Kirknie Road Landfill in 2014-15.
- 4.4 Promote the adoption of environmental best practice and behaviours by Council, residents and businesses throughout the Shire.
- 4.5 Promote sustainable land and water management practices.
- 4.6 Implement the Drought Management Plan and develop a System Loss Management Plan for water infrastructure.
- 4.7 Continue to develop systems and support programs that improve Council's environmental performance and provide sustainable outcomes.
- 4.8 Investigate the improvement of stormwater quality in major drainage paths, with Nelson's Lagoon as the pilot scheme.
- 4.9 Develop and implement natural resource management projects in conjunction with the community and other partners to improve the natural environment in the Shire, particularly aquatic weed control, beach protection and land protection.
- 4.10 Develop a plan to manage wetlands, which includes public access that enhances environmental awareness while preserving the wetlands.
- 4.11 Continue Council's use of environmentally friendly fuels including E10 for light vehicles.
- 4.12 Develop and implement programs to minimise the effects of climate change on our community and natural and built environment.
- 4.13 Develop and implement programs to reduce the Council's energy usage.
- 4.14 Continue to develop and implement annual action plans under the Reef Guardian Council program with particular focus on water quality, land management, community capacity and waste management.

## 5. **Lifestyle**

**Objective** – Promote, support and facilitate services to the community to enhance community pride, wellbeing and the quality of life enjoyed by residents.

### **Strategies**

- 5.1 Consider recommendations of the Burdekin Sport and Recreation Plan, including master plan for the extension of Anzac Park.
- 5.2 Facilitate a range of partnerships to improve community health and safety and crime prevention.
- 5.3 Refurbish Ayr Pool in 2014/15 (\$2M) and Home Hill Pool in 2017/18 (\$2M).
- 5.4 Complete Home Hill Skate park development in Watson's Green in 2013/14.
- 5.5 Continue program of upgrading and installing playground equipment in playground areas within Shire parks.
- 5.6 Commence Stage 2 of the All Abilities Playground in Anzac Park in 2014-15.
- 5.7 Encourage equitable access to facilities, services and opportunities for all members of the community.
- 5.8 Provide ongoing support for art, culture, youth, seniors, sport, recreation and welfare.
- 5.9 Provide library resources and facilities to support informational, recreational, educational and cultural needs of the community.
- 5.10 Undertake regulatory and advisory programs to maintain and improve health and environmental standards within the community such as animal control and vector control programs.
- 5.11 Continuation of an all access "Burdekin Be Active" walking/cycle trail in the Shire, subject to budgetary constraints and available government funding.
- 5.12 Provide sporting, recreational, parks, playgrounds and aquatic facilities and programs that promote regular physical activity as well as individual and community wellbeing.
- 5.13 Promote the importance of regular exercise and good nutrition, and the role this plays in the maintenance of good health and well being.
- 5.14 Provide support and maintenance to boat ramps and landings in the Shire as an important recreational asset with appropriate government funding.
- 5.15 Support the development of "Wongaloo", which forms the core of the Cromarty-Cleveland wetlands, together with other wetlands in the Shire that form part of the North Queensland wetlands network.

## **6. Community Development**

**Objective** – Promote, support and facilitate development of the identity and capacity of the community

### **Strategies**

- 6.1 Promote community participation, support community groups, and maintain and grow social capital.
- 6.2 Improve our community's resistance to disaster impacts by undertaking a disaster risk management process including developing a strategic policy framework for disaster management incorporating disaster mitigation, prevention, preparation, response and recovery arrangements in partnership with the Burdekin Local Disaster Management Group.
- 6.3 Provide ongoing support to the Burdekin State Emergency Service and Volunteer Marine Rescue Burdekin Inc.
- 6.4 Build and strengthen our community identity and acknowledge the diversity in our community.
- 6.5 Facilitate and provide ongoing support for approved community groups.
- 6.6 Encourage and support community events, including seed funding for new events.
- 6.7 Provide ongoing support for community welfare organisations within the Shire including the Burdekin Community Association, Burdekin Neighbourhood Centre and the PCYC.

## **7. Community Prosperity**

**Objective** – Maintain and create community prosperity by promoting diverse economic development and employment opportunities that are compatible with our environmental values.

### **Strategies**

- 7.1 Encourage existing business and attract new business investment by maintaining and upgrading local infrastructure and services and applying appropriate land use planning.
- 7.2 Consider and implement the recommendations of the Burdekin Tourism Plan and Burdekin Sport and Recreation Plan when funds permit.
- 7.3 Implement the Burdekin Shire Economic Strategic Plan within budgetary constraints.
- 7.4 Facilitate initiatives to support employment opportunities in the Shire.
- 7.5 Lobby and advocate on behalf of the local/regional area through membership of tourism and other economic development forums at local and regional levels.
- 7.6 Foster and develop effective partnerships and networks which will enhance tourism and economic development.
- 7.7 Promote and encourage diversification and value adding of business and industry in the Shire.

END

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## 6.2 Adoption of 2012/13 Non-Current Asset Accounting Policy

### Document Information

**Referring Letter No:** N/A

**File No:** 895

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Terry Cross, Manager Financial Services

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### Executive Summary

Under the *Local Government Act 2009* (the “Act”) and *Local Government Regulation 2012* (the “Regulation”), Council is required to identify non-current physical assets and work out their values using the prescribed accounting standards for Council’s asset register and these requirements are covered in this draft policy.

### Recommendation

That Council adopts the 2012/13 Non-Current Asset Accounting Policy and makes copies of the document available for purchase at a fee, in accordance with the current Schedule of Fees and Charges.

### Background Information

Under the Regulation, Council is required to identify non-current physical assets and work out their values using the prescribed accounting standards as stated in the legislation extracts below.

### Chapter 5 Financial planning and accountability

Part 10 Asset accounting

Section 206 Valuation of non-current physical assets

- (1) The value of a local government’s non-current physical assets must be worked out using the prescribed accounting standards.
- (2) The local government must, by resolution, set an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.
- (3) The amount must be included in a note in the local government’s general purpose financial statement.
- (4) For subsection (2), the following assets that are controlled by the local government do not have a value for a local government’s general purpose financial statement—
  - (a) land that is a reserve under the Land Act;
  - (b) a road that is not owned by the local government.

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## **Chapter 6 Contracting**

Part 3 Default contracting procedures

Division 2 Entering into particular contracts

Section 224 What div 2 is about

(6) A **valuable non-current asset** is—

(a) land; or

(b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.

(7) A limit set by the local government under subsection (6) (b) cannot be more than the following amount—

(a) for plant or equipment—\$5000;

(b) for another type of non-current asset—\$10000.

The draft Non-Current Asset Accounting Policy for 2012/13 is based on this legislation.

### **Link to Corporate/Operational Plan**

Strategy 1.3 – Review and refine short and long term planning throughout Council including focus on a 10-year forecasting model.

### **Consultation**

Nil

### **Legal Authority or Implications**

A local government Non-Current Asset Accounting Policy must comply with the *Local Government Regulation 2012* and the *Local Government Act 2009*. It is prudent that a local government prepare and/or review this policy each financial year for adoption by resolution.

A local government must ensure its Non-Current Asset Accounting Policy is available for inspection and must make copies available for purchase at a price not more than the cost to the local government for producing the copy.

### **Policy Implications**

New policy based on current legislation and prescribed accounting standards and practice.

### **Financial and Resource Implications**

Nil

### **Report prepared by:**

Terry Cross, Manager Financial Services

### **Report authorised by:**

Dan Mulcahy, Director Corporate and Community Services



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## **Attachments**

1. Draft 2012/13 Non-Current Asset Accounting Policy



**Burdekin Shire Council**

## Non-Current Asset Accounting Policy

Hard copies of this document are considered uncontrolled. Please refer to Council's website for the latest version.

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## Non-current Asset Accounting Policy

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## Non-Current Asset Accounting Policy

**Commencement Date:** 1 July 2012

**Function:** Financial Management

### RESPONSIBILITIES

<b>Policy Owner</b>	Manager Financial Services
<b>Policy Contact</b>	Financial Accountant - Assets
<b>Approval Authority</b>	Council
<b>Next Review Date</b>	1 July 2013 (reviewed annually)

### REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	DRAFT			

## 1 PURPOSE

The purpose of this policy is to regulate and guide the identification and recording of assets of the Burdekin Shire Council to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards.

## 2 SCOPE

This policy applies to all asset accounting related activities for property, plant and equipment, and intangible assets. Please refer to the following asset classification section for specific details of the asset classes and examples of assets in each class.

This policy does not apply to property, plant and equipment that are held for sale which will be recorded in accordance with Accounting Standard *AASB 5 Non-Current Assets held for Sale and Discontinued Operations*, and disposed in accordance with the *Local Government Act 2009*, and other relevant Council policies and procedures.

## 3 OBJECTIVES

The objectives of this policy are to:

- Ensure compliance with prescribed legislation and Australian Accounting Standards.
- Outline the accounting principles to be followed by Council employees when identifying, recognising, recording and valuing Burdekin Shire Council's property, plant and equipment.

## 4 DEFINITIONS

**Asset** is a resource controlled by the Council as a result of past events and from which future economic benefits are expected to flow to the Council. The asset can be tangible, i.e. have a physical substance (e.g. land, buildings) or intangible, i.e. no physical substance (e.g. computer software).

**Asset Class** is a grouping of assets of a similar nature and use, e.g. land, buildings, machinery.

**Asset Custodian** is a Council officer who has the day-to-day management of a Council asset.

**Cost** is the amount of cash or cash equivalents paid, or the fair value of the other consideration given, to acquire an asset at the time of its acquisition or construction, e.g. contributed physical asset.

**Council Control** - Council has control of an asset if Council has the power to obtain the future economic benefits flowing from the resource and to restrict the access of others to those benefits.



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## Non-current Asset Accounting Policy

**Depreciable Amount** is the cost of an asset, or other amount substituted for cost, less its residual value.

**Depreciation** is the systematic allocation of the depreciable amount of an asset over its useful life.

**Depreciated replacement cost** is the Gross Current Replacement Cost less the Accumulated Depreciation (physical deterioration, obsolescence).

**Economic Benefit** is the potential to contribute, directly or indirectly, to the flow of cash or cash equivalents to the Council. It includes Social, Environmental and Financial benefits to Council.

### **Expenditure Definitions**

**Operating expenditure** is recurrent expenditure that is continuously required, e.g. electricity, staff, overheads, fuel.

**Maintenance expenditure** is recurrent asset expenditure that is periodically or regularly required as part of the anticipated schedule of works required ensuring the asset achieves its useful life. It can include, minor parts, painting, servicing, repairs, etc.

**Capital expenditure** is major expenditure that has benefits beyond 12 months. It includes renewal/replacement, upgrade and new assets.

**Capital renewal/replacement** is periodical expenditure on existing assets that returns the service potential or the life of the asset up to that which it had originally.

**Capital upgrade** is expenditure that enhances an existing asset to provide a higher level of service or increase the life of the asset beyond its original life, e.g. widening of road, building extension.

**Fair Value** is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

**First Principles** – Current purchase prices are obtained for components of the asset together with the costs to install, which may include plant, labour and sundry material costs.

**Impairment** – an asset is impaired when its recoverable amount is less than its carrying amount.

**Infrastructure Assets** – typically these assets are large interconnected networks or composite assets that meet the needs of the community, e.g. roads, water, sewerage. Generally, these assets have long lives and often have no market value.

**Materiality** – "Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions of users taken on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor." AASB1031

**Minor assets** are items that would meet most of the asset recognition tests but have been acquired for cost less than \$1 (land) or \$5,000 (all other assets). These assets are treated as an expense as they are under the capitalisation threshold.

**Nominal Cost** means an asset provided to Council at no cost or a very small amount.

**Non-Current Asset** is an asset that provides an economic benefit for a period greater than one year.

**Recoverable Amount** is the higher of an asset's net selling price and its value in use.

**Remaining Useful Life** is the remaining operational life of an asset, irrespective of the period an asset has been in use and its initial estimate of useful life.

**Residual Value** is the estimated amount that the council would currently obtain from the disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**Useful Life** is the period over which an asset is expected to be available for use by Council.



## 5 POLICY STATEMENT

### 5.1 Asset Classifications

A class of property, plant and equipment is a grouping of assets of a similar nature and use.

The classes of property, plant and equipment assets relevant to the Burdekin Shire Council are:

Asset Class	Examples of Assets Forming the Asset Class
Land and Improvements	Land, land under roads, restoration and landfill improvements
Buildings	Corporate and cultural buildings, residential houses, swimming pools, sheds, public conveniences, caravan park cabins, demountables
Road & Bridges	Road structures, box culverts, pipes, kerb and channel, footpaths, speed bumps, car parks, nodes, roundabouts, bridges and major culverts
Drainage	Box culvert, RC pipe, kerb & channel, manholes, stormwater pits, lined channels and special drainage projects
Water	Reticulation pipes, bore sites, water towers, buildings, treatment plants, storage facilities
Sewerage	Treatment plants, pump stations, rising mains, reticulation mains, manholes
Plant and Equipment	Office equipment, computer equipment, common use/general purpose library books, motor vehicles (sedans and utilities), trucks, heavy equipment, trailers, mowers, boats & motors, etc
Other Assets	Fibre optic, car parks (off road), internal roads, landscaping, fencing, structures (BBQ shelters, rotundas, gazebo, bus shelters), playground equipment, basketball half courts, shade covers, in-ground irrigation systems, park furniture, solar powered lights, boat ramps and pontoons, aerodrome runways, signage, heritage tractor, etc
Leasehold Improvements	Improvements to assets leased by Council, e.g. Home Hill railway station information centre
Intangible Assets	Mainly software
Work in Progress	Property, plant and equipment, and intangible assets under construction or in progress, which are not yet in a location and condition necessary for it to be capable of operating in the manner intended by management

### 5.2 Asset Recognition

The following criteria must be met for an item to be recognised as an asset in the Council's financial asset register:

- It is probable that future economic benefits associated with the item will flow to Council;
- The cost or fair value of the item can be measured reliably;
- Council has control over the asset;
- The cost or fair value exceeds Council's asset recognition threshold; and
- Expected to be used for more than one financial year.

An item of property, plant and equipment that qualifies for recognition as an asset shall initially be measured at cost.

### 5.3 Asset Recognition Thresholds

Council is required under the Local Government Regulation 2012 s 206 (2) by resolution to set an amount for each different type of physical asset below which the value of the asset must be treated as an expense.

## Non-current Asset Accounting Policy

If the expenditure for the item is equal to or above the threshold it may be capitalised as an asset if it meets all the recognition criteria. Capitalisation is the process of recognising an asset in council's financial statements as a non-current asset.

The threshold to recognise costs as an asset are as follows:

Asset Type	Threshold (GST exclusive)
Land	\$1
Land Improvements	\$5,000
Buildings	\$5,000
Infrastructure (Roads and Bridges, Water, Sewerage)	\$5,000
Plant and Equipment	\$5,000
Office Equipment, Furniture & Fittings	\$5,000
All other assets (including intangible assets)	\$5,000

The above thresholds must be disclosed by way of note in the council's general purpose financial statements.

Buildings, Other Assets and Infrastructure asset classes – If the total capital expenditure per project exceeds the asset class capitalisation threshold, as stated in the recognition threshold table above, the project is capitalised irrespective of whether or not the individual asset components exceed the capitalisation threshold.

Minor land parcels which have no market realisable value and possess limited or negligible service potential, for example, access restrictions, pump stations, are recorded in Council's financial asset register at a nominal value.

Land that is a reserve under the Land Act and a road that is not owned by the Council do not have a value for the purposes of the Council's general purpose financial statements.

### **Land under Roads**

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset. Freehold land under roads which is controlled by Council and acquired prior to 1 July 2008 is recognised at fair value. Land under the road network within the council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the State pursuant to the relevant legislation. Therefore this land is not recognised as Council's asset.

Land under roads acquired on or after 1 July 2008 must be recognised in accordance with *AASB 116 Property Plant and Equipment*.

### **5.4 Contributed Assets**

All council assets that qualify for recognition are to be measured initially at cost. Where Council acquires an asset at nil cost or nominal value the asset is called a contributed asset. This can occur by way of contracts with developers, State Government arrangements or bequests to Council.

If the contributed asset is land, Council takes ownership when the title passes to Council.

If the contributed asset is infrastructure, Council takes ownership when a practical completion inspection has been undertaken and the asset becomes "on Council maintenance".

The cost of a contributed asset is the fair value at the date of acquisition as assessed by a suitably qualified person. This is not considered a revaluation of the asset at that time.

### **5.5 Not Previously Recognised Assets**

Where material assets are identified from prior accounting periods that have not been recognised in the financial statements they should be treated as a correction of an error under



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## Non-current Asset Accounting Policy

*AASB108 Accounting Policies, Changes in Accounting Estimates and Errors.* Prior period comparative information will need to be adjusted to reflect the not previously recognised assets when they are material.

### 5.6 Networked Assets

A network is a grouping of multiple assets that are individually below the capitalisation threshold. These assets perform a whole service and require recognition in the financial statements due to their collective value, e.g. library books, CBD bins.

### 5.7 Asset Expenditure

It is imperative that costs are classified correctly as either:

- a) An expense, which is accounted for in the Comprehensive Income Statement and affects the Council's operating result, OR
- b) Capital, which is included in the cost of an asset. Capital costs are accounted for in the Statement of Financial Position of the Council and depreciated. They can be for a new, upgrade/renew or replacement of an asset.

Costs may be initial or subsequently incurred after initial purchase.

Initial **capital costs** include those to purchase or construct an asset and getting it ready for use.

Examples include:

- Purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended, e.g. employee expenses directly from construction or acquisition; costs of site preparation; initial delivery and handling costs; costs of testing whether asset is functioning properly; professional fees; design costs
- Initial estimate of costs to dismantle and remove the item and restore site location where the obligation is recognised and measured under *AASB137 Provisions, Contingent Liabilities and Contingent Assets*, e.g. Landfill restoration.

Once the asset is in the location and condition necessary for it to be capable of being operated in the manner intended, the capitalising of costs cease.

The following initial costs **are expensed** and are not capitalised:

- General administration and other indirect overhead costs
- Training costs

#### **Expenditure after Initial Purchase**

Where costs are incurred subsequent to the initial purchase of the asset, they can only be capitalised when it improves the condition of the asset beyond its originally assessed standard of performance or capacity. This can occur through:

- extending the annual service potential provided by the asset, or
- extending the useful life of the asset

Repairs and maintenance are to be expensed as incurred e.g. repairs for damage or wear or tear that would have prevented the asset reaching its original estimated useful life, such as day to day servicing.

#### **Spare Parts**

Minor items of spare parts are charged to the item of plant and expensed to the Comprehensive Income Statement.

Major spare parts and stand-by equipment are recognised as plant and equipment when:

- The expenditure exceeds the asset recognition threshold, and
- The benefits from the item will be for more than one financial year.

### 5.8 Asset Disposal

An asset is to be derecognised in the financial asset register when it is sold, traded, scrapped, lost, stolen, destroyed, decommissioned, or abandoned.

If the asset is to be sold, the provisions of *AASB5 Non-Current Assets Held for Sale and Discontinued Operations* may apply.

When an asset is destroyed, scrapped, lost, or stolen, it is written-off and a loss is recorded in the Comprehensive Income Statement.

### 5.9 Assets withdrawn permanently from use and demolition/removal

Where an asset is permanently retired from use, the fair value of the asset must be reviewed. If the asset class to which the asset belongs is not being revalued then the provisions of *AASB136 Impairment of Assets* may apply.

Where an asset is demolished and a new asset is constructed in its place, the carrying amount of the old asset is derecognised in accordance with *AASB116 Property Plant & Equipment*. The cost of demolition or removal of the old asset can be capitalised as site preparation costs of the new asset only if there is:

- No provision for restoration of the old asset, and
- Prior to demolition a formal Council commitment to demolish and build on the site of the old asset, e.g. Council meeting minute.

If an asset is demolished or removed and there is no formal commitment to rebuild on the site prior to demolition or removal, the costs are to be expensed.

If the asset is valued at fair value and the costs of demolition or removal have been capitalised as site preparation costs, consideration should be given to impairment tests to ensure the asset value is not overstated.

### 5.10 Register of Non-Current Assets

A list of all of the Council's non-current assets, other than those items which are under the asset threshold and treated as an expense, must be recorded in a register which is to be kept by the Council.

The asset register is to record as a minimum:

- (i) opening and closing balances; and
- (ii) capital expenditures; and
- (iii) depreciation charges; and
- (iv) revaluation increments and decrements; and
- (v) disposals/write offs; and
- (vi) not previously recognised and contributed assets; and
- (vii) internal transfers; and
- (viii) impairment losses; and
- (ix) all relevant dates of the above.

### 5.11 Complex Assets

A complex asset is one where it can be apportioned to significant components.

Complex assets include buildings (e.g. major community and corporate building), road networks, and water and sewerage distribution networks.

The significant components of a complex asset are identified and depreciated separately. This provides more reliable and relevant information for users of the financial statements and asset management.

A significant component is one that meets the following criteria:

- a) Can be separately identifiable and measurable and is able to be separated from the complex asset, AND
- b) Requires replacement at regular intervals during the life of the complex asset that is different to other components, AND



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## Non-current Asset Accounting Policy

- c) Has a significant value in relation to the total cost of the complex asset, AND
- d) Has a different estimated useful life from the complex asset so that failure to depreciate it separately would result in a material difference in the annual depreciation expense for that asset?

Examples of complex assets and their potential significant components are:

- Roads – subgrade, pavement, seal, kerb and channelling, footpaths, roundabouts
- Buildings – substructure, superstructure, roof, finishes, fittings, services

On replacement of a component of a complex asset the existing written down value of the original component should be derecognised.

### 5.12 Depreciation

Where non-current assets have a limited useful life they must be depreciated in accordance with *AASB116 Property, Plant and Equipment*.

Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life.

Depreciation begins when an asset is available for use and ceases at the earlier of:

- The date the asset is classified as held for sale, and
- The date that the asset is derecognised.

The depreciable amount is the cost of an asset, or other amount substituted for cost, less its residual value.

Useful life is the period over which an asset is expected to be available for use by an entity.

Each part of an item of property, plant & equipment with a cost significant to the total cost shall be depreciated separately (complex assets).

The depreciation charge for each period is classified as an expense in the Statement of Comprehensive Income. Depreciation forms part of the cost of operations and contributes directly to Council's net operating result.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvement to the Council or the unexpired period of the lease, whichever is the shorter.

The depreciation method used shall reflect the pattern in which the asset's future economic benefits are expected to be consumed by the entity. The straight-line method of depreciation is adopted by Council to reflect patterns of consumption for all non-current assets other than Land and Heritage Assets which are not subject to depreciation.

Work in progress cannot be depreciated as the assets are not available for use.

#### **Re-Life Fully Depreciated Assets**

Where an asset is valued at cost and it has been fully depreciated but is still in use, a re-life of the asset is not possible.

Where an asset is valued at fair value the revaluation process should ensure that an asset still in use has some useful life. Where however the fair value has been written down to zero and the assets are still in use they can be re-lifed and revalued if they are material.

### 5.13 Asset Reviews

Asset depreciation rate, remaining useful life, impairment and residual value are to be reviewed at least on an annual basis by Asset custodians and management to ascertain if any amendments are required.

### 5.14 Valuation of Assets

An item of property, plant and equipment that qualifies for recognition as an asset shall initially be measured at cost.



## Non-current Asset Accounting Policy

Subsequent to initial recognition, Council can determine to use either the Cost or Revaluation Models for valuation of non-current assets.

Council adopts to apply the:

- Cost Model for Plant and Equipment, Leasehold Improvements and Intangibles,
- Revaluation Model for Land and Improvements, Buildings, Roads and Bridges, Water, Sewerage, Drainage and Other Assets.

### **Valuation Method by Asset Class**

The revaluation model requires the determination of the fair value of an asset which is measured to be either:

- market value, or
- income (e.g. discounted cash flow), or
- depreciated replacement cost if there is no market evidence.

The majority of Council's assets, in particular infrastructure assets are rarely if ever sold on the open market. They do not generally have an income stream and are not held for their profit generating potential. Therefore, for these assets depreciated replacement cost is an appropriate valuation method.

To calculate depreciated replacement cost the current replacement cost of the asset is calculated then accumulated depreciation is deducted. Accumulated depreciation represents the expired portion of the economic benefits of the asset.

The valuation method for each Asset Class subsequent to initial recognition is:

Asset Class	Valuation Method
Land and Improvements	Market value or depreciated replacement cost where no market is readily available
Buildings	Market value or depreciated replacement cost where no market is readily available or if the building is of a specialised nature
Leasehold Improvement	At cost
Plant and Equipment	At cost
Other Assets	Depreciated replacement cost
Roads and Bridges	Depreciated replacement cost
Drainage	Depreciated replacement cost
Water	Depreciated replacement cost
Sewerage	Depreciated replacement cost
Intangible	At cost

### **5.15 Revaluation of Assets**

For all assets other than those valued at cost:

At least once during each financial year non-current assets valuations should be reviewed to ascertain if there has been a material movement in fair value (depreciated replacement cost/market value) since the last financial year.

If there has been a material movement of fair value of the class of asset since the last financial year a revaluation is to be undertaken. This can be achieved by either engaging an independent, professionally qualified valuer or Council staff to determine the fair value of the assets. This process involves the valuer/staff physically sighting a representative sample of Council assets across the asset class and making their own assessments of the condition of the assets at the date of inspection and determining the fair value. It may be appropriate in particular circumstances to have a combination of internal and external expertise.

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## Non-current Asset Accounting Policy

If there has been no material movement of fair value, indices/desktop updates as supplied by a qualified valuer/internal qualified staff may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the index used is robust, valid and appropriate to the asset class. If an index is not applied in the prior year the index will then be cumulative.

A full revaluation of all applicable asset classes should be undertaken at least once every three to five years. However, when an asset class has significant and volatile changes in fair value a revaluation should be undertaken annually.

If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued. A class of assets may be revalued on a rolling basis provided the revaluation of the assets is completed within a short period and revaluations are kept up to date.

Complex asset components are measured on the same basis as the assets to which they relate, e.g. Building asset class is valued at fair value therefore each building component is valued at fair value.

### ***Revaluation and accumulated depreciation***

When an item of property plant and equipment is revalued, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of the remaining useful life.

### ***Revaluation increments and decrements***

If the fair value of the asset class increased as a result of the revaluation, the net increment must be credited to the asset revaluation surplus for that asset class. However, when the net revaluation increase reverses a previous decrement that was recognised in the profit and loss as an expense for that asset class, the net revaluation increase must be recognised in the profit and loss as income to the extent of the previous decrement.

Net revaluation decrements for each asset class must be recognised in the profit and loss, except to the extent it reverses a previous increment for that asset class which was recognised in the asset revaluation surplus and there is a positive balance in the asset revaluation surplus to absorb the new decrement.

Increments and decrements for individual asset revaluations are offset within the relevant asset class revaluation surplus.

### ***Asset revaluation surplus – disposal of assets***

When an asset is disposed of, the amount reported in the asset revaluation surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

## **5.16 Asset Impairment**

All non-current assets including intangible assets are to be reviewed on an annual basis for indicators of impairment by Asset custodians and management.

Where the fair value of the asset exceeds the recoverable amount it is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Where assets have been revalued at fair value there should not be any impairment loss as the recoverable amount should be equal to the fair value.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, except where the asset is at fair value. When there is an impairment loss on a revalued asset the impairment loss is offset against the asset revaluation surplus of the relevant asset class to the extent available. Any remaining loss is then expensed in the Statement of Comprehensive Income.

## **5.17 Materiality**

Materiality plays an essential part in the decision making process and preparation of the financial statements. This is because information contained or omitted from the financial statements can impair its usefulness to users.



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#### Non-current Asset Accounting Policy

Materiality is a concept which requires professional judgement. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

In assessing materiality the size and nature of the omission or misstatement are usually evaluated together. The surrounding circumstances should also be considered.

As guidance in considering materiality thresholds the following can be used:

- a) an amount equal to or greater than 10% of the appropriate base may be presumed to be material
- b) an amount equal to or less than 5% of the appropriate base amount may be presumed to be not material
- c) an amount between 5% and 10% requires judgement

For non-current assets an appropriate base may be:

- a) Statement of Comprehensive Income, e.g. depreciation, impairment losses, revaluation surplus movements
- b) Financial position – total assets, asset revaluation surplus, equity
- c) Property, plant and equipment – asset class

#### **6 LEGISLATION**

Local Government Act 2009

Local Government Regulation 2012

Australian Accounting Standards

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## **7 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

## **8 NOTICES OF MOTION**

### **8.1 Supervision of Waste Transfer Stations for Twelve Months**

#### **Recommendation**

That Council confirms the action of the Chief Executive Officer in accepting the quotation from IPA for the supervision of the waste transfer stations for a 12 month period, noting that the contract is to commence on 1 July 2013.

## **9 URGENT BUSINESS**

## **10 GENERAL BUSINESS**

## **11 CLOSED MEETING ITEMS**

## **12 DELEGATIONS**

10.00am – Mr David Atkinson, Regional Director of the Department of Transport and Main Roads North Queensland Region to meet with Council.

