



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 11 March 2014

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.

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Further information may be found on council's website at www.burdekin.qld.gov.au



TUESDAY 11 MARCH 2014

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 25 February 2014

Recommendation

That the minutes of the Ordinary Council Meeting held on 25 February 2014 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 25 February 2014

COMMENCING AT 9:00AM



TUESDAY 25 FEBRUARY 2014

ORDER OF BUSINESS:

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Ordinary Council Meeting 25 February 2014



BURDEKIN SHIRE COUNCIL



advertising until new Chief Executive Officer commences

10.8	Council to be notified of any Staff Reclassifications prior to Offers being made until the new Chief Executive Officer commences	5
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ATTENDANCE

Councillors W.C. Lewis (Mayor), R.H. Lewis (Deputy Mayor), L.D. McCathie, 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
Mrs. B. Whitworth - Manager Environment and Health
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. J. Thomasson

1 PRAYER

The meeting prayer was delivered by Pastor Colin Saal of the Christian Outreach Church.

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting - 11 February 2014

Recommendation

That the minutes of the Ordinary Council Meeting held on 11 February 2014 be received as a true and correct record.

Resolution

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

CARRIED

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 31 January 2014

Recommendation

That the Capital Projects Monthly Report for Period Ending 31 January 2014 be received.

Resolution

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

CARRIED

4.2 Operating Statement for Period Ending 31 January 2014

Recommendation

That the Operating Statement for the Period Ending 31 January 2014 be received.

Resolution

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

CARRIED

5 ENVIRONMENT & OPERATIONS

5.1 Compliance of Conditions for Development Approval Reconfiguring a Lot at 44-52 Norham Road, Ayr (Lot 93 on RP711846 Parish of Antill, County of Gladstone)

Executive Summary

A letter has been received from the Burdekin Christian College requesting Council to consider delaying the need to comply with applied conditions imposed as part of an existing approval.

Recommendation

That Council agree to releasing the formal plan of subdivision over land at 44-52 Norham Road, Ayr (Lot 93 on RP711846 Parish of Antill County of Gladstone) providing that the following documentation is received by Council prior to release:

- a legal undertaking that the required works will be completed once identified funding is secured.

Resolution

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

CARRIED

6 CORPORATE & COMMUNITY SERVICES

7 CORRESPONDENCE FOR INFORMATION

8 NOTICES OF MOTION

9 URGENT BUSINESS

10 GENERAL BUSINESS

10.1 Negotiations with Landowner - Upgrading of Burstall Road, Ayr

Resolution

Moved Councillor Liessmann, seconded Councillor McCathie that Council agrees to undertake negotiations with the landowner on Burstall Road regarding a proposal to truncate the land for road improvements between Schrank Road and the tramway crossing closest to Ayr (Lot 2 RP 724592).

CARRIED

10.2 Leave of Absence - Councillor Dalle Cort

Resolution

Moved Councillor Bawden, seconded Councillor Liessmann that Councillor Dalle Cort be granted a leave of absence from 11 March to 8 April 2014.

CARRIED

10.3 Adoption of Chief Executive Officer's Contract 2014

Resolution

Moved Councillor Dalle Cort, seconded Councillor Loizou that Council adopts the Chief Executive Officer's Contract 2014 as presented and distributed to all Councillors.

CARRIED

10.4 Acceptance of Chief Executive Officer's Confidential Negotiated Agreement

Resolution

Moved Councillor McCathie, seconded Councillor Loizou that Council accepts the Chief Executive Officer, Mr. Holt's confidential negotiated agreement in accordance with Clause 14.6 of his Contract of Employment, effective 1 April 2014.

CARRIED

10.5 Appointment of new Chief Executive Officer

Resolution

Moved Councillor Loizou, seconded Councillor Dalle Cort that Council appoints Mr. Matthew Magin as Burdekin Shire Council Chief Executive Officer under the approved contract to commence on 2 April 2014.

CARRIED

10.6 Council retains Services of LGAQ Consultant - Executive Performance Assessment of new Chief Executive Officer

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that Council retains the services of the Local Government Association of Queensland (LGAQ) Consultant to conduct an independent executive performance assessment of the new Chief Executive Officer, Mr. Matthew Magin within the six month probationary period.

CARRIED

10.7 Council to be notified of all Staff Vacancies prior to advertising until new Chief Executive Officer commences

Resolution

Moved Councillor Dalle Cort, seconded Councillor McCathie that Council be notified, prior to advertising, of any staff vacancies, permanent or temporary including maternity leave, until Mr. Matthew Magin commences in his new position of Chief Executive Officer.

CARRIED

10.8 Council to be notified of any Staff Reclassifications prior to Offers being made until the new Chief Executive Officer commences

Resolution

Moved Councillor Dalle Cort, seconded Councillor Liessmann that Council be notified of any reclassifications of staff levels prior to offers being made, until Mr. Matthew Magin commences in his new position of Chief Executive Officer.

CARRIED

11 CLOSED MEETING ITEMS

12 DELEGATIONS

There being no further business the meeting closed at 9:55am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 11 March 2014.

MAYOR

3.2 Burdekin Cultural Complex Board Minutes - 18 November 2013

Recommendation

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

BURDEKIN CULTURAL COMPLEX BOARD INCORPORATED

MINUTES – GENERAL MEETING

Held on Monday 18 November 2013

Commencing at 5.50 p.m.

Clause 1 ATTENDANCE

Crs. B. Lowis, L. Loizou, R. Lewis, U. Liessmann 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

Mr. M. Calder – Burdekin Cultural Complex Manager

Mrs C. Platt – Assistant to Burdekin Cultural Complex Manager

Ms D. Gosper – Secretary

Miss L. Cox – Minutes Clerk

Apologies –

Clause 2 CHAIRMAN WELCOMES NEW BCCB MANAGER

Chairman, Cr. Lowis, welcomed new Burdekin Cultural Complex Manager, Mr.
Malcolm Calder to the meeting.

Clause 3 MINUTES RECEIVED

Moved Cr. Liessmann, seconded Cr. McCathie, that the Minutes of the General
Meeting held on 23 September 2013 be received as a true and correct record.

CARRIED

**Clause 4 BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR SEPTEMBER
2013**

Moved Mrs Henderson, seconded Cr. Lewis, that the Board confirm total cash
disbursements from the General Account for the month of September 2013 for
\$304,817.75.

CARRIED

Clause 5 BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR OCTOBER 2013

Moved Cr. Loizou, seconded Mrs List, that the Board confirm total cash
disbursements from the General Account for the month of October 2013 for
\$63,041.63.

CARRIED

Clause 6 **FINANCIAL STATEMENTS FOR PERIOD FROM 1 MAY 2013 to 31 OCTOBER 2013 BE RECEIVED**

Moved Cr. Liessmann, seconded Cr. McCathie, that the financial statements of the Burdekin Cultural Complex Board for the period from 1 May, 2013 to 31 October 2013, be received.

CARRIED

Clause 7 **BOARD RECEIVES RECEIVABLES RECONCILIATION REPORT**

Secretary, Ms Gosper, tabled a detailed report listing Outstanding Debtors to 31 October 2013. The Board noted that the total outstanding debtors in respect of the Burdekin Theatre and Burdekin Memorial Hall Complex were \$15,180.45. The Board also noted the recovery arrangements to collect the amount outstanding.

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

CARRIED

Clause 8 **PLAN TO BE IMPLEMENTED TO RECOVER OUTSTANDING AMOUNTS FROM MEMORIAL HALL DEBTORS**

Discussion was held on current outstanding debtors and processes to put in place to recover monies owing.

Moved Cr. McCathie, seconded Cr. Lewis, that the Burdekin Cultural Complex Manager, Mr. Calder, liaise with Memorial Hall Venue Supervisor, Mr. Arthur Smith to implement a plan to recover outstanding amounts from Memorial Hall debtors by 13 December 2013.

CARRIED

Clause 9 **BOARD NOTES DETAILS OF EXPENDITURE TO 31 OCTOBER 2013 FOR ADMINISTRATION AND OPERATION OF BURDEKIN CULTURAL COMPLEX**

Moved Cr. Loizou, seconded Mr. Marriott, that the report listing receipts and expenditure to 31 October 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>
6,818.40	Capital	6,818.40
0.00	Current	369,080.74
\$0.00		\$375,899.14

CARRIED

Clause 10 **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: 360Allstars
 Date: 11/7/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 81
 Cost to Promoter: \$4,185.07

Production: Cinderella at the Disco
 Date: 29/7/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 293
 Cost to Promoter: \$1,145.57

Production: Waltzing Our Matilda
 Date: 7/8/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 36
 Cost to Promoter: \$3,431.53

Production: Afternoon Melodies – Women of the 60s
 Date: 10/8/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 53
 Cost to Promoter: \$2,801.99

Production: Chet Baker – Someone in Love
 Date: 15/8/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 5
 Cost to Promoter: \$3,900.29

Production: Contrasts
 Date: 25/8/2013
 Promoted By: Barrier Reef Orchestra
 Ticket Sales: 61
 Cost to Promoter: \$115.31

Production: Morning Melodies - Stardust
 Date: 3/10/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 37
 Cost to Promoter: \$2,903.73

Production: Club Mode – Attori – Buble's Way
 Date: 12/10/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 68
 Cost to Promoter: \$506.36

Moved Cr. Lewis, 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 be received.

CARRIED

Clause 11 **REPORT ON EXPENDITURE TO 31 OCTOBER 2013 FOR BOARD PROMOTIONS RECEIVED**

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

CARRIED

Clause 12 **GENERAL MEETING TO BE HELD ON MONDAY 17 FEBRUARY 2014**

It was confirmed that the next meeting of the Board General Meeting would be held on Monday 17 February 2014 at 5.30 p.m.

Clause 13 **APPOINTMENT OF WORKING GROUP INTERVIEW PANEL CONFIRMED**

Moved Cr. Lewis, seconded Cr. McCathie, that the action of the Chairman, in appointing a working group interview panel with support from Council's Human Resources section, be confirmed.

CARRIED

Clause 14 **APPOINTMENT OF BURDEKIN CULTURAL COMPLEX MANAGER CONFIRMED**

Moved Cr. Loizou, seconded Cr. Liessmann, that the action of the working group interview panel, to appoint Mr. Malcolm Calder to the position of Burdekin Cultural Complex Manager, be confirmed.

CARRIED

Clause 15 **EXPRESSIONS OF APPRECIATION GIVEN**

Chairman, Cr. Lewis, expressed his appreciation on behalf of the Board to Council's Human Resources Manager, Ms Eileen Robinson for her assistance in appointing the new Burdekin Cultural Complex Manager.

Cr. Lewis also expressed thanks to the interview panel for all their work to appoint the Burdekin Cultural Complex Manager.

Clause 16 **NEW BURDEKIN CULTURAL COMPLEX MANAGER GRANTED TEMPORARY COMMUTER USE OF BOARD VEHICLE**

Moved Cr. McCathie, seconded Mr. Marriott, that the decision of the Chairman, to grant temporary commuter use of the Board vehicle to the new Burdekin Cultural Complex Manager until the Manager organises new transport arrangements or until after the Theatre's Christmas close down period, be confirmed.

CARRIED

Clause 17 **BURDEKIN CULTURAL COMPLEX MANAGER TO BE ISSUED WITH CREDIT CARD**

Moved Mrs Henderson, seconded Cr. Loizou, that Burdekin Cultural Complex Manager, Malcolm Calder, be issued with a credit card with the following conditions:-

- (a) the credit card be for Board operations only; and
- (b) the limit on the card be set as per the requirements for the operation of the Theatre.

CARRIED

Clause 18 **UPDATE ON MEMORIAL HALL MATTERS**

Mr. Marriott tabled a report by Memorial Hall Supervisor, Arthur Smith, providing an update on the operations of the Memorial Hall.

Discussion was held on this update.

Mr. Marriott advised the meeting that the Memorial Hall Committee had received a grant from the Home Hill Community Bank in the amount of \$2,000 to purchase a new projector and screen for the Hall. He informed the meeting that this purchase had been made and the new equipment had been set up in the Hall.

Clause 19 **THANKS GIVEN TO ASSISTANT TO BURDEKIN CULTURAL COMPLEX MANAGER**

Moved Mrs Henderson, seconded Mr. Gooding that the Board express its appreciation to Assistant to the Burdekin Cultural Complex Manager, Mrs Cheryl Platt, for all her work in the absence of a Manager.

CARRIED

There being no further business the Meeting concluded at 6.10 p.m.

B. Lewis
CHAIRMAN

3.3 Burdekin Local Disaster Management Group Meeting - 21 February 2014

Recommendation

That the minutes of the Burdekin Local Disaster Management Group Meeting held on 21 February 2014 be received as a true and correct record.

BURDEKIN SHIRE COUNCIL

**MINUTES – BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING
HELD ON 21 FEBRUARY, 2014**

CLAUSE 1 ATTENDANCE

Core Members

Cr. Bill Lewis - (Chairman) Burdekin Shire Council
Mr. Trevor Williams – Local Disaster Co-ordinator
Cr. Ross Lewis – Burdekin Shire Council
Mr. Ken Holt – Burdekin Shire Council
Mrs. Beth Whitworth - Burdekin Shire Council
Ms. Libby Davis – Queensland Fire and Emergency Services
Senior Sgt. Steve Barton - Queensland Police Service, Ayr

Specialist Advisors

Cr. Lou Loizou – Burdekin Shire Council
Mr. Doug Cunningham - St John's Ambulance
Mr. Daryl Hanger – Red Cross
Mrs. Mary Vicary – Queensland Health
Ms. Christy Olditch - Queensland Health
Mr. Gordon Yorke - Queensland Fire and Emergency Services
Mr. Tony Hazel - Queensland Fire and Emergency Services
Mr. Steve Postma – Wilmar
Mr. Mark Biffanti - Ergon Energy
Sgt. Brett Smith - Queensland Police Service
Mrs. Deana Murray - Lower Burdekin Home for the Aged
Mrs. Janai Giddy – Burdekin Shire Council
Ms. Linda Govan - Burdekin Shire Council
Miss Jody Clouten - Burdekin Shire Council
Mrs. Tracey Hobbs – Burdekin Community Rural Health
Mr. Kevin Trueman - Queensland Fire and Emergency Services
Mr. David Jackson - North Queensland Newspaper Company

Minutes Clerk – Miss S. Cronin

Apologies for absences

Mr. Robert Sutcliffe - Burdekin SES Controller
Snr. Sgt. Peter Steyger - Executive Officer, District Disaster Management Group
Mr. Wayne Saldumbide – Burdekin Shire Council
Ms. Debra Cochran - Burdekin Community Association
Mrs. Julie Davies - Burdekin Shire Council
Mrs. Rosemary Menkins – Member for Burdekin
Ms. Liza Clews – Deaf Services Queensland
Mr. Jim Collins - Lower Burdekin Home for the Aged
Mr. Steve Brennan – Queensland Fire and Rescue
Mrs. Merle Scott – Radio Sweet FM
Mr. Peter McCulloch - Queensland Rail
Ms. Eileen Robinson - Burdekin Shire Council
Mr. Dan Mulcahy - Burdekin Shire Council
Mr. Ken Johnson - Queensland Fire and Emergency Services
Cr. Ted Bawden - Burdekin Shire Council
Miss Helen Newton - Burdekin Community Association

**CLAUSE 2 MINUTES OF BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP
MEETING HELD ON 17 JANUARY, 2014**

Moved Senior Ms. Libby Davis, seconded Cr. Ross Lewis that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 17 January, 2014 be received as a true and correct record.

CARRIED

CLAUSE 3 CORRESPONDENCE FOR INFORMATION

1318855 * 286

Satellite Television & Radio Australia

Emergency Alert System - Satellite Television & Radio Australia Pty Ltd.

1321151 * 286

Tude's Choppers Pty Ltd - Dwyer Aviation Services (D A Tudehope)

Disaster Management - Helicopter Services - Tropical Cyclone Dylan - Dwyer Aviation Services.

1321165 * 286

Givit Listed Ltd

GIVIT - A Queensland Government Partner for Managing Offers of Donated Goods and Services for State Emergencies.

1326274 * 534

Department of Natural Resources and Mines

Queensland Flood Mapping Program - Inclusion of Clare, Dalbeg and Jerona Areas.

CLAUSE 4 PRESENTATION - BUREAU OF METEOROLOGY

Mr. Mario Torrisi from Bureau of Meteorology, Townsville gave a brief presentation on weather systems and an outlook for the Burdekin Shire.

CLAUSE 5 AGENCY REPORTING

Emergency Management Queensland - Ms. Libby Davis

1. Refer attached report.

Wilmar - Mr. Steve Postma

1. Wilmar have issued a book of maps detailing the Wilmar railway network. This will be available online in the near future.

Burdekin Shire Council - Cr. Lou Loizou

1. Cr. Loizou suggested placing an Anometer at the new Cyclone Shelter once it is built. James Cook University are currently looking for permanent sites for mobile anometers in the Burdekin with one suggestion being the Ayr Racecourse.

Lower Burdekin Home for the Aged - Deana Murray

1. Ms. Murray used Cyclone Dylan to put her Disaster Management into practise. Ms Murray also thanked the Local Disaster Management Group for all that she has learnt as this helped with the evacuations.

CLAUSE 6 DRAFT BURDEKIN RECOVERY SUB PLAN

Moved Cr. Lewis, seconded Ms Davis that the draft Burdekin Recovery Sub Plan be submitted to Council for adoption.

CARRIED

There being no further business the meeting closed at 1.25pm.

The next meeting will be held on Friday 21 March 2014.

CHAIRMAN

Emergency Management Queensland report to the Burdekin Local Disaster Management Group

This report covers the period for 18 Jan to 21 Feb 2014

Disaster Management Meetings/Activities attended:	
<ul style="list-style-type: none"> • Deployed to Burdekin Shire to assist with planning for TC Dylan (30-31 Jan) 	
Topics of Interest:	
<ul style="list-style-type: none"> • Townsville Area SES Executives Conference – Sat 5 to Sun 6 April 2014 • PACSR Review/QFES Transition update – QFES Commissioner visited Townsville (5 Feb) to present awards, conduct performance reviews for senior managers, and brief staff (new Act, uniform, training) • Wayne Preedy still Acting EM, ongoing till Mar; • Paul Cannon (Comm Eng Officer) now Acting AD (Flinders, Richmond) until Mar. 	
Training and Exercises	
Training conducted/required:	<ul style="list-style-type: none"> • When Cyclone Shelter built – Modules 1, 2 & 3 of Cyclone Shelter Management (CSM) package need to be undertaken by identified CSM team, LDMG members, emergency services reps
Scheduled training:	<ul style="list-style-type: none"> • New Disaster Coordination Centre Module 2 (4 x sub modules) & Module 4 (21 Feb)
Exercises conducted:	<ul style="list-style-type: none"> • Exercise 'Bounce Back' discussion exercise for LDMG & LRG (17 Jan) – Report attached
Scheduled exercises:	<ul style="list-style-type: none"> • Proposed discussion exercise with focus on Dam failure; • Proposed discussion exercise with focus on managing Offers of Assistance
Community Awareness and Education	
Public awareness activities conducted:	<ul style="list-style-type: none"> • NTR
Proposed public awareness activities:	<ul style="list-style-type: none"> • NTR
Operations	
Conducted:	<ul style="list-style-type: none"> • Monsoon Low/TC Dylan
Current Impediments	<ul style="list-style-type: none"> • NTR
Report authorised by:	
Name:	Libby (Elizabeth) Davis
Position:	Area Director – Burdekin LDMG QFES(EMQ) Representative
Date:	19 February 2014

4 REPORTS

5 ENVIRONMENT & OPERATIONS

5.1 Pacific Reef Fisheries Pty Ltd - Development Application for Material Change of Use to allow operation of an existing Aquaculture Facility (stage v) at 531 Trent Road, Alva (Lot1 on RP804106 parish of Antill, County of Gladstone)

Document Information

Referring Letter No: 1299135

File No: 226 (Cons13/0015)

Name of Applicant: Pacific Reef Fisheries (Australia) Pty Ltd

Location: 531 Trent Road, Alva (Lot 1 on RP804106 Parish of Antill, County of Gladstone)

Author and Title: S Great – Manager Planning and Development

Executive Summary

Council has received a Development Application for a Material Change of Use to allow Operation of an existing Aquaculture Facility (stage V) at 531 Trent Road, Alva (Lot 1 on RP804106 Parish of Antill County of Gladstone)

The application seeks approval for an increase in the area of production ponds from approximately 68 hectares to 98 hectares and allow for 30 existing 1 hectare aquaculture ponds to be lawfully used as part of the existing operation.

The proposal is defined as an 'Aquaculture Major' and triggers the impact assessment process in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (the scheme). The proposal is intended to be located on land zoned Rural and will be assessed against the scheme in its entirety. Particularly relevant sections of the scheme will include the Desired Environmental Outcomes (DEO's), the Rural Zone code and the Aquaculture code. The proposal is surrounded by Rural uses and the existing aquaculture facility.

The application was publically advertised and five (5) submissions were received. Most submissions objected to the proposal on similar issues. Potential impacts on groundwater resources and concerns with the pond linings have been raised.

The application was referred to the Department of Environment and Heritage Protection and the Department of Agriculture, Fisheries and Forestry.

DSDIP issued its concurrence agency response on behalf of each concurrency agency, approving the proposal subject to conditions on 18 November 2013.

The proposal is not an inconsistent use in the Rural Zone. The proposal has demonstrated general compliance with the provisions of the Rural Zone code and the Aquaculture code and can be conditioned to respond to submitters' concerns.

Recommendation

That Council approves the Development Application for a Material Change of Use – to allow operation of Existing Aquaculture Facility (Stage V) at 531 Trent Road, Alva (Lot 1 on RP804106 Parish of Antill, County of Gladstone) on the following basis:

- (a) A Development Permit be issued for a Material Change of Use – extension of Existing Aquaculture Facility (Stage V – 30ha production ponds) subject to the following conditions:

Approved Plans

- 1 (a) The proposed development must be completed and maintained generally in accordance with the drawings/documents identified in the Table below, except as otherwise specified by any condition of this approval.

DOCUMENT	NUMBER/ID	PREPARED BY
Stage 5 – Drainage Plan	Figure 5.3.1 of PRF Supporting Information Report	
Stage 5 Drainage Plan Model	Figure 5.3.2 of PRF Supporting Information Report	
SKM Construction Details	Appendix F of PRF Supporting Information Report	
Site Plan	Figure 2.1 of PRF Supporting Information Report	Note conditioned by SARA

- (b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
- (c) The proposed use must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.
- (d) Any further works approvals required, must comply with the relevant planning instruments in effect at the date of lodgement of such application for approval.

Notice of Intention to Commence the Use

- 2 Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.

Limitation/Operation of Use

- 3 The proposed use is confined to the existing constructed pond area as identified in the Site Plan (Figure 2.1 Stage V), except for any ancillary services or as otherwise specified by any condition of this development.

Compliance with Conditions of Approval

- 4.1 The proposed development must comply with all conditions of this development permit prior to the commencement of the approved use.
- 4.2 The development must hold and comply with all other environmental approvals required to operate the use at all times.

Works for completion of Ponds

5. The Applicant must ensure completion of the following works, at the standards noted and provide Council with certification, by a properly experienced and RPEQ engineer of the works' completion:
 - (a) Repair and reinstatement of the clay lining of each pond where trees and stumps are to be removed. This work must be undertaken in accordance with the methodology identified by SKM in their advice titled *"Assessment of suitability for use of existing dam clay liner"* dated 13 February 2014(attached).
 - (b) A hydraulic integrity assessment of all ponds must be undertaken and the certified results provided to Council confirming average permeability values of $(1.9 \times 10^{-9} \text{ m/s})$ for all ponds.
 - (c) Compaction of all clay liner material in all ponds, to the compaction rates listed for samples taken and assessed in the SKM in their advice titled *"Assessment of suitability for use of existing dam clay liner"* dated 13 February 2014.
 - (d) Construction of a tile drain, to be installed on the western perimeter of the ponds (boundary of ponds 18 to 24 and 28). The Applicant must submit to Council engineering design for this construction to reasonable current standards prior to the commencement of work.

Monitoring and Management Plan

- 6.1 The Applicant must submit to the Council a Groundwater Monitoring and Management Plan. The plan must include:
 - (a) All existing historical data for the monitoring bores held by the Applicants;
 - (b) A detailed monitoring program to be implemented as follows:
 - (i) Monitoring to be conducted on existing bores, A, B, C, D, E per attached map (Figure 1).
 - (ii) A threshold EC value of $1500 \mu\text{S/cm}$ must be used and water table heights are to be recorded.

-
- (iii) Monitoring of EC & water table height in nominated bores must be conducted by suitably qualified persons, monthly for first year and quarterly thereafter, commencing immediately.
 - (iv) Evaporation from aquaculture ponds should be monitored, with an evaluation of EC and water level monitoring, inflow and outflow control and pan (floating) evaporating measurements. Consideration may need to be made of the influence on evaporation of pond aerators (e.g. paddle wheel stirrers).
 - (v) A hydraulic integrity assessment of pond liners to be undertaken.

6.2 All monitoring results must be provided to the Council within one (1) month of completion.

6.3 The plan must be endorsed by the Chief Executive Officer prior to operations commencing.

6.4 The applicant must carry out the approved groundwater monitoring in accordance with the Plan at all times.

Exceeding thresholds and remediation

7.1 In the event the Groundwater Monitoring and Management Plan indicates the EC threshold value is exceeded in any of the nominated bores:

- (a) Council must be notified as soon as reasonably practicable; and
- (b) An assessment of the potential mitigation requirements for modified drainage works both at the perimeter and via internal drainage structures or pond linings should be undertaken immediately by a properly experienced and RPEQ certified engineer and provided to Council, together with notification of timing of works to occur.

7.2 The following minimum remedial measures must be considered in the assessment and successively implemented upon recommendation of the engineer, until the exceedence is reduced to under the threshold limits identified in condition 6.1

- (a) Additional tile drains installed on property boundaries,
- (b) Incorporation of bentonite into pond liners to reduce permeability,
- (c) Planting of native trees on Lot 8 RP745196 as a buffer zone,
- (d) Lining of ponds 18-24 and 28 with HDPE.
- (e) The emptying and decommissioning of ponds or ponds within a certain distance of the boundary of the lot upon which the facility is constructed

7.3 Mitigation works must be undertaken as soon as reasonably practicable.

Weed Management Plan

8. The applicant must submit to Council for approval a Weed Management Plan for the site, including the following details:
 - (a) identification of compliance with the Council's 3 year weed management plans; and
 - (b) identification of species on site and specific treatments types and chemicals required,
 - (c) frequency of treatment; and

The Applicant must manage the site in accordance with the Weed Management Plan.

Pest Management

9. The applicant is to continue to maintain a Pest Management Plan over Lot 1 RP804106 Parish of Antill County of Gladstone.

Outstanding Charges

10. All rates and charges (including regulated 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.

Damage

11. Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Environmental Nuisance

12. The development must be carried out to avoid any environmental nuisance being occasioned to adjoining properties.

Operational Works

13. Where operational works are required to be carried out, the developer must, within the timeframe required by the *Sustainable Planning Act 2009* 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:
 - (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the *Professional Engineers Act 2002* and is a 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.

As-constructed Plans

14. The developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.

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

Background Information:

Previous and Existing Use Rights:

Pacific Reef Fisheries (Australia) Pty Ltd currently operates an aquaculture facility (68 ha) over the 'northern' (Stage 1 and 2) and 'eastern' (Stages 3 and 4) part of Lot 1 on RP 804106.

Historically, two previous approvals have been granted over the subject land. The first was granted on 21 April, 1988 (Ref: Cons 87/22) and allowed for a defined area to be used for prawn farm operations. In comparison to what would occur today, the legislative assessment regime and environmental control mechanisms at that time conditioned the development with minimal management requirements. The current aquaculture facility lawfully continues to operate under this approval. The existing approximately 68 hectares of ponds and ancillary out buildings are not the subject of this application and can not be further assessed by Council. Numerous stages of the development however were anticipated at that time.

In May 2000, Pacific Reef Fisheries (Australia) Pty Ltd applied for a Material Change of Use for the Expansion of Aquaculture Facility (known as Stage 5 at that time) as was then necessary under the (now repealed) *Integrated Planning Act 1997*. The application was approved by Council, subject to conditions on 23 November 2000.

An Appeal (No. 16 of 2001) against the decision of Council was filed in the Planning and Environment Court (Townsville) by Queensland Canegrowers Organisation Limited. The Appeal was resolved by Consent Order dated 25 July 2001, approving the application, subject to conditions (the previous MCU). *A copy of that previous Court Order is attached.*

Council has been advised by its legal representatives that the transitional provisions of IPA at that time also deemed the previous MCU to be a development permit for operational works. As such, the conditions of the previous MCU authorised the works required to construct 30ha of ponds.

Previous Pond Construction.

Earthworks associated with and conditioned by the previous MCU were constructed, however the previous MCU was never made operational. The use of Stage 5 did not lawfully commence before lapsing under IPA. This application under assessment seeks fresh approval for that Stage 5 extension.

In November 2008, Council was a respondent to further litigation relating to the existing aquaculture facility. Through Application No. 3181 of 2008 in the Planning & Environment

Court, (Brisbane) Council were notified, among other things, that the applicant had not completed the following works from the lapsed previous MCU's lawful conditions:

- They had not placed a layer of rock on the pond batters;
- They had not tested the soil permeability of the ponds;
- They had not incorporated the tile drains under the floors of ponds 18 to 24 and pond 28;
- The constructions of grow-out ponds 18 to 24 and 28 are not complete; and
- They had not constructed the drainage.

Council's legal representatives have confirmed that it is not a breach of a non-commenced approval if conditions are not completed, however existing on-site conditions may be a relevant factor for current assessment.

It is submitted by the applicant, in the application material that "all earthworks" associated with the previous MCU have been completed. It is assumed the above works have not occurred and remain to be completed.

Existing Environmental Approvals for the Site.

The following further approvals are in place for the use on the site currently:

- An Environmental Authority (Permit number: EPPR00854913) has been issued for the farm operations including aquaculture, seafood and dredging;
- A Development Permit (Reference Number: 2005BC0307) under the *Fisheries Act* 1994;
- Department of Sustainability, Environment, Water, Population and Communities;
(*Environment Protection and Biodiversity Conservation Act*, Approval Decision for 98 ha of ponds (EPBC 200L/402); and
- A *Harbours Act* approvals for the water intake structures in Kalamia Creek.

The Application

It is the applicant's intent to increase the area of productive ponds from approximately 68 hectares to 98 hectares on part of Lot 1 on RP 804106. To achieve this, the applicant has submitted an application for Material Change of Use – to allow operation of Existing Aquaculture Facility (Stage V) at 531 Trent Road, Alva (Lot 1 on RP804106 Parish of Antill, County of Gladstone).

The site is between Kalamia Creek and Little Alva Creek tidal systems. Existing cane farming lands owned by the applicant are along the south-western boundary.

Lot 1 currently has 68ha of ponds in operation. A further 30ha of ponds and inlet/outlet structures have been partly constructed under the previous MCU though have never been operational. The ponds are approximately 1 hectare in surface area and have a depth of approximately 1.5. Each pond can hold approximately 15 mega litres (ML) of water.

The applicant has confirmed that the new ponds will be supplied by pumping from Kalamia Creek. A storage pond also exists on the property and will be used to improve seawater supply reliability to the ponds.

The applicant has further submitted that pond tail-waters will be collected via a drain system and processed through an existing 3 stage water treatment system. This system incorporates a sedimentation area, sand filtration, and polishing areas to be utilized before water is discharged to Little Alva Creek.

No other relevant structures are required for the intended expansion, as the existing facility contains all other processing and servicing components of the aquaculture operation.

Access to the site remains along Trent Road. It is anticipated that an additional 6 permanent staff will be required for the operation of the new ponds, travelling to and from the site each day. Produce deliveries to and from site are submitted to occur twice per week. The traffic movements on Local Authority Roads are not expected to increase to any significant level, noting that the peak production period for the proposal does not coincide with the cane harvesting period, where significant truck usage of local government roads in the area occurs. Product storage exists on site.

The proposal is defined as 'Aquaculture – Major' under the scheme. The proposal is to be located on land zoned Rural and triggers the impact assessment process. Accordingly, it will be assessed against the scheme in its entirety.

The application was publicly advertised and five (5) properly made submissions were received. All submissions objected to the proposal.

Council attended a pre-lodgement meeting held by DSDIP. Attendees included officers of DSDIP, DEHP, DAFF and the applicant.

DNRM advised that as all built infrastructure has been constructed, then no referral was required.

DEHP confirmed that Environmental Authority (Permit number: EPPR00854913) extended to the full development of the project and encompassed up to 98ha of ponds. As such, no further assessment for additional ERA licensing was required.

The application was referred through the State Assessment Referral Agency.

DSDIP issued its concurrence agency response, approving the proposal subject to conditions on 18 November 2013. The only remaining referral agency was DAFF who approved the proposal subject to conditions.

Council's decision stage commenced after finalisation of the public notice period.

The Decision Stage also commenced after the gazettal of the new State Planning Policy and accordingly, Council may give weight to the new State Planning Policy in its consideration of the State Planning Policy issues, not reflected within the scheme. Council must not conflict with the conditions imposed by DSDIP.

Comment on Submissions:

The Development Application required public notification due to the proposed use (i.e.) 'Aquaculture – Major' triggering a Material Change of Use – Impact Assessable.

The application was advertised in the Ayr, Advocate on Thursday 27 November, 2013 and at the closing date for submissions on Wednesday 20 December 2013. Five properly made submissions were received from:

- C.R. and C. Kiehne
- F. Oar
- Lower Burdekin Water
- R. and B. Colls
- L.J. Fabrellas

No submitter raised issues of conflict with the scheme in terms of the use itself under the Desired Environmental Outcomes of the scheme or the Rural Zone Code.

The submitters concerns focused heavily on operational impacts, particularly:

1. Impacts on groundwater

Comment is made by all submitters that the existing development is impacting on underlying groundwater aquifers and increased salinity of groundwater will result from expansion of the facility. The cause of the impact is considered to be leakage from ponds into groundwater supplies.

Council is aware and has been provided with significant engineering and assessment reports/details, as part of the common material for this development. Subsequent to the submissions being received, (and at the request of one submitter) further information was requested of the applicant to respond to submitters concerns.

As was the Court outcome for the previous MCU, it is considered by Council that conditions can be imposed to reasonably manage groundwater issues. All other submissions deal with how to resolve that impact (without which it is submitted, the development should not be approved), such as:

2. Integrity of Pond linings

Submitters' concerns are as to the integrity of pond linings, caused by age, and growth of vegetation. Advice from SKM dated 13 February 2014 has been submitted by the Applicant identifying a methodology for assessment and repair of ponds where damaged and can be conditioned.

3. Lawfulness of constructed ponds

Submitters raise concerns as to the fact that the ponds were constructed pursuant to the previous MCU and that updated and current design requirements should be required.

One submitter has alleged that no operational works was issued for construction of the ponds in early 2000's. Council has been advised by its legal representatives that the transitional provisions of IPA at that time also deemed the previous MCU to be a development permit for operational works. As such, the conditions of the previous

MCU, which were detailed, involved the input of a submitter appellant at that time and obtained Court approval, authorised the works required to construct 30ha of ponds.

Further allegations by the same submitter that work has been undertaken recently do not take into account that the scheme does not regulate operational works in the Rural Zone as assessable development, (exempt).

4. Compliance with ERA

One submitter alleged breach by the applicant of existing ERA Licenses. This is not a relevant planning ground for Council assessment, but a matter for consideration by the relevant State agency (DEHP) who manages ERA licensing. Council is aware that the Department has no compliance concerns with the existing facility.

The submitters further allegation, that the new use of the existing 30ha ponds, the subject of this application will continue such breaches by allowing salt water to escape directly or indirectly into the environment contaminating the ground and surface water ignores the applicant's existing right to conduct the aquaculture use to a maximum 98ha of ponds, a right issued by the Department on 22 November 2000.

The Departments exercise of its jurisdiction to approve the fully developed project at that time, removes it from the need for re-assessment of this application as a concurrence agency.

It is a relevant factor for Council that such ERA licence exists and has done so to manage the existing facility for some time.

5. Allegations of failure to refer

One submitter alleged that DNRM and Water Board should have been 'relevant agencies' for assessment. Referral Agencies are statutorily set under SPA. The Water Board is not a referral agency at law. DNRM were invited to be involved in assessment of the proposal and considered their jurisdiction at pre lodgement meetings held with relevant State and Council attendees and determined that the application did not trigger their involvement.

Overall the development can be conditioned to provide a solution to these concerns.

Planning Scheme Assessment

The land is zoned 'Rural' with the proposal triggering an 'Impact Assessable' development application under Table 1 – Assessment Categories and relevant assessment criteria for Rural Zone – Making a Material Change of Use. The application has been assessed against the relevant provisions of the scheme as a whole.

The defined use is best described as an 'Aquaculture - Major'.

“Aquaculture Major Operation” definition:- *"any premises used for the keeping and breeding of fish or other aquatic species for commercial purposes undertaken within tanks or in ponds of greater than 5 hectares in area."*

Desired Environmental Outcomes

The proposed development is an extension of an existing aquaculture facility which has been operated by the applicant since 1988.

Council's desired environmental outcomes when balanced to the extent practicable support the proposed development as a diversification and value add to its traditional rural base and an opportunity to advance an intensive agricultural use, well located and suited to its surrounding environment on the coast.

The expansion of an existing facility bring additional jobs, research and economic activity to the Shire, without impacting on the existing urban and rural environment and land base as the expansion can occur on site.

No significant biodiversity areas are affected by the development proposed and environmental licenses are held for all tidal water capture and discharge. The site is generally free from constraining effects and flooding or inundation.

The proposed development will not compromise the achievement of the desired environmental outcomes of the scheme.

Rural Zone

The proposed development is not an incompatible land use in the Rural Zone. The development is supported by the overall outcomes of the Rural Zone code, particularly items 2(a) and 2(b).

Conditions can be imposed to ensure that the development is designed and managed to avoid significant adverse effects on adjoining land. Indeed, it has been noted that the applicant owns land adjoining the development (purchased as part of the settlement of the former Application 3181 Of 2008 – Darwen's Land) and has improved and increased farm productivity without adverse impacts on the cane farming use since its ownership. Such land represents the closest likely land to be adversely impacted.

General compliance with the Specific outcomes of the Rural Zone code has been found by Council. Conditioned requirements for water quality maintenance will ensure compliance with Specific Outcome 017 and 018 to ensure all activities maintain the water quality of the Shire's groundwater, to ensure that the environmental values of the surface and ground water resources are not diminished.

Most other Specific Outcomes are not applicable to the proposed development or can be appropriately complied with given the existing use on the site.

No substantial building or structural works are anticipated.

Aquaculture Code

The overall outcomes of the Aquaculture Code are met by the proposed development, in particular, the site:

- Is not in an area for the development to cause adverse impacts on coastal resources or areas of ecological significance and all environmental approvals are in place due to the existing operations;

-
- The site is suitable in size, location, topography, likely environmental impact mitigation and surrounding land uses; and
 - Can be managed within acceptable environmental standards.

The proposed development is generally in accordance with the Specific Outcomes of the Aquaculture Code. A Drainage Plan, and Groundwater Modelling Report, have been submitted by the applicant and will ensure that premises are designed and operated to avoid any adverse impacts of the surrounding natural environment including surface and ground water.

Conditions are to be imposed to manage compliance with Specific Outcome 07 and 08 for the development.

Conclusion

Council's Development Assessment Team members have assessed the application and have required conditions pursuant to Section 345 of SPA (reasonable and relevant) given the history and development of the site and to ensure reasonable mitigation of negative impacts. The development represents an expansion of a viable alternative industry for the benefit of the Shire's economy.

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, the application triggered a referral to the DEHP and DAFF as referral agencies. Any conditions from the Departments will be attached to the Assessment Manager's Decision Notice.

Legal Authority or Implications

N/A

Policy Implications

N/A

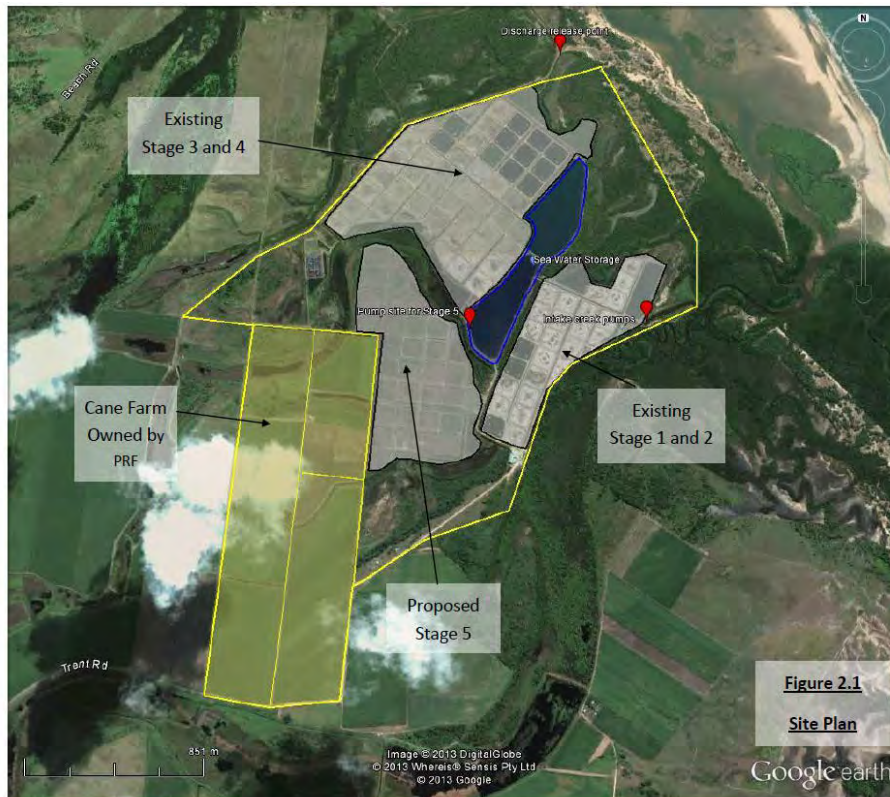
Financial and Resource Implications

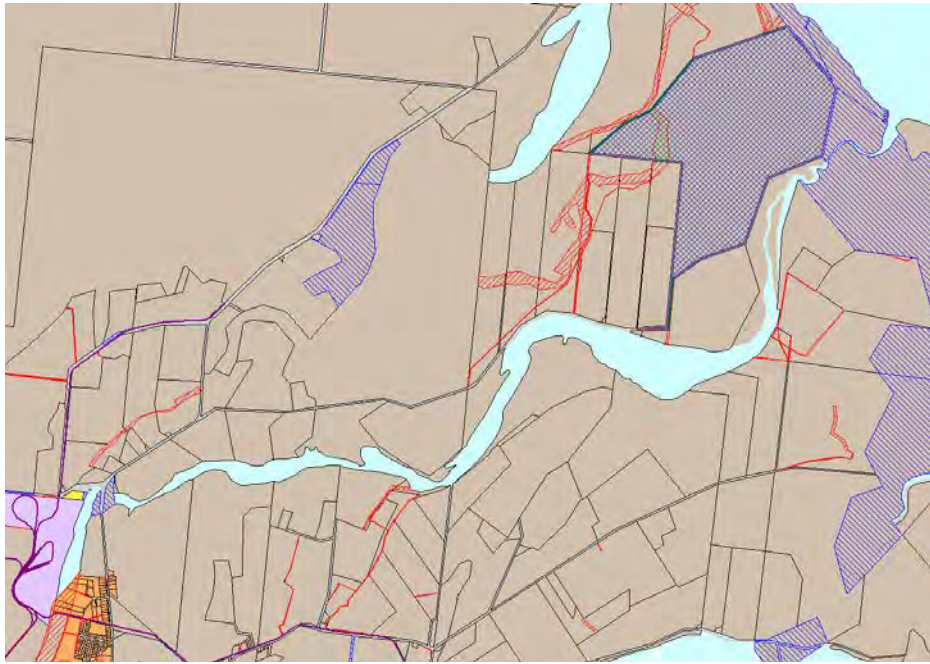
N/A

Report prepared by:

S Great – Manager Planning and Development

Attachments





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 Space & Recreation



ORDER

In the Planning and Environment Court
Held at: TOWNSVILLE

No. P&E 16 of 2000

Between: QUEENSLAND CANEGROWERS ORGANISATION
LIMITED (ACN 089 992 969) as Trustee for
BURDEKIN DISTRICT CANE GROWERS' EXECUTIVE

And: BURDEKIN SHIRE COUNCIL

Appellant

First
Respondent

And: PACIFIC REEF FISHERIES (AUSTRALIA) PTY LTD

Second
Respondent

Before His Honour Judge CF Wall Q.C.

Date of Hearing: / /2001

Date of Order: / /2001

BY CONSENT IT IS ORDERED THAT:

1. The Application by the Second Respondent to the First Respondent for Material Change of Use for Expansion of Aquaculture Facility at Trent Road, Ayr (Lot 1 on RP 804106 Parish of Antill, County of Gladstone) be approved subject to the conditions contained in Annexure "A".
2. That the Appellant's Appeal be dismissed.
3. That there be no order for costs.

BY THE COURT

ORDER
Form PEC-8

Document filed by:
WILSON RYAN & GROSE, Lawyers
15 Sturt Street, Townsville Q 4810
Telephone: (07) 4720 7600
Facsimile: (07) 4772 6017
Ref: Colin Harkness
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order.doc

ANNEXURE 'A'

DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR EXPANSION OF AQUACULTURE FACILITY AT TRENT ROAD, AYR (LOT 1 ON RP 804104, PARISH OF ANTILL, COUNTY OF GLADSTONE) FOR PACIFIC REEF FISHERIES

CONDITIONS OF APPROVAL

1. Earthen ponds will be constructed using contemporary construction methods and relying on clay to line walls and pond floors. Suitable clay material will be won from either the property or, should insufficient quantities be recovered from the site, clay lining material will be imported from elsewhere in the district. As is currently the practice with existing ponds, a layer of rock will be placed on the pond batters to protect the clay lining material from erosion, shrinkage (drying and cracking) and vehicular damage.
2. The suitability of the lining material will be tested 'as constructed' on the floor of each new growout pond numbered 18 to 24 inclusive and 28 on SKM Figure 3.1 (Response Sept. 2000) by testing soil permeability so as to achieve a seepage rate from ponds equivalent to a 250 mm thick liner with a hydraulic conductivity of 1×10^{-9} m/s.
3. Incorporated into the construction of ponds 18 to 24 inclusive and 28, on SKM Figure 3.1 (Response Sept. 2000) will be tile drains under the pond floors designed to assist in the diversion of seepage from the ponds away from the adjacent property. Such drains to be designed by Sinclair Knight Merz. The cost of these drains is not to exceed the cost of constructing a tile drain along the property boundary.
4. Install two (2) groundwater monitoring bores along the property boundary, and a groundwater monitoring bore located 50m from the property boundary (Bore "Q"). Establish two (2) extra reference monitoring bores elsewhere in the area (unaffected by aquaculture pond activities) as 'reference' or 'control' bores.

The location is to be selected by Sinclair Knight Merz. and Canegrowers and failing agreement, by a hydrogeologist nominated by the Queensland Law Society Inc. One of the bores is to be located within the influence of Darwen's bore and the other outside the influence of Darwen's bore, but in a similar hydrogeological environment. If permission of a third party landowner is required and cannot be obtained then an alternative, similar location shall be selected.

5. Monitoring groundwater level and quality characteristics (electrical conductivity (EC, $\mu\text{s/cm}$), pH, temperature, dissolved oxygen) at a monthly frequency at each bore referred to in Condition 4. Such monitoring is to be carried out by a suitably qualified independent party agreed upon by SKM and Canegrowers and failing agreement by the method set out in Condition 4. Record data and submit records quarterly to Burdekin Shire Council, Department of Natural Resources, Department of Primary Industries, Canegrowers and Environment Protection Agency for review and comment.
6. EC should be adopted as the indicator of relevance in determining the sustainability of the current configuration of the growout operation. Should EC criteria be exceeded constantly over the course of a growout season (August to June) then additional corrective measures should be implemented as described in item 7.

7. Monitoring will continue at a monthly frequency at the series of monitoring bores for the first year, and quarterly thereafter. Should ^{the} EC criteria be exceeded constantly over the course of a growout season then the following measures will be successively implemented:
 - a. Additional properly engineered "tile" drains retrofitted under new ponds 18 to 23 inclusive on Figure 3.1 (Response Sept. 2000) designed to capture the seepage.
 - b. Pond lining with HDPE / plastic in new ponds 18 to 23 inclusive on Figure 3.1 (Response Sept. 2000)
 - c. Pond decommissioning of all ponds inside 100 metres of the property boundary.
8. The means of determining exceedance of the groundwater quality criteria will be based on any unacceptable increase in electrical conductivity (EC or salinity). The following represents a means of deciding any real increase in EC through time.
 - That the relative change (Bore 'Q' minus monthly mean of two 'reference' bores) is greater than a 50% increase (where Bore Q is the greater); and
 - That the EC at Bore Q is less than at the Bores at the property boundary; and
 - That the difference between Bore Q and the reference bores has increased by greater than 200 $\mu\text{S}/\text{cm}$.
9. Monitoring shall continue for three (3) years from the date of commencement of pond operation.
10. Drainage is to be as submitted in the application.
11. Bear the cost of all alterations necessary to public utility mains, services or installations.
12. An Acid Sulphate Soil Management Plan should be prepared and implemented prior to soil disturbance in terms of State Planning Policy 1/00 - Planning and Management of Coastal Development Involving Acid Sulphate Soils.
13. The approval is valid for a period of four (4) years and will lapse unless it is commenced and sustainability developed in that time. Please note that in terms of Section 3.5.22(1) of the Integrated Planning Act, the currency period can only be extended if the request is received before the approval lapses.

6 CORPORATE & COMMUNITY SERVICES

6.1 Length of Service Milestones Policy

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: N/A

Location: N/A

Author and Title: Eileen Robinson- HR Manager

Executive Summary

A Council Policy has been drafted to address milestone anniversaries of Council Employees.

Recommendation

That Council adopts the attached *Length of Service Milestones Policy*

Background Information

Council's biggest asset is the wealth of knowledge and experience amongst its employees. Many of Council's long term employees have seen the organisation through major changes and natural disasters. It is important for Council, in its aim to become an employer of choice, to recognise and reward those long serving employees. The *Length of Service Milestones Policy* aims at formally recognising Burdekin Shire council Employees who reach the milestone years of employment of 20 years, 30 years, 40 years and 50 years.

Link to Corporate/Operational Plan

Corporate Plan- 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.

Consultation

This Policy has been developed in consultation with the Management Team and in line with initiatives offered by other Councils and workplaces.

Legal Authority or Implications

N/A

Policy Implications

This is a brand new policy and will be added to Council's policy register.

Financial and Resource Implications

Upon the achievement of a length of service milestone- 20 years, 30 years, 40 years and 50 years, Council will pay a small amount towards a "voucher at a venue of choice" to the employee. The amounts have been included in the *Length of Service Milestone Guidelines*.

Report prepared by:

Rebecca Woods- Executive Officer

Report authorised by:

Eileen Robinson- HR Manager

Attachments

- 1.Length of Service Milestones Policy
- 2.Length of Service Milestones Guidelines



Length of Service Milestones Guidelines

Commencement Date: February 2014

Function: Workplace Health and Safety

Relevant Policy: Length of Service Milestones Policy

RESPONSIBILITIES

Policy Owner	Chief Executive Officer
Policy Contact	Chief Executive Officer
Approval Authority	Council
Next Review Date	February 2017

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	Draft	25/02/2014	Council – General Meeting	

1. PURPOSE

The purpose of this guideline is to outline how Council will formally recognise “employees” who reach employment milestones within the Burdekin Shire Council.

2. RESPONSIBILITY

The Human Resources Department is responsible to ensure the “employees” direct Supervisor/Manager is notified at least 14 days prior to the milestone occurring. The Human Resource Department will also be responsible for the distribution of the certificate and arrangements for the voucher.

It is the responsibility of the Supervisor/Manager of the “employee” to ensure the employee receives the certificate and voucher and that each milestone is recognised.

3. GUIDELINES

Milestone	Certificate	Voucher Value	
20 years	20 years certificate	\$50 voucher at venue of choice	Deleted: + 1 day
30 years	30 years certificate	\$100 voucher at venue of choice	Deleted: + 1 day
40 years	40 years certificate	\$150 voucher at venue of choice	Deleted: + 1 day
50 years	50 years certificate	\$200 voucher at venue of choice	Deleted: + 1 day



Length of Service Milestones Policy

Commencement Date: February 2014

Function: Administration

RESPONSIBILITIES

Policy Owner	<i>Chief Executive Officer</i>
Policy Contact	<i>Chief Executive Officer</i>
Approval Authority	<i>Council</i>
Next Review Date	<i>February 2017</i>

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	Draft	25/02/2014	Council – General Meeting	

1 PURPOSE

The purpose of this policy is to formally recognise “employees” who reach employment milestones within the Burdekin Shire Council.

2 SCOPE

This policy will apply to all “employees” of the Burdekin Shire Council.

3 EXCEPTIONS

Nil

4 POLICY STATEMENT

Council will formally recognise “employees” who reach employment milestones within the Burdekin Shire Council.

A milestone is considered to be 20 years, 30 years, 40 years and 50 years.

Each employee who reaches an employment milestone will be recognised and rewarded for their achievement by way of a Burdekin Shire Council certificate and voucher.

5 GUIDELINES

Refer Length of Service Guidelines.

6.2 Interview Related Travel Expenses and Relocation Assistance Policy

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods- Executive Officer

Executive Summary

A Council Policy has been drafted to provide arrangements for the reimbursement of interview related travel expenses and assistance with the costs associated with relocation as a result of accepting a job offer with Council. This policy only applies to positions of certain levels and applicants who need to travel or relocate more than 300 Kms.

Recommendation

That council adopts the attached *Interview Related Travel Expenses and Relocation Assistance Policy*.

Background Information

Council currently has no firm policy on covering either the costs associated with travelling to and from a job interview or the costs associated with relocating to the Burdekin Shire when a job offer has been accepted by an out of town employee. In the past, it has been up to each manager to determine if these costs were to be covered at Council's expense. Further, there has been no framework in place for formally recovering costs incurred by Council where an employee is relocated and then leaves the organisation within the first 12 months. This policy allows for the gradual reimbursement of expenses (to the employee) over a period of 12 months which may encourage higher retainment periods.

Link to Corporate/Operational Plan

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.

Consultation

The policy has been developed in consultation with the Management Team and in line with policies of other Councils and organisations.

Legal Authority or Implications

N/A

Policy Implications

This is a brand new policy and will be added to Council's Policy register upon adoption.

Financial and Resource Implications

The current maximum reimbursement for relocation assistance has been set at \$8000. This will be initially paid by the employee and reimbursed to them at intervals of 3 months, 6 months and 12 months.

Report prepared by:

Rebecca Woods- Executive Officer

Report authorised by:

Eileen Robinson – HR manager

Attachments

1. Interview Related Travel Expenses and Relocation Assistance Policy
2. Interview Related Travel Expenses and Relocation Assistance Guidelines.



Reimbursement of Interview Related Travel Expenses and Relocation Assistance Guidelines

Commencement Date: February 2014

Function: Administration

Relevant Policy: Reimbursement of Interview Related Travel Expenses and Relocation Assistance Policy

RESPONSIBILITIES

Policy Owner	<i>Director Corporate & Community Services</i>
Policy Contact	<i>Director Corporate & Community Services</i>
Approval Authority	<i>Council</i>
Next Review Date	<i>February 2017</i>

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	Draft	25/02/2014	Council – General Meeting	

1 PURPOSE

To provide arrangements for reimbursement of interview related travel expenses and financial assistance of reasonable relocation expenses incurred as a result of accepting a job offer with Council.

2 SCOPE

This policy applies to:

- Job applicants attending an interview at the Burdekin Shire Council Chambers where significant travel is required to attend the job interview.
- When a recommended applicant for a position requests relocation assistance.
- Relocation will be to a location within the Burdekin Shire only.
- Federal Award employees on Level 4 and above,
- State Award employees on Level 8 and above,
- Employees engaged under common law contracts, unless approved otherwise by the Chief Executive Officer.
- The distance for relocation is significant (over 300 kilometres) from the applicant's previous home to within the Burdekin Shire.

3 GUIDELINES

Individual agreements

Individual agreements can be entered into at the discretion of the Chief Executive Officer.

The value of the individual agreement should not exceed the maximum value payable under this policy, and is subject to the reimbursement conditions.

If an individual agreement should exceed the maximum payable under this policy, it can only be entered into at the discretion of the CEO or Mayor, and is subject to the reimbursement conditions.

Approval process

Reimbursement of travel related interview expenses

At the Council's discretion, reimbursement of reasonable out of pocket expenses, including the cheapest economy airfare with a low cost airline, if that applicant is required to travel significant distances in order to attend a job interview. Receipts will be required in respect to all travel related interview expense claims.

Reimbursement for hire car expenses to and from Townsville airport may also be offered at the hiring manager's discretion.

Relocation Expenses

The successful applicant must have provided formal written acceptance of Council's Offer of Employment. The successful applicant must provide at least two (2) quotes to Council for removal expenses from the current residential address stated on the application, or other location if specifically stated in the formal Letter of Offer, to the Burdekin Shire only.

Quotes will only be accepted in written form from the proprietors of the moving company.

Council will formally advise the successful applicant in writing of which of the quotes is acceptable.

Payment of Relocation Expenses

1. To be eligible for reimbursement the employee must provide invoices of payment and they must be in the form of a Tax Invoice as per the requirements of the Australian Taxation Office for Tax Invoices (stating ABN, Tax Invoice and amount of GST).
2. Payment will not be made on quotes.
3. Payment will not be made in advance of the move to the Burdekin Shire.
4. Copies of invoices are to be provided to the Burdekin Shire Council, for the amount specified in the quote.
5. Council shall pay for insurance.
6. Council shall pay for packing expenses.

Council shall not be liable for any removal expenses

1. If relocation is outside of the Burdekin Shire,
2. Provided by any other company other than that indicated,
3. Associated with or ancillary to the personal travel expenses to the Burdekin Shire, including but not limited to; airfares, fuel, public transport costs, mileage reimbursement, accommodation or food.

<i>Significant Travel</i>	<i>Significant travel (distance) is defined as in excess of 300 kilometres from the applicant's residence to within the Burdekin Shire.</i>	
<i>International Travel</i>	<i>Same expenses and assistance will apply for international applicants.</i>	
<i>Mileage (for interview purposes only)</i>	<i>For applicants driving significant distance (over 300kms) to attend an Interview.</i>	<p><i>Reimbursement will cover up to a maximum of 600kms round trip for Interview purposes only. Reimbursement of mileage will be as follows:</i></p> <ul style="list-style-type: none"> <i>As per the relevant industrial award.</i> <p><i>Council takes no responsibility for fines, or infringement notices incurred by the applicant. These shall be the sole responsibility of the applicant.</i></p>
<i>Hire Car Expenses (for interview purposes only)</i>	<i>For applicants travelling via air travel reimbursement of hire car expenses for travel between Townsville and Ayr.</i>	<p><i>Reimbursement will cover:</i></p> <ul style="list-style-type: none"> <i>Hire car expenses up to a maximum of \$80 per day</i> <i>Insurance</i> <p><i>Receipts will be required to acquit all travel related interview expenses.</i></p> <p><i>Council takes no responsibility for fines, or infringement notices incurred by the applicant. These shall be the sole responsibility of the applicant.</i></p>
<i>Airfare Expenses (for interview purposes only)</i>	<i>Reimbursement of reasonable out of pocket expenses, including the cheapest economy airfares with a low cost airline, if the applicant is required to travel significant distances in order to attend a job interview.</i>	<i>Receipts will be required to acquit all travel related interview expenses.</i>
<i>Accommodation Expenses</i>	<i>Reimbursement of accommodation expenses only. Food and beverage is not included in the reimbursement costs.</i>	<p><i>Reimbursement will cover:</i></p> <ul style="list-style-type: none"> <i>Up to a maximum of \$150 per night towards the cost of accommodation (will be paid on delivery of copies of a paid invoice)</i> <i>Maximum of two nights' accommodation will be paid.</i>
<i>Quotation</i>	<i>The successful applicant shall provide at least two (2) quotes to Council for removal expenses from the current residential address stated on the application, or other location if specifically stated in letter of offer.</i>	<i>Agreement will be reached between Council and the new employee on relocation expenses prior to Council's final offer to the employee.</i>
<i>Removal expenses totalling under \$2,500 (GST inclusive)</i>	<p><i>Reimbursement of relocation costs will be made to the successful applicant at the following intervals:</i></p> <ul style="list-style-type: none"> <i>After 3 months service 50%</i> <i>After 6 months service 50%</i> 	<i>Relocation assistance will only be offered for the relocation within the Burdekin Shire.</i>
<i>Removal expenses totalling over \$2,500 and up to a maximum of \$8,000 (GST inclusive)</i>	<p><i>Reimbursement of relocation costs will be made to the successful applicant at the following intervals:</i></p> <ul style="list-style-type: none"> <i>After 3 months service 25%</i> <i>After 6 months service 25%</i> <i>After 12 months service 50%</i> 	<i>Relocation assistance will only be offered for the relocation within the Burdekin Shire.</i>



Reimbursement of Interview Related Travel Expenses and Relocation Assistance Policy

Commencement Date: January 2014

Function: Administration

RESPONSIBILITIES

Policy Owner	<i>Director Corporate & Community Services</i>
Policy Contact	<i>Director Corporate & Community Services</i>
Approval Authority	<i>Council</i>
Next Review Date	<i>February 2017</i>

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
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1 PURPOSE

To provide arrangements for reimbursement of interview related travel expenses and financial assistance for reasonable relocation expenses incurred as a result of accepting a job offer with Council.

2 SCOPE

This policy applies to:

- (a) Job applicants attending an interview at the Burdekin Shire Council Chambers where significant travel is required to attend the job interview.
- (b) When a recommended applicant for a position requests relocation assistance.
- (c) Relocation will be to a location within the Burdekin Shire only.
- (d) Federal Award employees on Level 4 and above,
- (e) State Award employees on Level 8 and above,
- (f) Employees engaged under common law contracts, unless approved otherwise by the Chief Executive Officer.
- (g) The distance for relocation is significant (over 300 kilometres) from the applicant's previous home to within the Burdekin Shire.

3 EXCEPTIONS

If an individual agreement should exceed the maximum payable under this policy, it can only be entered into at the discretion of the CEO or Mayor, and is subject to the reimbursement conditions.

4 POLICY STATEMENT

4.1 Reimbursement for interview related travel expenses, i.e. flight tickets, bus fares, mileage charge and accommodation will be finalised as soon as possible after the interview is completed and is based upon receipts only. Cab vouchers may be issued at the discretion of the Manager.

4.2 Relocation expenses

Agreement will be reached between Council and the new employee on relocation expenses to the Burdekin Shire up to the maximum value of \$8000. Agreement will be based on quotes (minimum two) prior to Council's final offer to the employee.

Once approval has been given by the Chief Executive Officer, details of the relocation assistance and the conditions under which it has been granted will be included in the letter of appointment.

5 GUIDELINES

Reimbursement of Interview Related Travel Expenses and Relocation Assistance
Guideline

7 CORRESPONDENCE FOR INFORMATION

Tabled Separately

8 NOTICES OF MOTION

9 URGENT BUSINESS

10 GENERAL BUSINESS

11 CLOSED MEETING ITEMS

12 DELEGATIONS

10:00am Representatives from State Valuation Service, Department of Natural Resources and Mines to address Council on 2014 Annual Revaluations - Mr. Brett Bowen (Area Manager - North), Mr. Peter Simmonds (Principal Valuer) and Mr. Ryan Rickards (Valuer).

