



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 10 June 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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TUESDAY 10 JUNE 2014

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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 - 27 May 2014

Recommendation

That the minutes of the Ordinary Council Meeting held on 27 May 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 27 May 2014

COMMENCING AT 9:00AM



TUESDAY 27 MAY 2014

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Ordinary Council Meeting 27 May 2014



BURDEKIN SHIRE COUNCIL



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ATTENDANCE

Councillors W.C. Lowis (Mayor), L.D. McCathie, L. Loizou, U.E. Liessmann, P.M. Dalle Cort and E.J. Bawden

Mr. M. Magin - 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

Apologies – Councillor R.H. Lewis (Deputy Mayor)

1 PRAYER

The meeting prayer was delivered by Father Dway Goon Chew of the All Saints Anglican Church.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting - Minutes - 13 May 2014

Recommendation

That the minutes of the Ordinary Council Meeting held on 13 May, 2014 be received as a true and correct record.

Resolution

Moved Councillor Loizou, seconded Councillor Dalle Cort that the recommendation be adopted, noting that in relation to item 10.5 of the previous minutes, Councillor Liessmann asked for leave of absence for the purpose of attending the Regional Arts Australia Summit in Kalgoorlie, Western Australia from 16-19 October, 2014.

CARRIED

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 30 April 2014

Recommendation

That the Capital Projects Monthly Report for Period Ending 30 April 2014 be received.

Resolution

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

CARRIED

4.2 Operating Statement for Period Ending 30 April 2014

Recommendation

That the Operating Statement for the Period Ending 30 April 2014 be received.

Resolution

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

CARRIED

5 ENVIRONMENT & OPERATIONS

5.1 J and O Breadsell - Development Application for Reconfiguring a Lot at 43 Klondyke Road, Ayr (Lot 100 on SP217493 Parish of Antill, County of Gladstone)

Executive Summary

A Development Application has been received from Milford Planning Consultants on behalf of their client Jim and Olive Breadsell seeking approval for Reconfiguring a Lot (1 into 4 Lots) at 43 Klondyke Road, Ayr (Lot 100 on SP217493 Parish of Antill, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme (*the Scheme*). Given the 'Rural' zoning, it is considered that the application to subdivide does not meet specific requirements of the scheme. Therefore, refusal of the application is recommended.

Recommendation

That Council refuse the Development Application for Reconfiguring a Lot (1 into 4 Lots) at 43 Klondyke Road, Ayr (Lot 100 on SP217493 Parish of Antill, County of Gladstone) based on the following grounds:

- The proposed development compromises the achievement of specific Desired Environmental Outcomes (DEO's) contained within the Burdekin Shire Council's IPA Planning Scheme.
- The development proposed has not demonstrated sufficient grounds in the public interest to justify or override the identified conflicts with the Burdekin Shire Council's IPA Planning Scheme and in particular the Reconfiguration of a Lot Code and Rural Zone Code.
- The development proposed conflicts with the Planning Scheme and pre-empted the planning process for expansion of the urban footprint.
- The development proposed is not located in an area planned to benefit from all relevant urban infrastructure and current planning assumptions. The proposal may require out of sequence infrastructure upgrades, which have not been considered for funding trunk infrastructure. Consequently, the proposal conflicts with the provisions of the scheme.

Resolution

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

LOST

Reasons for Council not accepting Officer's recommendation

- The State Government has indicated that it had no requirements with regard to the proposal;
- The close proximity to urban land uses and appropriately zoned 'Village' land;
- Demand for rural residential style development; and
- Four existing similar sized lots are contiguous to the subject land.

Moved Councillor Loizou, seconded Councillor Liessmann that Council approves the Development Application for Reconfiguring a Lot (1 into 4 Lots) at 43 Klondyke Road, Ayr (Lot 100 on SP217493 Parish of Antill, County of Gladstone), subject to the following conditions:

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.

-
- 1.2 Pay the sum of \$127-40 calculated on the basis of a charge of \$31-85 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
- (a) (i) the proposed LCJ Engineers plan Number RECA082, Sheet C01, Revision A submitted with the supporting material;
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;
- Except where modified by the conditions of approval and any approval issued there under; and
- (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

ROADWORKS

3. 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

- 4.1 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.
- 4.2 A diversion drain, as shown in LCJ Engineers plan number RECA082 C01 Rev A, is to be constructed along the southern boundaries of lots 101, 102, 103 & 104 SP217493 and proposed lots 1,2 and 3. The drain is to convey water to Easement F on SP217493.
- 4.3 An easement for drainage 6 metres wide is to be created, within proposed lot 100, along the southern boundaries of lots 101, 102, 103 & 104 SP217493 and proposed lots 1,2 and 3. The easement is to cover the diversion drain shown in LCJ Engineers plan number RECA082 C01 Rev A. The easement is to favour the aforementioned lots.

PUBLIC UTILITY SERVICES

5. If any existing public utility service including telephone, electricity, water, sewerage or gas needs to be altered or relocated to complete the reconfiguration the developer must bear the cost of alteration or relocation.

ADVICE (Note: These are not conditions)

- *It is noted that any dwelling house to be erected on the proposed Lots 1, 2 and 3 will be in the vicinity of existing agricultural land uses. A buffer should incorporate measures to minimise the impact of dust, smoke, noise and ash in accordance with the "Planning Guidelines: Separating Agricultural and Residential Land uses - August 1997."*
- *Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey.*
- *There shall be no provisions for a potable town water supply to be made available to each proposed new lot. This requisition will be binding to each subsequent land owner if the lots are on sold.*
- *There shall be no provisions for improvements to the section of Klondyke Road fronting the proposed new lots. Improvements include bitumen widening and kerb and channelling. This requisition will be binding to each subsequent land owner if the lots are on sold.*

CARRIED

5.2 Humphries Pty Ltd - Request for a Negotiated Decision Notice for Material Change of Use for Extractive Industry at 226 Gladys Road, Inkerman (Lot 1 on AP2107 Parish of Upstart, County of Salisbury)

Executive Summary

A request for a Negotiated Decision Notice (NDN) has been received in accordance with section 366 of the Sustainable Planning Act (SPA) from Whitsunday Surveys on behalf of their client Humphries Pty. Ltd. The applicant has made representations in respect to conditions of approval and have requested Council issue a NDN.

Recommendation

That Council issue a Negotiated Decision Notice (NDN) for an existing Development Permit issued on 18 February, 2014 for a Material Change of Use for Extractive Industry at 226 Gladys Road, Inkerman (Part of Lot 1 on AP2107 Parish of Upstart, County of Salisbury) subject to the following changes to specific conditions:

Condition 4(a)

Condition currently reads:

An annual survey must be completed to ensure that the volumes of soil and extent of extraction, is not exceeded. The survey must be undertaken by a person having suitable qualifications to undertake the survey works and to an accuracy to determine maximum volumes are not exceed.

Representation from applicant: Argued that survey costs (in excess of \$10 000) to carry out this task are excessive and similar information is readily available from the Department of Natural Resources and Mines (DERM). Requested condition 4(a) be amended.

Recommendation:

Amend the condition to read as follows:

Evidence must be provided to ensure that the volumes of soil and extent of extraction, is not exceeded.

Condition 5

Condition currently reads:

The approved extraction amount must be by mechanical means only. There must be no blasting carried out in the operation of the use.

Representation from Applicant: Suggested that it would be difficult to implement blasting strategies in the operations associated with the proposed use. Suggested condition 5 is 'redundant' and should be deleted.

Recommendation:

Condition to remain. Highly unlikely that blasting will occur. If the applicant is not blasting, the condition does not apply to their current operations. This condition is standard for all extractive industries and is included to cover any changes that may occur as part of allowable extractive industry operations over the subject land.

Condition 6(b)

Condition currently reads:

From the Southern boundary of Lot 531 SP142564 to the point where Gladys Road commences (the access track); the developer must upgrade the existing access to the proposed extraction site to a minimum gravel standard (depth of 200mm, type 2.4 gravel). The access track must be 4.8 metres in width with 1 metre graded shoulders.

Representation from Applicant: Argued that the requirement to upgrade the entire road as described in the condition was excessive. An estimate (\$134, 400.00) was provided suggesting that road construction costs for the part of the existing track already within the road reserve would be of no benefit to the other road users in this locality. Argued that the existing access track should remain in its current condition. The applicant was still prepared to construct a new section of road to allow the road to be aligned wholly within the road reserve.

Recommendation:

Amend the condition to read as follows:

6 (b) From the southern boundary of Lot 531 on SP142564 to a point where the western edge of the existing access track formation is more than 2 metres offset east of the western edge of the road reservation. (*Refer Figure 1 attached*) The new access track is to be a minimum gravel standard (depth of 200mm, type 2.4 gravel), 4.8 metres wide and include 1 metre graded shoulders.

Condition 10

Condition currently reads:

The use may operate only between the hours of 6.00a.m. to 6.00p.m. Monday to Friday and 6.00a.m. to 2.00p.m. Saturday. There must be no operation on Sundays or public holidays.

Extraction operations will not be allowed between the months of December – March unless otherwise approved by the Chief Executive Officer.

Representation from Applicant: Applicant has argued that proposed activities should not be limited by specific months but by weather. Requested condition 10 be deleted.

Recommendation:

Condition to remain. It is considered that the condition has a component of flexibility in that if the applicant/operator wants to extract during the exclusion period (i.e. December to March) and the weather is dry, then this is possible with a simple request to be lodged with the Chief Executive Officer of Council. Officers will consider this request and allow extraction to occur if weather permits.

N.B. All other conditions remain the same as included in the original Decision Notice issued 18 February, 2014.

Resolution

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

CARRIED

6 CORPORATE & COMMUNITY SERVICES

6.1 Local Law Making Process

Executive Summary

The Local Government Act 2009 was amended in late 2012 and, as a consequence, there is an inconsistency between the local law making process previously adopted by Council and the current requirements of the Local Government Act 2009. King & Company, Solicitors has recommended that Council address this anomaly by adopting a new local law making process.

Recommendation

For the purposes of section 29(1) of the *Local Government Act 2009*, the Council adopts a process for making each local law of Council as detailed below. The process applies unless the local government has begun, but not completed, its process for making a local law before the commencement of the *Local Government and Other Legislation Amendment Act 2012*.

The process—

- (a) applies to the making of—
 - (i) each local law that incorporates a model local law; and
 - (ii) each local law that is a subordinate local law; and
 - (iii) each other local law; but
- (b) does not apply to a local law that is an interim local law.

Making a local law that incorporates a model local law

The process (model local law making process) stated in this resolution must be used to make a local law that incorporates a model local law into the local laws of the local government.

- Step 1 — By resolution, propose to incorporate the model local law.
- Step 2 — If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions.
- Step 3 — If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law—
amend or repeal the existing local law so that there is no inconsistency.
- Step 4 — By resolution, incorporate the model local law.
- Step 5 — Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.
- Step 6 — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.
- Step 7 — Within 14 days after the notice is published in the gazette, give the Minister—
 - (a) a copy of the notice; and
 - (b) a copy of the local law in electronic form; and
 - (c) if the local law contains 1 or more anti-competitive provisions—
 - (i) advice of each anti-competitive provision; and
 - (ii) the reasons for their inclusion.

Step 8 — Update the local government's register of its local laws.

Making an “other” local law

The process (other local law making process) stated in this resolution must be used to make a local law (a proposed local law) other than—

- (a) a model local law; or
- (b) an interim local law; or
- (c) a subordinate local law.

Step 1 — By resolution, propose to make the proposed local law.

Step 2 — Consult with relevant government entities about the overall State interest in the proposed local law.

Step 3 — Consult with the public about the proposed local law for at least 21 days (the consultation period) by—

- (a) publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government's area; and
- (b) displaying the consultation notice in a conspicuous place at the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
- (c) making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and
- (d) making copies of the proposed local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following—

- (a) the name of the proposed local law; and
- (b) the purpose and general effect of the proposed local law; and
- (c) the length of the consultation period and the first and last days of the period; and
- (d) that written submissions by any person supporting or objecting to the proposed local law may be made and given to the local government on or before the last day of the consultation period

stating—

- (i) the grounds of the submission; and
- (ii) the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed local law only amends an existing local law to make an insubstantial change, the local government may proceed to step 6 without satisfying step 3 or step 5.

Step 4 — If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 3, and this step 4, may be undertaken contemporaneously.

Step 5 — Accept and consider every submission properly made to the local government.

A submission is properly made to the local government if it —

- (a) is the written submission of any person about the proposed local law; and
- (b) states—
 - (i) the grounds of the submission; and
 - (ii) the facts and circumstances relied on in support of the grounds; and
- (c) is given to the local government on or before the last day of the consultation period.

Step 6 By resolution, decide whether to—

- (a) proceed with the making of the proposed local law as advertised; or
- (b) proceed with the making of the proposed local law with amendments; or
- (c) make the proposed local law as advertised; or
- (d) make the proposed local law with amendments; or
- (e) not proceed with the making of the proposed local law.

If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again —

-
- (a) consult with the public at step 3; and
 - (b) accept and consider every submission properly made to the local government at step 5.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

- Step 7 — Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.
- Step 8 — As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.
- Step 9 — Within 14 days after the notice is published in the gazette, give the Minister—
- (a) a copy of the notice; and
 - (b) a copy of the local law in electronic form; and
 - (c) if the local law contains 1 or more anti-competitive provisions—
 - (i) advice of each anti-competitive provision; and
 - (ii) the reasons for their inclusion.
- Step 10— Update the local government's register of its local laws.

Making a subordinate local law

The process (subordinate local law making process) stated in this resolution must be used to make a subordinate local law (a proposed subordinate local law).

The local government may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may use steps 1 to 5 of the subordinate local law making process (other than actually making the subordinate local law) before the proposed authorising law is made if—

- (a) in making the proposed authorising law, the local government has to satisfy—
 - (i) the model local law making process; or

-
- (ii) the other local law making process; and
 - (b) if the proposed authorising law is made under the other local law making process— the notice about the subordinate local law under step 2 of the subordinate local law making process is published no earlier than the notice about the proposed authorising law under step 3 of the other local law making process is published.

For the avoidance of doubt, a subordinate local law made by the local government using the process detailed in this resolution may provide for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the *Local Government Regulation 2012*—

- (a) the identification guidelines for the identification of anti-competitive provisions are a document made by the department and available for inspection on the department's website; and
- (b) the public interest test procedures are a document made by the department and available for inspection on the department's website.

Step 1 — By resolution, propose to make the proposed subordinate local law.

Step 2 — Consult with the public about the proposed subordinate local law for at least 21 days (the consultation period) by—

- (a) publishing a notice (also a consultation notice) about the proposed subordinate local law at least once in a newspaper circulating generally in the local government's area; and
- (b) displaying the consultation notice in a conspicuous place in the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
- (c) making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and
- (d) making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following—

- (a) the name of the proposed subordinate local law; and
- (b) the name of—
 - (i) the local law allowing the proposed subordinate local law to be made; or

-
- (ii) if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and
 - (c) the purpose and general effect of the proposed subordinate local law; and
 - (d) the length of the consultation period and the first and last days of the period; and
 - (e) that written submissions by any person supporting or objecting to the proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating—
 - (i) the grounds of the submission; and
 - (ii) the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed subordinate local law only amends an existing subordinate local law to make an insubstantial change, and the amendment does not affect an anti-competitive provision, the local government may proceed to step 5 without satisfying any of step 2 to step 4 inclusive.

Step 3 — If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.

Step 4 — Accept and consider every submission properly made to the local government.

A submission is properly made to the local government if it—

- (a) is the written submission of any person about the proposed subordinate local law; and
- (b) states—
 - (i) the grounds of the submission; and
 - (ii) the facts and circumstances relied on in support of the grounds; and
- (c) is given to the local government on or before the last day of the consultation period.

Step 5 — By resolution, decide whether to—

- (a) proceed with the making of the proposed subordinate local law as advertised; or
- (b) proceed with the making of the proposed subordinate local law with amendments; or
- (c) make the proposed subordinate local law as advertised; or
- (d) make the proposed subordinate local law with amendments; or
- (e) not proceed with the making of the proposed subordinate local law.

If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again —

- (a) consult with the public at step 2; and
- (b) accept and consider every submission properly made to the local government at step 4.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

Step 6 — Let the public know that the subordinate local law has been made, by publishing a notice of the making of the subordinate local law in accordance with the requirements of section 29B(1) to (4) inclusive of the *Local Government Act 2009*.

Step 7 — As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government's public office.

Step 8 — Within 14 days after the notice is published in the gazette, give the Minister—

- (a) a copy of the notice; and
- (b) a copy of the subordinate local law in electronic form; and
- (c) if the subordinate local law contains 1 or more anti-competitive provisions—
 - (i) advice of each anti-competitive provision; and
 - (ii) the reasons for their inclusion.

Step 9 — Update the local government's register of its local laws.

Resolution

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

CARRIED

6.2 Amendment to Local Law No. 2 (Animal Management) 2012 and Subordinate Local Law No. 2 (Animal Management) 2012

Executive Summary

Council has resolved that it is a declared local government for Chapter 10, Part 4, (Transitional Provisions for Agriculture and Forestry Legislation Amendment Act 2013) of the Animal Management (Cats and Dogs) Act 2008. These amendments were assented to on 23 September 2013. As a consequence, Council has retained its cat registration regime for a period of 12 months. To facilitate the ongoing registration of cats in the Shire, Council is required to amend its relevant local laws.

As a first step in the amendment process, Council is required to resolve to propose to make Animal Management (Amendment) Local Law (No. 1) 2014 and Animal Management (Amendment) Subordinate Local Law (No. 1) 2014.

Recommendation

Council proposes to make each of:

- (a) Animal Management (Amendment) Local Law (No. 1) 2014; and
- (b) Animal Management (Amendment) Subordinate Local Law (No. 1) 2014;

as tabled.

Resolution

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

CARRIED

6.3 2014/2015 Fees and Charges

Executive Summary

This report outlines proposed 2014/2015 fees and charges for adoption by Council. 2013/2014 fees and charges are listed for comparison purposes.

Generally fees have been increased by 4%. Comments are provided on new fees and those fees not increased by 4% where applicable.

Fees and Charges are required to be set by resolution of Council. They can be altered at any time.

Recommendation

That the Council adopts the 2014/2015 Fees and Charges as tabled.

Resolution

Moved Councillor Liessmann, seconded Councillor Loizou that the 2014/2015 Fees and Charges as tabled be adopted with the following amendments:

- Rate/Property Searches – include new fee:
“Change of Ownership Fee” - \$55.00
- Publications – delete fee for copies of Voters’ Rolls

CARRIED

Note: Caravan Park Fees – a query was raised as to why Home Hill Caravan Park lists a weekly cabin rate and the Burdekin Cascades Caravan Park does not show a weekly cabin rate. Manager of Environment and Health, Mrs. Beth Whitworth will investigate and report back to Council.

7 CORRESPONDENCE FOR INFORMATION

8 NOTICES OF MOTION

9 URGENT BUSINESS

10 GENERAL BUSINESS

10.1 Renewal of Term Lease - Ayr Golf Club

Resolution

Moved Councillor Loizou, seconded Councillor Liessmann that the Council advise the Department of Natural Resources and Mines that

- it offers no objection to the renewal of Term Lease 207030, being Lot 7 on Crown Plan GS1011, County of Gladstone, Parish of Antill, and
- it does not have a requirement for the Term Lease to be converted to freehold.

CARRIED

10.2 Change of Location - Home Hill Markets

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that Council approves a request from the Home Hill Chamber of Commerce to move the location of the Home Hill Chamber of Commerce Markets from the Home Hill Comfort Stop to Ford Park, Home Hill.

CARRIED

11 CLOSED MEETING ITEMS

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

Resolution

Moved Councillor Loizou, 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)(f) starting or defending legal proceedings involving it;

for the purpose of discussing:

- 1) Update on Planning and Environment Court Appeal No. 56
- 2) Preparation of 2014-15 Budget.

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

12 DELEGATIONS

10:15am Australian Citizenship Ceremony - Mrs Bhavani Akkineni, Mr Rajesh Akkineni, Master Kunish Akkineni and Mr Kanav Modi.

There being no further business the meeting closed at 3:00pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 10 June 2014.

MAYOR

3.2 Burdekin Cultural Complex Board Minutes to 24 February 2014

Recommendation

That the minutes of the Burdekin Cultural Complex Board Meeting held on 24 February 2014 be received as a true and correct record.

BURDEKIN CULTURAL COMPLEX BOARD INCORPORATED

MINUTES – GENERAL MEETING

Held on Monday 24 February 2014
Commencing at 5.30 p.m.

Clause 1 **ATTENDANCE**

Crs. B. Lowis, 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

Ms D. Gosper – Secretary

Miss L. Cox – Minutes Clerk

Apologies – Cr. L. Loizou – representing Burdekin Shire Council

Clause 2 **MINUTES RECEIVED**

Moved Cr. McCathie, seconded Cr. Liessmann, that the Minutes of the General
Meeting held on 18 November 2013 be received as a true and correct record.

CARRIED

Clause 3 **BURDEKIN CULTURAL COMPLEX MANAGER TO LIAISE WITH
MEMORIAL HALL DEBTORS TO RECOVER OUTSTANDING AMOUNTS**

Discussion was held on attempts to recover outstanding amounts from two
debtors at the Memorial Hall.

Moved Cr. McCathie, seconded Mr. Gooding, that Burdekin Cultural Complex
Manager liaise with debtors, Karen and Jake Healy, to recover debts
outstanding at the Memorial Hall.

CARRIED

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

1315003 * 77 from Friends of the Burdekin Theatre inviting Board Members to
attend their Annual General Meeting on 11 March 2014.

1315004 * 77 from Friends of the Burdekin Theatre requesting a contribution of
\$10.00 per head towards the cost of catering for its Annual General Meeting to
be held on 11 March 2014.

Moved Cr. McCathie, seconded Cr. Lewis, that the Board contribute \$10.00 per
head towards the cost of the Friends of the Theatre Annual General Meeting to
be held on Tuesday 11 March 2013.

CARRIED

-
- Clause 5 **BOARD RECOMMENDS PURCHASE OF PIPE AND DRAPE SYSTEM TO COUNCIL**
- 1325969 * 77 from Friends of the Burdekin Theatre offering to provide funds for half of the cost of \$6,430.00, excluding GST, for the purchase of a Pipe and Drape system for the Theatre foyer.
- Moved Cr. McCathie, seconded Mrs Henderson, that the Board recommend to the Council that it purchase a Pipe and Drape system in the amount of \$7,073.00 including GST, noting that the Friends of the Theatre would be prepared to pay half of GST exclusive price of the purchase.
- CARRIED
-
- Clause 6 **BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR NOVEMBER 2013**
- Moved Mrs Henderson, seconded Mr. Marriott, that the Board confirm total cash disbursements from the General Account for the month of November 2013 for \$28,899.75.
- CARRIED
-
- Clause 7 **BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR DECEMBER 2013**
- Moved Cr. Liessmann, seconded Mr. Gooding, that the Board confirm total cash disbursements from the General Account for the month of December 2013 for \$85,560.09
- CARRIED
-
- Clause 8 **BOARD CONFIRMS TOTAL CASH DISBURSEMENTS FOR JANUARY 2014**
- Moved Mr. Marriott, seconded Cr. Lewis, that the Board confirm total cash disbursements from the General Account for the month of January 2014 for \$9,169.51
- CARRIED
-
- Clause 9 **FINANCIAL STATEMENTS FOR PERIOD FROM 1 MAY 2013 to 31 JANUARY 2014 BE RECEIVED**
- Moved Cr. Liessmann, seconded Mrs List, that the financial statements of the Burdekin Cultural Complex Board for the period from 1 May, 2013 to 31 January 2014, be received.
- CARRIED
-
- Clause 10 **BOARD RECEIVES RECEIVABLES RECONCILIATION REPORT**
- Secretary, Ms Gosper, tabled a detailed report listing Outstanding Debtors to 31 January 2014. The Board noted that the total outstanding debtors in respect of the Burdekin Theatre and Burdekin Memorial Hall Complex were \$13,515.40. The Board also noted the recovery arrangements to collect the amount outstanding.
- Moved Cr. Liessmann, seconded Cr. Lewis, that the report on Receivables Reconciliation be received.
- CARRIED
-

Clause 11 **BOARD NOTES DETAILS OF EXPENDITURE TO 31 OCTOBER 2013 FOR ADMINISTRATION AND OPERATION OF BURDEKIN CULTURAL COMPLEX**

Moved Cr. Liessmann, seconded Mr. Marriott, that the report listing receipts and expenditure to 31 January 2014 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	6,873.40
0.00	Current	421,116.50
\$6,818.40		\$427,989.90

CARRIED

Clause 12 **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: Possum Magic
 Date: 11 & 12/9/2013
 Promoted By: BCCB Inc.
 Ticket Sales: 755
 Cost to Promoter: \$1,238.88

Production: Morning Melodies – Spirit of Christmas
 Date: 21/11/2013
 Promoted By: Burdekin Shire Council
 Ticket Sales: 303
 Cost to Promoter: \$5,144.88

Production: Revolution
 Date: 29 & 30/9/2013
 Promoted By: Jaynai Slatcher
 Ticket Sales: 1213
 Refund to Promoter: \$23,488.81

Production: Simply Entertaining
 Date: 7/12/2013
 Promoted By: Simply Dance
 Ticket Sales: 587
 Refund to Promoter: \$8,161.06

Production:Australia Day
 Date:.....26/01/2014
 Promoted By:.....Burdekin Shire Council
 Ticket Sales:.....192
 Cost to Promoter:\$514.25

Moved Cr. Liessmann, seconded Cr. McCathie, 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 13 **REPORT ON EXPENDITURE TO 31 JANUARY 2014 FOR BOARD PROMOTIONS RECEIVED**

Moved Mr. Marriott, seconded Mr. Gooding, that the report listing expenditure for Board Promotions as at 31 January 2014, be received.

CARRIED

Clause 14 **GENERAL MEETING TO BE HELD ON MONDAY 14 APRIL 2014**

It was confirmed that the next meeting of the Board General Meeting would be held on Monday 14 April 2014 at 5.30 p.m.

Clause 15 **BURDEKIN CULTURAL COMPLEX MANAGER PRESENTS OBJECTIVES FOR FUTURE OF BURDEKIN THEATRE**

Burdekin Cultural Complex Manager, Malcolm Calder, provided the meeting with a presentation of his objectives and plans for the future of the Burdekin.

Mr. Calder outlined the changing focus for venues from being majority performance based to other usages such as Meetings, Conferences and other events/ He expressed his desire to implement part of this strategy at the Theatre.

He also discussed with the meeting:-

- (a) the market base in the Burdekin
- (b) statistical information on the breakdown of previous shows and events at the Theatre;
- (c) lifestyle trends
- (d) resources available to the Theatre; and
- (e) upcoming challenges for the Theatre and how to meet those challenges.

Mr. Calder also updated the meeting on upcoming conferences and shows to be held at the Theatre in 2014.

Clause 16 **LETTER TABLED REGARDING UPCOMING CHARITY EVENT REFERRED TO NEXT MANAGEMENT COMMITTEE MEETING**

Chairman, Cr. Lewis, tabled a letter detailing an upcoming community event to raise funds for Ronald McDonald House. The letter provided details of the event and the work done by Ronald McDonald House and how it affected Burdekin residents. The organisers indicated that they would like to utilise the Burdekin Theatre forecourt and foyer but expressed concern that the current quote from the Theatre would not make the event financially viable.

Discussion was held on:-

- (a) details of the hire and costs associated with the quote;
- (b) the Theatre as a community facility;
- (c) hire rates for community organisations;
- (d) fixed costs for the venue; and
- (e) the potential for the event to shift to another location based on the quote from the Theatre.

It was resolved that this matter be referred to the Management Committee Meeting for further discussion.

Clause 17 **MANAGEMENT COMMITTEE MINUTES RECEIVED AND ADOPTED**

Moved Cr. McCathie, seconded Cr. Lewis, that the Minutes of the Management Committee for 10 December 2013 and 13 January 2014, be received and adopted.

CARRIED

There being no further business the Meeting concluded at 7.10 p.m.

B. Lewis
CHAIRMAN

3.3 Burdekin Shire Youth Council Meeting Minutes - 28 April 2014

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 28 April, 2014 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Shire Youth Council Meeting held on 28th April, 2014

Held in the John Drysdale Chamber
The meeting commenced at 3.30pm

CLAUSE 1 ATTENDANCE

Reece D'Alessandro (Youth Mayor) – Home Hill State High School
Laura Sloan (Deputy Youth Mayor - Ayr State High School
Danae Pilla (Secretary) – Burdekin Catholic High School
Breanna Rummeny – Ayr State High School
Brytni Pearson – Ayr State High School
Cassandra Loizou – Home Hill State High School
Julia Zanella – Working Youth Representative
Leroy Brown – Ayr State Primary School
Nakoma Coutts – Home Hill State High School
Ronan Cowper – Ayr State High School
Tayla McKaig – Home Hill State High School

Tammy Quagliata - Burdekin Shire Council

Apologies for absence

Tony Vaccaro – Burdekin Shire Council

CLAUSE 2 MINUTES RECEIVED

Moved Julia Zanella, seconded Ronan Cowper that the Minutes of the Burdekin Shire Youth Council Meeting held on 24th March, 2014 be received.

CARRIED

CLAUSE 3 BUSINESS ARISING FROM THE MINUTES

- Tammy Quagliata advised that a special meeting was held on 31st March to vote on the 2014 Youth Council Executive. Tammy thanked all of the members who attended and congratulated the new executive members. The executive positions were appointed to the following members: Youth Mayor – Reece D'Alessandro; Deputy Youth Mayor – Laura Sloan and Secretary – Danae Pilla.
 - Youth Council members provided feedback on the Face Painting provided as part of Burdekin Open Day on 5th April, 2014. It was noted that the face painting all went well and appreciation was forwarded to those members who assisted on the day. Youth Council raised approximately \$80.
 - Feedback was provided on the new mural that was painted near the Home Hill Skate Park as part of National Youth Week. Members noted that it looked very impressive and brightened the area.
 - Feedback was sought on the recent Illusions underage dance event held at Capones Night Club on Thursday 17th April, 2014. No Youth Council members attended the event; however reports from their peers who did attend were good.
-

CLAUSE 4 CORRESPONDENCE

Inward Correspondence

1. The Hon. Tracy Davis, Minister for Communities, Child Safety & Disability Services – forwarding a media release in relation to the Qld Youth Strategy Ambassadors Program. Nominations are now open for young ambassador aged 12 to 21 years. The 6 selected ambassadors will each receive a \$1000 bursary for personal or professional development workshop in Brisbane. For more information visit www.qld.gov.au/youth.
2. The Hon. Tracy Davis, Minister for Communities, Child Safety & Disability Services – Advising that applications are now open for the 2014 Qld Indigenous Youth Leadership Program. Applications close on Wednesday 30th April, 2014.

Moved Cassandra Loizou, seconded Julia Zanella that the inward correspondence be received.

CARRIED

CLAUSE 5 ADDRESS BY BURDEKIN CULTURAL COMPLEX BOARD MANAGER, MALCOLM CALDER

Burdekin Cultural Complex Board Manager, Malcolm Calder attended the meeting and addressed the Youth Council in relation to his role as Manager of the Burdekin Theatre and also the Burdekin Memorial Hall. Mr. Calder sought ideas from Youth Council in relation to possible future events/projects and advised that he was keen to keep in touch and work alongside Youth Council during 2014 if possible. Youth Council members were encouraged to contact Malcolm at anytime with ideas or plans.

It was agreed that Malcolm liaise with Reece D'Alessandro, Laura Sloan and Tammy Quagliata throughout the year to keep up to date with plans and ideas of the Youth Council.

CLAUSE 6 INVOLVEMENT IN QLD WEEK FAMILY FUN & FITNESS EXPO – SUNDAY 1ST JUNE, 2014

Tammy Quagliata advised that Council would be hosting a Qld Week Family Fun & Fitness Expo at Anzac Park on Sunday 1st June, 2014 and invited Youth Council members to be involved by holding a stall.

Ideas for stalls included badge making, juice bar and/or fruit bar. Members were keen to be involved. Tammy Quagliata undertook to report back at the next meeting with other stalls and members could then make a decision on which stall they would go ahead with.

CLAUSE 7 PROPOSED 'MINI YOUTH FESTIVAL' EVENT

Discussions were held in relation to another major youth music event that Youth Council could organise, following no success in running a Battle of the Bands type event over the past few years. Members suggested a mini band festival type event would work well in the area. It was suggested that the event be held in a large open space area such as Rugby League grounds (or similar) with a line up of bands and solo artists to perform from the afternoon into the evening.

Discussions were held in relation to costs involved to run such an event. It was agreed that Youth Council contact local clubs/organisations etc as well as Council with regard to sponsorship and/or donations to hold such an event. Following this information a decision could be made as to whether or not the event was viable for Youth Council to go ahead with.

CLAUSE 8 DISCUSSIONS REGARDING 2014 BURDEKIN EISTEDDFOD

Julia Zanella raised the matter and encouraged members and their peers to support the 2014 Burdekin Eisteddfod, which truly showcased a large number talented locals. It was agreed that the community, especially youth, like to watch and be part of entertainment events including singing, dancing etc, however the name 'eisteddfod' did deter a lot of people from attending and supporting this local event.

Members agreed that this some sort of program was available and advertised to the public prior to the eisteddfod; the event (and in particular certain segments) would be more highly attended. Youth Council agreed that they would like to help promote the event and encourage local youth to attend as a talent/entertainment event rather than viewing it as 'just an eisteddfod'.

It was agreed that the group contact the local Eisteddfod Committee to see if they would allow a program to be released so that Youth Council could advertise at schools, on facebook and throughout the community in general. It was also suggested that perhaps free ticket giveaways would encourage more people to go and have a look at the event and bring along a friend.

CLAUSE 9 OTHER GENERAL BUSINESS

- Reece D'Alessandro suggested that the Youth Council put together some sort of reflections book/document to pass onto future Youth Council members, with information on events and activities as well as notes on what worked well and what can be improved. It was agreed that this was a good idea. Tammy Quagliata advised that all of this information was usually documented in the Minutes which Council kept on file. It was agreed that the Secretary put together an annual Youth Council newsletter, similar to what has been done in the past.
 - It was suggested that the group investigate options to have a Youth Council Banner placed somewhere in the main street of Ayr and/or Home Hill to make note of their involvement and existence within the Community. Tammy Quagliata undertook to speak with relevant Council officers in relation to this suggestion.
 - Following the completion of the mural at the skate park in Home Hill, it was suggested that a similar type art mural be conducted in Ayr. Location suggestions included the large block walls near the spare block owned by Sibby Siatta in Queen Street (near to the Target Pedestrian Crossing). Tammy Quagliata undertook to look into this matter.
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- Tammy Quagliata encouraged members to 'like' and 'share' the Burdekin Shire Youth Council's facebook page to encourage more followers. It was agreed that when the page reaches 500 'likes', Youth Council would give away a prize pack to one 'liker'.
-

NEXT MEETING – 19th May, 2014 at 3.30pm

There being no further business, the meeting closed at 4:45pm

Danae Pilla
SECRETARY

ACTIONS FROM MEETING

Action	Person(s) responsible	Status
Seek sponsorship/donations for proposed 'band festival'	Tammy Quagliata	
Contact local Eisteddfod Committee	Tammy Quagliata	
Look into possibility of youth art mural in Ayr	Tammy Quagliata	
Complete 2014 Youth Council Newsletter	Tammy Quagliata Danae Pilla	

3.4 Burdekin Building Safer Communities Action Team Meeting - 14 May 2014

Recommendation

That the minutes of the Burdekin Building Safer Communities Action Team Meeting held on 14 May 2014 be received and adopted.

Minutes of Meeting
Burdekin Building Safer Communities Action Team (BSCAT)
Meeting held on 14th May, 2014

Held in the John Hy Peake Heritage Rooms at Burdekin Shire Council
The meeting commenced at 10.30am

ATTENDANCE

Brad Taylor	Crime Prevention Officer, QPS, Townsville
Tony Vaccaro	Economic & Community Development Manager, BSC
Lauren McKaig	Economic & Community Development Support Officer, BSC
Philip Michelson	Alcohol & Drug Foundation Qld
Sgt. Brett Smith	QPS
Rebecca Grogan	Burdekin Community Association
Tarja Martin	Burdekin PCYC
Cr. Pierina Dalle Cort	Burdekin Shire Council
Venus Tufuga	BCA – Burdekin Mental Health Foundation
Helen Newton	BCA

APOLOGIES

Babette Doherty	Victim Assist Qld
Cr Lyndy McCathie	Burdekin Shire Council
Jason Robins	Burdekin Night Alert
Natalie Saroglia	Burdekin Neighbourhood Centre
Sgt. Steve Barton	QPS
Tammy Quagliata	Economic & Community Development Support Officer, BSC

Acronyms:

BSC	Burdekin Shire Council
QPS	Queensland Police Services
Cr	Councillor
BCA	Burdekin Community Association
BSCAT	Building Safer Communities Action Team
OIC	Officer in Charge
PCYC	Police Citizens and Youth Centre

CONFIRMATION OF PREVIOUS MINUTES

Moved Brett Smith, seconded Philip Michelson that the minutes of the BSCAT Meeting held on 9th April, 2014 be received as a true and correct record.

CARRIED

MATTERS FROM PREVIOUS MINUTES

- Brett Smith advised that a teleconference with Inspector Mick Volk regarding the committee's Policelink concerns would not provide any further assistance to the cause. He said that Mick would just reiterate the written response already received. The committee agreed to dismiss the action to arrange a teleconference.
 - Lauren McKaig advised that Tammy Quagliata had received written confirmation that the mobile police van was unavailable for Queensland Week celebrations on Sunday 1st June, 2014. Brad Taylor advised that Constable Clancy the Koala would be available for the event. Andrew Sherrington advised that he had submitted a request for the van to appear at the Ayr Show on Wednesday 25th June, 2014 but was awaiting confirmation of the booking.
-

CORRESPONDENCE

Inward Correspondence

1. The Hon Tracy Davis, Minister for Communities, Child Safety and Disability Services – advising that May is Domestic and Family Violence Prevention Month 2014 and promoting the slogan ‘Don’t let concern become regret – make the call to DVConnect’.

Outward Correspondence

1. All past Crime Conference Attendees – emailing a reminder survey with regard to holding another Conference in 2015 and seeking further feedback in relation to hosting the Conference.

NOTE - This is the second time the survey has been sent around – a final list of responses will be tabled at the next Meeting in June, 2014.

FINANCIAL REPORT

It was noted that the current balance for BSCAT & the Crime Prevention Conference remained at \$11976.47.

POLICE REPORT

Sgt. Brett Smith, OIC Home Hill Police gave a brief overview on criminal statistics in the Home Hill area over the past month.

It was noted that monthly domestic violence statistics had doubled compared to last year.

Brad Taylor advised that police still required assistance regarding the assault of an Ayr woman in her home this month.

OTHER GENERAL BUSINESS

- Brad Taylor advised that further assistance regarding Neighbourhood Watch would be available from the Brisbane office after 15th June, 2014. He said the program was now run via social media instead of groups having to physically schedule local neighbourhood watches.
- Philip Michelson raised concerns about the lack of general education opportunities available to out-of-school persons. He said many of his clients lacked basic communication, reading and writing skills and that it was an important issue that needed to be addressed. Tarja Martin advised that John Scott from the Burdekin Library used to run a literacy program but had lost all of his mentors. She said she was also looking into trying to make a literacy program available at the PCYC.

There being no further business, the meeting closed at 11.10am.

NEXT MEETING - Wednesday 11th June, 2014.

CURRENT ACTION ITEMS

Action	Person(s) responsible	Status
Domestic and Family Violence Prevention Month <ul style="list-style-type: none">• Media release• Include slogan in weekly column• Promote awareness with poster campaign	BSC PR Officer Brett Smith BCA	
Promote White Ribbon Week (November). Discuss ideas at June meeting.	Committee	
Bring 'Z' card for Tarja Martin to June meeting.	Brad Taylor	
Provide alcohol statistics/information from conference to Cr. Pierina DalleCort.	Tarja Martin	

3.5 Burdekin Shire Youth Council Meeting Minutes - 19 May 2014

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 19 May 2014 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Shire Youth Council Meeting held on 19th May, 2014

Held in the John Drysdale Chamber
The meeting commenced at 3.30pm

CLAUSE 1 ATTENDANCE

Reece D'Alessandro (Youth Mayor) – Home Hill State High School
Laura Sloan (Deputy Youth Mayor) - Ayr State High School
Danae Pilla (Secretary) – Burdekin Catholic High School
Breanna Rummeny – Ayr State High School

Tammy Quagliata - Burdekin Shire Council
Ben Reid – NQ Dry Tropics
Jay Jackson – NQ Dry Tropics

Apologies for absence

Brytni Pearson – Ayr State High School
Cassandra Loizou – Home Hill State High School
Julia Zanella – Working Youth Representative
Nakoma Coutts – Home Hill State High School
Sophie Hancock – Ayr State High School
Tayla McKaig – Home Hill State High School
Tony Vaccaro – Burdekin Shire Council

CLAUSE 2 ADDRESS BY BURDEKIN SHIRE MAYOR, CR. BILL LOWIS

Burdekin Shire Mayor, Cr. Bill Lowis attended the meeting at this stage and congratulated the 2014 Youth Council and thanked members for their commitment in 2014. He wished the Burdekin Shire Youth Council all the best for their ventures/projects in 2014.

CLAUSE 3 ADDRESS BY JAY JACKSON & BEN REID, NQ DRY TROPICS

Jay Jackson & Ben Reid from NQ Dry Tropics addressed the Youth Council, providing information on the NQ Dry Tropics and Burdekin Landcare, as well as projects in which they are involved in. The NQ Dry Tropics are keen to increase youth participation in their programs/projects.

Burdekin Shire Youth Council members agreed they would be keen to get involved in some events, especially National Tree Day on 27th July, 2014. The event would be held at Juru Walk in Plantation Park this year.

Members also undertook to approach their schools regarding involvement in School's Tree Day being held on Friday 25th July, 2014. Members will report back to NQ Dry Tropics in the near future.

CLAUSE 4 MINUTES RECEIVED

Moved Reece D'Alessandro, seconded Laura Sloan that the Minutes of the Burdekin Shire Youth Council Meeting held on 28th April, 2014 be received.

CARRIED

CLAUSE 5 BUSINESS ARISING FROM THE MINUTES

- Tammy Quagliata advised that she had contact the Burdekin Junior Eisteddfod Committee, who have given Youth Council a copy of the 2014 Program as well as 10 free tickets to give away. It was agreed that random draws via facebook and sms be held to determine winners.

It was further noted that the Burdekin Junior Eisteddfod had asked if there was any Youth Council members willing to help out during some sessions. Tammy thanked all of the members who had volunteered their time.

CLAUSE 6 CORRESPONDENCE

Inward Correspondence

1. Flying Arts Alliance – 2014 Program – Providing information about Artiz@theedge, a MAD digital arts development program for high school students keenly interested in learning new skills in the new media arts and design, extending their arts practice and having some serious fun.
2. Heywire – Providing information about Heywire 2014. A group of youth have identified the 8 most pressing issues and developed ideas to tackle these issues. \$1010,000 in grants is being provided to assist community organisation to adopt and pilot the Heywire Summit Ideas
3. Burdekin Water Festival Committee Inc. – Advising that the 2014 Burdekin Water Festival Mardi Gras will be held on Saturday 6th September, and seeking support of stall holders for the Mardi Gras.

It was agreed to discuss Youth Council's involvement in the Water Festival at the next meeting.

4. Burdekin Cultural Complex Board Inc. – Inviting Youth Council members to the Burdekin Theatre Launch on Wednesday 28th May, 2014 at 5.30pm. Invitation to Youth Mayor & Deputy Youth Mayor to be involved in the program.

Reece D'Alessandro & Laura Sloan agreed to attend the Launch and take part in the program if required.

Outward Correspondence

1. Burdekin Eisteddfod Committee – Forwarding Youth Council's discussions regarding attendance at the Burdekin Eisteddfod and offering assistance to help increase sales.

Moved Laura Sloan, seconded Danae Pilla that the inward correspondence be received.

CARRIED

CLAUSE 7 INVOLVEMENT IN QLD WEEK FAMILY FUN & FITNESS EXPO – SUNDAY 1ST JUNE, 2014

After confirming which other stalls were being held at the Expo, Tammy Quagliata advised that there were plenty of food and drinks stall and suggested that Youth Council have a badge making stall for children. Members agreed this would be a good idea.

It was agreed to provide some templates for smaller children to colour-in and other blank templates. Members agreed to provide this activity for a gold coin donation to the Youth Council. A roster for the event was discussed and Tammy undertook to email all other members regarding their involvement.

CLAUSE 8 DISCUSSIONS REGARDING UPCOMING RADF FUNDING – PROPOSED TALENT SHOWCASE EVENT

Tammy Quagliata advised that the next round of RADF Funding was now open and suggested that Youth Council consider applying for funding.

It was agreed that Youth Council apply for RADF Funding to host a Fasttrack Talent Showcase and workshop event in the Burdekin. The event which is run by Yoyo music includes a workshop for youth interested in entering the music industry, followed by a one-day talent showcase with up to 40 competitors (which could possibly be regional as well as local). The event would also include a celebrity guest judge as well as industry professionals who work as scouts for TV shows like The Voice and X Factor.

Members agreed that this would be a major event for the town, and had the potential to draw visitors for other regional towns. It was noted that the event would be quite expensive to run, and even if funding through RADF was successful, other local sponsors would be needed. Tammy Quagliata undertook to send out letters to other potential sponsors and seek funding through RADF to hold the event.

NEXT MEETING – 16th June, 2014 at 3.30pm

There being no further business, the meeting closed at 4:45pm

Danae Pilla
SECRETARY

ACTIONS FROM MEETING

Action	Person(s) responsible	Status
Seek sponsorship/donations for proposed 'talent showcase'	Tammy Quagliata	
Look into possibility of youth art mural in Ayr	Tammy Quagliata	
Complete 2014 Youth Council Newsletter	Tammy Quagliata Danae Pilla	
Seek Interest in School's Involvement in School's Tree Day – 25 th July, 2014	Reece D'Alessandro Laura Sloan Danae Pilla	
Attendance at Qld Week Family Fun & Fitness Expo	All Members	
Attend Theatre Launch – 28 th May, 2014	Reece D'Alessandro Laura Sloan	

3.6 Burdekin Road Safety Advisory Committee Minutes - 28 May 2014

Recommendation

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 28 May 2014 be received and adopted.

BURDEKIN SHIRE COUNCIL
MINUTES - BURDEKIN ROAD SAFETY ADVISORY COMMITTEE MEETING

Held on 28 May 2014
Commencing at 10.30 am

1. Attendance

Councillor Lou Loizou - Burdekin Shire Council
Mr. Kevin Byers – Burdekin Shire Council
Mr. Trevor Williams - Burdekin Shire Council
Ms. Alison Barlow – Department of Transport and Main Roads – Road Safety
Miss Nicole Smart - Department of Transport and Main Roads
Mr. Gary Halliday – Canegrowers Burdekin
Ms. Eleanor Betteridge - BCA Seniors Support Service
Snr. Const. Brett Elton – Queensland Police Service
Snr. Const. Jeff Payard – Queensland Police Service
Mr. Dale MacKenzie – Department of Transport and Main Roads
Mr. Craig Hill - Queensland Ambulance Service, Ayr

Apologies:

Snr. Sergeant Steve Barton – Queensland Police Service, Ayr
Ms. Brenda–Anne Parfitt – Flexi Queensland, Ayr

Minutes Clerk – Mrs. Clelia Kirke

2. Minutes Received

Moved Ms. Barlow, seconded Mr. Halliday that the minutes of the Burdekin Road Safety Advisory Committee meeting held on 26 February 2014 be received as a true and correct record.

CARRIED

3. Business Arising from Minutes

- 5.7** Mr. Halliday thanked Council for the gravel and bitumen works completed on the approaches of Donadon Road from Burstall Road, Ayr.
- 3.2** Mr. Byers advised that the traffic count and speed survey on Carey Street, Giru has not been undertaken due to the unavailability of speed counters.
- 3.3** Ms. Barlow advised that the Sandy Corner Driver Reviver was operational during the Easter period.
-

-
- 4 Ms. Barlow advised that the Community Road Safety Grants Funding will be available within the next few days.
- 5.5 Mr. Byers advised that installation of the tactiles in Queen Street, Ayr commenced Monday 26 May 2014 and are completed.
-

4. Correspondence for Information

1335675 * 724
Delta Cleaners & Laundry

Request for Removal of Pedestrian Crossing – Burdekin Theatre to Headlines – Queen Street, Ayr.

1. The Burdekin Road Safety Advisory Committee recommends to Council that the pedestrian crossing from the Burdekin Theatre to Headlines, Queen Street, Ayr remains.
-

5. General Business

- 5.1 Ms. Barlow handed out updated copy of new Cycling Rules (refer to attached). She also advised that these are available on the Department of Transport Main Roads website.
- 5.2 Ms. Barlow informed the committee about the promotion for Fatality Free Friday being Friday 30 May, 2014. This will be promoted throughout Australia.
- 5.3 Ms. Barlow advised that a North Queensland Roads Safety Newsletter will be available for rural and remote communities and Councils.
- 5.4 Ms. Barlow advised that the recipients of the Road Safety Grants (First Round) will be notified this week.
- 5.5 Ms. Barlow advised that information on Road Side Memorials and Mobility Scooters and Segways is available on the Department of Transport and Main Roads website. (Refer to attached)
- 5.6 Ms. Smart and Mr. MacKenzie will investigate the double lines on the overtaking lane on the Bruce Highway between Killymoon and Alligator Creeks.
- 5.7 Council to investigate the angle of the fenced panels on the pedestrian crossing on Queen Street, between Edwards and Young Street, Ayr for clearer visibility.
-

-
- 5.8** Council to investigate the length of the double lines on Burke Street, Ayr on the approaches to St. Francis School as per Snr. Const. Jeff Payard's request.
- 5.9** Department of Transport and Main Roads to investigate the correct authority for Pilot/Escorts in relation to traffic stoppages for wide loads on the Burdekin Bridge.
- 5.10** Council to remove and replace the damaged guardrails at the railway crossing of Fourteenth A Street and Eighth Avenue, Home Hill under the Road Maintenance Performance Contract.
- 5.11** Mr. Loizou to request a new Chamber of Commerce Representative at the next Chamber meeting.

There being no further business the meeting closed at 11.25am.

The next meeting will be held on Wednesday 27 August, 2014 at 10.30am.

Cr. L. Loizou
Chairman

Roadside memorials

When touched by tragedy, family and friends may find a roadside memorial can help to comfort and heal, while also serving as a timely reminder to the community to drive carefully.

The department can provide support to family and friends by helping everyone understand the requirements to install a roadside memorial at a safe location next to a state-controlled road. Please contact your local council for information about roadside memorials on the local road network.

Please while a permit is not required for the installation of roadside memorials, an easy-to-use information form needs to be completed and submitted to the department. Further information on this form is available below.

Our foremost concern is to ensure that all road users are provided with a safe environment. We also want to ensure that family, friends and road users are safe while a roadside memorial is installed and visited.

Description of roadside memorial

A roadside memorial is a physical token/object denoting a memory of a person(s) killed on or near a state-controlled road.

One suggested memorial is a white cross, no larger than the dimensions outlined below. The department will consider other memorials on a case-by-case basis.

By following the guidelines, the memorials can be easily maintained and will cause minimum distraction to other road users. A name and date may be recorded on the memorial and flowers may also be attached.

At all times, please take care when attending roadside memorial. Family and friends are urged to park their vehicles safely and clear of the road.

Installation guidelines

These guidelines will assist in the installation of a memorial.

It is essential that a roadside memorial does not interfere with traffic on a state-controlled road or the road's operation, to ensure everyone's ongoing safety.

Roadside memorials should be contained within the following dimensions:

- height 750mm
- width 500mm
- depth 400mm (below ground level).

In the interest of the safety of other road users and the safety of persons installing memorials, there are a number of locations where the placement of memorials is restricted. Examples of locations where memorials are not permitted include:

- motorways and freeways
- traffic islands
- medians

- roundabouts
- where they may interfere with any traffic control devices.

Further details will be provided by departmental offices listed in this brochure.

Information form required for installation

While a permit is not required for the installation of roadside memorials, you will need to complete the below information form and submit it to the department for our records.

Hard copies of these forms are available from your nearest departmental office or in the brochure. Contact details are also outlined in the brochure.

- Roadside memorial information form (PDF, 200 KB)
(<http://www.tmr.qld.gov.au/~media/Safety/roadsafety/Roadside%20memorials/RoadsideMemorialsPamphletOct2013.pdf>)

Last updated 02 April 2014

Queensland Government(<http://www.qld.gov.au/>)© The State of Queensland (Department of Transport and Main Roads) 2010-2014

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Personal mobility devices

A personal mobility device (PMD) can be used on road related areas such as footpaths, bike paths and shared paths around Queensland. PMDs must comply with the following criteria:

- Be designed for use by a single person (no passenger).
- Be self-balancing (while in use).
- Be powered by an electric motor.
- Have 2 wheels that operate on a single axis.
- Have a maximum speed of 20km/h.
- Have a control to limit speed to 12km/h or less.
- Have a maximum width of 850mm.
- Have a maximum weight of 60kg when not carrying a person or load.

Rules for using personal mobility devices

A range of conditions and restrictions apply to the use of approved PMDs on road related areas. People caught not following these conditions will be fined.

A PMD operator must:

- be aged 16 and over to operate a PMD unsupervised (fine—\$110)
- be supervised by an adult if aged between 12 and 15 (fine—\$110)
- wear an approved bicycle helmet that is securely fitted (fine—\$110)
- keep left when travelling on a path (fine—\$73)
- give way to pedestrians on a path (fine—\$73)
- keep left to oncoming bicycles and PMDs on a path (fine—\$66)
- have a working warning device, such as a bell or horn (fine—\$44)
- have a working flashing or steady white light at the front, a red light and a red reflector at the rear to use at night or in hazardous conditions (fine—\$44).

A PMD operator must not:

- travel faster than 12km/hour (fine—\$146)
- travel along a road unless there is an obstruction or it is impractical—in these instances a PMD is allowed to travel up to 50m on the road (fine—\$110)
(**Note:** PMD users may stay on their device to cross a road at a designated crossing.)
- carry any passengers (fine—\$44)
- use a hand-held mobile phone while operating a PMD (fine—\$330)
- drink alcohol while operating a PMD (fine—\$110)
- travel past a 'PMD prohibited' sign (fine—\$44).

Local councils and land owners can prohibit PMDs in areas not appropriate for their use, for example in some malls, esplanades or jetties. The following sign will be displayed in these areas and PMD operators must not travel past this sign. Get information on where you can and can't use PMDs from your local council.



Full details of the conditions and restrictions that apply to PMDs can be found in section 244 of the Queensland Road Rules(<http://www.tmr.qld.gov.au/Safety/Queensland-road-rules.aspx>).

Last updated 19 May 2014

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New cycling rules

Whether you travel on two wheels, four wheels or more, we all need to get along and share the road safely.

That's why the Queensland Government has introduced new rules to protect all road users. It's in everyone's interest to follow these new rules and stay safe.

What are the new rules?

Minimum passing distance for motorists

From 7 April 2014, by law, motorists must stay wider of the rider by giving:

- a minimum of 1 metre when passing cyclists in a 60km/h or less speed zone; and
- 1.5 metres where the speed limit is over 60km/h.

From this date motorists can cross centre lines (including double unbroken centre lines), straddle lane-lines and drive on painted islands to pass cyclists, provided the driver has a clear view of any approaching traffic and it is safe to do so.

These new road rules will initially be trialled over two years.

This law is the first of its kind in Australia and will road-test the impact the rules have on saving lives.

But what if I can't give a metre?

The purpose of this new rule is to give some clarity around a distance most people already provide when passing cyclists. The aim is also to make drivers more aware of cyclists.

On the road though, you may sometimes find yourself in a situation where you are unsure of what to do.

Always apply common sense, obey the rules and remember:

1. Check your surroundings and the cars around you
2. If it is safe to do so, indicate and pass the cyclist at the minimum distance
3. If not, slow down and wait until it is safe to pass.

Fines for cyclists

Responsible cycling means following the road rules.

To encourage safer behaviour on our roads, cyclists who break the road rules will pay the same fines as motorists.

Fines will also be increased for rules that are specific to cyclists.

Cyclists who follow the road rules will not be affected by these changes.

How did these new rules come about?

A Queensland Parliamentary committee inquiry was conducted to determine how to improve interactions between motorists and cyclists, and the safety of cyclists on the road.

The inquiry received numerous submissions from cycling and motoring groups and members of the public and made 68 recommendations to improve cyclist safety.

The Queensland Government has committed to review all the recommendations. While this happens, the new minimum passing distances and equal fines for cyclists (relating to recommendations 8, 9, 14 and 31) have been expedited.

These changes will bring immediate improvements from 7 April 2014 to the safety of cyclists on Queensland roads.

Turn over for some Frequently Asked Questions...

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Government

Minimum passing distance

1. Why is a minimum passing distance being trialled?

Many cyclist fatalities on the road are caused by cyclists being hit from behind by a motor vehicle travelling in the same direction. Cyclists have less protection than motorists and are more likely to be injured if a crash happens, so they need adequate space when interacting with vehicles.

Introducing a minimum distance for passing cyclists will help to reduce confusion about how much space is safe when passing a cyclist and raise awareness of cyclists' vulnerability on the road.

2. Does the minimum passing distance apply to all motor vehicles?

Yes, the rule applies to all types of vehicles, including cars, motorbikes, heavy vehicles and public transport vehicles.

3. When does the minimum passing distance apply?

The rule applies whenever a motorist is passing a cyclist travelling in the same direction.

This includes when you are travelling alongside a cyclist in your own lane on a multi-lane road. It does not apply when you are travelling in opposite directions or on opposite sides of the road to a cyclist.

4. If I do not give the appropriate minimum distance, what penalties will I receive?

Motorists who break the rule will receive three demerit points and a fine of \$330. A maximum fine of \$4,400 can apply if the matter goes to court.

5. How is the passing distance measured?

The passing distance is measured from:

- the rightmost part of the bicycle, or the person on the bicycle; to
- the leftmost part of the vehicle, or something projecting from the vehicle, such as a mirror.

6. How will the new rule be enforced?

The Queensland Police Service will enforce the minimum passing distance as part of its ongoing role in enforcing road rules.

7. Can I cross centre lines to pass cyclists?

Yes. To pass a cyclist, as long as you do so safely, you can:

- Drive over centre line/s on a two-way road – **new rule**
- Straddle or cross a lane line (including a continuous lane line) on a multi-lane road – **new rule**
- Drive on a painted island to pass a cyclist on a multi-lane road – **new rule**
- Cross the centre of the road where there is a broken centre line or no centre line.

8. Why are motorists now allowed to cross continuous centre lines to pass a cyclist?

Continuous centre lines are used where it is unsafe for a vehicle to pass another vehicle travelling at a similar speed. They are often used at risky locations such as sharp corners.

Bicycles travel at slower speeds than vehicles, so motorists can pass them more quickly, and may cross centre lines safely (provided there is no oncoming traffic or other hazards). The road rules already permit vehicles to cross continuous centre lines to avoid an obstruction, such as a broken down truck.

The road rules about continuous centre lines are therefore being updated to make the existing provision clearer and help motorists comply with the minimum passing distance rules. The update will not compromise road safety.

Before you cross continuous centre lines to pass a cyclist, you must still ensure that it is safe to do so, and watch for oncoming traffic and other hazards.

You must not cross continuous centre lines to pass another motor vehicle.

9. What should I do if I can't give the minimum passing distance because of oncoming traffic or other road conditions?

You must slow down and wait until road conditions change, then safely pass the cyclist using the minimum distance.

You may cross or straddle lane lines, centre lines or a painted island to pass a cyclist, provided you can do so safely.

10. Does a cyclist need to observe the minimum distance when passing motorists?

Cyclists are expected to keep a safe distance when passing other traffic.

However, the minimum passing distance applies to motorists passing a cyclist, not cyclists passing motorists. This is because of the greater risk faced by cyclists when motorists pass them too closely. Cyclists do not pose the same risk to motorists.

11. What if I've stopped and a cyclist pulls up beside me within the minimum passing distance?

If you have stopped, for example at traffic lights or in a line of traffic, and a cyclist stops beside you within the minimum passing distance, you have not committed an offence. When the traffic starts moving let the cyclist ride ahead, and only overtake the cyclist when you can safely leave the minimum passing distance.

12. What happens when a cyclist passes me in my car, bus or heavy vehicle with less than the minimum distance?

You have not committed an offence. The minimum passing distance applies to motorists passing a cyclist, not cyclists passing motorists. This is because of the greater risk faced by cyclists when motorists pass them too closely. Cyclists do not pose the same risk to motorists.

However, cyclists are also expected to keep a safe distance when passing other traffic.

13. What happens if I need to pass two cyclists riding beside each other?

You will need to apply the minimum passing distance to the cyclist furthest to the right.

Cyclists can ride side by side on a road as long as they are not more than 1.5 metres apart.

14. Do I have to indicate when passing a cyclist?

Yes. You must:

- Indicate right long enough to warn other road users you're about to change direction to pass a cyclist
- Indicate left when you have passed the cyclist and are moving back to your original position on the road.

This applies whenever you change direction to pass a cyclist, not just when you have to cross centre or lane lines.

15. What happens if a cyclist is riding around an obstacle and I need to pass them?

You must always leave the minimum passing distance between your vehicle and the cyclist. If this is not possible, it is as simple as waiting until the cyclist has finished the manoeuvre and it is safe to pass them.

16. As a cyclist, whereabouts on the road should I ride?

On a multi-lane road, you can take up any part of the lane space.

On a road that is not a multi-lane road you should ride as near as practicable to the far left side of the road.

17. Does the minimum passing distance apply when I am passing a bicycle travelling in a bicycle lane?

Yes. You must keep the appropriate minimum distance when passing a bicycle to your left in a bicycle lane.

18. Does a minimum passing distance apply elsewhere in Australia?

No other Australian state or territory has a legislated minimum passing distance for a motorist passing a cyclist yet.

19. How will the trial be evaluated?

The rule is being introduced as a two-year trial. The Department of Transport and Main Roads will seek independent advice about how the trial should be evaluated. It is expected that the evaluation will consider the practicability of the rule, road users' attitudes and perceptions and road safety benefits.

Equal fines for cyclists

1. As a cyclist, what changes to fines do I need to know about?

From 7 April 2014 fines equal to motorists' fines will apply for cyclists who disobey road rules.

Common offences include:

- Failing to stop at a red traffic light – \$330
- Disobeying a 'No U-turn sign at an intersection – \$88
- Failing to stop at a 'Stop' sign at an intersection – \$330
- Exceed speed limit in a speed zone by less than 13km/h – \$146

Penalties will also be increased for rules that are specific to you as cyclists.

Common offences include:

- Carrying more passengers than on a bicycle is designed for – \$110
- Failing to give way to pedestrian on a footpath or shared path – \$110
- Failing to display a light at night or in hazardous weather conditions – \$110

2. Why are the fines being increased?

As legitimate road users, cyclists must obey the same road rules as motorists. The Queensland Government is committed to providing a safer environment for all road users.

Last year 13 cyclists lost their lives on Queensland roads. Cyclists who don't follow the road rules put themselves and other road users at risk.

3. If I commit an offence on my bicycle and hold a driver's licence will I accumulate demerit points?

No, demerit points will not be accumulated, however the fine will be the same amount as it would be for motorists.

4. Is there a minimum age limit for a cyclist who commits an offence to receive a fine?

No. There is no minimum age limit to receive fines for an offence from the Queensland Police Service.

5. Are any other road users affected by the changes to the fines?

Yes. Riders of animals and drivers of animal-drawn vehicles will also have to pay the new fine amounts if they disobey the road rules.

6. Are fines for motorists and cyclists equal elsewhere in Australia?

Some states have already introduced equal fines for motorists and cyclists, and others are considering introducing them.

4 REPORTS

5 ENVIRONMENT & OPERATIONS

5.1 Asset Management Plan - Water Supply & Stormwater Drainage

Document Information

Referring Letter No: N/A

File No: 345

Name of Applicant: N/A

Location: N/A

Author and Title: Reg Norman – Asset Systems Co-ordinator

Executive Summary

At a recent Asset Management Workshop a review was conducted of Draft Asset Management Plan for Water Supply assets. In-principle support was given to submit revised Asset Plan Drafts to Council for final review and adoption, following a number of recommended changes being made. In addition, the latest draft Stormwater Asset Management Plan is attached which contains current long term budget allocations and is also for review and adoption.

Recommendation

That Council receives and adopts the attached Draft Burdekin Shire Council Asset Management Plans for both Water Supply and Stormwater assets as approved working documents.

Background Information

The Federal government identified the need for a consistent asset management framework across Australia to ensure local governments managed their assets in a sustainable manner.

Each State and Territory is then responsible to ensure Local Governments under their jurisdiction adopt this framework.

Provisions of the Queensland Local Government Act 2009 and relevant Regulations require Council to have an asset management framework in place.

Asset Management Plans for Buildings and Transport assets were adopted by Council in 2011 and Sewerage assets in 2013. The approval of the Water Supply and Stormwater plans will complete the suite of AMP's required to manage approximately 90% of Council's assets.

Link to Corporate/Operational Plan

Section 2. Infrastructure

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

Strategy

2.2 To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation / replacement, disposal and performance based on agreed service levels.

Consultation

Internal consultation has been ongoing through members of the Asset Management Group, Stakeholders and Councillors.

Legal Authority or Implications

"Non-compliance may result in a final report that can be used for public information dissemination purposes regarding the project." *Source: Section 4 Asset Management Advancement Program 2011-12 – Department of Local Government and Planning.*

Policy Implications

Compliance with Council's Asset Management Policy, adopted by Council on 18th January 2011, Item number 19.

Financial and Resource Implications

The long term funding requirements obtained from the Asset Management Plans will be incorporated into Council's Long Term Financial Plan

Report prepared by:

Reg Norman, Asset Systems Coordinator

Report authorised by:

Kevin Byers, Manager Technical Services

Attachments

1. Water Supply Asset Management Plan
2. Stormwater Asset Management Plan

STORMWATER (Drainage) ASSET MANAGEMENT PLAN



Authoring Officers:	Glen Stockdale Adrian Ellson Reg Norman	Senior Technical Officer ACEAM Consultant Asset Systems Coordinator
Sponsoring Officer:	Kevin Byers	Manager - Technical Services
Approving Officer:	Trevor Williams	Director - Environment & Operations

Revision V1.3 - June 2014

Adopted by Council on:	___/___/___
Item No:	



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Document ID: <i>stormwater amp ver 1.2 final revised 04 09 13.docx</i>					
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V1.2	October 2011	Updated Draft	GS	RN	TW
V1.2	December 2011	Final Draft	RN	KB	TW
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V1.3	April 2014	Revised format & input data	RN	KB	TW
V1.3a	May/June 2014	Revised Final Draft	RN	KB	TW
Acknowledgement		<div></div> <p>Burdekin Shire Council acknowledges that the base format for this document comes from the Institute of Public Works Engineering Australia.</p>			

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Final Draft

1. EXECUTIVE SUMMARY

1.1 The Burdekin Region

Burdekin Shire is located approximately 80 kilometres south of Townsville and covers an area of 5,053 square kilometres. The Shire is centred on the rich farming land of the Burdekin with an estimated resident population in 2011 of 17,364¹ persons. The Shire is categorised as a Rural Agricultural Very Large (RAV) Local Authority under the Australian Classification of Local Government.

The principal urban areas are the twin towns of Ayr and Home Hill, with smaller centres of Brandon, Giru, Alva Beach, Jerona, Wunjunga, Clare, Millaroo and Dalbeg.

The Burdekin region is the largest sugar cane producing area in Australia, and is supplied by the nation's largest water development project – The Burdekin Falls Dam, which is capable of supplying more than 1 million megalitres of water each average year to the Lower Burdekin area.

A combination of favourable climatic factors, fertile, well drained soils and a plentiful supply of irrigation water have also resulted in Burdekin's multi-million dollar small crops industry, with crops grown including capsicums, beans, melons, pumpkins, tomatoes, eggplants and mangoes.

Adding to the strength of the local economy is the districts' grazing industry and growing aquaculture industry.

The economy of the Shire is supported by a variety of educational, health and sporting resources including three high schools, numerous primary schools, pre-schools and day care centres, as well as a TAFE College and modern Hospitals, Medical, Dental and Aged Care facilities in Ayr and Home Hill.

1.2 What Council Provides

Burdekin Shire Council provides support services to its communities, small businesses, and visitors to the region in various ways.

The purpose of this asset management plan is to define how Burdekin Shire Council will provide and maintain an appropriate stormwater network to service community, corporate and commercial needs, and of equal importance, how it will do so in an economically sustainable way.

Burdekin Shire Council's stormwater network assets have a current replacement cost of \$27.64 Million².

1.3 Council's approach to Asset Management

It is a requirement of the Queensland Government's Advanced Asset Management Program that Council develop and adopt an asset management plan that provides guidance with respect to the future management of the Shire's stormwater network. Council has chosen to adopt a service-centric approach to asset management, which is in line with the national asset management framework.

Council has historically managed stormwater assets in a top down manner that is referred to as 'core asset management'. Council has chosen to transition the development of asset management plans from a 'bottom up' approach, which is referred to as 'advanced asset management'. It is advanced because Council has begun collecting more robust information regarding stormwater needs of the Burdekin community and aligning them with service levels that each stormwater asset is to provide, along with the condition of each Stormwater asset.

¹ Source: ABS Census data 2011

² This value is derived from Council's Audited Financial Statements for 30th June 2013.

While not fully transitioned, the new approach has yielded valuable insights into the condition of Burdekin Shire's stormwater assets. Taking this approach, this Stormwater asset management plan is guided by Council's Long Term Financial Plan [LTFP], which forms the capital planning budget, which is the source of current and future capital projections for new, upgrade and renewal budgets, shown at *Appendix D – 10 Year LTFP Stormwater Capital Works Program*.³

Council has committed renewal expenditure for stormwater asset maintenance commencing in 2013-14 with \$556K (year 1), \$100K (Year 2) and \$83K for the remaining LTFP budget period. The anticipated renewal outcomes from Council's predictive modelling software and other analysis work is based on stormwater renewal works reports, using 'constrained' and 'unlimited' budget modelling strategies.

1.4 What does it Cost?

This Stormwater asset management plan identifies the estimated capital expenditure required to provide an agreed level of service to the community over a 25 year period. Based on the LTFP annual renewal budget, it is possible for Council to meet its service obligation to the Community, provided that Council continues its funding commitment for 'renewal', 'new' or 'upgraded' works in years prior to asset(s) reaching unserviceable levels.

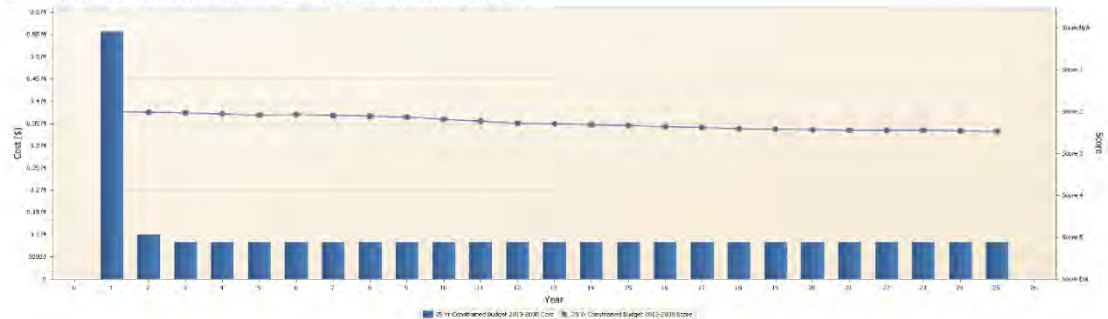
As shown below, Council's stormwater asset condition outlook for the next 25 years is using the following guidance:

- Basing budget estimates on Council's LTFP Stormwater Renewal Capital Works Program (*Appendix D*) in today's dollars; and
- Not including an allowance for inflation or an increasing asset base; and
- Using a combination of 'age based' and 'condition-based' physical inspection data to carry out valuations.

According to modelling projections for Stormwater Assets by Asset Quantity – *Fig 1* on the following page, the projected LTFP renewal amount (projected for 25 years) is expected to cause a slight decline in overall condition; therefore Council will still maintain the ability to meet minimum service obligations to the Community between condition level '**2 - good condition**'; and condition level '**3 - serviceable**'.

³ Based on Appendix D – 10 Year LTFP Stormwater Capital Works Program

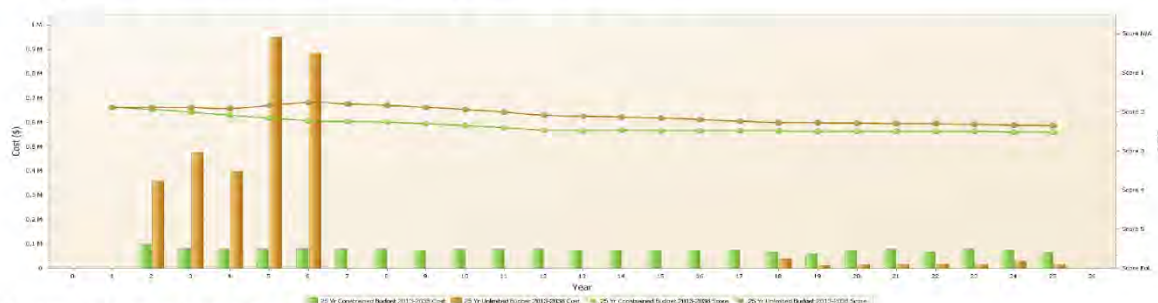
1.4.1 Fig 1. – 25 Year Stormwater – Service Level by Asset Quantity



With the exception of year's 1 (\$556K) and 2 (100K), the LTFP budget is constrained to \$83K pa for most future years. As a result, Council's predictive software is unable to schedule all works that exceed this amount in any given year. For example, using an 'unlimited budget' predicting model, several individual assets requiring renewal may exceed the budget of \$83K in their own right, therefore are not included in the constrained budget works program. To address this issue Council will need to confirm the condition and associated risks of these assets and reconsider the level of renewal funding in future iterations of asset management planning.

In providing the above assessment, it should be noted that an average trendline is produced in the above graph using predictive modelling primarily based on "age based" condition-assessment data. Council is currently updating methods for conducting physical condition assessments of stormwater assets to provide a more accurate representation Stormwater assets condition. Using the above modeling outcomes, it is recommended that Council maintain the current LTFP renewal budget and continue to increase the amount of physical condition data to further qualify the timing of renewals in the model. When more comprehensive data is available, a new predictive-modelled works program will be produced so that Council can make informed decisions with regard to altering the LTFP budget (if required) to more closely match the forward renewal works program.

1.4.1 Fig 2. – Comparison of Constrained & Unlimited Budget(s) by Network Measure



Comparative Budget Scenario

The simulated budget model in figure 2 contains comparisons between Council's approved LTFP Stormwater Renewal Budget and an 'unlimited' budget, highlighting funding (peak) levels Council's predictive modelling software deems necessary to maintain Stormwater assets to a minimum '3-servicable' level standard (or better), while ensuring all necessary renewal works are completed.

The inputs used for Council's modelling software model in Fig 2 are the current replacement values identified within Council's asset registers. They are produced without cost limits using *Network Measure* (that is, each asset's individual current replacement cost). The above graph comparison shows projected renewal modelling expenditure, with surplus budget values removed to more accurately show annual expected expenditure (with the exception of inflationary increases due to movements in material or labour costs). As previously mentioned, Council may need to supplement particular 'peak' years to ensure additional renewal works are conducted to maintain condition levels above minimum '3-servicable' level standards.

Guidance provided by external consultants has indicated that it may take three (3) to four (4) years to properly refine condition reporting, degradation life cycles and cost of work, etc.

1.5 Measuring our Performance

Approach

Council has adopted a service-centric approach to the management of its stormwater assets. The nature and quality of Council's stormwater assets will be managed to service community, corporate and commercial needs. This will over time, involve upgrading existing assets and possibly disposing of assets that no longer service a community, corporate or commercial need.

Quality

Stormwater assets will be maintained to an minimum overall 'serviceable' condition (or better); noting that at any given time that some individual assets may be in good condition or better and some may be in poor condition or worse. Defects found or reported that are outside specified service standards will be repaired. Please see Council's *Stormwater LoS & Intervention Manual at Attachment 1* for details of defect prioritisation and response times.

Function

Council's intent is that an appropriate network of stormwater assets is maintained to an overall 'serviceable' condition.

Stormwater asset attributes will be maintained at a safe level as needed to ensure public safety. Council needs to ensure key functional objectives are met:

- To provide a suitable range of stormwater assets to meet agreed targets of safety and function; and
- Provide and maintain stormwater assets to community, corporate and commercial requirements within available financial and human resources.

The main functional consequence of failure of stormwater assets or sub-components is the inability to provide a suitable stormwater drainage network within Burdekin Shire at a level acceptable to the community and in compliance with appropriate standards.

Safety & Serviceability

Council intends to inspect all stormwater assets regularly (where possible) and will prioritise and repair defects in accordance with Council's Stormwater LoS & Intervention Manual (*Attachment 1*) to ensure they are safe and in accordance with service standards.

1.6 The Next Steps

The key actions resulting from this asset management plan are:

- Upgrading and improving documentation of a formalised physical condition assessment framework and manual;
- Collecting physical condition assessment data for stormwater assets by suitably trained Council personnel, or appropriate external contractors;
- Refining asset lives and determining residual values (if applicable) for stormwater assets; and
- Review, refine and update this asset management plan during annual budgetary processes.

Adoption

This Stormwater Asset Management Plan was formally adopted by Burdekin Shire Council on <<Date>>, Item Number <<No>>.

2. INTRODUCTION

2.1 Purpose

This asset management plan defines Burdekin Shire Council's strategy for responsible management of its stormwater assets (and services provided by its stormwater assets) in a manner that is both compliant with regulatory requirements and sustainable within available resources. This plan will also be used to communicate any need for additional funding.

2.2 References

The key legislation, standards, policies, plans and manuals that form the context in which this asset management plan has been developed are.

- Relevant legislation is listed at Section 4.2
- Australian Accounting Standards, in particular AASB 116 'Property, Plant and Equipment'
- Burdekin Priority Infrastructure Plan
- Burdekin Shire Council Corporate Plan
- Burdekin Shire Council Long-term Financial Plan
- Burdekin Shire Council Asset Management Policy
- Burdekin Shire Council Risk Management Policy
- Queensland Government's Asset Management Advancement Program
- International Infrastructure Management Manual (IIMM)
- Australian Infrastructure Financial Management Manual
- Stormwater LoS & Intervention Manual (Attachment 1)

This asset management plan is to be read within the context provided above, and where doubt exists, the respective document above should be consulted.

2.3 Council Stormwater Assets

Burdekin Shire Council owns/manages a variety of stormwater assets. A complete listing of Council's stormwater assets is contained within Council's stormwater asset register. The following is a summary of Council's stormwater assets.

Asset category		Replacement Value
Reinforced Concrete Boxed Channel	(RCBC)	\$3.8M
Steel Reinforced Concrete Pipe	(SRCP)	\$17.73M
Kerb and Channel	(K&C)	\$367K
Manholes		\$922.7K
Stormwater Pits		\$1.41M
Lined Channels		\$1.87M
Steel Pipe Total		7.1K
Project Work [Flood Reporting & Mitigation]		1.48M
Current Replacement Cost (CRC) Total		\$27.63M

Burdekin Shire Council's stock of Stormwater assets on 30th June 2013 has a fair value of approximately \$18.07 million⁴.

2.4 Roles and Responsibilities

Council's asset management responsibility is defined as a stewardship role, caring for and protecting the Shire's assets for current and future generations. This and other information is contained within Council's Asset Management Policy, adopted by Council on 18th January 2011, Item number 19.

⁴ This value is derived from Council's Financial Statements on 30th June 2013

2.5 Goals and Objectives of Asset Management

Burdekin Shire Council's primary role is to provide services to its community, business and visitors. Some of these services are provided through the use of stormwater assets. Council has acquired stormwater assets by construction by council staff and/or contractors, and by donation of assets constructed by developers and others to meet agreed levels of service.

Council's goal in managing stormwater assets is to meet the required level of service in the most cost effective manner for present and future stakeholders. The key elements of stormwater asset management are:

- taking a life cycle approach;
- developing cost-effective management strategies for the long term;
- providing a defined level of service and monitoring performance;
- understanding and meeting the demands of growth through demand management and infrastructure investment;
- managing risks associated with asset failures;
- sustainable use of physical resources; and
- continuous improvement in asset management practices.⁶

2.6 Council Vision, Mission, Principles and Goals

Council's vision, mission and principles used in providing services to the Burdekin community and its visitors are detailed in the Shire's Corporate Plan. These guiding values have been considered in the preparation of this Asset Management Plan.

The objective of Council is to provide, maintain and facilitate appropriate infrastructure to service the Shire's agreed existing and future service levels. This asset management plan has been developed to support the achievement of Council's mission and objectives, and the implementation of this asset management plan is an enabler for the achievement of the strategies underpinning Council's mission

2.7 Overview of this Plan

Part 1 provides an executive summary of the findings and outcomes of this asset management plan.

Part 2 of the plan provides an overview of the plan.

Part 3 defines the likely future growth and demands in the Burdekin region.

Part 4 explains how community expectations and the current legislative and policy requirements define the stormwater asset service hierarchy.

Part 5 takes into account the current condition of Council's stormwater assets and uses Council's predictive modelling software to strategically identify likely changes in condition and determines renewal work needed to maintain stormwater assets at a minimum '3 - serviceable' condition.

Part 6 is the assessment of the economic viability and Council sustainability of the forward capital works program.

Part 7 provides a summary of Council's asset management practices and systems.

Part 8 identifies some actions for improving practices and refining data with regard to maintaining Council's stormwater assets.

Appendix A lists the abbreviations used in this Plan.

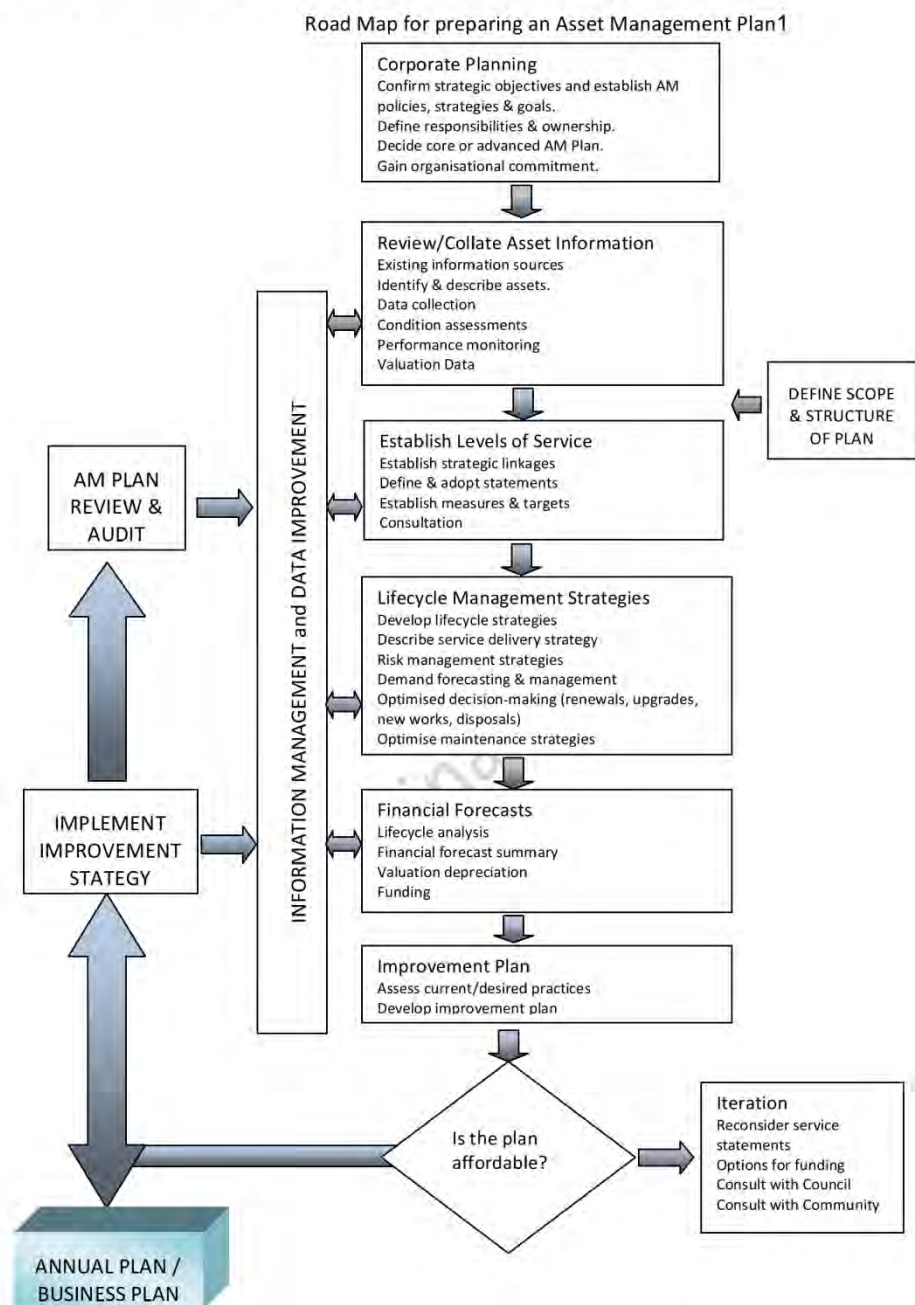
Appendix B is a glossary of terms and their explanation.

Appendix C is the stormwater assets condition degradation rate

A road map for preparing an asset management plan is shown on the following page:

⁶ International Infrastructure Management Manual (IIMM), Section 1.1.3, page 1.3

2.7.1 Figure 2.2 – Asset Management Road Map



¹ Source: IIMM Ver 3.0, 2006 Fig 1.5.1, p 1.11

2.8 Core and Advanced Asset Management

This asset management plan is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the 'system' or 'network' level.

This plan also incorporates elements of 'advanced' asset management, which uses a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels. This has been possible by using the ACEAM proprietary Step-watch methodology as shown below.

2013/14 is considered the transitional year for migrating from core to advanced asset management planning. As a result, the process is not complete because of some issues discovered during the process such as the lack of condition assessment data, and lack of a formal asset management system. Nonetheless good progress has been made this past 12 months, which will provide a solid foundation for greater improvement over the coming 12 months.

2.8.1 Figure 2.3 – Stepwatch Asset Management Process



3. FUTURE DEMAND

3.1 Demand Forecast

The future demand for stormwater assets and the services they provide is derived from Council's Priority Infrastructure Plan, which has identified the following population growth rates: It is anticipated that there will be a slight decline in population; however, there will be a reduction in the number of people living within a dwelling that will cause a slight increase in the number of dwelling in the region.

Table 3.1: Population and Housing Projections

Location/ Area	Dwelling Type	Existing and projected population (persons)				Average occupancy rate (person/dwelling)				Existing and projected dwellings			
		2006 Existing	2011 1-5 yrs	2016 6-10 yrs	2021 11-15 yrs	2006 Existing	2011 1-5 yrs	2016 6-10 yrs	2021 11-15 yrs	2006 Existing	2011 1-5 yrs	2016 6-10 yrs	2021 11-15 yrs
Ayr	Single Dwelling	7,752	7,599	7,684	7,870	2.28	2.25	2.22	2.19	3,394	3,420	3,464	3,508
	Multiple Dwelling	467	464	463	463	1.35	1.36	1.34	1.32	339	341	345	350
	Other	359	357	356	356	1.65	1.63	1.61	1.58	217	219	222	225
	Total	8,579	8,519	8,503	8,489	2.17	2.14	2.11	2.08	3,950	3,980	4,031	4,084
Brandon	Single Dwelling	748	743	742	740	2.28	2.25	2.22	2.19	328	330	334	339
	Multiple Dwelling	45	45	45	45	1.38	1.36	1.34	1.32	33	33	33	34
	Other	35	34	34	34	1.65	1.63	1.61	1.58	21	21	21	22
	Total	828	822	821	819	2.17	2.14	2.11	2.08	381	384	389	394
Home Hill	Single Dwelling	2,779	2,759	2,754	2,749	2.28	2.25	2.22	2.19	1,216	1,226	1,242	1,258
	Multiple Dwelling	168	166	166	166	1.38	1.36	1.34	1.32	121	122	124	125
	Other	129	128	128	127	1.65	1.63	1.61	1.58	78	79	80	81
	Total	3,075	3,053	3,048	3,043	2.17	2.14	2.11	2.08	1,415	1,427	1,445	1,464
Outside PIA	Single Dwelling	5,063	5,028	5,018	5,010	2.28	2.25	2.22	2.19	2,216	2,233	2,262	2,292
	Multiple Dwelling	305	303	303	302	1.38	1.36	1.34	1.32	221	223	225	229
	Other	235	233	233	232	1.65	1.63	1.61	1.58	142	143	145	147
	Total	5,603	5,564	5,553	5,544	2.17	2.14	2.11	2.08	2,579	2,599	2,633	2,667
Total for Planning Scheme Area	Single Dwelling	16,342	16,228	16,197	16,169	2.28	2.25	2.22	2.19	7,154	7,203	7,302	7,397
	Multiple Dwelling	985	979	977	975	1.38	1.36	1.34	1.32	724	719	728	738
	Other	758	752	751	750	1.65	1.63	1.61	1.58	458	462	468	474
	Total	18,085	17,959	17,925	17,894	2.17	2.14	2.11	2.08	8,326	8,390	8,498	8,609

3.1.1 Figure 3.1 – Population and Housing Projections

The Population and Housing Projections shown in Figure 3.1 (from 2006 – 2021) are indicating little justification for additional new Stormwater assets to be provided. More recent population statistics taken from ABS's 2011 Census data reveals the combined 2011 population for Burdekin Shire was 17,364, which is 595 persons below the estimated 2011 figures of 17,959.

Although revised growth patterns do not indicate a need for additional 'new' Stormwater assets to be provided, existing Stormwater assets should be maintained to at least a 'serviceable' condition.

Council may wish to also investigate the acquisition of further specialised assets for the treatment of "dirty" stormwater runoffs.

3.2 Changes in Technology

Technology changes are forecast to have minimal effect on the delivery of services covered by this plan. Stormwater processes and material types are expected to remain relatively static during the course of the next 10 years.

3.3 Demand Management Plan

Demand for new services will be organised through a combination of managing existing stormwater assets, upgrading of existing stormwater assets and providing new assets to meet increases in demand. Demand management practices include non-asset solutions, insuring against risks and managing failures.

Statistics show Burdekin Shire should remain relatively static for the next five (5) to ten (10) years. However, visitor numbers to the Burdekin region are reflecting a growth trend partly due to the growing number of visitors touring the country and the influx of seasonal workers during the fruit and vegetable harvesting season.

3.4 Stormwater Assets Improvement Strategy

Burdekin Shire Council's assessment of Community expectations regarding the requirement of new and existing stormwater assets is that the level of service that Council is providing with respect to the provision and maintenance of stormwater assets is appropriate.

As assets are targeted for major renewal or upgrading works, they will be brought up to appropriate levels in accordance with current engineering standards.

Council's overall strategy is to keep Stormwater assets in a 'serviceable' or better condition as a minimum and apply appropriate maintenance and capital renewal programs to prolong the useful lives of these assets.

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4. STORMWATER ASSETS SERVICE HIERARCHY

4.1 Community Research and Expectations

Burdekin Shire Council has not conducted any recent formal research on customer expectations. Results of ongoing consultation with the Burdekin community, developers, etc, will be included in future updates of Council's Asset Management Plans.

Council's current knowledge of customer expectations is based on feedback from elected members, and analysis of customer service requests and complaints. Council currently utilises a Customer Request Management (CRM) system whereby all requests are recorded and monitored; providing an accurate indication of levels of service expected and achieved for the community.

Council will consult its communities regarding their needs for stormwater improvements after the baseline asset management plan has been adopted. This asset management plan will contribute to the consultation process with the Burdekin Community.

4.2 Legislative Requirements

Council is required to meet many legislative requirements including Federal and Queensland State Government-legislated Acts, regulations and guidelines. These include but are not limited to:

Legislation	Requirement
<i>Local Government Act 2009</i>	The purpose of this Act is to provide for— (a) the way in which a local government is constituted and the nature and extent of its responsibilities and powers; and (b) a system of local government in Queensland that is accountable, effective, efficient and sustainable.
<i>Local Government and Other Legislation Amendment Act 2012.</i>	An Act to amend the City of Brisbane Act 2010, the Judicial Review Act 1991, the Libraries Act 1988, the Local Government Act 2009, the Local Government Electoral Act 2011, the Parliament of Queensland Act 2001, the Public Interest Disclosure Act 2010, the Public Sector Ethics Act 1994, the Public Service Act 2008, the Right to Information Act 2009 and the Transport Infrastructure Act 1994 for particular purposes.
<i>Local Government Regulation 2012</i>	This regulation is about community planning and financial management for local governments, including— (a) engaging the community; and (b) planning community growth and development; and (c) local government rates and charges; and (d) the financial accounts, documents, policies, records and reports of a local government; and (e) local government contracts; and (f) allocating funds received by the State from the Commonwealth for local government purposes.
<i>Qld Urban Drainage Manual [QUDM] 2007</i>	The QUDM Manual for stormwater management should be used in coordination with other recognised manuals covering topics such as: <ul style="list-style-type: none"> • Water Sensitive Urban Design • Water Sensitive Road Design • Natural Channel Design • Waterway management including fauna passage • Erosion & Sediment Control • Bridge and culvert design manuals • Australian Rainfall and Runoff (ARR) • Australian Runoff Quality (ARQ)

Legislation	Requirement
<i>Environmental Protection Act 1994</i>	The EP Act is the primary pollution control legislation in the State, defining the nature of environmental harm and attributing sizeable penalties for anyone committing pollution offences, environmental harm offences or omitting to take reasonable preventive action. It can also, through its 'standard criteria' provisions, call up criteria for assessing potential environmental harm from the carrying out of environmentally relevant activities. These criteria ensure that an activity will be ecologically sustainable.
<i>Environmental Protection (Water) Policy 1997</i>	The objective of the Environmental Protection (Water) Policy 1997 is to protect Queensland's water environment according to the principles of ecologically sustainable development. It recognizes five EVs to be protected: <ul style="list-style-type: none"> • aquatic ecosystems • recreational water quality and aesthetics • raw water for drinking water supply • agricultural water use • industrial water use. S42. Council is required to develop and implement an Urban Stormwater Quality Management Plan, as one of a number of other environmental management plans for the purposes of contributing to the achievement of ecologically sustainable development.
<i>Coastal Protection and Management Act 1995 & Coastal Protection and Management Regulation 2003</i>	Objects of this Act include providing for the protection, conservation, rehabilitation and management of the coast, including its resources and biological diversity. The Act requires the preparation of a state coastal management plan and this plan includes policies on stormwater management. The Act provides for the declaration of coastal management districts, which currently comprise the existing erosion prone areas and coastal management control districts established under the Beach Protection Act 1968. Coastal management districts are also identified in regional coastal management plans prepared pursuant to the Act. They can be declared for a variety of reasons including an area's vulnerability to erosion, whether it should be kept in an undeveloped state and consideration of the foreseeable human impact in the area.
<i>Nature Conservation Act 1992</i>	The Nature Conservation Act is relevant to catchment management as it enables areas to be declared or dedicated as protected areas. Conservation plans and management plans which are prepared for these areas prevail over local government planning schemes and the Council is prevented from permitting any use of the land inconsistent with the plans
<i>Integrated Planning Act 1997</i>	The Integrated Planning Act [IPA] 1997 forms the foundation of Queensland's planning and development assessment legislation. Under IPA, 'core matters' are to be addressed and these include 'valuable features' which are defined in the Act as areas of ecological significance, areas contributing to amenity and scenic value; areas of social, cultural or heritage significance; resources and areas of economic value and features contributing to the quality of water. Waterways are therefore a critical focus of IP Act planning schemes.
<i>Vegetation Management Act 1999</i>	The Vegetation Management Act requires the preparation of State Vegetation Management policies and Regional Vegetation Management Plans for the management of vegetation on Freehold land. The State Policy for the Management of Vegetation on Freehold Land ("the State Vegetation Policy") of May 2003 requires the retention of vegetation adjacent to waterways in Coastal

Legislation	Requirement
	Areas.
Land, Water and Other Legislation Amendment Act 2013. (Amends <i>Water Act 2000</i>)	The Act sets the legislative requirements for the majority of Queensland's non-tidal waters. The Act promotes the sustainable management and efficient use of water by establishing a system for the planning, allocation and use of water. The rights to the use, flow and control of all water in Queensland are vested in the State. The purpose of the Act includes the protection and improvement of the physical integrity of watercourses.
<i>Aboriginal Cultural Heritage Act 2003</i>	The Act provides for the protection of significant Aboriginal cultural heritage, including the establishment of a register of Aboriginal cultural heritage and processes for addressing land use impacts. The legislation also establishes a duty of care to prevent harming cultural heritage and creates penalties in relation to the safeguarding of cultural heritage. There are known sites of significant Aboriginal cultural heritage in the Burdekin Region.
<i>Fisheries Act 1994</i>	The Fisheries Act 1994 covers marine, estuarine and fresh waters. Fisheries habitat is managed under the Act for the protection of marine plants, for the declaration of Fish Habitat Areas and the restoration of damaged or destroyed habitats of importance to fish stocks

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4.3 Stormwater Services to the Community

Burdekin Shire Council owns or controls a wide range of stormwater assets. A complete listing of Council's stormwater assets are contained within Council's Stormwater asset register.

This asset management plan uses an asset hierarchy to prioritise renewal works, and determines separate intervention levels for similar assets. Further improvements to the prioritisation of asset renewals based on associated risks are currently in development and will be documented in future asset plan revisions.

4.4 Minimum Condition of Stormwater Assets

Council has assessed the condition of its stormwater assets (according to asset age) when valuation and/or inspection data is not available. Burdekin Shire Council has also used an overall rating system of one (1) to five (5), where:

Overall Condition	Represents
1	Very Good or Excellent Condition
2	Good Condition
3	Serviceable Condition
4	Poor Condition
5	Very Poor or Unserviceable Condition

Limited physical condition assessment data was available prior to preparation of this asset management plan and accordingly, the majority of stormwater assets were condition-rated relative to their remaining useful life.

Valuations of Stormwater have been determined using 'first principles' valuation methodology.

This asset management plan is based on keeping Burdekin Shire Council's stormwater assets in an overall physical condition of '3' or above.

5. STORMWATER ASSETS LIFECYCLE MANAGEMENT STRATEGY

The lifecycle management strategy details how Council plans to manage and maintain its stormwater assets at the agreed levels of condition and service (as defined in Section 3).

5.1 Background Data

5.1.1 Status quo

Burdekin Shire Council owns/manages various stormwater assets. A complete listing of Council's stormwater assets, along with their respective physical details and replacement costs is contained within the Stormwater Asset Register.

Burdekin Shire Council's stormwater assets have an estimated fair value of \$18.07M⁶.

Asset Categories – Useful Lives

The following table shows the estimated useful lives for each stormwater asset category according to currently known and accepted engineering standards:

5.1.1.1 Figure 5.1– Asset Categories – Useful Lives

Asset Categories	Age range in Years, adopted for each condition state					
	1	2	3	4	5	End of Life
Drainage RCBC	1-12	13-44	45-60	61-72	73-80	80
Drainage SRCP	1-12	13-44	45-60	61-72	73-80	80
Drainage K&C	1-12	13-44	45-60	61-72	73-80	80
Drainage Manhole	1-12	13-44	45-60	61-72	73-80	80
Drainage SW Pits	1-12	13-44	45-60	61-72	73-80	80
Drainage Lined Channels	1-12	13-44	45-60	61-72	73-80	80

Remaining Useful Life

Stormwater asset "age based" condition data has been collected and overall condition scores ranged from 1 to 5 for those assets which make up the forward capital works program, which indicates that:

5.1.1.2 Figure 5.2– Asset Categories – Average Remaining Useful Lives

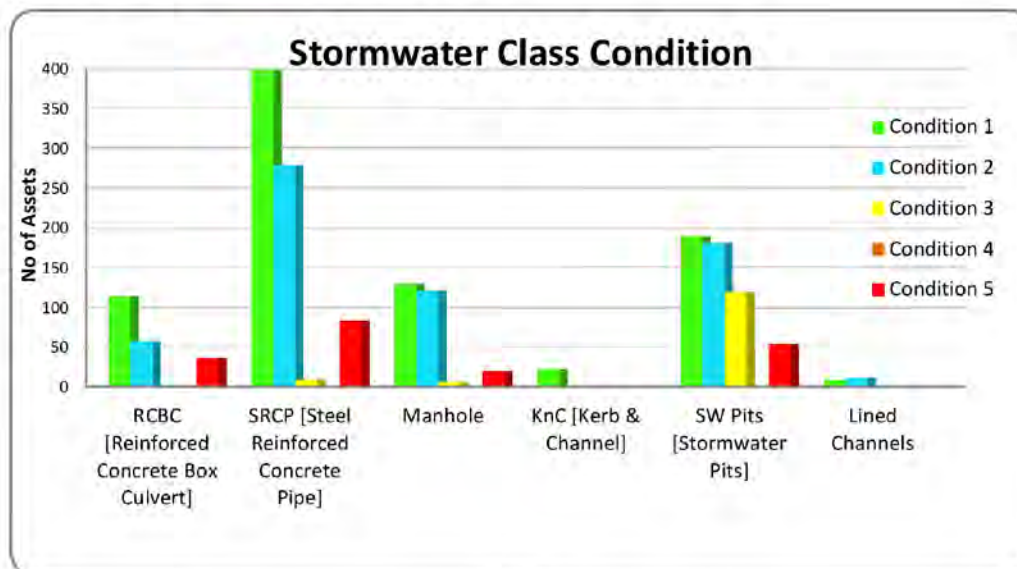
Average Remaining Useful Life Of	Average Condition	Average Age	Average Remaining Life
Drainage RCBC	2.0	30	50
Drainage SRCP	1.82	30	50
Drainage K&C	1.04	22	68
Drainage Manhole	1.77	30	50
Drainage SW Pits	2.17	28	52
Drainage Lined Channels	1.57	28	52
Overall Average	1.92	29	51

⁶ This value is derived from Councils Audited Financial Statements for 30th June 2013.

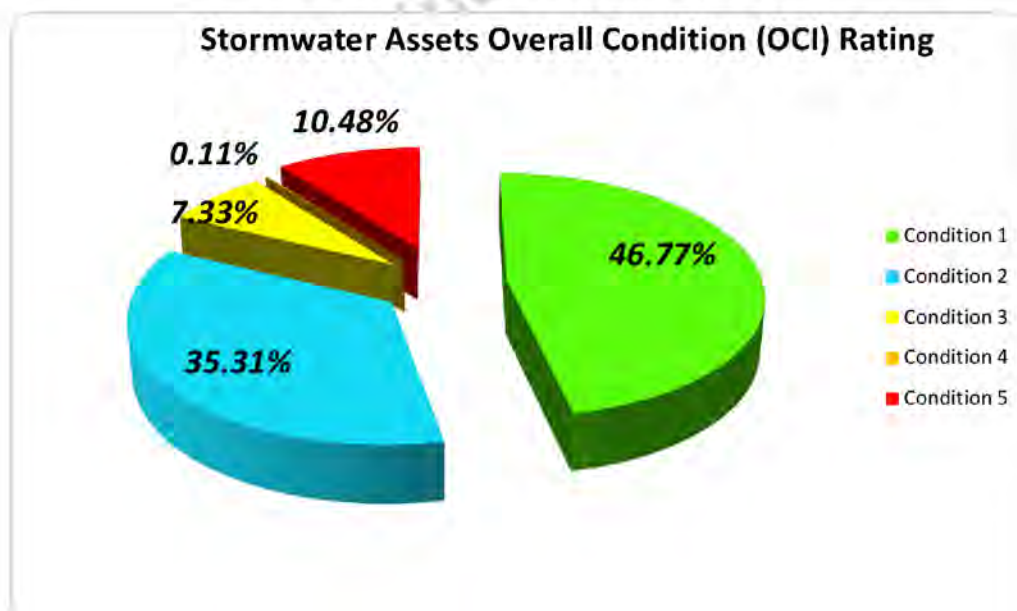
5.1.2 Asset Condition⁷

The overall condition profile of Council's stormwater assets is shown below. The overall condition index is the average condition score calculated by summing individual stormwater asset conditions and dividing by the number of individual stormwater assets.

5.1.1.3. Figure 5.3 – Stormwater Class Condition



5.1.1.4. Figure 5.4 – Stormwater Assets OCI Rating



⁷ For explanation of condition ratings see Section 4.4

5.1.3 Summary Assessment

Council's stormwater assets are currently meeting community and other stakeholder needs and are generally above 'serviceable' and in 'good' condition

Council has committed capital renewal expenditure for stormwater assets in 2013-14 starting at \$556K (year 1), \$100K (Year 2) and \$83K for the remaining LTFP budget period. The anticipated renewal outcomes from Council's predictive modelling software and other analysis work is based on the stormwater renewal works program, calculated separately to this asset management plan.

According to modelling projections, forecast LTFP renewal estimates (extrapolated over 25 years) are expected to cause a slight decline in overall condition. Therefore, extra remedial renewal work may be required from time to time to ensure that minimum service obligations to the Community between condition level '2 - good condition'; and condition level '3 - serviceable' are met.

5.2 Renewal/Replacement Plan

5.2.1 Forward Capital Works Program

In conjunction with Council's Management Team, Burdekin Shire Council has used the Step-watch process and predictive modelling software to identify a 'Stormwater Renewal Prioritisation Program by Year' for Council's stormwater assets.

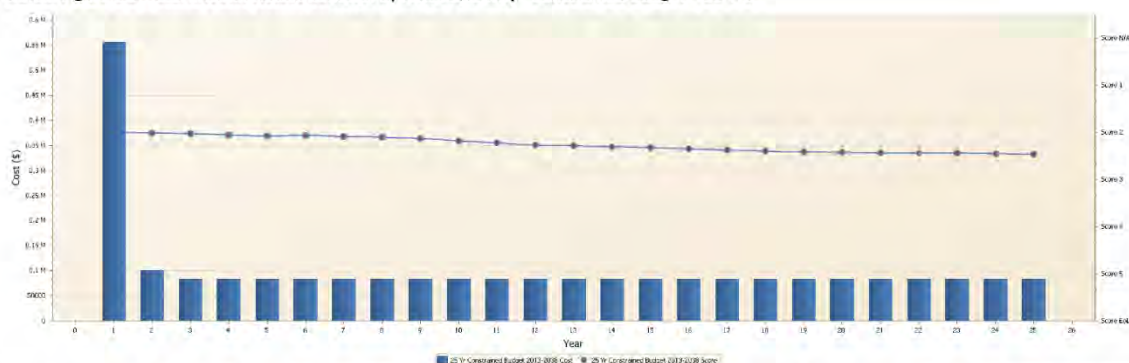
The Forward Capital Renewal Prioritisation program is based on the following renewal/replacement treatments:

5.2.1.1 Figure 5.5 – Stormwater Assets Renewal Replacement

Stormwater Works Prioritisation Program by Year To:	Based on a Useful Life of:
Replace RCBC <600	80 years
Replace RCBC 600-900	80 years
Replace RCBC >900	80 years
Replace SRCP <600	80 years
Replace SRCP 600-900	80 years
Replace SRCP >900	80 years
Replace Kerb & Channel	80 years
Replace manhole (large)	80 years
Replace manhole (medium)	80 years
Replace manhole (small)	80 years
Replace pits (large)	80 years
Replace pits (small)	80 years
Replace pits (stormwater pit)	80 years
Replace Lined Channels (large)	80 years
Replace Lined Channels (small)	90 years
Treatment costs are based on the Asset Register's capital replacement cost for each stormwater asset type	

Capital Renewal Program Budget

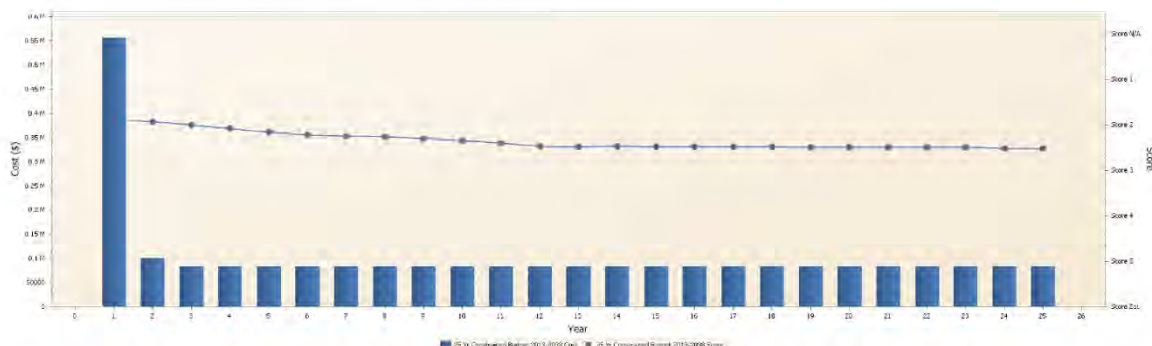
5.2.1.2 Figure 5.6 – Stormwater Assets Renewal by Asset Quantity– Constrained Budget – 25 Yrs



With the exception of year's 1 (\$556K) and 2 (100K), the LTFP budget is constrained to \$83K pa for most future years. As a result, Council's predictive software is unable to schedule all works that exceed this amount in any given year. For example, using an 'unlimited budget' predicting model, several individual assets requiring renewal may exceed the budget of \$83K in their own right, therefore are not included in the constrained budget works program. To address this issue Council will need to confirm the condition and associated risks of these assets and reconsider the level of renewal funding in future iterations of asset management planning.

In providing the above assessment, it should be noted that an average trendline is produced in the above graph using predictive modelling primarily based on "age based" condition-assessment data. Council is currently updating methods for conducting physical condition assessments of stormwater assets to provide a more accurate representation Stormwater assets condition. Using the above modeling outcomes, it is recommended that Council maintain the current LTFP renewal budget and continue to increase the amount of physical condition data to further qualify the timing of renewals in the model. When more comprehensive data is available, a new predictive-modelled works program will be produced so that Council can make informed decisions with regard to altering the LTFP budget (if required) to more closely match the forward renewal works program.

5.2.2.2 Figure 5.8 – Stormwater Renewal Budget – by Network Measure

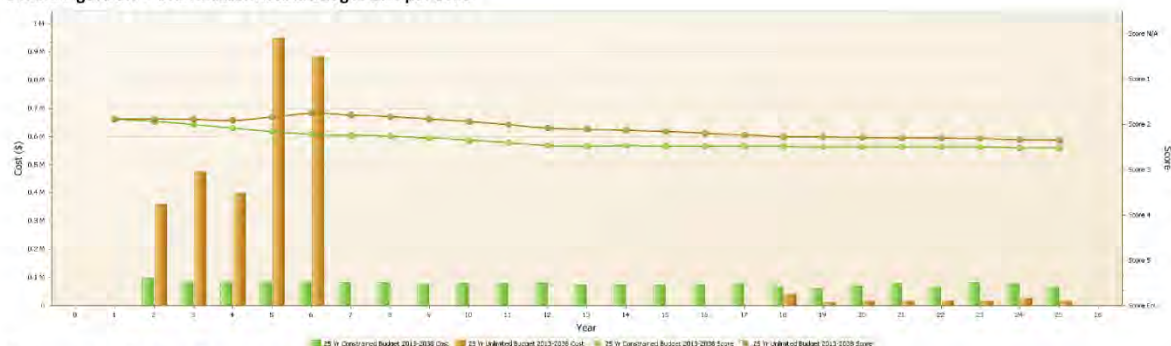


The above trends are as expected, with the constrained budget responsible for a gradual decline in condition over a 25 year period. Stormwater assets overall condition is currently “good”; and governed by a set of treatment interventions that are based on inspections, site audits and aged-based condition data. The level of expenditure needed to maintain Stormwater assets is generated using the above intervention levels within Council’s predictive software, and an associated condition degradation rate for each asset type. A condition degradation index is shown in (Appendix C) for each Stormwater asset type.

By comparing the previous two graphs, it appears the majority of assets are receiving a level of renewal/replacement work that will gradually result in an overall condition between ‘2-good’ and ‘3-serviceable’ over the projected 25 year period (assets by quantity). Large Stormwater assets held within the asset register are all different sizes, construction materials, etc so their ‘network measure’ is their capital replacement cost. As a result of some assets having high individual costs, the graph can be skewed away from the condition of numerous assets with small network measures, and towards the condition value of the much larger assets. This graph does however show all stormwater assets are receiving sufficient renewal works to keep them within an acceptable range.

5.2.2 Sensitivity Analysis

5.2.2.1 Figure 5.7 – Stormwater Assets Budget Comparisons



Comparative Budget Scenario

The simulated budget model in figure 5.7 contains comparisons between Council's approved LTFP Stormwater Renewal Budget and an 'unlimited' budget, highlighting funding (peak) levels Council's predictive modelling software deems necessary to maintain Stormwater assets to a minimum '3-servicable' level standard (or better), while ensuring all necessary renewal works are completed.

The inputs used for Council's modelling software model in Fig 5.7 are the current replacement values identified within Council's asset registers. They are produced without cost limits using *Network Measure* (that is, each asset's individual current replacement cost). The graph comparison below shows projected renewal modelling expenditure, with surplus budget values removed to more accurately show annual expected expenditure (with the exception of inflationary increases due to movements in material or labour costs). As previously mentioned, Council may need to supplement particular 'peak' years to ensure additional renewal works are conducted to maintain condition levels above minimum '3-servicable' level standards.

Guidance provided by external consultants has indicated that it may take three (3) to four (4) years to properly refine condition reporting, degradation life cycles and cost of work, etc.

5.2.2.4 Figure 5.10 – Budget Simulation Table

The following simulation demonstrates the condition difference between the 'constrained' budget and that of an 'unlimited' budget (\$30M) amount. *Note: Budgets exclude surplus funds.*

Simulated Stormwater Budget Costs			Average Condition Score by Network Measure	
Year	Stormwater Renewals CONSTRAINED Budget (25 Years) (Excluding surplus)	Stormwater Renewals UNLIMITED Budget (25 Years) (Amount required)	Stormwater Renewals CONSTRAINED Budget (25 Years)	Stormwater Renewals UNLIMITED Budget (25 Years)
2013-14	555,954	0	1.88	1.88
2014-15	98,809	360,017	1.93	1.88
2015-16	82,596	473,180	2.00	1.88
2016-17	82,894	398,495	2.08	1.91
2017-18	82,883	948,966	2.16	1.83
2018-19	82,537	883,843	2.21	1.75
2019-20	82,362	0	2.24	1.79
2020-21	81,732	0	2.26	1.82
2021-22	75,440	0	2.30	1.87
2022-23	79,036	0	2.34	1.93
2023-24	80,224	0	2.40	2.00
2024-25	80,989	0	2.46	2.08
2025-26	72,426	0	2.47	2.10
2026-27	72,536	0	2.47	2.12
2027-28	72,108	0	2.48	2.16
2028-29	74,451	0	2.48	2.19
2029-30	76,717	0	2.48	2.23
2030-31	65,561	39,723	2.48	2.26
2031-32	61,190	11,160	2.49	2.27
2032-33	71,744	13,950	2.49	2.28
2033-34	78,582	14,220	2.49	2.29
2034-35	66,366	17,270	2.49	2.30
2035-36	80,927	15,356	2.49	2.31
2036-37	76,716	27,541	2.51	2.33
2037-38	64,635	13,950	2.51	2.34
Total	1,843,460	3,217,670	2.34	2.07

5.3 Creation/Acquisition/Upgrade Plan

Burdekin Shire Council is currently reviewing stormwater assets services that are provided to the community and other stakeholders. The following new stormwater works have been identified and included in Council's 2013/14 'new' capital works program:

- Major Drainage Construction/Upgrades to:
 - Home Hill; and
 - Muguira Drain

- New assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. Proposals are inspected to verify need and to develop a preliminary renewal estimate. Verified proposals are ranked by priority and available funds; and scheduled in future works programmes.
- Concerns facing most Council's is deciding whether or not to accept or acquire new or gifted assets based on asset 'whole-of-life' costs rather than only on initial capital expenditure. Developer contributed assets are usually the only exception.

5.4 Maintenance Planning

- Maintenance is regular on-going work that is necessary to keep assets operating within their normal physical condition, including instances where a component fails and needs immediate repair to make the asset useable again.

5.4.1 Scheduled Maintenance

- Scheduled maintenance includes planned and cyclic maintenance work activities, provided for in Council's annual Budget. Scheduled maintenance is the deliberate intervention to ensure that each asset either adheres to its consumption based life-cycle or extends it where practical and cost effective to do so.
- Scheduled maintenance is planned maintenance that has been identified to be managed and undertaken within a given Financial Year. Scheduled maintenance activities include inspection, calibration, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- Maintenance expenditure trends are shown in the Table below:

5.4.1.1 Figure 5.8 – Maintenance Expenditure Trends

Financial Year	Maintenance Expenditure (\$)		
	Planned	Reactive	Total
2007/08	187,800	125,200	313,000
2008/09	171,000	114,000	285,000
2009/10	162,000	108,000	270,000
2010/11	162,766	108,511	271,278
2011/12	182,936	121,957	304,893
2012/13	225,269	150,178	375,447

- Maintenance expenditure levels are considered to be adequate to meet required service levels. Future revision of this asset management plan will include linking required maintenance expenditures with required service levels.

5.4.2 Unscheduled Maintenance

- Unscheduled maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.
- Council's response to unscheduled maintenance on stormwater assets is defined in Council's Stormwater LoS & Intervention Manual at *Attachment 1*.
- Burdekin Shire Council budgets for unscheduled maintenance within its annual budget as shown in the previous table shown as figure 5.8. It is not a requirement that this money be expended; it is there for the purpose of remedying service requests, and in particular to rectify any unsafe situations.

5.4.3 Legislation, Standards and Specifications

Maintenance work is carried out in accordance with the legislation, codes and standards as listed in Sections '2.2 References', '4.2 Legislative Requirements' and 'Attachment 1' to this Plan, and set specifications provided by relevant professionals.

Where relevant legislation, standards or specifications have not been referenced in this asset management plan, it should be assumed that it applies until otherwise confirmed by self-assessing the legislation, standard or specification that it does not apply; or seek the advice of a legislation, standard or specification professional that the particular legislation, standard or specification does not apply to Burdekin Shire Council or Council's stormwater assets.

5.4.4 Summary of future maintenance expenditures

Future maintenance funding requirements have not been modelled for this version of the water supply asset management plan; however, it is evident from the assets' existing conditions and the modelling results, the balance between capital renewals and maintenance is within acceptable operating expense limits at this time.

5.5 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation.

There have been no assets identified for possible decommissioning and disposal at this time.

Final Draft

5.6 Risk Management Plan

Burdekin Shire Council has recently developed its Risk Management Policy.

Risks have previously been investigated for inclusion in the Total Management Plan for Stormwater and Sewerage Services.

The following risks are considered to be 'very high' or 'high' risks to Council and the Community.

5.6.1 Figure 5.8 – Drainage Asset Risks

Asset at Risk	Risk Rating (VH, H)	Risk Mitigation Strategy
Overland Flows [E.g. runoff from severe storms exceeds the capacity of Council's drainage systems.]	VH	Establish systems and monitor service standards Produce Flood mapping, mitigation and evacuation strategies for all rural waterways in flood-prone areas of the Burdekin.
Riverine flooding Riverine flooding is caused when runoff from major storms exceeds channel capacity of rivers, creeks and overflows onto surrounding floodplains.	VH	As Riverine flooding is relatively predictable in terms of geography and timing, advance preparations can be made accordingly to advise residents when and where a river or creek is likely to overflow its banks.
Coastal tidal flooding and storm surge Ocean tides can affect normal sea levels and cause flooding along coastline and lower reaches of tidal rivers such as the Burdekin and Haughton, especially when combined with high rainfall.	H	Coastal Tidal flood mapping needs to be undertaken to indicate the areas and extent that would be subject to coastal tidal flooding or storm surge should such an event occur.
Collapse of Pipes or Culverts used in Drainage	H	Increase inspection frequency to determine if repair/replacement is required. Close access if necessary until required works are completed.
Collapse of Drainage Storage Walls	H	Increase inspection frequency to determine if repair/replacement is required. Close access if necessary until required works are completed.

6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

6.1 Financial Statements and Projections

6.1.1 Sustainability of service delivery

This section looks at the types of sustainability analyses that can be undertaken to confirm the financial sustainability of the proposed forward capital works program.

Council Drainage depreciation expense for FY 2011/12 was \$172,427⁸.

Depreciation Rate and Asset Sustainability Ratio

The asset sustainability ratio (capital expenditure on replacement/renewal of assets divided by the depreciation expense, expressed as a percentage) is used to approximate the extent to which Council's stormwater assets are being replaced as they reach the end of their useful life.

A percentage equal to or greater than 90% is generally considered to be 'good'; however, this percentage is subject to the overall age of the asset network, so that a low score of 50% is appropriate where the overall remaining useful life is extensive. The intent is to identify if capital expenditure on renewal / replacement is at least equal to depreciation on average over time, if so then Council is ensuring the value of its existing stock of stormwater assets is maintained.

The Council Stormwater Renewal Works Plan has confirmed expenditure for stormwater asset renewal in 2013-14 of \$556K (Year 1), \$100K (Year 2) and \$83K for the remaining LTFP budget period.

This equates to an asset sustainability ratio in year one of 322.21% which is extraordinary high [as a result of additional funding being allocated to address immediate drainage problems in year 1, where a mixture of renewal and upgrades to larger pipes are needed to cope with increased water flow]. This amount highlights that Burdekin Shire Council is currently allocating renewal funds above preferred sustainability guidelines.

Future Renewal Funding Ratio

The future renewal funding Ratio is the net present value (NPV) of planned capital expenditure over the planning period within the long term financial plan divided by the NPV of the required capital expenditure over the same period within this asset management plan.

This indicator is a measure of Council's ability to fund its projected renewals/replacements in the future.

For planning purposes, Council has assumed a level of future annual capital expenditure that varies from \$556K (year 1); \$100K (year 2) and \$83K from year 3 onwards; and has developed a forward capital works program within this constraint. Using an 'averaged' 10-Year LTFP annual renewal projection of \$96K the ratio is 55.67%, which is below the Department of Local Government's target of 90%. This ratio will be monitored and updated annually, with adjustments to existing useful lives based on more accurate condition assessment data. Council may also adjust funding to meet increased unit costs for renewal work. Serviceability of Stormwater assets at projected funding levels shows only slight degradation over a 25 year period, remaining above 'serviceable' condition by year 25.

⁸ This value is derived from Councils Audited Financial Statements as at 30th June 2013.

Asset Consumption Ratio

The asset consumption ratio is the depreciated replacement cost (DRC) of the stormwater assets' (written down value) divided by the current replacement cost (CRC) of the stormwater assets, expressed as a percentage.

This indicator seeks to highlight the aged condition of Council's stormwater assets. If they are being responsibly maintained and renewed/replaced then an asset consumption ratio approaching 100% is very good. However, a relatively low and/or declining ratio should not be cause of concern providing Council can financially sustain the required levels of capital and maintenance expenditure needed to maintain the stormwater asset network.

The asset consumption ratio for Council's stormwater assets is: 65.40% (\$18,075,585 / 27,637,612)⁹

Life Cycle Costs and Life Cycle Expenditure

Life cycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the longest asset life. Life cycle costs (LCC) include maintenance and asset consumption (depreciation expense). The annual average life cycle cost for the services covered in this asset management plan is:

$$\begin{aligned}\text{LCC} &= \text{annual depreciation expense} + \text{annual maintenance expenditure.} \\ &= \$172,427 + \$375,447^{10} \\ &= \$547,874\end{aligned}$$

Life cycle costs can be compared to life cycle expenditure (LCE) to give an indicator of sustainability in service provision. Life cycle expenditure includes maintenance plus capital renewal expenditure. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is:

$$\begin{aligned}\text{LCE} &= \text{annual maintenance expenditure} + \text{annual capital renewal expenditure.} \\ &= \$375,447 + \$96,000 \text{ (average)} \\ &= \$471,447\end{aligned}$$

A gap between life cycle costs and life cycle expenditure gives an indication as to whether present consumers are paying their share of the assets they are consuming each year. The purpose of this Stormwater asset management plan is to identify levels of service that the community needs and can afford and develop the necessary long term financial plans to provide the service in a sustainable manner.

The life cycle gap for services covered by this asset management plan is LCC-LCE is -\$76,427 per annum. The life cycle sustainability index is LCE/LCC = 86.05%. This ratio suggests that Council is allocating funding below the recommended renewal/replacement value of stormwater assets. LTFP budget increases in future years, which will bring this ratio back in line with the recommended ratio.

6.1.2 Impact of Inflation

Note that all costs mentioned in this AMP other than where classified as 2011/12, are shown in 12/13 dollars. Detailed discussion of the impacts of inflation is not discussed in this version of the asset management plan.

⁹ These values are derived from Councils Audited Financial Statement as at 30/06/2013

¹⁰ 2011/12 total maintenance figure from Section 5.4.1

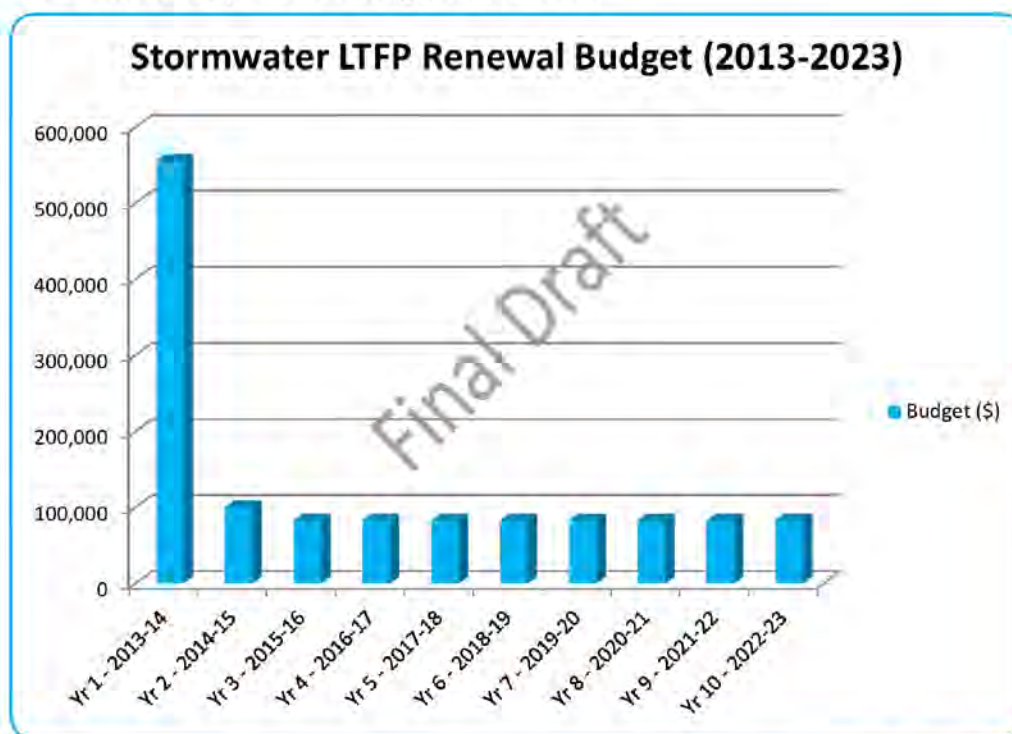
6.2 10 Year Financial Plan

This asset management plan identifies the estimated maintenance and capital expenditures required to provide an agreed level of service to the community over a 25 year period. Council's 10-year LTFP provides the basis of the forecast to generate asset renewals to continue stormwater service delivery in a sustainable manner.

This may be compared to existing or planned expenditures in the 25 year period to identify any gap. In a core asset management plan, a gap is generally due to increasing asset renewals.

The forward capital works program that feeds into the 10 year financial plan has been developed on the following guidance:

- To maintain the stormwater assets in an overall condition rating of '3' (serviceable condition) or better; and
- Based on a capital renewal budget as shown below:



The stormwater capital works prioritisation program calculates the cost of work based on the current unit rates held within council's asset register which are reviewed during each yearly capitalisation cycle.

Council should give consideration to developing its 10 year financial plan based on projections recommended by Council's predictive modelling, and use the next three years to complete and refine condition accuracy of stormwater assets and predictive modelling parameters, such as asset lifecycles. This asset management plan and forward capital works program should also be updated and refined each year.

6.3 Funding Strategy

The projected expenditure identified in the forward capital works program is to be funded from Council's LTFP capital 'renewal' and 'new' works budget. The funding strategy is detailed in Council's 10-year long term financial plan [LTFP].

6.4 Valuation Forecasts

Stormwater asset values are forecast to increase as additional assets are added / upgraded from construction by Council; or constructed by land developers and others and donated to Council. Forecast depreciation is not included in this version of the asset management plan, which is subject to confirmation of condition ratings and refined cost of renewal work.

6.5 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- That Council's objective is to maintain stormwater assets at an overall condition rating of '3' (serviceable condition) or better;
- Based on 2013-14's capital renewal budget of \$126,000; and
- 15 renewal treatments, defined at Section 5.2.1.

Accuracy of future financial forecasts may be improved in future revisions of this asset management plan by the following actions.

- Completing stormwater asset physical condition assessments and subsequent ratings;
- Recording assets at risk for possible future inclusion in renewal / upgrade programs; and
- Increasing experience in data modelling.

7. ASSET MANAGEMENT PRACTICES

7.1 Accounting/Financial Systems

Council uses Technology One Financials software as its main financial system in conjunction with a Customer Request Management (CRM) System. Stormwater asset register data is not currently held within TechnologyOne databases, but Council plans to implement the TechnologyOne Asset module as soon as possible. In the meantime, Council's asset registers are held within Microsoft Excel Spreadsheets.

Council's asset management responsibility is defined as a stewardship role, caring for and protecting the Shires assets for current and future generations.

The accounting thresholds for capital assets are defined in Council's Non-current Asset Accounting Policy.

Fair value depreciation is undertaken in accordance with AAS 116 'Property, Plant and Equipment'.

7.2 Asset Management Systems

Council is committed to using Technology One's Enterprise Asset Management Module and Assetic's MyPredictor and MyValuer Modelling software.

7.3 Records Management Systems

Council uses ECM Dataworks and Property and Rating module for Customer Request Management.

7.4 Information Flow Requirements and Processes

The key information flows *into* this asset management plan are:

- The asset register data on size, age, value, remaining life of stormwater assets;
- Condition assessments collected during the course of the plan's development
- The adopted service levels;
- Projections of various factors affecting future demand for services;
- Correlation between maintenance and renewal, including consumption based modelling;
- How data relating to new assets is to be captured and entered by council.

The key information flows *from* this asset management plan are:

- The proposed forward capital works program and trends;
- Long term budget considerations;
- The useful life analysis.

These will impact the long term financial plan, strategic business plan, annual budget and departmental business plans and budgets.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cashflows identified in this asset management plan are incorporated into Council's 10 year long term financial plan (LTFP) and other management plans; and
- The degree to which the forward capital works budget, business plans and organisational structures take into account the shire-wide works program trends provided by the asset management plan.

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown below.

Task No	Task	Responsibility	Timeline
1.	Develop and adopt a Risk Management Policy	CEO	Completed
2.	Achieve a minimum 60% of physical condition assessments for Stormwater assets	Technical & Works staff	June 2015
3.	Confirm the quality of Stormwater assets Condition Ratings and associated proposed renewal work as recommended by Council's predicting software model.	MTS, DOM, & ASC	Ongoing
4.	Improve asset management practices by implementing a single holistic operational asset management system	Asset Management Group	June 2015
5.	Continually improve the quality of inputs and outputs of Council's predictive models for stormwater assets	ASC, AO	Ongoing

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed and refined during annual budget preparation and amended/updated to recognise any changes in service levels.

APPENDICES

Appendix A Abbreviations

AAAC	Average Annual Asset Consumption
AMP	Asset Management Plan
AO	Asset Officer
ARI	Average Recurrence Interval
ASC	Asset Systems Coordinator
CEO	Chief Executive Officer
CRC	Current Replacement Cost
DOM	Design Office Manager
IIMMEF	International Infrastructure Management Manual Earthworks/Formation
IPWEAIIMM	Institute of Public Works Engineering Australia International Infrastructure Management Manual
IRMPIPWEA	Infrastructure Risk Management Plan Institute of Public Works Engineering Australia
LCCIRMP	Life Cycle Cost Infrastructure Risk Management Plan
LCELCC	Life Cycle Expenditure Life Cycle Cost
LTFP	Long Term Financial Plan (10 Years)
MMSLCE	Maintenance Management System Life Cycle Expenditure
MTS	Manager Technical Services
PCIMMS	Pavement Condition Index Maintenance Management System
RVPCI	Residual Value Pavement Condition Index
RV	Residual Value
RCBC	Reinforced Concrete Box Culvert
SRCP	Steel Reinforced Concrete Pipe

Appendix B Glossary

Asset class

Asset class is the grouping of assets of a similar nature and using them in an entity's operations (AASB 166 Para 37).

Asset condition assessment

Continuous or periodic inspection process for assessing available data indicating condition of a specific asset; and determine the need for preventative or remedial action.

Asset management

The combination of management, financial, economic, and engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Assets

Council's assets are managed in accordance with AASB 116 – Property, Plant and Equipment, which defines assets as 'Property, plant and equipment' including infrastructure and other assets (such as furniture and fittings) with benefits expected to last more than 12 months.

Capital expenditure

Relatively large (material) expenditure, which has benefits expected to last for more than 12 months. Capital expenditure includes 'renewal', 'new' and 'upgrade'. Where capital projects involve a combination of renewal, new and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital funding

Funding allocated by Council to pay for capital expenditure.

Capital 'new' expenditure

Expenditure which creates a new asset providing a new service to the community that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operating and maintenance expenditure.

Capital renewal expenditure

Capital renewal expenditure is used for existing assets to return or restore the service potential or life of the asset to that which it originally had. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital upgrade expenditure

Expenditure which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in Council's asset base, e.g. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility. Where capital projects involve a

combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Class of assets

See asset class definition

Component

An individual part of an asset which contributes to the composition of the whole and can be separated from or attached to an asset or a system.

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, plus any costs necessary to place the asset into service. This includes one-off design and project management costs.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Cyclic Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value (AASB 116.6)

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset

Economic life

See useful life definition.

Expenditure

Funds spent on goods and services, including operating and capital expenditure.

Fair value

AASB13 Paragraph 9 states Fair Value as:

"This Standard defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date."

Level of service

Defined level of quality support for a particular service or asset, against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost.

Life Cycle Cost

The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The life cycle cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure

The life cycle expenditure (LCE) is the actual or planned annual maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life cycle expenditure may be compared to life cycle cost to give an initial indicator of life cycle sustainability.

Maintenance and renewal gap

The difference between estimated budgets and projected expenditures for maintenance and renewal of assets, totalled over a defined time (e.g. 5, 10 and 15 years).

Maintenance and renewal sustainability index

The ratio of estimated budget compared to projected expenditure for maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).

Maintenance expenditure

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

An item is material if its omission or misstatement could influence the economic decisions of users taken on the basis of the financial report. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances.

Modern equivalent asset [MEA]

A MEA is a similar structure or an alternative to an existing structure that has the equivalent productive capacity, which could be built using modern materials, techniques and/or design. Replacement cost is the basis used to estimate the cost of constructing a modern equivalent asset.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to Council, e.g. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

Operating expenditure

Is recurrent expenditure, which is continuously required (excluding maintenance and depreciation), e.g. power, fuel, staff, plant equipment, on-costs and overheads.

Rate of annual asset consumption

A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.

Rate of annual asset renewal

A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade

A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recurrent expenditure

Is relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months.

Rehabilitation

See capital renewal expenditure definition above

Remaining Useful Life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining life is economic life.

Renewal

See capital renewal expenditure definition above.

Residual Value

The value an entity expects to obtain for an asset at the end of its useful life after deducting all expected costs for disposal or demolition.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Scheduled Maintenance

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Service Hierarchy

Individual assets provide differing levels of services to its users. The quality or importance of services provided is ranked within a service hierarchy. Within this asset management Plan and associated documents, the service hierarchy is based on a star rating, where five (5) stars represents the importance for providing a high quality service, and one (1) star the need for only providing basic service.

Service potential

The capacity to provide goods and services in accordance with the entity's objectives, whether those objectives are the generation of net cash inflows or the provision of goods and services of a particular volume and quantity to the beneficiaries thereof.

Service potential remaining*

A measure of the remaining life of assets expressed as a percentage of economic life. It is also a measure of the percentage of the asset's potential to provide services that are still available for use in providing services (DRC/DA).

Sub-component

Sub-components are small individual parts that make up a component.

Unscheduled maintenance

Unplanned repairs carried-out in response to service requests and management / supervisory directions.

Useful life

Paragraph 56 of AASB116 refers to determining useful life of an asset and notes that the following should be considered:

- (a) expected use of the asset
- (b) expected physical wear and tear
- (c) technical or commercial obsolescence
- (d) legal or similar limits on the use of the asset.

Consideration should also be taken of any other factors that will affect the useful life of the asset such as:

- (a) the maintenance expected to be provided to the asset
- (b) the quality of the original asset
- (c) the environment in which the asset is operated or constructed

It is stated that "useful life" is the expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council.¹¹

¹¹ Source: DVC, 2006, 'Asset Investment Guidelines', 'Glossary', Department for Victorian Communities, Local Government Victoria, Melbourne

Appendix C Condition Degradation Rate

For the purposes of this asset management plan, the stormwater assets' degradation rates are all plotted as straight line. This is due to Burdekin Shire Council having insufficient data to accurately plot degradation curves for the variety of stormwater assets. This will be investigated for future versions of this asset management plan.

Categories	Age in Years, as adopted for each condition state					
	1	2	3	4	5	End of Life
Drainage RCBC	1 - 12	13 - 47	48 - 67	68 - 75	76 - 80	80
Drainage SRCP	1 - 12	13 - 47	48 - 67	68 - 75	76 - 80	80
Drainage K&C	1 - 12	13 - 47	48 - 67	68 - 75	76 - 80	80
Drainage Manhole	1 - 12	13 - 47	48 - 67	68 - 75	76 - 80	80
Drainage SW Pits	1 - 12	13 - 47	48 - 67	68 - 75	76 - 80	80
Drainage Lined Channels	1 - 12	13 - 47	48 - 67	68 - 75	76 - 80	80

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Appendix D 10 Year LTFP Stormwater Capital Works Program

Stormwater Asset Description	New / Replacement	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Major Drainage Schemes	New	768,819									
Major Drainage Schemes	Replacement	145,954									
Muguira Drain	New	400,000									
Spiller Street Drainage - Macmillan to Graham	New	418,779									
Spiller Street Drainage - Macmillan to Graham	Replacement	60,000									
Home Hill Stormwater Drainage Upgrade	New	3,850,000									
Home Hill Stormwater Drainage Upgrade	Replacement	350,000									
Major Drainage Schemes	New		400,000								
Major Drainage Schemes	Replacement		100,000								
Major Drainage Schemes	New			167,500							
Major Drainage Schemes	Replacement			82,500							
Major Drainage Schemes	New				167,500						
Major Drainage Schemes	Replacement				82,500						
Major Drainage Schemes	New					167,500					
Major Drainage Schemes	Replacement					82,500					
Major Drainage Schemes	New						167,500				
Major Drainage Schemes	Replacement						82,500				
Major Drainage Schemes	Replacement							167,500			
Major Drainage Schemes	Replacement							82,500			
Major Drainage Schemes	New								167,500		
Major Drainage Schemes	Replacement								82,500		
Major Drainage Schemes	New									167,500	
Major Drainage Schemes	Replacement									82,500	
Major Drainage Schemes	New										167,500
Major Drainage Schemes	Replacement										82,500
	Total New	5,436,819	400,000	167,500	167,500	167,500	167,500	167,500	167,500	167,500	167,500
	Total Replacement	555,954	100,000	82,500	82,500	82,500	82,500	82,500	82,500	82,500	82,500
	Yearly Total	5,992,413	500,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000

ATTACHMENTS

Attachment 1. Stormwater LoS & Intervention Manual

Final Draft

BURDEKIN SHIRE COUNCIL

WATER SUPPLY

ASSET MANAGEMENT PLAN



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1. EXECUTIVE SUMMARY

1.1 The Burdekin Region

Burdekin Shire is located approximately 80 km south of Townsville and covers an area of 5,053 square kilometres. The Shire is centred on the rich farming land of the Burdekin Delta with an estimated resident population in 2011 of 17,364¹ persons. The Shire is categorised as a Rural Agricultural Very Large (RAV) Local Authority under the Australian Classification of Local Government.

The principal urban areas are the twin towns of Ayr and Home Hill, with smaller centres of Brandon, Giru, Alva Beach, Jerona, Wunjunga, Clare, Millaroo and Dalbeg.

The Burdekin region is the largest sugar cane producing area in Australia, and is supplied by the nation's largest water development project – The Burdekin Falls Dam, which is capable of supplying more than 1 million megalitres of water each average year to the Lower Burdekin area.

A combination of favourable climatic factors, fertile, well drained soils and a plentiful supply of irrigation water have also resulted in the establishment of the Burdekin's multi-million dollar small crops industry, with crops grown including capsicums, beans, melons, pumpkins, tomatoes, eggplants and mangoes.

Adding to the strength of the local economy is the districts' grazing industry and growing aquaculture industry.

The economy of the Shire is supported by a variety of educational, health and sporting resources including three high schools, numerous primary schools, pre-schools and day care centres, as well as a TAFE College and modern Hospitals, Medical, Dental and Aged Care facilities in Ayr and Home Hill.

1.2 What Council Provides

Burdekin Shire Council provides support services to its communities, small businesses, and visitors in various ways. One way is the provision and maintenance of a water supply network to enable the extraction, treatment and delivery of potable water to Ayr, Home Hill, Brandon, Mount Kelly and Giru.

The purpose of this asset management plan is to define how Burdekin Shire Council will provide and maintain an appropriate water supply network to service community, corporate and commercial needs, and of equal importance, how it will do so in an economically sustainable way.

Burdekin Shire Council's water supply network has a replacement cost of \$ 37.34million².

1.3 Council's approach to Asset Management

It is a requirement of the Queensland Government's advanced asset management program that Council develop and adopt an asset management plan that provides guidance with respect to the future management of the Shire's Water supply network. Council has elected to adopt a service-centric approach to asset management, which is in line with the national asset management framework.

Council has historically managed Water assets in a top down manner that is referred to as 'core asset management'. This year, Council has chosen to develop asset management plans from a "bottom up" approach, which is referred to as 'advanced asset management'. It is advanced because Council has begun collecting more robust information regarding water needs of the Burdekin community and aligning them with service levels that each Water asset is to provide; along with the condition of each Water asset.

¹ Source: ABS Census data 2011

² This value is derived from Council's 2012-13 Water Asset Register Reconciliation



While not fully transitioned, the new approach has yielded valuable insights into condition of Burdekin Shire's water supply assets. Taking this approach, the main basis for developing this Water supply asset management plan is guided by Council's Long Term Capital Planning Budget, which is the source of the current and future capital renewal budgets, shown at *Appendix D – 10 Year Forward Water Capital Works Program*.

In 2013-14 the Water Capital Renewal Budget is \$650K (Year 1) and \$300K for years 2-4; with remaining yearly budget projections set at \$400K per annum, as per *1.4.1 Figure 1. – Water Supply Renewal Program for 25 Years*; on the following page.

The results of predictive modelling and other analysis work are also discussed within this asset management plan.

1.4 What does it Cost?

This asset management plan identifies that the estimated capital expenditure required to provide an agreed level of service to the community over a 25 year period is based on a renewal budget of \$650K (Year 1) and \$300K for years 2-4, with remaining yearly budget projections of \$400K per annum³. As shown in figure 1 on the following page, the strategic model used to create the Water renewal prioritisation program for 25 years is developed with the following guidance:

- To maintain the water supply assets in an overall condition rating of '3' or better (serviceable condition); and
- Basing budget estimates on Council's 10 Year Long Term Financial Plan for Water Supply (Capital Works Program)(*Appendix D*) in today's dollars; and
- Not include an allowance for inflation or an increasing asset base; and
- Use a combination of 'age based' and 'condition-based' physical inspection data to carry out valuations.

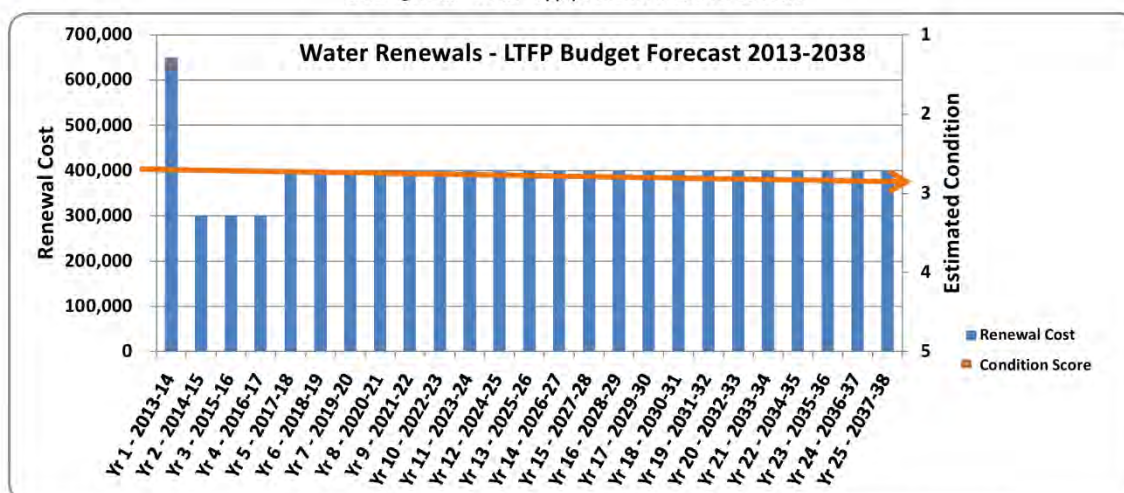
According to modelling projections, the amount budgeted for the 25 year timeframe is expected to cause only the slightest decline in overall condition; therefore Council will maintain the ability to meet minimum service obligations to the Community between condition level '**2 - good condition**'; and condition level '**3 - serviceable**'.

By closely monitoring asset level condition data during the next five years, Council can ensure that major water facility upgrades are undertaken as necessary.

³ Based on Council's 10 year Forward Water Capital Works Program at Appendix D



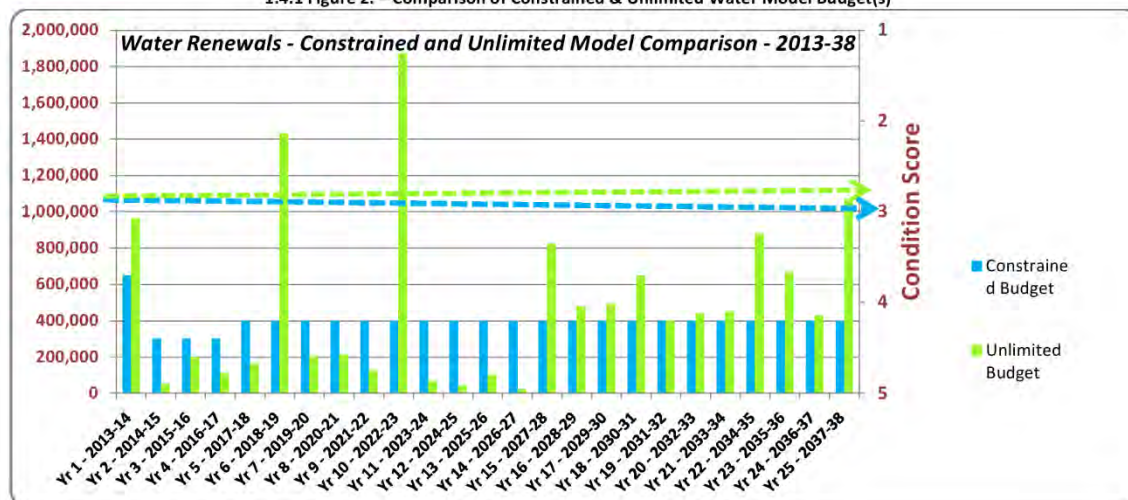
1.4.1 Figure 1. – Water Supply Renewal Model for 25 Years



Council's Long Term Financial Plan [LTFP] has identified projects requiring renewal expenditure of up to \$400K annually for most of its 10-year forecast. Using the LTFP's base renewal figures and extrapolating \$400K for future years, Council's modelling software has projected this renewal budget expenditure for up to 25 years. It should be noted that predictive modelling is unable to schedule works that exceed \$400K per annum, e.g., Ayr's Elevated Water Tower, which has an age-based remaining life of 10 years and an estimated replacement cost of approx \$2 million, resulting in this capital renewal work not being scheduled within the current estimated renewal budget. To address this concern, Council reviews the LTFP annually and commits necessary expenditure for major projects of this type.



1.4.1 Figure 2. – Comparison of Constrained & Unlimited Water Model Budget(s)



The Water Supply yearly renewal program, produced by Council's predictive modelling software is primarily based on 'age based' [first principles] condition assessment, supported by available external valuation data. Council uses external Valuers for above ground assets and "first principles" valuation methodology is used by Council Staff to value underground Water assets. Over time, Council aims to have full condition reporting available through continuing improvement in recording asset condition data processes and transferring information to a modern, enterprise-wide asset management system linked to GIS asset mapping.



Comparative Budget Scenario

The simulated budget model in figure 2 contains comparisons between Council's approved Long Term Water Renewal Budget and an 'unlimited' budget, highlighting funding (peak) levels Council's predictive modelling software deems necessary to maintain Water assets at a minimum '3-servicable' level standard (or better), while ensuring all necessary renewal works are completed.

The costs used for Council's modelling software model are the current replacement values identified within Council's asset registers. It should be noted that capital renewal works being recommended by Council's predictive modelling software may contain some discrepancies due to the program using "age based" condition data in each case when condition-based data is not available.

Guidance provided by external consultants has indicated that it may take three (3) to four (4) years to properly refine condition reporting, degradation life cycles and cost of work, etc.

Based on the outcomes of the model, it is recommended that Council maintain the revised constrained renewal budget for the next three years. Prior to year four (2017-18) the ensuing time should be used to obtain more comprehensive physical condition data for producing a new predicted water works capital renewal program. Council can then decide the way forward with respect to altering the budget to more closely match the predictive modelling projections.

Please note, unless stated elsewhere, capital figures stated in this plan use 2012/13 dollar values.

- Council's 10 year water supply capital works program for FY 2013/14 onwards is at Appendix D.
- Council's Water works prioritisation program by Year is at Attachment 2.

1.5 Measuring our Performance

Approach

Council has adopted a service-centric approach to the management of its water supply assets. The nature and quality of Council's water supply assets will be managed to service community, corporate and commercial needs. This involves over time, renewing or upgrading existing assets and possibly disposing of assets that no longer service a community, corporate or commercial need.

Quality

Water supply assets will be maintained to an average overall 'serviceable' condition (or better). Council should also note that at any given time some individual assets may be in good condition or better and some may be in poor condition or worse. Defects found or reported that are outside Council's service standard specified will be repaired. *Please see Council's Water Supply Maintenance levels of service manual for details of defect prioritisation and response times. (Attachment 1)*

Function

Council's intent is to supply and maintain an appropriate network of water supply assets to an overall minimum 'serviceable' condition.

Water supply asset attributes will be maintained at a safe level, and associated safety equipment and signage will be provided as needed to ensure public safety.

Council needs to ensure key functional objectives are met:

- Provide a suitable range of water supply assets to meet agreed targets of functional service and safety; and
- Establish and maintain water supply assets to community, corporate and commercial requirements within available funding and human resources.





NOTE: The main functional consequence of failure of water supply assets or sub-components is the inability to provide potable water to supplied townships within Burdekin Shire at a level acceptable to the community, environment and other stakeholders.

Safety & Serviceability

Council intends to inspect all water supply assets regularly (where possible) and will prioritise and repair defects in accordance with *Council's water supply maintenance levels of service manual (Attachment 1)* to ensure they are always safe and maintained in accordance with service standards.

1.6 The Next Steps

The key actions resulting from this asset management plan are:

- Implementing Council's 10 Year financial plans as shown in the Forward Capital Works budget (*Appendix D*). It is recommended that future budget projections include capital renewal data from Council's predictive modelling software.
- Continue refining Council's Water Works prioritisation program by year (*Attachment 2*)
- Documenting a formalised physical condition assessment framework and manual.
- Collecting physical condition assessment data for water supply assets by suitably trained Council personnel, or appropriate external contractors.
- Refining asset lives and determining residual values (if applicable) for various water supply assets.
- Confirming and refining of water supply assets' condition ratings, by comparing the type of work recommended within the forward capital works program.
- Developing and adopting a risk management policy.
- Review, refine and update this asset management plan during annual budgetary processes.

Adoption

This asset management plan was formally adopted by Burdekin Shire Council on <<Date>>, Item Number <<No>>.



2. INTRODUCTION

2.1 Purpose

This asset management plan defines Burdekin Shire Council's strategy for responsible management of its water supply assets (and services provided by water supply assets) in a manner that is both compliant with regulatory requirements and sustainable within available resources. This plan will also be used to communicate any need for additional funding.

2.2 References

The key legislation, standards, policies, plans and manuals that form the context in which this asset management plan has been developed are.

- Relevant legislation is listed at Section 4.2
- Australian Accounting Standards, in particular AASB 116 'Property and Equipment'
- Burdekin Shire Council's Priority Infrastructure Plan
- Burdekin Shire Council's Corporate Plan
- Burdekin Shire Council's Long-term Financial Plan
- Burdekin Shire Council's Asset Management Policy
- Burdekin Shire Council's Risk Management Policy (under development)
- Queensland Government's Asset Management Advancement Program
- International Infrastructure Management Manual (IIMM)
- Australian Infrastructure Financial Management Manual
- Burdekin Shire Council's Water Supply Maintenance Levels of Service Manual (*Attachment 1*)

This asset management plan is to be read within the context provided above, and where doubt exists, the respective document above should be consulted.

2.3 Council Water Supply Assets

A complete listing of Council's water supply assets is contained within Council's Water asset register. Attached is a summary of Council's water supply assets and replacement values.

2.3.1 Figure 2 – Value of Water Assets

Asset category	Replacement Value - 2012	Replacement Value - 2013
Aerators	300,200	287,000
Asphalt Hardstand	19,552	19,522
Bore Sites	1,659,600	1,629,400
Buildings (Water)	630,900	627,800
Chlorination Equipment	58,100	70,488
Elevated Reservoirs	2,940,000	2,962,000
Filling Stations	20,432	19,970
Flowmeter & Telemetry	345,500	321,183
High Lift Pumps	278,800	344,888
Low Level Reservoirs	1,947,300	1,875,748
Pipework & Valves	831,441	792,342
Reticulation Mains	26,494,807	26,355,403
Rising Mains	2,103,203	1,055,148
Security Fences	29,250	30,333
Switchboard & Electrical	788,218	745,110
Water Supply General	226,000	199,816
Grand Total	38.67 Million^a	37.34 Million^b

^a This value is derived from Council's 2011-12 Audited Financial Statements.

^b This value is derived from Council's 2012-13 Audited Financial Statements.



Burdekin Shire Council's network of Water assets as at 30th June 2013 has a 'fair value' of \$21.03 million⁶.

2.4 Roles and Responsibilities

Council's asset management responsibility is defined as a stewardship role, caring for and protecting the Shire's assets for current and future generations. This and other information is contained within Council's Asset Management Policy, adopted by Council on 18th January 2011, Resolution Number 19.

2.5 Goals and Objectives of Asset Management

Burdekin Shire Council's primary role is to provide services to its community, business and visitors. Some of these services are provided through water supply assets. Council has acquired water supply assets through construction work undertaken by council staff and/or contractors; and/or by contributed assets constructed by developers and others to meet agreed levels of service

Council's goal in managing water supply assets is to meet required levels of service in the most cost-effective manner for present and future stakeholders. The key elements of Water Supply asset management are:

- taking a life-cycle approach;
- developing cost-effective management strategies for the long term;
- providing defined levels of service and monitoring performance;
- understanding and meeting the demands of growth through demand management and infrastructure investment;
- managing risks associated with asset failures;
- maintaining sustainability of material and human resources; and
- continuous improvement in asset management practices.⁷

2.6 Council Vision, Mission, Principles and Goals

Council's vision, mission and principles used in providing services to the Burdekin community and its visitors are detailed in the Shire's Corporate Plan. These guiding values have been considered in the preparation of this asset management plan.

The objective of Council is to provide, maintain and facilitate appropriate infrastructure to service the Shire's agreed existing and future service levels. This asset management plan has been developed to support the achievement of Council's mission and objectives; and the implementation of this asset management plan is an enabler for the achievement of strategies underpinning Council's mission.

2.7 Overview of this Plan

Part 1 provides an executive summary of the findings and outcomes of this asset management plan.

Part 2 of the plan provides an overview of the plan.

Part 3 of this asset management plan defines the likely future growth and demands in the Burdekin region.

Part 4 explains how community expectations and the current legislative and policy requirements define the water supply asset Service Hierarchy.

Part 5 takes into account the current condition of Council's water assets and uses Council's predictive modelling software to strategically model the likely changes in condition over time; and determines the work needed to maintain Water Supply assets to a minimum overall condition rating of '3' (serviceable condition).

⁶ This value is derived from Council's 2012-13 Audited Financial Statements

⁷ International Infrastructure Management Manual (IIMM), Section 1.1.3, page 1.3





Part 6 is the assessment of the economic viability and Council sustainability of the Water works prioritisation program by year.

Part 7 provides a summary of Council's asset management practices and systems.

Part 8 identifies some actions for improving practices and refining data with regard to maintaining Council's water supply assets.

Appendix A lists the abbreviations used in this plan.

Appendix B is a glossary of terms and their explanation.

Appendix C is the water supply assets condition degradation rate

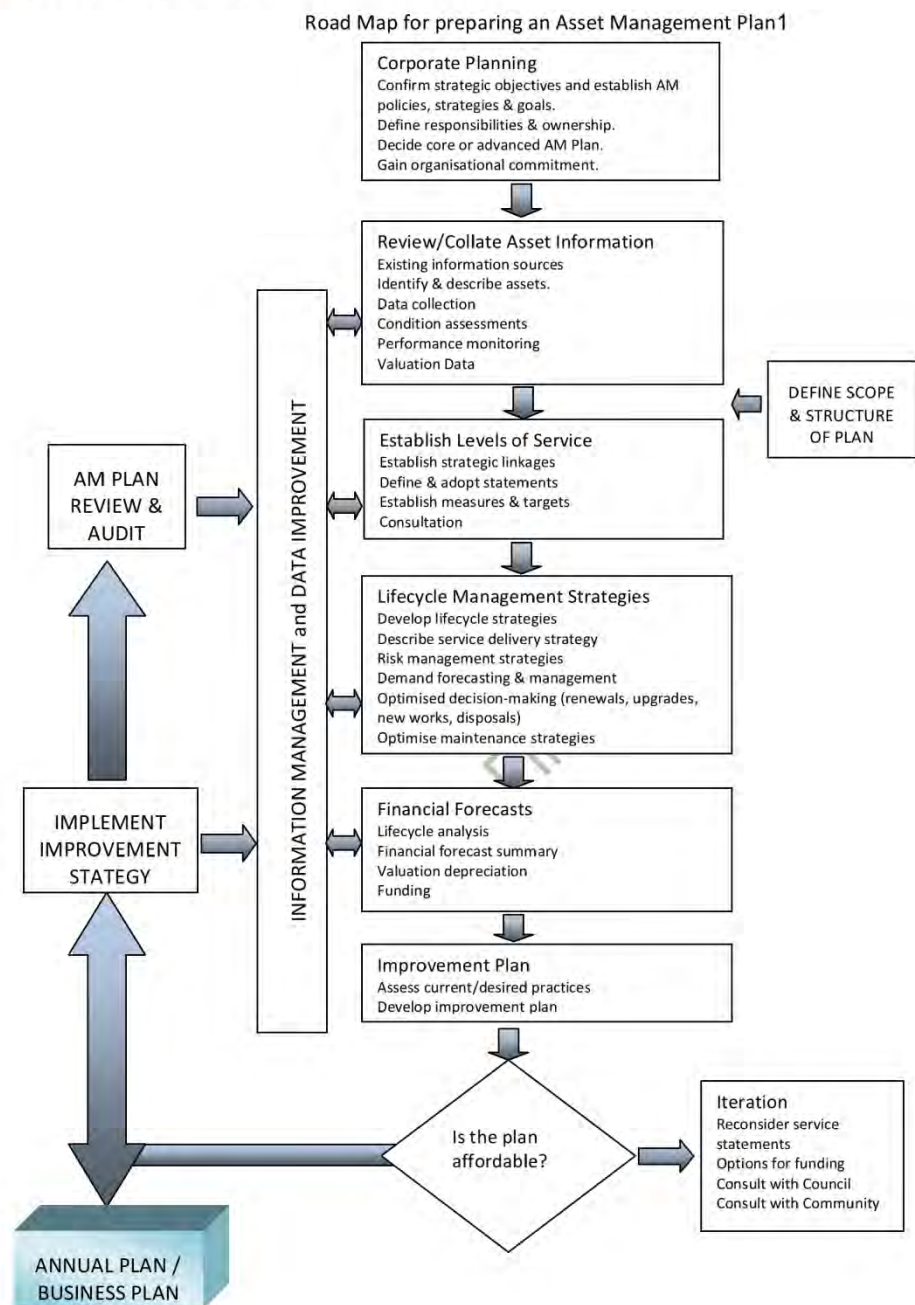
Appendix D is Council's forward capital works budget

A road map for preparing the asset management plan is shown on the following page:

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2.7.1 Figure 2.2 – Asset Management Road Map



¹ Source: IIMM Ver 3.0, 2006 Fig 1.5.1, p 1.11



2.8 Core and Advanced Asset Management

This asset management plan is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a 'top down' approach where analysis is applied at the 'system' or 'network' level.

This plan also incorporates elements of 'advanced' asset management, which uses a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels. This has been possible by using the ACEAM proprietary Step-watch methodology as shown below.

2013/14 is considered the transitional financial year for migrating from core to advanced asset management planning. However, the process is not complete because of some issues discovered during the process such as the lack of condition assessment data, and lack of a formal asset management system. Nonetheless good progress has been made during the past 12 months, which provides a solid foundation for greater improvement over the coming 12 months.

2.8.1 Figure 4 – Step-Watch Methodology



3. FUTURE DEMAND

3.1 Demand Forecast

The future demand for water supply assets and the services they provide is derived from Council's Priority Infrastructure Plan (PIP), which has identified the following population growth rates: It is anticipated that there will be a slight decline in population; however, there will be a reduction in the number of people living within a dwelling that will cause a slight increase in the number of dwellings in the region.

3.1.1 Figure 5 – Population and Housing Projections

Table 3.1: Population and Housing Projections

Location/ Area	Dwelling Type	Existing and projected population (persons)				Average occupancy rate (person/dwelling)				Existing and projected dwellings			
		2006 Existing	2011 1-5 yrs	2016 6-10 yrs	2021 11-15 yrs	2006 Existing	2011 1-5 yrs	2016 6-10 yrs	2021 11-15 yrs	2006 Existing	2011 1-5 yrs	2016 6-10 yrs	2021 11-15 yrs
Ayr	Single Dwelling	7,752	7,698	7,684	7,670	2.28	2.25	2.22	2.19	3,394	3,420	3,464	3,509
	Multiple Dwelling	467	464	463	463	1.38	1.36	1.34	1.32	339	341	345	350
	Other	359	357	356	356	1.65	1.63	1.61	1.58	217	219	222	225
	Total	8,579	8,519	8,503	8,489	2.17	2.14	2.11	2.08	3,950	3,980	4,031	4,084
Brandon	Single Dwelling	748	743	742	740	2.28	2.25	2.22	2.19	328	330	334	339
	Multiple Dwelling	45	45	45	45	1.38	1.36	1.34	1.32	33	33	33	34
	Other	35	34	34	34	1.65	1.63	1.61	1.58	21	21	21	22
	Total	828	822	821	819	2.17	2.14	2.11	2.08	381	384	389	394
Home Hill	Single Dwelling	2,779	2,759	2,754	2,749	2.28	2.25	2.22	2.19	1,216	1,226	1,242	1,258
	Multiple Dwelling	168	166	165	166	1.38	1.36	1.34	1.32	121	122	124	125
	Other	129	128	128	127	1.65	1.63	1.61	1.58	78	79	80	81
	Total	3,075	3,053	3,048	3,043	2.17	2.14	2.11	2.08	1,416	1,427	1,446	1,464
Outside PIA	Single Dwelling	5,063	5,028	5,018	5,010	2.26	2.25	2.22	2.19	2,216	2,233	2,262	2,292
	Multiple Dwelling	305	303	303	302	1.38	1.36	1.34	1.32	221	223	226	229
	Other	235	233	233	232	1.65	1.63	1.61	1.58	142	143	145	147
	Total	5,603	5,564	5,553	5,544	2.17	2.14	2.11	2.08	2,579	2,599	2,633	2,667
Total for Planning Scheme Area	Single Dwelling	16,342	16,228	16,197	16,169	2.28	2.25	2.22	2.19	7,154	7,209	7,302	7,397
	Multiple Dwelling	985	979	977	975	1.38	1.36	1.34	1.32	714	719	728	738
	Other	758	752	751	750	1.65	1.63	1.61	1.58	458	462	468	474
	Total	18,085	17,959	17,925	17,894	2.17	2.14	2.11	2.08	8,326	8,390	8,498	8,609

The Population and Housing Projections shown in Figure 3.1 (from 2006 – 2021) are indicating little justification for additional new Water Supply assets to be provided. More recent population statistics taken from ABS's 2011 Census data reveals the combined 2011 population for Burdekin Shire were 17,364, which are 595 persons below the estimated 2011 figures of 17,969.

Although revised growth patterns do not indicate a need for additional 'new' Water Supply assets to be provided, existing Water Supply assets should be maintained to at least a 'serviceable' condition.

3.2 Changes in Technology

Technology changes are forecast to have minimal effect on the delivery of services covered by this plan. Water supply processes and material types are expected to remain relatively static during the course of the next 10 years. It is expected the most significant changes would be replacement of elevated water towers with low-level reservoirs and pump systems.

3.3 Demand Management Plan

Demand for new services will be managed through a combination of managing existing water supply assets, upgrading of existing assets and providing new assets to meet increases in water supply asset demands. Demand management practices include non-asset solutions, insuring against risks and managing failures.



Statistics show Burdekin Shire should remain relatively static for the next five (5) to ten (10) years. However, visitor numbers to the Burdekin region are reflecting a growth trend partly due to the growing number of visitors touring the country and the influx of seasonal workers during the fruit and vegetable season.

3.4 Water Supply Assets Improvement Strategy

Burdekin Shire Council's assessment of Community expectations regarding the requirement of new and existing water supply assets is that the level of service that Council is providing with respect to the provision and maintenance of water supply assets is appropriate.

As monitored assets are targeted for major renewal works, they will be renewed / upgraded to a level in accordance with current engineering standards.

Council's overall strategy is to continue to keep Water Supply assets in a 'serviceable' or better condition and apply appropriate maintenance and capital renewal programs to prolong the useful lives of these assets.

Final



4. WATER SUPPLY ASSETS SERVICE HIERARCHY

4.1 Community Research and Expectations

Burdekin Shire Council has not carried out any recent formal research on customer expectations. Results of ongoing consultation with the Burdekin community, developers, etc, will be included in future updates of Council's Asset Management Plans.

Council's knowledge of customer expectations is based on feedback from elected members, and analysis of customer service requests and complaints. Council currently utilises a Customer Request Management (CRM) system, whereby all requests are recorded, actioned and monitored; and this provides an accurate indication of levels of service expected and achieved for the community.

Council has received a number of complaints regarding 'dirty water', and this has been noted as an ongoing problem requiring intervention by Council. The cause of these problems has been identified as elevated levels of iron and manganese in the raw water from several bores located in the South Ayr bore field. Regular cleaning, scouring, swabbing and flushing of affected mains – plus additional modifications to infrastructure that facilitates additional swabbing locations have improved the situation. Council is also currently conducting tests of potential new bore sites to allow offending bores to be abandoned.

4.2 Legislative Requirements

Council is required to meet many legislative requirements including Federal Australian and Queensland State Government-legislated Acts and regulations. These include but are not limited to:

4.2.1 Figure 6 – Legislative Requirements

Legislation	Requirement
Local Government Act 2009	The purpose of this Act is to provide for— a) the way in which a local government is constituted and the nature and extent of its responsibilities and powers; and a system of local government in Queensland that is accountable, effective, efficient and sustainable.
Local Government and Other Legislation Amendment Act 2012.	An Act to amend the City of Brisbane Act 2010, the Judicial Review Act 1991, the Libraries Act 1988, the Local Government Act 2009, the Local Government Electoral Act 2011, the Parliament of Queensland Act 2001, the Public Interest Disclosure Act 2010, the Public Sector Ethics Act 1994, the Public Service Act 2008, the Right to Information Act 2009 and the Transport Infrastructure Act 1994 for particular purposes.
Local Government Regulation 2012	This regulation is about community planning and financial management for local governments, including— (a) engaging the community; and (b) planning community growth and development; and (c) local government rates and charges; and (d) the financial accounts, documents, policies, records and reports of a local government; and (e) local government contracts; and (f) allocating funds received by the State from the Commonwealth for local government purposes.

Legislation	Requirement
Water Supply (Safety and Reliability) Act 2008	<ol style="list-style-type: none"> 1) The purpose of this Act is to provide for the safety and reliability of water supply. 2) The purpose is achieved primarily by— <ol style="list-style-type: none"> a) providing for— <ol style="list-style-type: none"> I. a regulatory framework for providing water and sewerage services in the State, including functions and powers of service providers; and II. a regulatory framework for providing recycled water and drinking water quality, primarily for <ul style="list-style-type: none"> • protecting public health; and • regulation of referable dams; and • flood mitigation responsibilities; and protecting interests of customers of service providers.
Land, Water and Other Legislation Amendment Act 2013.	<p>Compliance with Part 19 – Amendment of Water Act 2000</p> <p>Division 1 Preliminary</p> <p>227 Act amended</p> <p>This part amends the Water Act 2000.</p>
Australian Drinking Water Guidelines 6, 2011	<p>The ADWG provide the authoritative Australian reference for use within Australia’s administrative and Legislative framework to ensure the accountability of drinking water suppliers (as managers) and of State and territory health authorities (as auditors of the safety of water supplies).</p>



4.3 Water Supply Services to the Community

Burdekin Shire Council owns a wide range of water supply assets. A complete listing of Council's water supply assets is contained within Council's Water Supply asset register.

This asset management plan uses an asset hierarchy to prioritise renewal works, and determines separate intervention levels of similar assets.

This will be further expanded and improved for future versions of the Burdekin Water Supply asset management plan.

4.4 Minimum Condition of Water Supply Assets

Council has assessed the condition of its water supply assets (according to asset age) where valuation and inspection data is not available. Burdekin Shire Council also uses an overall rating system of one (1) to five (5), where:

Overall Condition	Represents
1	Very Good or Excellent Condition
2	Good Condition
3	Serviceable Condition
4	Poor Condition
5	Very Poor or Unserviceable Condition

Note: Appendix "C" contains asset condition degradation rates

Council uses external Valuers for Water Supply Buildings and above-ground asset valuation and condition data (fully inspected in 2011), with subsequent annual desktop reviews for revised indices to determine Current Replacement Cost (CRC), depreciation and Fair Value (FV). As only a small percentage of physical condition assessment data was available for below-ground Water Supply assets, below-ground assets have been conditioned according to their age, operational performance and limited inspection data. Valuations of below-ground assets are determined using 'first principles' valuation methodology.

This asset management plan is based on keeping Burdekin Shire Council's water supply assets in an overall minimum physical condition of '3' (Serviceable) or above.



5. WATER SUPPLY ASSETS LIFECYCLE MANAGEMENT STRATEGY

The lifecycle management strategy details how Council plans to manage and maintain its water supply assets at the agreed levels of condition and service levels (as defined in Section 3).

5.1 Background Data

5.1.1 Status quo

Burdekin Shire Council owns/manages a network of water supply assets. A complete listing of Council's water supply assets, along with their respective physical details and replacement costs is contained within Council's Water Supply Asset Register.

Burdekin Shire Council's water supply assets have an estimated fair value of \$19.93M⁸.

5.1.2 Figure 7 – Asset Categories – Useful Lives

Asset Category	Original Life (Years)
Aerator - Blower	30
Aerator - Structure	60
Aerator Type 1 - Diffusers & Pipework	35
Asphalt Hardstand	25
Borehole - All Types	50
Borehole Pump - All Types	50
Borehole Pump Motor - All Types	45
Buildings - Aerator Building	60
Buildings - Control Room	60
Buildings - Plant Building	60
Chlorination Equipment	30
Elevated Storage - Types 1-3	60
Filling Station	20
Flowmeter	20
General	70
Highlift Pumps - Types 1-3	50
Low Level Storage -Types 1 & 2	60
Low Level Storage -Types 3 & 4	50
Pipework & Valves	60
Pumps	45
Reticulation Pipes - AC, PVC & Poly	90
Reticulation Pipes - Ductile Iron	120
Reticulation Pipes - Mild Steel	100
Rising Mains	90
Security Fence	20
Submersible Pump - Type 1 & 2	35
Switchboard & Electrical	50
Telemetry	20

⁸ This value is derived from Councils Water Supply Asset Register as at 30 June 2013



Remaining Useful Life

Water supply buildings and above-ground Water structures are conditioned and valued by Council's external Valuers. This information is added to underground asset 'age based' condition data to establish the overall condition of Water Supply assets. Results ranged from 1 to 5, with assets at the higher range (5) becoming candidates for the Forward Capital Works renewal program. A summary of recorded asset condition data including average age and remaining useful lives are shown in 5.1.3 Figure 8.

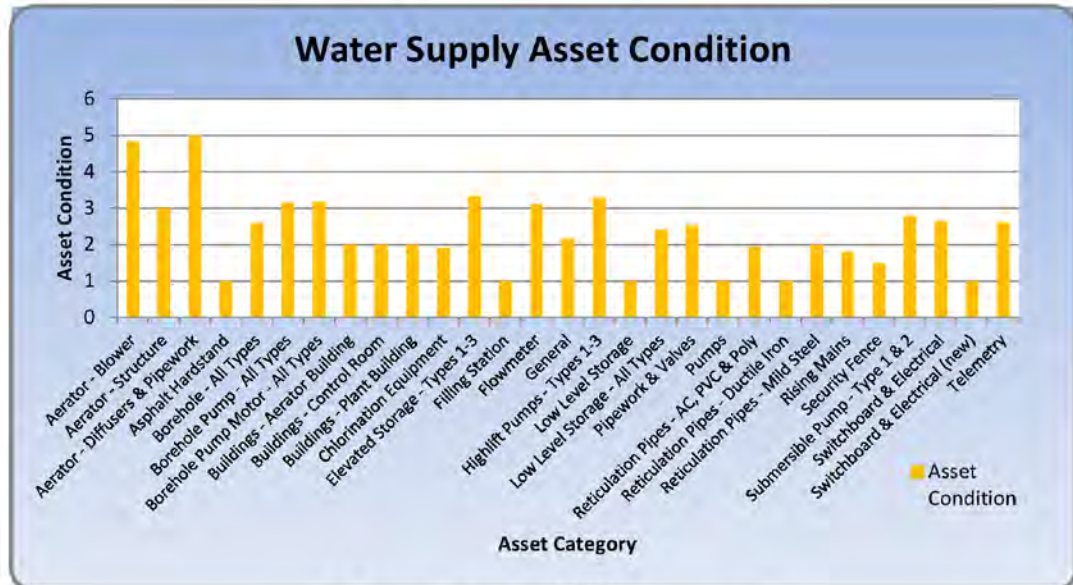
5.1.3 Figure 8 – Asset Categories – Average Remaining Useful Lives

Asset Category	No of Assets	Average Age	Remaining Useful Lives	Asset Condition
Aerator - Blower	6	28	2	5
Aerator - Structure	6	42	18	3
Aerator Type 1 - Diffusers & Pipework	1	32	2	5
Asphalt Hardstand	1	3	22	1
Borehole - All Types	32	27	23	3
Borehole Pump - All Types	27	35	15	3
Borehole Pump Motor - All Types	27	31	14	3
Buildings - Aerator Building	1	16	44	2
Buildings - Control Room	12	10	50	2
Buildings - Plant Building	1	13	47	2
Chlorination Equipment	11	14	16	2
Elevated Storage - Types 1-3	3	43	17	3
Filling Station	2	3	17	1
Flowmeter	9	11	9	3
General	11	32	38	2
Highlift Pumps - Types 1-3	10	32	18	3
Low Level Storage - large	1	3	57	1
Low Level Storage - Types 1 - 4	5	22	28	2
Pipework & Valves	15	32	28	3
Pumps	1	3	42	1
Reticulation Pipes - AC, PVC & Poly	1121	41	49	2
Reticulation Pipes - Ductile Iron	11	1	119	1
Reticulation Pipes - Mild Steel	2	50	50	2
Rising Mains	5	30	60	2
Security Fence	2	4	16	2
Submersible Pump - Type 1 & 2	5	22	13	3
Switchboard & Electrical	17	26	24	3
Switchboard & Electrical (new)	1	3	47	1
Telemetry	13	12	8	3
No of Assets	1359	Overall Condition	2	



5.1.2 Asset Condition⁹

The overall condition profile of Council's water supply assets is shown below. The overall condition index (OCI) is the average condition score calculated by summing individual water supply asset conditions and dividing the result by the number of individual water supply assets.



5.1.3.1 Figure 9 – Water Assets – OCI Rating



⁹ For explanation of condition ratings see Section 4.4

5.1.3 Summary Assessment

Council's water supply assets are currently meeting community and other stakeholder needs and are generally in 'good' condition. Based on Council's 10 Year Financial Long Term Plan and Council's modelling forecast, an annual renewal budget of \$650K in 2013/14, followed by \$300K for 2014/15 and 2015/16, rising to \$400K in four years time is on track to generally maintain overall condition of water supply assets at a higher than "serviceable condition" standard during the next twenty-five years.

Regular monitoring and ongoing maintenance of water assets will ensure that Council sustains a minimum overall condition index of '3 –serviceable' or better.

Final



5.2 Renewal/Replacement Plan

5.2.1 Forward Capital Works Program

In conjunction with Council's Management Team, Burdekin Shire Council has used the Step-watch process and predictive modelling software to identify a 'Water Supply Renewal Prioritisation Program by Year' for Council's water assets, which is enclosed as *Attachment 2*.

The Forward Capital Renewal Prioritisation program is based on the following renewal/replacement treatments:

5.2.1.1 Figure 10 – Renewal Replacement– Capital Works Program

Forward Capital Works Program To:	Based on a Functional/Useful Life of:
Replace Reticulation Main (<225 AC)	90 years
Replace Reticulation Main (225-300 AC)	90 years
Replace Reticulation Main (>300 AC)	90 years
Replace Reticulation Main (<63 Poly)	90 years
Replace Reticulation Main (63+ Poly)	90 years
Replace Reticulation Main (<50 PVC)	90 years
Replace Reticulation Main (50-80 PVC)	90 years
Replace Reticulation Main (>80 PVC)	90 years
Replace Reticulation Main (150 DI)	120 years
Replace Reticulation Main (200 DI)	120 years
Replace Reticulation Main (250 DI)	120 years
Replace Reticulation Main (500 MS)	100 years
Replace 100 dia Rising Main	90 years
Replace 150 dia Rising Main	90 years
Replace 200 dia Rising Main	90 years
Replace Switchboards & Electrical	50 years
Replace Pipework & Valves	60 years
Replace Flowmeter	20 years;
Replace Telemetry	20 years
Replace Chlorination Equipment [2 types]	20 & 30 years
Replace Aerator Blowers	30 years
Replace Aerator Diffuser & Pipework	35 years
Replace Aerator Structure	60 years
Replace Elevated Reservoir (Elevated Storage)	60 years
Replace Elevated Reservoir (General)	75 years
Replace Elevated Reservoir (Pipework & Valves)	60 years
Replace Elevated Reservoir (Switchboard)	50 years
Replace Low Level Reservoir (Low Level Storage)	60 years
Replace Low level Reservoir (General)	75 years
Replace Low Level Reservoir (Pipework & Valves)	60 years
Replace Low Level Reservoir (Switchboard)	50 years



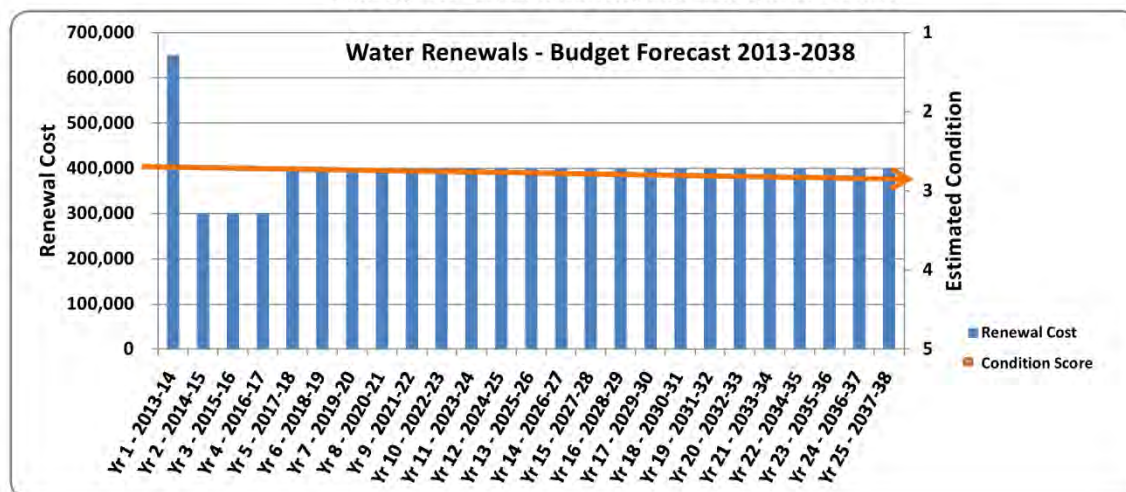
Forward Capital Works Program To:	Based on a Functional/Useful Life of:
Replace Low Level Reservoir (Fence)	20 years
Replace Aerator Building	60 years
Replace Chlorination Building,	60 years
Replace Plant Building,	60 years
Replace Control Room Building	60 years
Replace General Building	60 years
Replace High Lift Pumps (Type 1)	50 years
Replace High Lift Pumps (Other Type)	50 years
Replace Bore Sites – Borehole Pump Type 1	45 years
Replace Bore Sites – Borehole Pump Type 2	45 years
Replace Bore Sites – Borehole Pump Type 3	45 years
Replace Bore Sites – Borehole Pump Type 4	45 years
Replace Bore Sites – Submersible Pump	35 years
Replace Bore Sites – Bore Motor Type 1	45 years
Replace Bore Sites – Bore Motor Type 2-4	45 years
Replace Bore Sites – Borehole	50 years
Replace Bore Sites – Switchboard	50 years
Replace Bore Sites – Pipework & Valves	60 years
Replace Bore Sites – Fence	25 years
Replace Bore Sites – General	75 years

Please note: Treatment costs are based on the asset register's asset capital replacement cost for each water supply asset type. Chlorination equipment (20 & 30 years) is based on two different storage materials that provide different life spans. [New storage materials used are capable of a 30 year life].

Capital Renewal Program Budget

The net effect of the proposed forward capital works program - based on a constrained yearly budget of \$650K¹⁰ in year 1, followed by \$300K for years 2 and 3, then increasing to \$400K from year 4, is that Burdekin Shire Council's overall water supply asset condition will experience a slight decline to the lower end of condition '2-good' over a 25 year period. This is evidenced in the trend graph based on the asset quantity model appearing in figure 11 below.

5.2.1.2 Figure 11 – Capital Renewal Program Model Projection – 25 Years



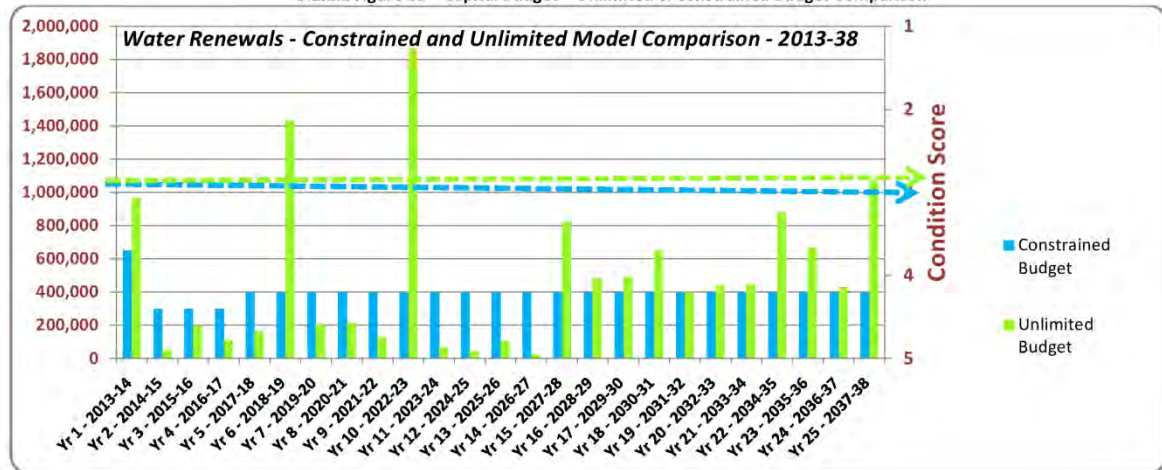
¹⁰ Based on Council's 10 Year Capital Renewal Prioritisation Program

5.2.2 Sensitivity Analysis

Comparison to an Unlimited Budget

Modelling comparisons were undertaken to compare the Constrained Forward Capital Renewal budget to that of a plan developed using an unlimited budget. The unlimited 25-year Water Supply Renewal program forecasts a peak of around \$1.87 million per annum in year six (replacing the Ayr Elevated Water Tower) and another in year 10, replacing the Home Hill Elevated Tower). As can be seen from the graph below, an unlimited budget (projected at \$12.36M), produces only a slight improvement in overall condition (8%, remaining in the '2-good' range), when compared to the Constrained Budget (projected at \$6.80M, which is 55.01% or \$5.56M less over 25 years). If only using Council's constrained budget, overall asset condition eventually decreases to '3-serviceable', which means that Council must continue to budget funds to accommodate proposed peaks, thereby ensuring service levels are maintained.

5.2.2.1 Figure 12 – Capital Budget – Unlimited & Constrained Budget Comparison

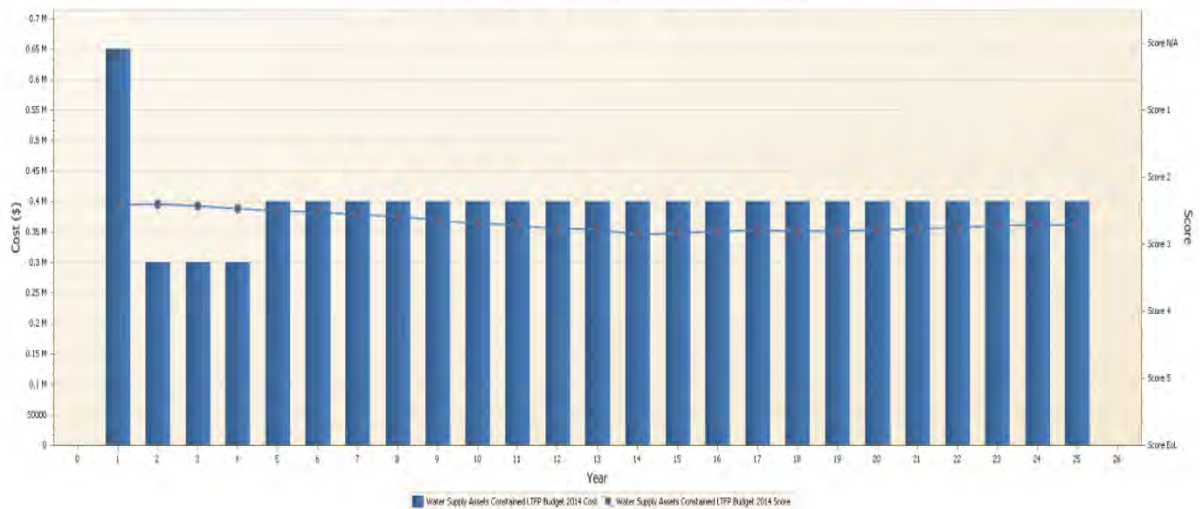


The above trends are as expected, with the constrained budget responsible for only minor decline in condition over a 25 year period. The water supply assets' overall condition is currently "good"; and governed by a set of treatment interventions that are based on inspections, audits and aged-based condition data. The level of expenditure needed to maintain water supply assets is generated using the above intervention levels within Council's predictive software, and an associated condition degradation rate for each asset type. A condition degradation index is shown in (Appendix C) for each asset type.

Comparison of Condition by Asset Quantity to Condition by Network Measure

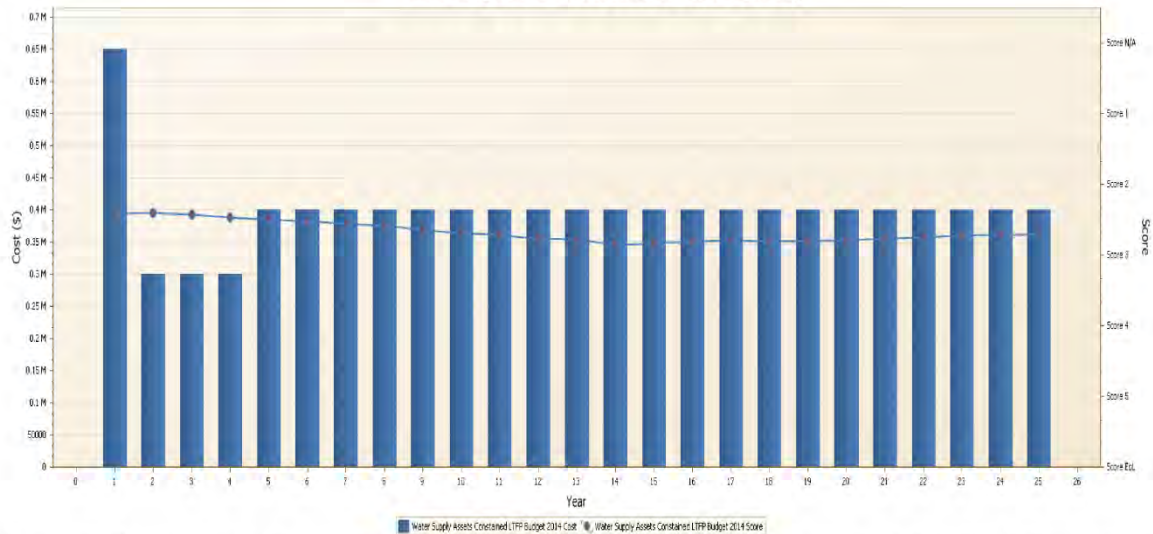
The following graphs show the overall Water Supply assets' condition rating based on 'network measure' and overall condition by 'asset quantity'.

5.2.2.2 Figure 13 – Model Budget – Network Measure



Overall water supply assets Condition by Asset Quantity

5.2.2.3 Figure 14 – Model Budget – Asset Quantity



By comparing the previous graphs, it appears the majority of assets are receiving a level of renewal/replacement work that will gradually result in an overall condition level above “serviceable” during the 25 year period (assets by quantity). While the two graphs appear similar in these examples, the condition graph (assets by network measure) can give a misleading result, as this is a graph usually used where all assets have a “size” measure. For example, if comparing sections of roads this “network measure” would be width, length, or area. This is difficult with water supply assets, as some assets such as reticulation mains have a network measure of differing lengths, whereas some assets are single units.





The elevated storages held within the asset register are all different sizes, construction materials, etc so their network measure is their capital replacement cost. As the Ayr elevated storage has a replacement cost of approximately \$1.3 Million, this can skew the graph away from the condition of numerous assets with small network measures, and towards the condition value of the much larger assets. The above graphs do show the larger assets are still receiving sufficient renewal works (using the capped budget) to prevent them from reaching a condition rating of "unserviceable" within the 25 year period

To determine a realistic timeframe for replacement of elevated storages in Ayr and Home Hill, Council will undertake engineering assessments of these facilities to obtain expert opinion on when replacement will be necessary. An initial assessment carried out by external service technicians for the elevated water storage tank in Ayr, reported an overall very good condition for the tank and fittings. These findings will be formally examined and substantiated by an appropriately qualified organisation on Council's behalf during 2014/15.

Final



5.2.2.4 Figure 15 – Budget Simulation Table

The following simulation demonstrates the funding differences between the proposed 'constrained' budget, the actual 10-year LTFP Budget (extrapolated to 25 years) and that of an 'unlimited' budget (\$40M) amount. *Note: Both 'model' forecasts exclude surplus funds.*

Simulated Water Budget Costs				
Financial Year	2013-38 Water Supply Renewals CONSTRAINED Model Budget (25 Years)	Current 2013-23 Water Supply Renewals LTFP Budget (Extrapolated from Yr 11 to 25 Years)	2013-38 Water Supply Renewals UNLIMITED Model Budget (25 Years) (True Amount needed)	2013-38 Water Supply DEPRECIATION (using current year's \$'s)
2013-14	643,900	650,000	648,500	529,500
2014-15	280,500	300,000	330,000	546,500
2015-16	292,800	300,000	238,700	546,500
2016-17	111,200	300,000	111,200	546,500
2017-18	164,200	400,000	164,200	546,500
2018-19	163,200	400,000	1,433,200	546,500
2019-20	205,100	400,000	205,100	546,500
2020-21	214,277	400,000	174,277	546,500
2021-22	128,006	400,000	168,006	546,500
2022-23	50,500	400,000	1,869,500	546,500
2023-24	67,800	400,000	67,800	548,500
2024-25	42,584	400,000	74,584	548,500
2025-26	103,348	400,000	71,348	548,500
2026-27	24,500	400,000	80,419	548,500
2027-28	383,358	400,000	767,439	548,500
2028-29	390,874	400,000	480,401	548,500
2029-30	377,075	400,000	492,691	548,500
2030-31	398,431	400,000	648,894	548,500
2031-32	392,586	400,000	401,352	548,500
2032-33	391,967	400,000	440,144	548,500
2033-34	398,914	400,000	449,873	548,500
2034-35	396,612	400,000	879,657	548,500
2035-36	395,643	400,000	666,032	548,500
2036-37	396,181	400,000	429,045	548,500
2037-38	390,987	400,000	1,070,499	548,500
Total	6,804,542	9,950,000	12,362,861	13,675,500

Please Note: depreciation is based on known current depreciation expenses (in today's dollars), which have been extrapolated to year 25. It should be noted that Council is in a very good position to sufficiently fund long-term renewals identified in the unlimited budget scenario by maintaining the proposed depreciation levels.

5.3 Creation/Acquisition/Upgrade Plan

Burdakin Shire Council monitors water supply assets' services provided to the community and other stakeholders. The following water supply assets have been identified as new/renewal works:

- South Ayr Water Treatment Plant – install variable speed pumps
- Home Hill Water Tower - Replace Aerator
- Rossiters Hill - Provide Alternative Water Supply sites

The above works have been included in Council's LTFP forward capital works program in 2013/14.

New assets are identified from various sources such as councillor or community requests, proposals identified by strategic plans or partnerships with other organisations. To determine if these new assets will prove sustainable, future proposals should be analysed to verify the community need and whole-of-life costings prepared, together with ongoing estimates for maintenance, depreciation and eventual renewal. If the need is proven, these verified proposals should be ranked by priority and available funds and scheduled in future works programmes.

Council decides whether or not to acquire new or accept gifted assets based on asset 'whole of life' costs rather than only on initial capital expenditure, excluding contributed assets. As described earlier, proposals must be considered and ranked on need and want; and on whether Council and the Community can sustainably afford these assets within the context of existing infrastructure obligations.

5.4 Maintenance Planning

Maintenance is regular on-going work necessary to keep assets operating within their normal physical condition, including instances where a component fails and needs immediate repair to make the asset useable again.

5.4.1 Scheduled Maintenance

Scheduled maintenance includes planned and cyclic maintenance work activities, provided for in Council's annual budget. Scheduled maintenance is the deliberate intervention to ensure that each asset either adheres to its consumption based life cycle or extends it where practicable and cost effective to do so.

Scheduled maintenance is planned maintenance that has been identified to be managed and undertaken within a given financial year. Scheduled maintenance activities include inspection, calibration, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance expenditure trends are shown in the table below.

Year	Maintenance Expenditure (\$)		
	Scheduled	Unscheduled	Total
2008/09	\$1,012,000	\$337,300	\$1,349,300
2009/10	\$1,260,000	\$420,000	\$1,680,000
2010/11	\$1,063,230	\$455,670	\$1,518,900
2011/12	\$1,215,079	\$520,747	\$1,735,826
2012/13	\$1,243,778	\$533,048	\$1,776,826

Maintenance expenditure levels are considered to be adequate to meet required ongoing service levels. Future revision of this asset management plan will include linking required maintenance expenditures with required service levels.





5.4.2 Unscheduled Maintenance

Unscheduled maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Council's response to unscheduled maintenance on water supply assets is defined in Council's *Water Supply maintenance levels of service manual at Attachment 1*.

Burdekin Shire Council allows for unscheduled maintenance within its annual budget as shown in the table above. It is not a requirement that this money be expended; it is there for the purpose of remedying emergency service requests, and in particular to rectify any unsafe water supply situation.

5.4.3 Legislation, Standards and Specifications

Maintenance work is to be carried out in accordance with legislation, codes and standards as listed in Sections '2.2 References', '4.2 Legislative Requirements' and 'Attachment 1' to this plan, and set specifications provided by relevant professionals.

Where relevant legislation, standards or specifications have not been referenced in this asset management plan, it should be assumed that it applies until otherwise confirmed by self-assessing the legislation, standard or specification; or seek advice of a legislation, standard or specification professional that the particular legislation, standard or specification does not apply to Burdekin Shire Council's water supply assets.

5.4.4 Summary of future maintenance expenditures

Future maintenance funding requirements have not been modelled for this version of the water supply asset management plan; however, it is evident from the assets' existing conditions and the modelling results, the balance between capital renewals and maintenance is within acceptable operating expense limits at this time.

5.5 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation.

There have been no assets identified for possible decommissioning and disposal at this time.



5.6 Risk Management Plan

Burdekin Shire Council is currently developing its risk management policy.

Risks have previously been investigated for inclusion in the Total Management Plan (TMP) for Water Supply and Sewerage Services.

The following risks are considered to be 'Very High' or 'High' risks to Council and the Community.

Risk	Risk Rating (VH, H)	Risk Mitigation Strategy
Sub-standard service becomes a political issue	VH	Establish systems and monitor service standards
Outdated asset registers	VH	Assign documented staff responsibility and duties for asset registration and condition assessment
Inadequate fire-fighting capacity	VH	Optimise system operation using network model Undertake hydrant flow test program Undertake valve maintenance program and upgrade network where necessary
Poor contractor performance as a result of using unskilled labour	VH	Ensure clear and unambiguous briefs and contract documents Maintain QA procedures for internal project management, and contract administration and supervision
Excessive complaints – water supply	H	Monitor CRM system for ongoing complaints and remedial action responses.
Consistent non-compliance with colour and/or turbidity standards for water supply at Giru and Brandon	H	Establish and maintain mains/reservoir cleaning program Maintain documented response procedures
Contamination by sewage backflow	H	Install backflow preventers at applicable premises Identify and document alternative emergency supplies
Major chemical spill in supply catchment	H	Maintain documented response procedures Identify and document alternative emergency supplies
Public liability claims against Council	H	Maintain process to ensure planning, design, construction and O&M procedures are consistent and up-to-date
Insufficient funding for scheduled replacements	H	Provide minimum funding in capital works program equivalent to renewals annuity based on replacement profiles
Inappropriate level of data capture, i.e., too coarse or too detailed	H	Implement/review effective information management strategies Condition assessment of all assets Regularly review appropriateness of data capture level
Service disruption from catastrophic failure of assets or monitoring/control equipment	H	Maintain documented planned maintenance, inspection and condition assessment programs Maintain funded asset rehabilitation/replacement program Maintain monitoring of system performance and operation via telemetry Record/analyse all failures, e.g. Main breaks and maintain documented response procedures Maintain documented emergency repairs procedures
Adverse effects on kidney dialysis	H	Monitor distribution of dialysis machines



Risk	Risk Rating (VH, H)	Risk Mitigation Strategy
machines at Home Hill		Identify and document backup water supplies for relevant machine locations Maintain documented protocols for advance warning of quality/supply interruptions Maintain documented maintenance procedures (e.g. Tagging of valve marker posts) Schedule maintenance in consultation with hospitals and dialysis users
Daily water demands exceed system supply capacity (e.g., maximum hour)	H	Implement structured demand management program Maintain calibrated network model of water supply system Maintain monitoring of system performance via telemetry Implement pre-emptive customer information program
Service disruption from sabotage, vandalism or theft	H	Maintain telemetric security system at key installations Maintain documented response procedures
Unplanned delays in implementing infrastructure plans due to environmental disputes	H	Maintain/implement documented community consultation protocols
Acquisition of substandard donated assets	H	Maintain subdivision design/construction standards up-to-date Adequate pre-handover auditing/inspection by Council representatives or consultants Maintain documented handover process Maintain relevant QA documentation on Council's audit/inspection routines
Substandard construction of assets	H	Implemented procedures for pre-qualifying contractors and awarding contracts on 'value for money' Regular review/update of standardised specifications/drawings Adequate pre-handover auditing/inspection, in-house or by consultants Require evidence of suitable contractor QA system
Ineffectual loss management outcomes due to adoption of sub-optimal demand and loss reduction strategies	H	Identify and document full benefits/costs of optimal strategies, including long-term community benefits, and supported by benchmarking comparisons Extend metering to Council properties
Non-compliance with Local Government Act or Land, Water and Other Legislation Amendment Act 2013.	H	Develop and implement non-compliance Policies appropriate to Council's needs

Council's Drinking Water Quality Management Plan includes an assessment of hazards and risks associated with the supply of potable water. While the plan focuses on water quality, infrastructure associated risks and subsequent actions are documented in the improvement plan. These solutions must be included in the future works program.

6. FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

6.1 Financial Statements and Projections

6.1.1 Sustainability of service delivery

This section looks at the types of sustainability analyses that can be undertaken to confirm the financial sustainability of the proposed Forward Capital Works Program.

Council's budgeted depreciation expense for FY 2013/14 is \$529,500¹¹.

Depreciation Rate and Asset Sustainability Ratio

The asset sustainability ratio (capital expenditure on replacement/renewal of assets divided by the depreciation expense, expressed as a percentage) is used to approximate the extent to which Council water supply assets are being replaced as they reach the end of their useful life.

A percentage equal to or greater than 90% is generally considered to be good; however, this percentage is subject to the overall age of the asset network, so that a low score of 50% is appropriate where the overall remaining useful life is extensive. The intent is to identify if capital expenditure on renewal/replacement is at least equal to depreciation on average over time, if so then Council is ensuring the value of its existing network of water supply assets is maintained.

The attached forward capital works program is based on Council spending \$650K (Year 1), which equates to an asset sustainability ratio of 122.75%¹². This ratio is very good, and highlights that the Shire currently allocates more money towards replacement and renewal than is being normally consumed by depreciation.

Note: The asset sustainability ratio changes to 72.76% for years 2-25 (using averaged Budget and depreciation calculations of \$398,000 and \$547,020 respectively), which shows the ratio is more in line with usual sustainability ratios for long term assets.

Future Renewal Funding Ratio

The future renewal funding ratio is the net present value (NPV) of planned capital expenditure over the planning period within the long term financial plan divided by the NPV of the required capital expenditure over the same period within this asset management plan.

This indicator is a measure of the ability of Council to fund its projected renewals/replacements in the future.

For planning purposes, Council has assumed a level of future annual capital expenditure that varies from \$650K (year 1); \$300K (years 2- 4) and \$400K from year 5 onwards; and developed a forward capital works program within this constraint. Averaged 10-Year LTFP annual renewal projections of \$395K show the future renewal funding ratio is 73.93%, which is below the Department of Local Government's 'good' target of 90%.

¹¹ This value is derived from Councils approved 2013/14 Budget.

¹² Calculated as follows: $\$650,000 / \$529,500 = 122.75\%$



Council may also need to adjust funding to meet increased unit costs for renewal work. Serviceability of Water assets at projected funding levels show slight degradation over a 25 year period towards a 'serviceable' condition by year 25.

Asset Consumption Ratio

The asset consumption ratio is the depreciated replacement cost (DRC) of the water supply assets (written down value) divided by the current replacement cost (CRC) or gross replacement cost (GRC) of water supply assets, expressed as a percentage.

This indicator seeks to highlight the aged condition of Council's water supply assets. If they are being responsibly maintained and renewed/replaced then an asset consumption ratio approaching 100% is very good. However, a relatively low and/or declining ratio should not be cause of concern providing Council can financially sustain the required levels of capital and maintenance expenditure needed to maintain the asset network.

The asset consumption ratio for Council's water supply assets is **53.38%** (\$19,931,572 / \$ 37,336,151¹³)

Life Cycle Costs and Life Cycle Expenditure

Life cycle costs (or whole of life costs) are the average costs that are required to sustain service levels over the longest asset life. Life cycle costs (LCC) include maintenance and asset consumption (depreciation expense). The annual average life cycle cost for the services covered in this asset management plan is:

$$\begin{aligned}\text{LCC} &= \text{annual depreciation expense} + \text{annual maintenance expenditure.} \\ &= \$529,500 + \$1,776,826^{14} \\ &= \$2,306,326\end{aligned}$$

Life cycle costs can be compared to life cycle expenditure (LCE) to give an indicator of sustainability in service provision. Life cycle expenditure includes maintenance plus capital renewal expenditure. Life cycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure at the start of the plan is:

$$\begin{aligned}\text{LCE} &= \text{annual maintenance expenditure} + \text{annual capital renewal expenditure.} \\ &= \$1,776,826 + \$650,000 \\ &= \$2,426,826\end{aligned}$$

A gap between life cycle costs and life cycle expenditure gives an indication as to whether present consumers are paying their share of the assets they are consuming each year. The purpose of this Water Supply asset management plan is to identify levels of service that the community needs and can afford and develop the necessary long term financial plans to provide the service in a sustainable manner.

The life cycle gap for services covered by this asset management plan is $\text{LCC-LCE} = \$120,500$ per annum. The life cycle sustainability index is $\text{LCE/LCC} = 105.22\%$. This ratio suggests that Council is allocating funding slightly above the recommended level towards renewal/replacement of water supply assets (for the current year).

¹³ These values are derived from Councils 2012/13 Audited Financial Statements

¹⁴ 2012/2013 total maintenance figure from Section 5.4.1



6.1.2 Impact of Inflation

Please note that all costs mentioned in this AMP are shown in today's dollars. Detailed discussion of the impacts of inflation is not discussed in this version of the asset management plan because this is Council's first detailed plan and there are other concepts and issues of greater importance than inflation to be understood.

6.2 10 Year Financial Plan

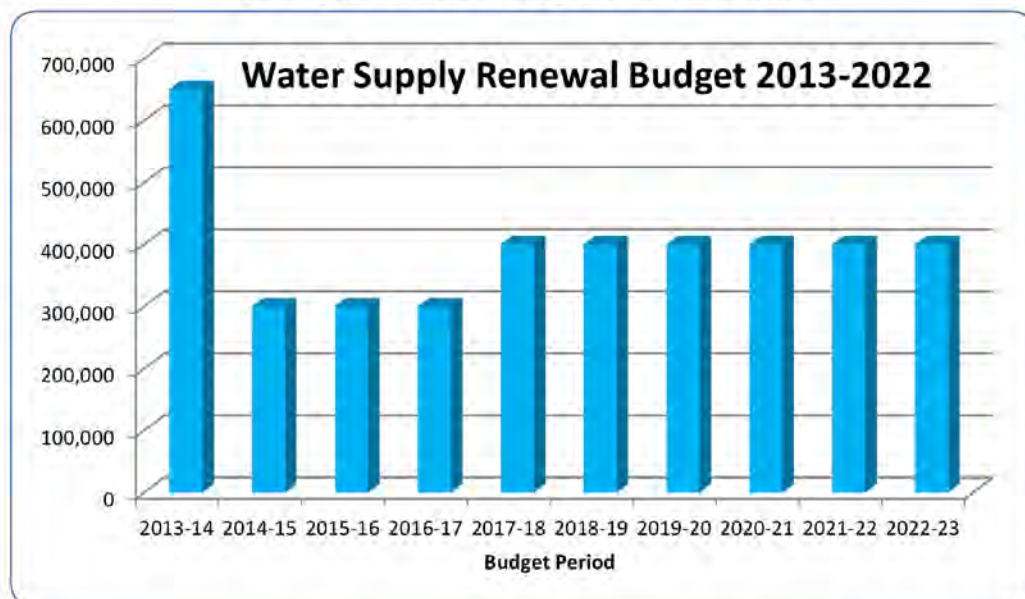
This asset management plan identifies the estimated maintenance and capital expenditures required to deliver an agreed level of service to the community over a 25 year period, and also provide input into Council's 10-year LTFP plan to provide water services in a sustainable manner.

This may be compared to existing or planned expenditures in the 25 year period to identify any gap. In a core asset management plan, a gap is generally due to increasing asset renewals.

The forward capital works program that feeds into the 10 Year financial plan has been developed on the following guidance:

- To maintain the water supply assets in an overall condition rating of '3' (serviceable condition) or better; and
- Based on Council's LTFP capital renewal budget as shown below:

6.2.1 Figure 6.1 –Renewal Budget - \$650 - \$300K - \$400K



The forward capital works program calculates the cost of work based on the current unit rates held within council's asset register which are reviewed during each yearly capitalisation cycle.

Council should give consideration to revising its 10 Year forward financial plan based on the water works prioritisation program by year (*Attachment 2*) and other inputs recommended from Council's predictive modelling; and use the next three years to complete and refine the accuracy of water asset conditions and predictive modelling parameters, such as asset lifecycles. This asset management plan and water works prioritisation program should be updated and refined each year.

6.3 Funding Strategy

The projected expenditure identified in the forward capital works program is to be funded from Council's capital renewal budget. The funding strategy is detailed in Council's 10-year long term financial plan.

Achieving the funding strategy will require Council spending \$650K (Year 1) and \$300K for years 2-4, with remaining yearly budget projections of \$400K per annum per year on capital replacements and renewals; and that prior to the commencement of year five (2015/16 FY) that physical condition assessments be completed and at that time Council revise decisions with respect to maintaining and sustaining the Shire's water supply assets and service levels that they provide.

6.4 Valuation Forecasts

Water supply asset values are forecast to increase as additional assets are added / upgraded from construction works undertaken by Council; and from assets constructed by land developers and others and donated to Council. Forecast depreciation is not included in this version of the asset management plan, and are subject to confirmation of condition ratings and refined costs of renewal work.

6.5 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this asset management plan are:

- That Council's objective is to maintain its water supply assets in an overall condition rating of '3' (serviceable condition) or better;
- Based on 2013/14's capital budget of \$650,000;
- 53 Treatments, defined at Section 5.2.1.

Accuracy of future financial forecasts may be improved in future revisions of this asset management plan by the following actions.

- Completion of water supply asset physical condition assessments and subsequent ratings;
- Recording assets at risk for possible future inclusion in renewal / upgrade programs; and
- Increasing experience in data modelling.

7. ASSET MANAGEMENT PRACTICES

7.1 Accounting/Financial Systems

Council uses Technology One financial software as its main financial system in conjunction with a Customer Request Management (CRM) System. Financial asset register data is not currently held within Technology One but Council plans to implement the asset module as soon as possible. In the meantime, Council's asset registers are held within Microsoft Excel Spreadsheets.

Council's asset management responsibility is defined as a stewardship role, caring for and protecting the Shires assets for current and future generations.

The accounting thresholds for capital assets are defined in Council's Non-current Asset Accounting Policy.

Fair value depreciation is undertaken in accordance with AAS 116 'Property, Plant and Equipment'.

7.2 Asset Management Systems

Council is committed to using Technology One's Enterprise Asset Management Module and Assetic's MyPredictor and MyValuer Modelling software.

7.3 Records Management Systems

Council uses TechnologyOne's ECM Dataworks for Records Management and Property and the Property and Rating modules for Customer Request Management.

7.4 Information Flow Requirements and Processes

The key information flows *into* this asset management plan are:

- The asset register data on size, age, value, and remaining life of water supply assets;
- Condition assessments collected during the course of the Plan's development
- The adopted service levels;
- Projections of various factors affecting future demand for services;
- Correlation between maintenance and renewal, including consumption based modelling;
- Data on new assets to be acquired by council.

The key information flows *from* this asset management plan are:

- The proposed Water Supply forward capital works program and trends;
- Long term budget considerations,;
- The useful life analysis.

These will impact the long term financial plan, strategic business plan, annual budget and departmental business plans and budgets.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Performance Measures

The effectiveness of the asset management plan can be measured in the following ways:

- The degree to which the required cashflows identified in this asset management plan are incorporated into Council's 10 Year financial plan and other management plans;
- The degree to which the forward capital works program, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the asset management plan;

8.2 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown below.

Task No	Task	Responsibility	Timeline
1.	Complete physical condition assessment and valuation of above ground water supply assets using external valuers; and valuation of below ground assets by experienced Council staff and contractors using 'first principles' methodology based on current replacement pricing indices and professional industry references guides.	Water & Sewerage Field Overseer + Asset Group	June 2015
2.	Confirm the quality of the water supply assets condition ratings and associated recommended work as reflected within Council's modelling software.	Manager Technical Services & Asset Coordinator	Ongoing
3.	Improve asset management practices by implementing an integrated operational asset management system to interface with Council's TechnologyOne Financial Systems.	Asset Management Group	June 2015
4.	Continually improve quality of the inputs and outputs of Council's predictive models for water supply assets	Asset Coordinator	Ongoing

8.3 Monitoring and Review Procedures

This asset management plan will be reviewed and refined during annual budget preparation and amended/updated to recognise any changes in required service levels.

APPENDICES

Appendix A Abbreviations

AAAC	Average Annual Asset Consumption
AMP	Asset Management Plan
ARI	Average Recurrence Interval
CRC	Current Replacement Cost
GRC	Gross Replacement Cost
IIMMEF	International Infrastructure Management Manual Earthworks/Formation
IPWEAIIIMM	Institute of Public Works Engineering Australia International Infrastructure Management Manual
IRMPIWEA	Infrastructure Risk Management Plan Institute of Public Works Engineering Australia
LCCIRMP	Life Cycle Cost Infrastructure Risk Management Plan
LCELCC	Life Cycle Expenditure Life Cycle Cost
LTFP	Long Term Financial Plan (10 Years)
MMSLCE	Maintenance Management System Life Cycle Expenditure
PCIMMS	Pavement Condition Index Maintenance Management System
RV	Residual Value

Appendix B Glossary

Asset class

Grouping of assets of a similar nature and use in an entity's operations (AASB 116.37).

Asset condition assessment

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset to determine the need for some preventative or remedial action.

Asset management

The combination of management, financial, economic, and engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

Assets

Council's assets are managed in accordance with AASB 116 – Property, Plant and Equipment, which defines assets as 'Property, plant and equipment' including infrastructure and other assets (such as furniture and fittings) with benefits expected to last more than 12 months.

Capital expenditure

Relatively large (material) expenditure, which has benefits expected to last for more than 12 months. Capital expenditure includes 'renewal', 'new' and 'upgrade'. Where capital projects involve a combination of renewal, new and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital funding

Funding to pay for capital expenditure.

Capital 'new' expenditure

Expenditure which creates a new asset providing a new service to the community that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operating and maintenance expenditure.

Capital renewal expenditure

Capital renewal is expenditure on an existing asset, which returns an asset's service potential or life to that which it originally had. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

Capital upgrade expenditure

Upgrade expenditure enhances an existing asset to provide a higher level of service; or increase the asset's life or value beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in Council's asset base, e.g. widening a sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a



grandstand at a sporting facility. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, total project cost needs to be allocated accordingly.

Class of assets

See asset class definition

Component

An individual part of an asset which contributes to the composition of the whole and can be separated from or attached to an asset or a system.

Cost of an asset

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, plus any costs necessary to place the asset into service. This includes one-off design and project management costs.

Current replacement cost (CRC)

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Cyclic Maintenance

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including "pigging" of water mains. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

Depreciable amount

The cost of an asset, or other amount substituted for its cost, less its residual value (AASB 116.6)

Depreciated replacement cost (DRC)

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset

Economic life

See useful life definition.

Expenditure

The spending of money on goods and services. Expenditure includes recurrent and capital.

Fair value

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Level of service

The defined service quality for a particular service against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost).



Life Cycle Cost

The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The life cycle cost does not indicate the funds required to provide the service in a particular year.

Life Cycle Expenditure

The life cycle expenditure (LCE) is the actual or planned annual maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life cycle expenditure may be compared to life cycle cost to give an initial indicator of life cycle sustainability.

Maintenance and renewal gap

Difference between estimated budgets and projected expenditures for maintenance and renewal of assets, totalled over a defined time (e.g. 5, 10 and 15 years).

Maintenance and renewal sustainability index

Ratio of estimated budget to projected expenditure for maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).

Maintenance expenditure

Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

Materiality

An item is material if its omission or misstatement could influence the economic decisions of users taken on the basis of the financial report. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances.

Modern equivalent asset.

A structure similar to an existing structure and having the equivalent productive capacity, which could be built using modern materials, techniques and design. Replacement cost is the basis used to estimate the cost of constructing a modern equivalent asset.

Non-revenue generating investments

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to Council, e.g. parks and playgrounds, footpaths, roads and bridges, libraries, etc.

Operating expenditure

Recurrent expenditure, which is continuously required excluding maintenance and depreciation, e.g. power, fuel, staff, plant equipment, on-costs and overheads.

Rate of annual asset consumption

A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.



Rate of annual asset renewal

A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

Rate of annual asset upgrade

A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

Recurrent expenditure

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operating and maintenance expenditure.

Recurrent funding

Funding to pay for recurrent expenditure.

Rehabilitation

See capital renewal expenditure definition above.

Remaining Useful Life

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining life is economic life.

Renewal

See capital renewal expenditure definition above.

Residual Value

The net amount which an entity expects to obtain for an asset at the end of its useful life after deducting the expected costs of disposal.

Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Scheduled Maintenance

Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Service Hierarchy

Individual assets provide differing levels of services to its users. The quality or importance of services provided is ranked within a service hierarchy. Within this asset management plan and associated documents, the service hierarchy is based on a star rating, where five (5) stars represents the importance for providing a high quality service, and one (1) star the need for only providing basic service.

Service potential

The capacity to provide goods and services in accordance with the entity's objectives, whether those objectives are the generation of net cash inflows or the provision of goods and services of a particular volume and quantity to the beneficiaries thereof.





Service potential remaining

A measure of the remaining life of assets expressed as a percentage of economic life. It is also a measure of the percentage of the asset's potential to provide services that are still available for use in providing services (DRC/DA).

Sub-component

Smaller individual parts that make up a component part.

Unscheduled maintenance

Unplanned repair work that carried out in response to service requests and management/supervisory directions.

Useful life

Either:

- (a) the period over which an asset is expected to be available for use by an entity, or
- (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council. It is the same as the economic life.

Source: DVC, 2006, 'Asset Investment Guidelines', 'Glossary', Department for Victorian Communities, Local Government Victoria, Melbourne,

Final



Appendix C Condition Degradation Rate

Water Supply assets' degradation rates have been reviewed and changed as follows to more accurately reflect the degradation rates for Water Supply assets.

Asset Description	Age in Years, as adopted for each condition state					
	1	2	3	4	5	End of Life
100 dia Rising Main	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
150 dia Rising Main	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
200 dia Rising Main	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Aerator Blowers	1 - 5	6 - 17	17 - 23	24 - 27	28 - 30	30
Aerator Building	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Aerator Diffuser & Pipework	1 - 5	6 - 19	19 - 26	27 - 32	33 - 35	35
Aerator Structure	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Bore Sites – Bore Motor Type 1	1 - 7	8 - 25	15 - 34	35 - 41	42 - 45	45
Bore Sites – Bore Motor Type 2-4	1 - 7	8 - 25	15 - 34	35 - 41	42 - 45	45
Bore Sites – Borehole	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
Bore Sites – Borehole Pump Type 1	1 - 7	8 - 25	15 - 34	35 - 41	42 - 45	45
Bore Sites – Borehole Pump Type 2	1 - 7	8 - 25	15 - 34	35 - 41	42 - 45	45
Bore Sites – Borehole Pump Type 3	1 - 7	8 - 25	15 - 34	35 - 41	42 - 45	45
Bore Sites – Borehole Pump Type 4	1 - 7	8 - 25	15 - 34	35 - 41	42 - 45	45
Bore Sites – Fence	1 - 3	13 - 11	12 - 15	16 - 18	19 - 20	20
Bore Sites – General	1 - 11	12 - 41	42 - 56	57 - 68	69 - 75	75
Bore Sites – Pipework & Valves	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Bore Sites – Submersible Pump	1 - 5	6 - 19	19 - 26	27 - 32	33 - 35	35
Bore Sites – Switchboard	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
Chlorination Building,	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Chlorination Equipment (30 Yr Life)	1 - 5	6 - 17	17 - 23	24 - 27	28 - 30	30
Chlorination Equipment (20 Yr Life)	1 - 3	13 - 11	12 - 15	16 - 18	19 - 20	20
Control Room Building	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Elevated Reservoir (Elevated Storage)	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Elevated Reservoir (General	1 - 11	12 - 41	42 - 56	57 - 68	69 - 75	75
Elevated Reservoir (Pipework & Valves)	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Elevated Reservoir (Switchboard)	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
Flowmeter	1 - 3	4 - 11	11 - 15	16 - 18	19 - 20	20
General Building	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
High Lift Pumps (Other Type)	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
High Lift Pumps (Type 1)	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
Low Level Reservoir (Fence)	1 - 3	13 - 11	12 - 15	16 - 18	19 - 20	20

Asset Description	Age in Years, as adopted for each condition state					End of Life
	1	2	3	4	5	
Low Level Reservoir (General)	1 - 11	12 - 41	42 - 56	57 - 68	69 - 75	75
Low Level Reservoir (Low Level Storage)	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Low Level Reservoir (Pipework & Valves)	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Low Level Reservoir (Switchboard)	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
Pipework & Valves	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Plant Building,	1 - 9	10 - 33	34 - 45	46 - 54	55 - 60	60
Reticulation Main (<225 AC)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (<50 PVC)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (<63 Poly)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (>300 AC)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (>80 PVC)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (150 DI)	1 - 18	19 - 66	67 - 90	91 - 108	109 - 120	120
Reticulation Main (200 DI)	1 - 18	19 - 66	67 - 90	91 - 108	109 - 120	120
Reticulation Main (225-300 AC)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (250 DI)	1 - 18	19 - 66	67 - 90	91 - 108	11 - 120	120
Reticulation Main (500 MS)	1 - 15	16 - 55	56 - 75	76 - 90	91 - 100	100
Reticulation Main (50-80 PVC)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Reticulation Main (63+ Poly)	1 - 14	15 - 50	51 - 68	69 - 81	82 - 90	90
Switchboards & Electrical	1 - 8	9 - 28	18 - 38	39 - 45	46 - 50	50
Telemetry (Major)	1 - 5	6 - 17	17 - 23	24 - 27	28 - 30	30
Telemetry (Regular)	1 - 3	13 - 11	12 - 15	16 - 18	19 - 20	20

Appendix D 10 Year Forward Water Capital Works Program

Water Asset Description	New / Replacement	Rank	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Water Supply replacement/refurbishment of assets	Replacement	3	100,000									
South Ayr Water Treatment Plant - Install variable speed pumps	Replacement	3	100,000									
Replace Aerator Home Hill Water Tower	Replacement	3	450,000									
Alternative water supply sites (Rossiters Hill area)	New	3	300,000									
Water Supply replacement/refurbishment of assets	Replacement	3		300,000								
Water Supply replacement/refurbishment of assets	Replacement	3			300,000							
Water Supply replacement/refurbishment of assets	Replacement	3				300,000						
Water Supply replacement/refurbishment of assets	Replacement	3					400,000					
Water Supply replacement/refurbishment of assets	Replacement	3						400,000				
Water Supply replacement/refurbishment of assets	Replacement	3							400,000			
Water Supply replacement/refurbishment of assets	Replacement	3								400,000		
Water Supply replacement/refurbishment of assets	Replacement	3									400,000	
Water Augmentation - Sutcliffe Estate area design	New	3										100,000
Water Supply replacement/refurbishment	Replacement	3										400,000
Ranking	Total New		300,000									100,000
1. Public Safety/Statutory Requirement 2. Aligns with Corporate Plan 3. Replace/Upgrade existing facility 4. Cost Benefit (low rate of return) 5. Optional Request	Total Replacement		650,000	300,000	300,000	300,000	400,000	400,000	400,000	400,000	400,000	400,000
	Yearly Total		950,000	300,000	300,000	300,000	400,000	400,000	400,000	400,000	400,000	500,000



ATTACHMENTS

- 1. Water Supply Maintenance Levels of Service Manual**
- 2. Water Works Prioritisation Program by Year**
 - 2013-14 Water Supply Renewals CONSTRAINED Model Budget (25 Years)
 - 2013-14 Water Supply Renewals UNLIMITED Model Budget (25 Years)

Final



6 CORPORATE & COMMUNITY SERVICES

6.1 Adoption of 2014/15 Revenue Policy

Document Information

Referring Letter No: N/A

File No: 895

Name of Applicant: N/A

Location: N/A

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

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 2014/15 is attached for consideration and adoption.

Recommendation

That Council adopts the 2014/15 Revenue 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

Councils are required to produce a revenue policy and a revenue statement. The difference between the two documents is as follows:

A revenue policy is adopted in advance of the budget and clearly sets out the principles to be used by a local government in setting its budget and the broad strategy it plans to use to raise revenue. Principles for setting rates and charges, such as the extent to which a 'user pays approach' is adopted, are the focus of the revenue policy.

A revenue statement is an explanatory statement to accompany the budget and outlines and explains the revenue measures adopted in the budget. The revenue statement will accompany the budget, but will not form part of the budget.

The process of adopting a revenue policy in advance of the budget is designed to better inform the public about Council's underlying revenue raising principles and will provide a strategic document for raising revenue in the budget process.

The draft revenue policy for 2014/15 is based on the existing revenue policy for 2013/14 with some changes to bring the policy in line with current instructions of Council.

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 revenue policy must comply with the *Local Government Regulation 2012* and the *Local Government Act 2009*.

The Regulation requires that a local government must prepare and, by resolution, adopt a revenue policy for each financial year.

The local government must adopt the revenue policy in sufficient time before the start of the financial year to allow an annual budget that is consistent with the revenue policy to be adopted for the financial year.

A local government may, by resolution, amend its revenue policy for a financial year at any time before the financial year ends.

Policy Implications

2013/14 policy with amendments to reflect current practice.

Financial and Resource Implications

Nil

Report authorised by:

Dan Mulcahy, Director – Corporate and Community Services

Attachments

1. Draft 2014/15 Revenue Policy



2014/2015 Revenue Policy

Commencement Date: 1 July 2014

Function: Financial Management

RESPONSIBILITIES

Policy Owner	Director – Corporate & Community Services
Policy Contact	Manager – Financial Services
Approval Authority	Council
Next Review Date	1 June 2015 (12 months)

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	Adopted	09/07/2013	Council Budget Meeting	
1		10/06/2014	Council Meeting	

1 PURPOSE

The Revenue Policy identifies the principles that Council intends to apply in the preparation and adoption of the 2014/2015 budget.

2 SCOPE

This policy will identify the principles Council intends to apply for—

- levying rates and charges,
- granting concessions for rates and charges,
- recovering overdue rates and charges, and
- setting cost-recovery fees.

This policy also addresses—

- the purpose for concessions,
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development, and
- the amount of each reserve to be kept in the operating fund and the way in which the local government intends to ensure funding is available to support the purpose of each reserve.

3 DEFINITIONS

Refer to dictionary schedules located in the *Local Government Act 2009* and *Local Government Regulation 2012*.

4 POLICY STATEMENT

4.1 Principles used for levying rates and charges

In levying rates and charges Council will apply the principles of—

- **Clarity** - making clear Council's and each ratepayer's responsibility to the rating regime;
- **Simplicity** - making the levying system simple and inexpensive to administer; and
- **Equity** - through flexible payment arrangements for ratepayers with a lower capacity to pay.

4.1.1 Making rates and charges

In making rates and charges, Council will raise an amount of revenue appropriate to maintain and improve assets and provide services to the Shire as a whole. In deciding how that revenue is raised, Council will take into account the following factors:

- the rateable value of land, including valuation relativities among land, and the rates that would be payable if only one general rate was adopted; and
- the level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate; and
- the use of the land in so far as it relates to the extent of utilisation of Council services; and
- location and access to services; and
- with an extensive road network, particularly in rural areas of the Shire and demands on Council to upgrade the standard of roads for harvesting, transportation of rural products, processing and services associated with the sugar, grazing, horticulture and aquaculture industries, Council considers those areas benefiting from access to improved road and infrastructure standards should contribute appropriately to Council's revenue base to maintain the high level of road services expected.
- In the case of sugar milling operations, Council has taken into account that the increased costs of infrastructure associated with maintaining and upgrading roads including tramway corridors, cane sidings and other infrastructure associated with these operations, contribute to Council's costs in maintaining and upgrading the standards of roads within the Burdekin Shire.
- In the case of commercial water supply business, Council has taken into account that the existence of (predominantly) above-ground water delivery and drainage infrastructure within or adjacent to road reserves impacts directly on Council roads and associated drainage, and contributes particularly to Council's costs in maintaining and upgrading the standard of roads and drainage.
- At the same time, Council acknowledges and again has taken into account that improved services including but not limited to: recreation and sporting, swimming pools, community, cultural, library, welfare services, public halls, environmental health services and amenities, parks and playgrounds, cemeteries, Council's public buildings, Council's economic development initiatives, improvements and development work in the Council's principal towns are local government services that should be met by the whole community.

4.1.2 Valuations and General Rates

The Council has formed the opinion, following the release of the Department of Natural Resources and Mines valuations of land report, which became effective on 1 July 2014, that the valuations at that time would lead to rating inequities and a distortion of relativities in the amount of rates paid in various areas of the Shire, if only one general rate was adopted.

The Council is of the opinion that a system of differential general rating will achieve a fairer and more equitable distribution of the rating burden, and exhibit the following features:

- Flexible - so that Council can adapt its rating system to the economic circumstances of the community's rateable properties as a whole and/or the circumstances of particular sectors;
- Equitable - in relation to the benefits rateable properties receive from the expenditure of rates;
- Simple and easily understood;
- Economical to administer, relative to the revenue derived; and
- Ensures that similar rateable properties are treated in a like manner.

In determining the rating burden to be shared by the differential rating categories, the Council acknowledges the following:

- New valuations issued from time to time may produce a shift in relativities between the various differential rating categories in respect of their share of the rating burden;
- New valuations may also lead to shifts in relativities between properties within the differential rating categories. In such cases, Council acknowledges that the property valuation is a fair indicator of the general rating burden to be met by that property;
- New valuations issued from time to time may also result in a differential rating category contributing less of the rating burden than in the preceding year. Council acknowledges this circumstance as unfair or inequitable to the other differential rating categories and accordingly will manually intervene to produce at least up to a one percent (1%) increase in the rating burden for that category over the previous year;
- Council intends the Rural Other and Primary Production category rates in the dollar to gradually approach but not surpass the Rural Sugar Cane category rate in the dollar, thus reducing a perceived inequity between the agricultural categories;
- Council intends to review the rates in the dollar of all categories especially the Commercial & Industrial and Drive-in Shopping Centre Categories, to ensure a fair and equitable contribution to the general rate.

Council proposes to continue to levy differential general rates to ensure that the rate burden is distributed in a fair and equitable way. Council will continue to gather data to further consider and refine this process.

4.1.3 Minimum General Rates

The Council considers that each property in the Shire benefits to some extent from the facilities and services provided by the Council, including the governance costs in administering the Shire. Such expenditure is limited to that funded by the general rate.

Therefore, minimum general rates are made and levied to recover the costs of such services and facilities.

The Council further considers that the benefit received by each property within the differential rating categories is substantially equal.

4.1.4 Charges

In general, Council will be guided by the 'user pays' principle in the making of charges to minimise the impact of rating within the local economy.

Council will have regard to the principles of—

- **Transparency** - in the making of charges;
- **Simplicity** - having in place a charging regime that is simple and inexpensive to administer;
- **Flexibility** - to take into account local economic conditions; and
- **Full cost recovery** - of associated expenses, including a reasonable return on capital.

Council has resolved to charge for water services under a two-part consumption based pricing policy. The outcomes of this form of water supply demand management are aimed at community benefit from:

- Establishment of a charging system more closely aligned to the principles of user pays;
- Reduced water consumption resulting in:
 - reduced operational costs,
 - deferment of future augmentation works for water treatment plants and delivery systems, and
 - an improved environmental balance of ground water reserves for future generations.

Council has resolved to eliminate any concessions for any section of the community in respect of consumption based charging.

4.1.5 Special Charges

When providing services or undertaking activities that can reasonably be seen to benefit only a part of the rate base, the Council considers it advantageous to recover those costs from those properties. To facilitate this principle, special charges are used to recover the costs for these services or activities.

4.1.6 Separate Charges

The Council acknowledges that there are various service provisions and infrastructure that the cost recovery of would seem to be unfair if made in accordance with property valuation and are more closely aligned with the concept of equal benefit per property. As a consequence, separate charges are used so that each property in the Shire, regardless of size, pays the same amount towards cost recovery. Separate charges are used to recover costs for these service provisions or infrastructure.

4.1.7 Interest

Council ensures that the interests of ratepayers in general are protected by charging interest, under the Local Government Regulation 2012 (currently 11% compounded monthly), on rates and utility charges that remain outstanding immediately after the due date for payment on the rates assessment notice.

4.2 Principles used for granting rebates and concessions

In considering the application of concessions, Council will be guided by the principles of—

- **Equity** - by having regard to the different levels of capacity to pay among the lands of the local community;
- **Consistency** - in treatment for ratepayers receiving concessional rating; and
- **Transparency** - by making clear the requirements necessary to receive concessions.

In accordance with the above principles, Council has developed policies in respect of the following:

- Application for relief on the grounds of hardship
- Remission of rates and charges for pensioners

Council accepts that certain classes of pensioners have contributed rates over a period of time and/or are restricted by a fixed income and should be afforded a concession in respect of rates and charges.

Council also recognises that there are organisations which operate for the general benefit of the community with limited financial resources including private schools, churches, welfare, youth organisations and sporting organisations. Such organisations may receive a donation based on their sewerage charges.

Notwithstanding the above, individual cases will arise and Council has the discretion to consider each case on its merits.

4.3 Principles used for recovery of unpaid rates and charges

Council will exercise its rate recovery powers in order to treat all ratepayers equitably. It will be guided by the principles of—

- **Transparency** - by making clear the obligations of ratepayers and the processes used by Council in assisting it to meet its financial obligations;
- **Simplicity** - making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to pay** - in determining appropriate arrangements for ratepayers; and
- **Equity** - by treating all ratepayers in the same way.

4.4 Principles used for setting cost-recovery fees

Council recognises the validity of fully imposing the user pays principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environment and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Shire's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

4.5 Funding of infrastructure for new development

Mechanisms for the planning and funding of infrastructure for urban growth are contained within the *Sustainable Planning Act 2009 (SPA)*.

The regulated infrastructure charges schedule enables Council to fund the establishment cost of trunk infrastructure associated with those trunk infrastructure networks covered by the Priority Infrastructure Plan. This is achieved through the levying of regulated infrastructure charges on development.

Pursuant to the provisions of the SPA, and Council's relevant planning instruments, developers are required to pay costs associated with the following:

4.5.1 any increased demand upon the available capacity of existing trunk infrastructure due to any new development; and/or

4.5.2 any additional trunk infrastructure required due to any new development; and

4.5.3 where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new development.

4.6 Operating fund reserves

Council currently maintains seven (7) reserves within its operating fund. The reserves and projected amounts held at 30 June 2014 are:

Reserve	Projected amount (\$) held at 30 June 2014
<i>Future Capital Sustainability Reserve</i>	10,856,846
<i>Constrained Works Reserve</i>	1,251,271
<i>Carryover Capital Works Reserve</i>	212,939
<i>Sewerage Reserve</i>	3,480,551
<i>Water Reserve</i>	1,599,215
<i>Recurrent Maintenance Reserve</i>	3,103,640
<i>Capital Maintenance Reserve</i>	33,336

During its budget deliberations, Council examines the purposes of its reserves to ensure that the reserves are still required for their stated purpose. Those reserves that are intended to be ongoing will be supported by transfers from operations and these transfers will be included in Council's adopted budget.

5 PROCEDURES

Procedures arising from this policy are contained in Council's Revenue Statement for 2014/2015.

6 LEGISLATION

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

END

6.2 Social Media 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 social media policy has been developed to set the standards of behaviour expected in relation to professional use of social media platforms on behalf of Council and to outline the roles and responsibilities of officers for the management of Council's social media platforms.

Recommendation

That Council adopts the attached Social Media Policy

Background Information

Social Media is now a commonly used tool for many Councils to engage and communicate with the community at large. Council currently uses the social media platforms of Facebook, Twitter and YouTube. A social media focus group has recently been formed to decide on effective social media strategies and content and the Social Media Policy forms part of the framework being used by the focus group. The social media focus group intends to make a presentation to Council in a future workshop to provide further information about the use of social media and the benefits to Council and the community. The Social Media Policy sets out what content should be published to Council's social media platforms and by who.

Link to Corporate/Operational Plan

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.

Consultation

This policy has been developed in consultation with the Management group and the Social Media Focus Group. Examples were taken from other Councils and discussions were held with Townsville City Council in developing the social media framework.

Legal Authority or Implications

The Policy includes considerations under the *Information Privacy Act 2009*.

Policy Implications

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

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Woods

Report authorised by:

Rebecca Woods

Attachments

1. Social Media Policy



Social Media Policy

Commencement Date:

Function: Community Relations

RESPONSIBILITIES

Policy Owner	Chief Executive Officer
Policy Contact	Director of Corporate and Community Services
Approval Authority	Ordinary Council meeting
Next Review Date	April 2017

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
1.1	<i>Revised Draft</i>	15 April 2014		
1.2	<i>Final Draft</i>	26 May 2014		

1 PURPOSE

This policy sets out the standards of behaviour expected in relation to professional use of social media platforms on behalf of Burdekin Shire Council ("Council"), personal use of social media by Council officials, Councillors and legal considerations.

2 SCOPE

This policy applies to all employees of Council who use social media platforms either professionally or privately.

3 DEFINITIONS

"Blogging" means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

"Confidential Information" includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; contractual arrangements with third parties; tender policies and arrangements; financial information and data; training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

"Computer" includes all laptop computers and desk top computers.

"Council Official" includes employees, agents and contractors (including temporary contractors), administrators appointed under section 256 of the *Local Government Act 2009* (QLD), members of council committees, conduct reviewers, delegates of council, work experience employees and volunteers of the Council.

“Hand held device” includes all such devices which are used by Users, inside and outside working hours, in the workplace of the Council (or a related corporation of the Council) or at any other place. Such devices include, but are not limited to, BlackBerrys, Palm Pilots, PDAs, iPhones, tablets, iPads, other handheld electronic devices, smart phones and similar products, and any other means of accessing social networking sites or a social media platform.

“Intellectual Property” means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all Confidential Information and including know-how and trade secrets.

“Person” includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person’s legal personal representative(s), successors, assigns or substitutes.

“Social Media Administrators” includes web coordinator, media and communications officer, executive officer, library manager, theatre manager and any other delegated officers.

“Social Networking Site” and “Social Media Platform” includes Facebook, My Space, Bebo, Friendster, Flickr, You Tube, Twitter, Yahoo Groups, Google Groups, Whirlpool and other similar sites.

4 POLICY STATEMENT

4.1 Professional Use of Social Media

Council’s Social Media Administrators are responsible for publishing to all public social media platforms on behalf of Council and have authorisation to respond on behalf of Council to comments and feedback posted on corporate social media pages.

Additional social media outlets created for other departments of Council may be granted with approval from the CEO (or delegate). If approved, the web coordinator reserves the right to remain an administrator of any pages created to ensure risk management measures to protect Council’s reputation are satisfied.

4.1.1 Authority to comment

- i. Employees may not comment on behalf of Council unless they are authorised by the CEO.
- ii. Access to Council’s social media platforms will be arranged by the web coordinator.
- iii. Any authorised officer will identify themselves, using their position title, when engaging in social media.

4.1.2 General use of social media

Once authorised to comment on behalf of Council the following guidelines must be adhered to:

- i. Only publish content that is classified as public information.
- ii. All content posted is accurate and has been approved by the CEO, a director, a manager, or the executive officer.
- iii. All content must not disclose personal, confidential or private information.
- iv. All content is evenly distributed and does not over-promote or bias one service, facility, event etc. A limit of one post per week about the same topic is permitted in line with best practice standards. Specific events and circumstances will be permitted more frequent posts on a merit basis and at the discretion of the media and communications officer or the executive officer.
- v. Major announcements will only be made by the media and communications officer or executive officer or by other officers as directed by the CEO.

-
- vi. Comments will be respectful of the community and portray the Burdekin Shire in a positive way.
 - vii. All posts and links will be Council-related and connected to a core service of Council.
 - viii. All content will be impartial, apolitical and will not promote elected members or specific projects and announcements that have not received approval from Council.
 - ix. Users must adhere to the terms of use and guidelines associated with the relevant social media platform/website. See also Legal Considerations.
 - x. As a general rule, any posts made on Council's Facebook page by Council should be replicated on Council's Twitter page.
 - xi. Social media posts should refer to the equivalent information on Council's website.

4.1.3 Comments and replies

Comments that are posted by members of the public on Council's social media pages can be of a positive, negative or neutral nature.

Council understands the expectation of immediacy in relation to response times to comments made through social media platforms.

Council's Social Media Administrators will be responsible for monitoring comments posts on Council's social media platforms. Comments that ask a question about Council, or a matter related to Council, should be answered within 2-4 hours within standard business hours of 8am-5pm. A response should be coordinated with the relevant department and delivered on the same day if possible.

Comments received outside of normal business hours will be responded to on the following working day where possible.

During times of declared emergency, Council will endeavour to respond to comments or questions posed via social media platforms around the clock.

When assessing comments the following guidelines must be adhered to:

- i. Comments by the public will be removed at the discretion of the Social Media Administrators or the CEO if they are deemed to be offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, mentions a person by name, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful. Other comments that may potentially jeopardise Council's financial, legal or operational capacity will be removed at the discretion of the CEO or Social Media Administrators.
- ii. Comments or posts that are not Council-related can be removed. This includes promotion of commercial services, products or entities.

4.2 Personal Use of Social Media

Council recognises that employees may wish to use social media for personal use and this policy is not intended to discourage or limit anyone from using it. Personal use is defined as using social media during work hours, after work hours and while on leave.

Personal use during work hours is not forbidden, but such use must be limited and not affect work performance, IT network capacity, or compromise the security or reputation of Burdekin Shire Council.

Posting about Council on social media by employees is permitted but care must be taken to minimise the potential for damage to be caused (directly or indirectly) to Council's reputation.

When using social media for personal use by employees the following guidelines must be adhered to with respect to Council information:

- xii. Only disclose or discuss publicly available Council information.
- xiii. Ensure all content is accurate and complies with all relevant Council policies.
- xiv. Do not imply that you are authorised to speak as a representative of Council or give the impression that the views expressed are those of Council.
- xv. Do not use a Council email address or any Council logos or insignia.
- xvi. Do not use the identity or likeness of another employee, contractor or member of Council.
- xvii. Do not make comments, use location based services (e.g. check-in) or post any material that might otherwise cause damage to Council's reputation.

5 LEGAL CONSIDERATIONS

General advice is provided to assist employees in complying with obligations set out in this policy. When in doubt, employees are encouraged to seek further guidance or clarification from the CEO, the executive officer or media and communications officer or the *Employee Code of Conduct*.

5.1 Privacy, confidentiality and information security

Employees should only use personal information obtained in the course of their employment or engagement with Council in a manner consistent with the *Employee Code of Conduct* and the *Information Privacy Act*.

Employees must not publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature.

5.2 Copyright

Respect copyright laws and attribute work to the original author/source wherever possible.

5.3 Harassment and bullying

Council's *Workplace Bullying and Harassment Policy* applies online, including social media websites, and in the physical workplace.

Abusive, harassing, threatening or defamatory postings are in breach of Council's *Workplace Bullying and Harassment Policy*, and may result in disciplinary action being taken.

Workplace bullying and harassment includes any bullying or harassing comments employees make online, including on their own private social networks and when out of office hours.

5.4 Defamation

Refrain from posting material that may cause damage to another person, organisation, association or company's reputation and seek further guidance from the executive officer or the media and communications officer if publication of such material is thought to be necessary.

5.5 Contempt of Court

Exercise care if referring to pending court proceedings (related to Council) to avoid posting material that may prejudice those proceedings, in particular, material that will not be part of the evidence in those proceedings.

Employees should make enquiries as to any applicable court suppression orders prior to commenting on any court proceeding (whether past or pending).

6 ASSOCIATED DOCUMENTS

[Employee Code of Conduct](#)

[Bullying and Harassment Policy](#)

[Operational Standard – Use of Email](#)

[Operational Standard – Use of Internet](#)

[Operational Standard – Mobile Phone Usage](#)

Operational Standard – Social Media

7 CORRESPONDENCE FOR INFORMATION

Tabled Separately

8 NOTICES OF MOTION

8.1 Issue of Lease - Lot 18 (Lease S) - Ayr Aerodrome

Recommendation

That Council approves the issue of a standard aerodrome lease to Kevin Scheuber at the Ayr Aerodrome over Lot 18 (Lease S) on Lot 106 RP898777 under the following terms:

- Commencement date – effective immediately
- Term of Lease – 5 years with a 5 year option
- First year rental to be in accordance with Council's fees and charges and subsequent year rentals to be increased by 5% per annum.

8.2 Issue of Trustee Lease for Grazing Purposes - Part Lot 141 on GS808420

Recommendation

That further to the decision made at the Ordinary Council Meeting on 12 February 2013 to recommend refusal to the issue of a Permit to Occupy over land described as The Reserve, Rita Island (Part Lot 141 on GS808420, Parish of Morrill, County of Gladstone), the Council has reviewed the matter and now approves the issue of a Trustee Lease for grazing purposes only to Marie Finlay over the said land, being an area of approximately 19.1 hectares, for a term of 5 years.

9 URGENT BUSINESS

10 GENERAL BUSINESS

11 CLOSED MEETING ITEMS

12 DELEGATIONS

