



**BURDEKIN SHIRE COUNCIL**



# **AGENDA**

## **ORDINARY COUNCIL MEETING**

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

**on 08 July 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.

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

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



**TUESDAY 8 JULY 2014**

## **ORDER OF BUSINESS:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
<b>1</b>	<b>PRAYER</b>	<b>1</b>
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
<b>3</b>	<b>MINUTES AND BUSINESS ARISING</b>	<b>1</b>
<b>3.1</b>	<b>Ordinary Council Meeting - 24 June 2014</b>	<b>1</b>
<b>3.2</b>	<b>Budget Meeting - 24 June 2014</b>	<b>22</b>
<b>4</b>	<b>REPORTS</b>	<b>63</b>
<b>5</b>	<b>GENERAL BUSINESS – ENVIRONMENT AND OPERATIONS</b>	<b>63</b>
<b>6</b>	<b>ENVIRONMENT &amp; OPERATIONS</b>	<b>63</b>
<b>6.1</b>	<b>Asset Management Strategy</b>	<b>63</b>
<b>6.2</b>	<b>Operation of Waste Transfer Stations</b>	<b>91</b>
<b>6.3</b>	<b>Temporary Road Closure Little Drysdale Street Ayr</b>	<b>93</b>
<b>7</b>	<b>CORPORATE &amp; COMMUNITY SERVICES</b>	<b>95</b>
<b>7.1</b>	<b>Interest Free Loan Request - Ayr Golf Club Inc</b>	<b>95</b>
<b>7.2</b>	<b>RADF Funding - June 2014 Round</b>	<b>98</b>
<b>8</b>	<b>CORRESPONDENCE FOR INFORMATION</b>	<b>101</b>
<b>9</b>	<b>NOTICES OF MOTION</b>	<b>101</b>
<b>10</b>	<b>URGENT BUSINESS</b>	<b>101</b>
<b>11</b>	<b>GENERAL BUSINESS</b>	<b>101</b>
<b>12</b>	<b>CLOSED MEETING ITEMS</b>	<b>101</b>
<b>13</b>	<b>DELEGATIONS</b>	<b>101</b>

---

## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting - 24 June 2014**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 24 June 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 24 June 2014**

**COMMENCING AT 9:00AM**





**TUESDAY 24 JUNE 2014**

### **ORDER OF BUSINESS:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
<b>1</b>	<b>PRAYER</b>	<b>1</b>
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
<b>3</b>	<b>MINUTES AND BUSINESS ARISING</b>	<b>1</b>
<b>3.1</b>	<b>Ordinary Council Meeting Minutes - 10 June 2014</b>	<b>1</b>
<b>3.3</b>	<b>Business Arising - Social Media Policy</b>	<b>1</b>
<b>3.2</b>	<b>Audit Committee Minutes - 11 June 2014</b>	<b>2</b>
<b>4</b>	<b>REPORTS</b>	<b>2</b>
<b>4.1</b>	<b>Capital Projects Monthly Report for Period Ending 31 May 2014</b>	<b>2</b>
<b>4.2</b>	<b>Operating Statement for Period Ending 31 May 2014</b>	<b>2</b>
<b>5</b>	<b>GENERAL BUSINESS – ENVIRONMENT AND OPERATIONS</b>	<b>3</b>
<b>6</b>	<b>ENVIRONMENT &amp; OPERATIONS</b>	<b>3</b>
<b>6.1</b>	<b>Bill Barber Design and Drafting - Development Application for Material Change of Use for Sport, Recreation and Entertainment Centre (Gymnasium) 136 Queen Street, Ayr (Lot 2 on RP744182 Parish of Antill, County of Gladstone)</b>	<b>3</b>
<b>6.2</b>	<b>Connie Achille - Development Application for a Material Change of Use for Home Occupation (Nail Technician) at 91-93 Young Street, Ayr (Lots 21 &amp; 22 on RP710685, Parish of Antill, County of Gladstone)</b>	<b>5</b>
<b>6.3</b>	<b>Mariya Klumpp - Development Application for Material Change of Use - Home Occupation (Nail Technician) at 200 Edwards Street, Ayr (Lot 20 on SP195154, Parish of Antill, County of Gladstone)</b>	<b>7</b>
<b>6.4</b>	<b>Marisa Pilla - Development Application for Material Change of Use - Home Occupation (Herbal and Nutritional Clinic) at 10 MacMillan Street, Ayr (Lot 96 on RP702309, Parish of Antill, County of Gladstone)</b>	<b>8</b>
<b>6.5</b>	<b>Jomjai Albizu - Development Application for Material Change of Use - Home Occupation (Massage) at 32</b>	<b>10</b>

Ordinary Council Meeting 24 June 2014



## BURDEKIN SHIRE COUNCIL



Gordon Street, Ayr (Lot 9 on RP710685, Parish of Antill,  
County of Gladstone)

6.6	Waste Disposal Fees	12
7	CORPORATE & COMMUNITY SERVICES	13
7.1	Adoption of Non-Current Asset Accounting Policy	13
11.1	Amendment to 2014/2015 Trade Waste Charges	13
7.2	Use of Former Ayr Junior Soccer Grounds in MacMillan Street, Ayr	13
7.3	Contribution towards 2014 Tastes of the Burdekin and Burdekin Water Festival	14
8	CORRESPONDENCE FOR INFORMATION	14
9	NOTICES OF MOTION	14
9.1	Proposed Easement in Favour of Ergon Energy	14
9.2	In-kind Support - 2014 Burdekin Water Festival Glitz, Glam and Giveaway	15
10	URGENT BUSINESS	15
11	GENERAL BUSINESS	15
11.2	Council Agrees to Renew Trustee Lease - Burdekin BMX Club	15
12	CLOSED MEETING ITEMS	15
12.1	Council Adopts Councillor Remuneration Policy	16
12.2	Juru People Native Title Claim - Consent Determination Orders	16
13	DELEGATIONS	17

---

## **ATTENDANCE**

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

Mr. 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 - Miss S. Cronin

### **1 PRAYER**

The meeting prayer was delivered by Pastor Gavin Henderson of the Presbyterian 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 - 10 June 2014**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 10 June 2014 be received as a true and correct record.

##### **Resolution**

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

CARRIED

#### **3.3 Business Arising - Social Media Policy**

Council considered the proposed amendment to the Social Media Policy which was laid on the table at the previous meeting.



---

## **Resolution**

Moved Councillor Loizou, seconded Councillor Bawden that Council adopts the amended Social Media Policy as tabled.

CARRIED

### **3.2 Audit Committee Minutes - 11 June 2014**

## **Recommendation**

That the minutes of the Audit Committee Meeting held on 11 June 2014 be received and adopted.

## **Resolution**

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

CARRIED

## **4 REPORTS**

### **4.1 Capital Projects Monthly Report for Period Ending 31 May 2014**

## **Recommendation**

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

## **Resolution**

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

CARRIED

### **4.2 Operating Statement for Period Ending 31 May 2014**

## **Recommendation**

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

## **Resolution**

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

---

CARRIED

## **5 GENERAL BUSINESS – ENVIRONMENT AND OPERATIONS**

### **6 ENVIRONMENT & OPERATIONS**

#### **6.1 Bill Barber Design and Drafting - Development Application for Material Change of Use for Sport, Recreation and Entertainment Centre (Gymnasium) 136 Queen Street, Ayr (Lot 2 on RP744182 Parish of Antill, County of Gladstone)**

##### **Executive Summary**

A Development Application has been received from Bill Barber Design and Drafting on behalf of their clients Snap Fitness seeking approval for a Material Change of Use for Sport, Recreation and Entertainment Centre (Gymnasium) at 136 Queen Street, Ayr (Lot 2 on RP744182 Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme (*the scheme*).

##### **Recommendation**

That Council approves the Development Application for a Material Change of Use for Sport, Recreation and Entertainment Centre (Gymnasium) at 136 Queen Street, Ayr (Lot 2 on RP744182 Parish of Antill, County of Gladstone) subject to the following conditions:

##### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the supporting material included in the application and approved plans listed below submitted with the application; except where modified by the conditions of this Development Permit and any approval issued there under.

<b>Sheet No. and Issue</b>	<b>Date</b>
SN4547SK / 01B	7 <sup>th</sup> March, 2014
SN4547SK / 02B	7 <sup>th</sup> March, 2014
SN4547SK / 03B	7 <sup>th</sup> March, 2014



- 
- 1.4 The applicant is to provide a letter clarifying that the approval is only over Lot 2 and its associated Easement C over Lot 1 on RP744182.

### **BUILDING WORK**

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

### **NOTICE OF INTENTION TO COMMENCE THE USE**

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

### **AMENITY**

4. Any night and outdoor lighting must be designed, conducted and operated in accordance with 'AS 4282 – Control of the obtrusive effects of outdoor lighting'. Lighting for the car park is not to cause a nuisance to any persons.

### **PUBLIC UTILITY SERVICES**

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

### **ACCESS AND CARPARKING**

6. Any construction or modification of any crossovers to give access to the development is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

### **DRAINAGE**

- 7.1 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.
- 7.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

### **ENVIRONMENT AND HEALTH**

- 8.1 An enclosed area of suitable size shall be provided to store the number of bins required to service this site. The area shall be of adequate size for the storage of all bins and have a floor which is raised and imperviously paved.
- 8.2 There must be no release of waste water from the washing of waste bins to stormwater, to the ground or to any roadside gutter.
- 8.3 The use of the development must not cause an unreasonable nuisance to the surrounding area.

---

## **Resolution**

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

CARRIED

### **6.2 Connie Achille - Development Application for a Material Change of Use for Home Occupation (Nail Technician) at 91-93 Young Street, Ayr (Lots 21 & 22 on RP710685, Parish of Antill, County of Gladstone)**

#### **Executive Summary**

An application has been received from Connie Achille, seeking approval for a Home Occupation (Nail Technician) at 91-93 Young Street, Ayr (Lots 21 & 22 on RP710685, Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use for a Home Occupation (Nail Technician) at 91-93 Young Street, Ayr (Lots 21 & 22 on RP710685, Parish of Antill, County of Gladstone) subject to the following conditions:

#### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
- 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance with the conditions of an express permission of the Council.
- 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
- 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
- 1.7 There is no public display of goods on the premises.



- 
- 1.8 Only one sign with a maximum face area of 0.5 m<sup>2</sup> and bearing only the name of the person carrying out the business and the type of business is to be provided on the premises.
  - 1.9 The activity does not cause any injury to or have a prejudicial effect on the amenity of the locality in which it is carried out due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste products, or anything whatsoever.
  - 1.10 The approved use shall be undertaken so that no undue disturbance is caused to neighbouring properties by virtue of noise, bright lights, traffic movements or interference with radio and television reception.

## **BUILDING WORK**

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

## **EXTERNAL WORKS**

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

### **ADVICE (Note: These are not conditions)**

- *The footpath between the kerb and property boundary is to be kept clear of parked vehicles.*
- *Businesses which provide higher risk personal appearance services must hold a licence under the Public Health (Infection Control for Personal Appearance Services) Act 2003. Prior to the commencement of higher risk personal appearance services contact Council's Environment and Health Department for advice on licence application procedures.*
- *A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of the blood or other body fluid is an expected result:*
  - *body piercing, other than closed ear or nose piercing*
  - *implanting natural or synthetic substances into a person's skin*
  - *scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design*
  - *tattooing (including cosmetic tattooing or semipermanent make-up).*

## **Resolution**

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

CARRIED



---

### **6.3 Mariya Klumpp - Development Application for Material Change of Use - Home Occupation (Nail Technician) at 200 Edwards Street, Ayr (Lot 20 on SP195154, Parish of Antill, County of Gladstone)**

#### **Executive Summary**

An application has been received from Mariya Klumpp, seeking approval for a Home Occupation (Nail Technician) at 200 Edwards Street, Ayr (Lot 20 on SP195154, Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use for a Home Occupation (Nail Technician) at 200 Edward Street, Ayr (Lot 20 on SP195154, Parish of Antill, County of Gladstone) subject to the following conditions:

#### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
- 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance with the conditions of an express permission of the Council.
- 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
- 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
- 1.7 There is no public display of goods on the premises.
- 1.8 Only one sign with a maximum face area of 0.5 m<sup>2</sup> and bearing only the name of the person carrying out the business and the type of business is to be provided on the premises.
- 1.9 The activity does not cause any injury to or have a prejudicial effect on the amenity of the locality in which it is carried out due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste products, or anything whatsoever.

- 
- 1.10 The approved use shall be undertaken so that no undue disturbance is caused to neighbouring properties by virtue of noise, bright lights, traffic movements or interference with radio and television reception.

## **BUILDING WORK**

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

## **EXTERNAL WORKS**

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

### **ADVICE (Note: These are not conditions)**

- *The footpath between the kerb and property boundary is to be kept clear of parked vehicles.*
- *Businesses which provide higher risk personal appearance services must hold a licence under the Public Health (Infection Control for Personal Appearance Services) Act 2003. Prior to the commencement of higher risk personal appearance services contact Council's Environment and Health Department for advice on licence application procedures.*
- *A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of the blood or other body fluid is an expected result:*
  - *body piercing, other than closed ear or nose piercing*
  - *implanting natural or synthetic substances into a person's skin*
  - *scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design*
  - *tattooing (including cosmetic tattooing or semipermanent make-up).*

## **Resolution**

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

CARRIED

- 6.4 Marisa Pilla - Development Application for Material Change of Use - Home Occupation (Herbal and Nutritional Clinic) at 10 MacMillan Street, Ayr (Lot 96 on RP702309, Parish of Antill, County of Gladstone)**



---

## **Executive Summary**

An application has been received from Marisa Pilla, seeking approval for a Home Occupation (Herbal and Nutritional Clinic) at 10 MacMillan Street, Ayr (Lot 96 on RP702309, Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

## **Recommendation**

That Council approves the Development Application for a Material Change of Use for a Home Occupation (Herbal and Nutritional Clinic) at 10 MacMillan Street, Ayr (Lot 96 on RP702309, Parish of Antill, County of Gladstone) subject to the following conditions:

### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
- 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance with the conditions of an express permission of the Council.
- 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
- 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
- 1.7 There is no public display of goods on the premises.
- 1.8 Only one sign with a maximum face area of 0.5 m<sup>2</sup> and bearing only the name of the person carrying out the business and the type of business is to be provided on the premises.
- 1.9 The activity does not cause any injury to or have a prejudicial effect on the amenity of the locality in which it is carried out due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste products, or anything whatsoever.
- 1.10 The approved use shall be undertaken so that no undue disturbance is caused to neighbouring properties by virtue of noise, bright lights, traffic movements or interference with radio and television reception.

---

## **BUILDING WORK**

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

## **EXTERNAL WORKS**

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

### **ADVICE (Note: These are not conditions)**

- *The footpath between the kerb and property boundary is to be kept clear of parked vehicles.*
- *Businesses which provide higher risk personal appearance services must hold a licence under the Public Health (Infection Control for Personal Appearance Services) Act 2003. Prior to the commencement of higher risk personal appearance services contact Council's Environment and Health Department for advice on licence application procedures.*
- *A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of the blood or other body fluid is an expected result:*
  - *body piercing, other than closed ear or nose piercing*
  - *implanting natural or synthetic substances into a person's skin*
  - *scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design*
  - *tattooing (including cosmetic tattooing or semipermanent make-up).*

## **Resolution**

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

CARRIED

### **6.5 Jomjai Albizu - Development Application for Material Change of Use - Home Occupation (Massage) at 32 Gordon Street, Ayr (Lot 9 on RP710685, Parish of Antill, County of Gladstone)**

#### **Executive Summary**

An application has been received from Jomjai Albizu, seeking approval for a Home Occupation (Massage) at 32 Gordon Street, Ayr (Lot 9 on RP710685, Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.



---

## **Recommendation**

That Council approves the Development Application for a Material Change of Use for a Home Occupation (Massage) at 32 Gordon Street, Ayr (Lot 9 on RP710685, Parish of Antill, County of Gladstone) subject to the following conditions:

### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
- 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance with the conditions of an express permission of the Council.
- 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
- 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
- 1.7 There is no public display of goods on the premises.
- 1.8 Only one sign with a maximum face area of 0.5 m<sup>2</sup> and bearing only the name of the person carrying out the business and the type of business is to be provided on the premises.
- 1.9 The activity does not cause any injury to or have a prejudicial effect on the amenity of the locality in which it is carried out due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste products, or anything whatsoever.
- 1.10 The approved use shall be undertaken so that no undue disturbance is caused to neighbouring properties by virtue of noise, bright lights, traffic movements or interference with radio and television reception.

### **BUILDING WORK**

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

---

## EXTERNAL WORKS

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

### **ADVICE (Note: These are not conditions)**

- *The footpath between the kerb and property boundary is to be kept clear of parked vehicles.*
- *Businesses which provide higher risk personal appearance services must hold a licence under the Public Health (Infection Control for Personal Appearance Services) Act 2003. Prior to the commencement of higher risk personal appearance services contact Council's Environment and Health Department for advice on licence application procedures.*
- *A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of the blood or other body fluid is an expected result:*
  - *body piercing, other than closed ear or nose piercing*
  - *implanting natural or synthetic substances into a person's skin*
  - *scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design*
  - *tattooing (including cosmetic tattooing or semipermanent make-up).*

### **Resolution**

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

CARRIED

## **6.6 Waste Disposal Fees**

### **Executive Summary**

Waste disposal fees are attached for Council's consideration and approval for the 2014/2015 year.

### **Recommendation**

That the fees for waste management proposed be accepted for the 2014-2015 year.

### **Resolution**

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

CARRIED



---

## **7 CORPORATE & COMMUNITY SERVICES**

### **7.1 Adoption of Non-Current Asset Accounting Policy**

#### **Executive Summary**

Under the Local Government Act 2009 (the “Act”) and Local Government Regulation 2012 (the “Regulation”), Council is required to prepare its general purpose financial statements in compliance with Australian Accounting Standards and to identify non-current physical assets and work out their values using the prescribed accounting standards for Council’s asset register. These requirements are covered in this policy.

A Non-Current Asset Accounting Policy is attached for consideration and adoption.

#### **Recommendation**

That Council adopts the Non-Current Asset Accounting Policy.

#### **Resolution**

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

CARRIED

### **11.1 Amendment to 2014/2015 Trade Waste Charges**

#### **Resolution**

Moved Councillor McCathie, seconded Councillor Lewis that Council adopts the amended changes to the 2014/15 Trade Waste Fees and Charges.

CARRIED

### **7.2 Use of Former Ayr Junior Soccer Grounds in MacMillan Street, Ayr**

#### **Executive Summary**

The old Burdekin Junior Soccer grounds in MacMillan Street became vacant when the club moved their operations to Beach Road. The land is designated Reserve for Recreation and Sports Ground Purposes. Council is able to issue a Trustee Lease over the land. Expressions of interest were called for use of the land. Two applications were received.

#### **Recommendation**

That the Council accept the application from the Burdekin Touch Association Inc for a Trustee Lease over the old Junior Soccer Fields (excluding clubhouse and sheds) described as part of Lot 91 GS 980, Reserve for Recreation and Sports Ground Purposes R173

---

## **Resolution**

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

CARRIED 6/1

Noting that Councillor Bawden voted against the motion.

## **7.3 Contribution towards 2014 Tastes of the Burdekin and Burdekin Water Festival**

### **Executive Summary**

The Burdekin Water Festival Committee requested financial and in-kind assistance towards the 2014 Tastes of the Burdekin and Burdekin Water Festival. Last year, Council donated \$4000 plus in kind support to the value of \$3000 towards Tastes of the Burdekin and \$5000 plus in kind support to the value of \$3000 towards the Burdekin Water Festival.

### **Recommendation**

Council approves a donation of \$4000.00 (inc. GST) and up to \$3000.00 in kind support towards the 2014 Tastes of the Burdekin and a donation of \$5000.00 (inc. GST) and up to \$3000.00 in-kind support towards the 2014 Burdekin Water Festival.

### **Resolution**

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

CARRIED

## **8 CORRESPONDENCE FOR INFORMATION**

Council extended their congratulations to Mr. Gary Keane for his management of the Natural Disaster Relief and Recovery Arrangements.

## **9 NOTICES OF MOTION**

### **9.1 Proposed Easement in Favour of Ergon Energy**

#### **Recommendation**

That as trustee of Reserve R276 (Reserve for Recreation and Camping ), Council offers no objection to the granting of proposed Easement A in Lot 68 on GS851 on SP264320, Parish of Selkirk, County of Gladstone in favour of Ergon Energy.



---

### **Resolution**

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

CARRIED

## **9.2 In-kind Support - 2014 Burdekin Water Festival Glitz, Glam and Giveaway**

### **Recommendation**

That Council approves in-kind support as seed funding towards Queen Street road closures for the 2014 Burdekin Water Festival Glitz, Glam and Giveaway to be held on Thursday, 4 September 2014.

### **Resolution**

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

CARRIED

## **10 URGENT BUSINESS**

## **11 GENERAL BUSINESS**

### **11.2 Council Agrees to Renew Trustee Lease - Burdekin BMX Club**

### **Resolution**

Moved Councillor Lewis, seconded Councillor Loizou that under Section 57 (1) of the Land Act 1994 Council agrees to renew the trustee lease with the Burdekin BMX Club over part of Reserve for Parks & Recreation R279, Portion 92, Parish of Antill, County of Gladstone for a period of 10 years subject to the usual terms and conditions set by the Department of Natural Resources and Council.

CARRIED

## **12 CLOSED MEETING ITEMS**

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

### **Resolution**

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

- 
- 275 (1)(f) starting or defending legal proceedings involving the local government;  
275 (1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

for the purpose of discussing:

1. Draft Council Remuneration Policy
2. Draft consent determination orders associated with the Juru People Native Title Claim

CARRIED

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

#### **Resolution**

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

CARRIED

### **12.1 Council Adopts Councillor Remuneration Policy**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Lewis that Council adopt the Councillors Remuneration Policy as amended.

CARRIED

### **12.2 Juru People Native Title Claim - Consent Determination Orders**

#### **Resolution**

Moved Councillor Lewis, seconded Councillor Dalle Cort that having considered the draft s87A agreement and determination orders tabled at the at Council's ordinary meeting on 24 June 2014, Council:

1. approves, and is prepared to consent to the draft determination orders for QUD554/2010 (Juru People).
2. authorises the Chief Executive Officer to endorse on its behalf any incidental changes made to the draft determination prior to execution.
3. authorises Gilkerson Legal to execute an agreement under section 87A of the Native Title Act 1993 confirming Council's consent to the draft determination orders.

CARRIED

---

### **13 DELEGATIONS**

There being no further business the meeting closed at 10.35am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 8 July 2014.**

**MAYOR**

---

### **3.2 Budget Meeting - 24 June 2014**

#### **Recommendation**

That the minutes of the Budget Meeting held on 24 June 2014 be received as a true and correct record.



---

## **BURDEKIN SHIRE COUNCIL**

### **MINUTES – BUDGET MEETING HELD ON 24 JUNE 2014**

Held in the John Drysdale Chamber  
Commencing at 11.00 am

---

#### **ATTENDANCE**

Councillors W.C Lewis (Mayor), R. H. Lewis (Deputy Mayor), L.D. McCathie, L. Loizou, U.E. Liessmann, P. 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. W. Saldumbide – Manager Operations  
Mr. K. Byers – Manager Technical Services  
Mrs. B. Whitworth – Manager Environment and Health  
Mr. S. Great – Manager Planning and Development  
Mrs. K. Olsen – Manager Financial Services  
Mrs. K. Cortabitarte – Senior Financial Accountant  
Ms. P. Miller – Rates Supervisor

Minutes Clerk – Miss S. Cronin

---

#### **Purpose of Meeting**

In accordance with the provisions of the Local Government Act 2009 and the Local Government Regulation 2012, the Council will adopt its Budget for the 2014-15 financial year.

Council will consider, at the Budget Meeting, documents providing details of the Council's financial operations and financial position for the previous financial year, the 2014-15 financial year and the two forecast years for 2015-16 and 2016-17; relevant measures of financial sustainability for the financial years 2013-14 to 2023-24; and the long-term financial forecast covering the period 2014-15 to 2023-24.

---

## **Budget Meeting**

---

**Date/Time:** Tuesday, 24<sup>th</sup> June at 11:00am

**Location:** John Drysdale Chamber, Burdekin Shire Council Chambers  
145 Young Street, Ayr

## **Purpose of Meeting**

---

In accordance with the provisions of the Local Government Act 2009 and the Local Government Regulation 2012, the Council will adopt its Budget for the 2014-15 financial year.

Council will consider, at the Budget Meeting, documents providing details of the Council’s financial operations and financial position for the previous financial year, the 2014-15 financial year and the two forecast years for 2015-16 and 2016-17; relevant measures of financial sustainability for the financial years 2013-14 to 2023-24; and the long-term financial forecast covering the period 2014-15 to 2023-24.

---

### **ITEM 1 – Mayor’s 2014-15 Budget Address**

The Mayor presented his 2014-15 budget address.

#### **Recommendation**

That the Mayor’s 2014-15 Budget Address be received.

#### **Resolution**

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

CARRIED

---



## **2014-15 Mayor’s Budget Address**

---

Councillors, staff, ladies and gentlemen,

I present to you today the 2014-15 Budget for the Burdekin Shire Council.

Unfortunately, the backdrop to local government budgets has been Federal and State budgets proposing austerity measures and passing cost increases onto all including local government.

Regardless of whether we believe the fiscal restraint shown by the State and Federal Governments is necessary, we as a local government are affected. We have no magic wand to wave if we wish to retain the standard of infrastructure and level of services that we currently enjoy.

To put it simply, the cost of living is increasing.

The combination of the effects of the Federal, State and Local Government budgets and the continuing cost increases for the ratepayer highlight the urgent need for Council to seriously consider the level of infrastructure assets and levels of service provided to the community.

If the community is not willing to pay the existing level of rates to support the existing infrastructure and levels of service, then an extensive review is required to determine what is affordable. This will be an important initiative during 2014-15 that will inform the 2015-16 budget.

### Overview

Major cost impacts on our budget this year include:-

- Depreciation increase of \$941,899. The Shire has approximately \$592M worth of assets that will need to be replaced at some stage. We have to fund that replacement. The impact of this alone on the general rate is a 3.3% increase.
- A freezing of the Financial Assistance Grant (FAG) by the Federal Government. This represents a 0.7% increase on the general rate.
- Electricity is budgeted to increase by approximately \$235,000 across the board. The impact on the general rate is about a 0.5% increase.

These impacts alone combine to represent a 4.5% increase on the general rate.

The budget forecasts the following increases to our main rates and charges:-

General Rate	6.5% average across the Shire
Waste Service Charge	3.0%
Sewerage Charge	4.0%
Water Access Charge	5.0%

Greater detail on the rates and charges are found in the '*Budget at a Glance*' document.

Our total budgeted rates and charges increase compared to Budget 2013-14 is 5.5%. This is quite an achievement considering the factors mentioned above.

All of our funds are balanced or have operating surpluses which help demonstrate sustainability. The general fund which includes the general, special and separate rates shows a 5.9% increase in rates.

The minimum general rate has increased 6.5% to \$952.

I believe the proposed Budget provides a good balance between the competing needs of maintaining our community assets and infrastructure and the delivery of services and programs to the community.

#### Valuations and General Rating

The new valuations effective from 1 July 2014 showed a slight 1.49% reduction overall. Most sectors remained the same except for the residential and grazing and livestock sectors which showed a slight decrease. Variations in valuation changes within these sectors will produce some general rate variations.

Council has introduced 2 new differential rating categories this year, being the Drive-in Shopping Centre and Primary Production categories. The table below shows the projected general rates increase per category.

<u>Category</u>	<u>Increase for 2014-15</u>
Residential	5.48%
Commercial & Industrial	14.71%
Drive-in Shopping Centre	N/A
Grazing & Livestock	5.69%
Rural – Sugar Cane	5.51%
Rural – Other	5.81%
Primary Production	N/A
Sugar Milling	5.57%
Commercial Water Business	5.57%



In considering the rating burden that each category should pay, Council has signalled its intent for the Rural Other and Primary Production category to gradually approach but not surpass the Rural Sugar Cane rate in the dollar, thus reducing a perceived inequity between the agricultural categories.

Council also 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.

We will continue to monitor and refine this process in future years.

The net general rate and charge increases in the main rating categories (excluding the 2 new categories) based on an average valuation for that category, are as follows:

Category	\$ Increase Year	\$Increase Week
Residential	\$110-97	\$2-13
Commercial & Industrial	\$353-79	\$6-80
Grazing & Livestock	\$138-43	\$2-66
Sugar Cane	\$623-52	\$11-99
Rural Other	\$110-93	\$2-13

#### Main Highlights

The 2014-15 budget includes approximately \$45 M in operational expenditure (including about \$10.2 M in depreciation and amortisation) and capital expenditure of approximately \$20.5 M.

This is a significant spend in our local community. Some of the major projects include the following:

- Allocation of \$9.6 M for maintenance and capital works on roads, drainage and reseals.
- An allocation of \$3.8 M for flood damaged restoration works approved under the Natural Disaster Relief and Recovery Arrangements and funded by the State and Commonwealth.
- Continuation of an 8 year programme to provide kerbing and channelling and bitumen widening to urban streets that do not require major underground drainage at a cost of \$1.17 M.
- Drainage projects totalling \$820,000 including Spiller Street, Ayr and Clayton Street, Ayr.
- Construction of Stage 2 of the Burdekin Rural Multi Tenant Service Centre (PCYC) with State Government funding \$650,000.

- Completion of the dual purpose cyclone shelter at the Ayr Showgrounds with total State Government funding of \$2.7M.
- Replacement (if required) of the air conditioning system at the Ayr Library \$150,000.
- Provision for street lighting \$515,000.
- Sewerage projects of \$900,000 include:-
  - the continuation of the sewerage pipe relining \$200,000;
  - refurbish the Ayr Waste Water Treatment Plant Primary Clarifier \$150,000;
  - Survey and design of the Ayr No 1 Sewerage Pump Station Rising Main duplication \$200,000; and
  - general refurbishment of the sewerage pump stations \$350,000.
- Water projects include general refurbishment of assets at \$300,000.
- Waste infrastructure projects include:-
  - New Kirknie Road Landfill Cell Liner \$2M;
  - Home Hill Transfer Station – installation of 2<sup>nd</sup> bin \$50,000;
  - Ayr Transfer Station boom gates \$25,000.
- Continue program of targeted improvement to playground equipment and park furniture \$155,000.
- Upgrade Columbarium including roof cover, concrete work and access path \$70,000.
- Refurbish existing depot building to provide amenities for workforce \$80,000.
- Refurbish Ayr Pool on the basis of grant funding being provided - \$2M
- Refurbish Millaroo Pool - \$50,000
- Support for welfare and community. Funding up to an estimated \$688,000 will be distributed to various welfare, cultural, sporting and community based organizations in the Shire through grants, in-kind services or sewerage charge rebates.

### A Sustainable Budget

Our budget is sustainable in that we are funding our depreciation and maintaining our assets. We have made budget cuts where we can.

Sustainability must also raise the issue of affordability. I have already flagged a review of the level of infrastructure assets and levels of service.

In addition to this, we are focussing efforts on other cost saving measures such as energy efficiencies and revised operating and management arrangements for the Burdekin Theatre and Burdekin Memorial Hall.

Council is aware of what our community is telling us. There is also awareness that we are the custodians of the community's assets. We therefore need to take care of the assets we have and make sure they last for future generations.



Permanent savings can be made by opting out of services or reducing service levels. Such decisions are more difficult as they affect ratepayers and the community, and this is one area that all councillors, staff and the community need to be aware of.

A factor in a sustainable financial future is debt level. We are expecting to borrow \$2 M this year and our expected external debt level will be \$7.94 M. This compares to a debt level of \$12.1 M in 2005-06. This gives us the capacity to raise additional borrowings in future years for infrastructure upgrades.

I wish to sincerely thank the Chief Executive Officer, directors, managers, senior officers and finance officers for their continued cooperation, helpful guidance and professional input into the preparation of this budget.

I also wish to record my thanks to my fellow councillors for their support in setting priorities for the future and making what have been sometimes difficult decisions.

On behalf of Burdekin Shire Council, I commend the 2014-15 Budget to you for adoption.

Cr. W.C. Lewis  
MAYOR

Burdekin Shire Council  
24 June 2014

---

## **ITEM 2 – Adoption of 2014-15 Budget**

### **Recommendation**

That the Council in accordance with Sections 169, 170 & 171 of the Local Government Regulation 2012 adopt the following:-

- i. Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flows and Statement of Changes in Equity for the 2014-15 Budget and 2015-16 to 2016-17 forecast years including amended estimates for the 2013-14 financial year; and
- ii. the relevant measures of financial sustainability for the financial years 2013-14 to 2023-24; and
- iii. the long-term financial forecast, which includes the Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flows and Statement of Changes in Equity for the 2014-15 Budget and 2015-16 to 2023-24 forecast years including amended estimates for the 2013-14 financial year.

### **Resolution**

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

CARRIED 5/2

Noting that Councillors Liessmann and Bawden voted against the motion.

---

---

**BURDEKIN SHIRE COUNCIL****Budgeted Statement of Comprehensive Income**

For the periods ending 30 June

	RBUD 2013/14	2014/15	2015/16	2016/17
	\$	\$	\$	\$
<b>Revenue</b>				
Rates and utility charges	33,775,968	35,479,721	37,642,330	39,048,649
Less Discounts	(280,100)	(281,000)	(281,000)	(281,000)
Net rates and utility charges	33,495,868	35,198,721	37,361,330	38,767,649
User fees and charges	2,316,335	2,368,480	2,486,903	2,586,378
Operating grants, subsidies and contributions	3,424,619	5,157,609	3,789,947	3,802,915
Interest revenue	1,706,100	1,670,000	1,634,605	1,639,173
Sales of contract and recoverable works	1,410,000	1,590,000	1,653,600	1,703,208
Other Income	223,717	180,925	189,970	197,567
<b>TOTAL OPERATING REVENUES</b>	<b>42,576,639</b>	<b>46,165,735</b>	<b>47,116,355</b>	<b>48,696,890</b>
<b>Expenses</b>				
Employee benefits	(17,818,087)	(18,470,398)	(19,608,961)	(20,197,224)
Materials and services	(14,815,626)	(15,970,224)	(15,566,030)	(16,188,667)
Depreciation and Amortisation	(9,497,120)	(10,162,017)	(10,731,387)	(11,151,857)
Finance Costs	(463,840)	(454,270)	(416,976)	(371,971)
<b>TOTAL OPERATING EXPENSES</b>	<b>(42,594,673)</b>	<b>(45,056,909)</b>	<b>(46,323,354)</b>	<b>(47,909,719)</b>
<b>Operating surplus (deficit)</b>	<b>(18,034)</b>	<b>1,108,826</b>	<b>793,001</b>	<b>787,171</b>
Capital income and expenditure:				
Cash capital grants, subsidies and contributions	25,244,846	10,295,101	3,875,000	818,000
<b>Net result for the period</b>	<b>25,226,812</b>	<b>11,403,927</b>	<b>4,668,001</b>	<b>1,605,171</b>



**BURDEKIN SHIRE COUNCIL****Budgeted Statement of Financial Position**

As at the periods ending 30 June

	RBUD 2013/14	2014/15	2015/16	2016/17
	\$	\$	\$	\$
<b>Current Assets</b>				
Cash and deposits	21,629,545	23,796,442	23,298,752	25,099,831
Receivables	4,814,922	4,814,922	4,814,922	4,814,922
Inventories	1,078,025	1,078,025	1,078,025	1,078,025
	27,522,492	29,689,389	29,191,699	30,992,778
Non-current - Assets classified as held for sale	264,250	264,250	264,250	264,250
	27,786,742	29,953,639	29,455,949	31,257,028
<b>Non-Current Assets</b>				
Receivables	261,602	261,602	261,602	261,602
Property, plant and equipment	469,929,133	479,758,301	484,188,750	483,324,588
Intangible assets	923,977	978,777	848,577	964,974
Capital Work in Progress	4,690,504	4,690,504	4,690,504	4,690,504
	475,805,216	485,689,184	489,989,433	489,241,668
<b>TOTAL ASSETS</b>	503,591,958	515,642,823	519,445,382	520,498,696
<b>Current Liabilities</b>				
Trade and other payables	3,156,910	3,156,910	3,205,851	3,256,260
Interest bearing liabilities	1,728,392	1,564,894	1,705,793	1,543,297
Provisions	215,387	215,387	221,848	228,503
Other	25	25	25	25
	5,100,714	4,937,216	5,133,517	5,028,085
<b>Non-Current Liabilities</b>				
Trade and other payables	714,077	862,077	887,939	914,577
Interest bearing liabilities	5,851,643	6,380,079	5,224,286	4,680,989
Provisions	15,845,416	15,979,416	16,047,604	16,117,838
	22,411,136	23,221,572	22,159,829	21,713,404
<b>TOTAL LIABILITIES</b>	27,511,850	28,158,788	27,293,346	26,741,489
<b>NET COMMUNITY ASSETS</b>	476,080,108	487,484,035	492,152,036	493,757,207
<b>Community Equity</b>				
Capital account	210,142,056	220,018,596	225,691,249	226,006,787
Asset revaluation reserve	245,294,169	245,294,169	245,294,169	245,294,169
Restricted capital reserves	12,180,820	11,472,906	12,247,443	12,851,400
Other capital reserves	5,326,041	4,804,854	2,828,330	3,305,853
Recurrent reserves	3,103,640	5,891,908	6,084,709	6,295,466
Accumulated surplus/(deficiency)	33,382	1,602	6,136	3,532
<b>TOTAL COMMUNITY EQUITY</b>	476,080,108	487,484,035	492,152,036	493,757,207

**BURDEKIN SHIRE COUNCIL****Budgeted Statement of Cash Flows**

For the periods ending 30 June

	RBUD 2013/14	2014/15	2015/16	2016/17
	\$	\$	\$	\$
<b>Cash Flows from Operating Activities</b>				
Receipts				
Net rates and utility charges	33,495,868	35,198,721	37,361,330	38,767,649
Total fees and charges	2,316,335	2,368,480	2,486,903	2,586,378
Sales of contract and recoverable works	1,410,000	1,590,000	1,653,600	1,703,208
Interest revenue	1,706,100	1,670,000	1,634,605	1,639,173
Contributions and donations	186,542	155,740	161,968	166,827
Government subsidies and grants	3,238,077	5,001,869	3,627,979	3,636,088
Other Income	223,717	180,925	189,970	197,567
	42,576,639	46,165,735	47,116,355	48,696,890
Payments				
Employee benefits	(17,584,087)	(18,188,398)	(19,459,509)	(20,043,288)
Materials and services	(14,815,626)	(15,970,224)	(15,566,030)	(16,188,667)
Finance costs	(463,840)	(454,270)	(416,976)	(371,971)
	(32,863,553)	(34,612,892)	(35,442,515)	(36,603,926)
<b>Cash provided by / (used in) operational activities</b>	9,713,086	11,552,843	11,673,840	12,092,964
<b>Cash Flow from Investing Activities:</b>				
Proceeds from sale of capital assets	402,000	500,000	720,000	755,000
Contributions	14,376			
Government grants and subsidies	25,230,470	10,295,101	3,875,000	818,000
Payments for property, plant and equipment	(49,435,416)	(20,360,985)	(15,751,636)	(10,903,092)
Payments for intangibles	(222,538)	(185,000)		(256,000)
Net proceeds (cost) from advances and cash investments	7,000,000			
Net cash provided by investing activities	(17,011,108)	(9,750,884)	(11,156,636)	(9,586,092)
<b>Cash Flow from Financing Activities:</b>				
Proceeds from borrowings	1,920,000	2,000,000	550,000	1,000,000
Repayment of borrowings	(1,593,260)	(1,635,062)	(1,564,894)	(1,705,793)
Net cash provided by financing activities	326,740	364,938	(1,014,894)	(705,793)
<b>Net Increase (Decrease) in Cash Held</b>	(6,971,282)	2,166,897	(497,690)	1,801,079
Cash at beginning of reporting period	28,600,827	21,629,545	23,796,442	23,298,752
<b>Cash at end of Reporting Period</b>	21,629,545	23,796,442	23,298,752	25,099,831

---

### **ITEM 3 – Adoption of the Revenue Statement for 2014-15 Financial Year**

#### **Recommendation**

That the Council in accordance with Section 169 of the Local Government Regulation 2012 adopt the Revenue Statement for 2014-15 financial year.

#### **Resolution**

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

CARRIED 5/2

Noting that Councillors Liessmann and Bawden voted against the motion.

---



## **REVENUE STATEMENT FOR 2014/15**

### **A. Differential General Rates**

General rates (including differential rates) are for services, facilities and activities that are supplied or undertaken for the benefit of the community in general (rather than a particular person) as stated in the Local Government Act 2009 at Section 92.

Council supports nine (9) differential categories which enable Council to address the economic circumstances of the community as a whole and/or the circumstances of particular sectors.

In making general rates, Council raises an amount of revenue it sees as being appropriate to maintain and improve assets and provide services to the Shire as a whole. In deciding how that revenue is raised, Council takes into account the following factors –

- The rateable value of land, including valuation relativities among land, and the rates which would be payable if only one general rate was adopted.
- 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.
- The use of the land in so far as it relates to the extent of utilisation of Council services.
- Location and access to services.
- 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 product, 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 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 which should be met by the whole community.

The annual valuation made by the Department of Natural Resources and Mines of all lands in the Burdekin Shire area shall have force and effect for the period of twelve months commencing on 1 July 2014.

The Council determines that a method of differential general rating be applied to all rateable land in the Shire on the bases set out hereunder.



- (a) The categories and criteria for each category are:-

**Category A – Residential** : Land used for purposes described by the land use codes in Category A of the Table below and within the townships of Ayr, Home Hill, Brandon, Clare, Millaroo, Dalbeg, Giru and other localities within the Shire.

**Category B – Commercial and Industrial**: Land used for purposes described by the land use codes in Category B of the Table below and predominantly located in the principal towns of Ayr and Home Hill.

**Category B1 – Drive-in Shopping Centres**: Land used for purposes described by the land use code of 16, with a gross floor area greater than 4,500 m<sup>2</sup> and predominantly located in the principal towns of Ayr and Home Hill.

**Category C – Grazing and Livestock**: Land used for purposes described by the land use codes in Category C of the Table below and located outside urban areas.

**Category D – Rural – Sugar Cane**: Land used for the purpose described by the land use code in Category D of the Table below being the district's principal agricultural crop of sugar cane within the Pioneer, Kalamia, Inkerman and Invicta Mill areas.

**Category E – Rural – Other**: Land less than 20ha used for the purposes described by the land use codes in Category E of the Table below predominantly being for the district's produce, other than sugar cane, grazing and livestock.

**Category E1 – Primary Production**: Land 20ha or greater described by the land use codes in Category E1 of the Table below being for primary production, other than sugar cane, grazing and livestock.

**Category F – Sugar Milling**: Land used for the Pioneer, Kalamia, Inkerman and Invicta sugar mills and predominantly used for the processing of sugar cane.

**Category G –Commercial Water Business**: Land used for purposes of and incidental to commercial water delivery and drainage.

- (b) The Council has identified the category in which each parcel of rateable land in the area is included, applying the criteria specified in Section A (a) above, as set out in the Table on page 4.

In the Table, "Land Use Codes" means those Land Use Codes used by the Department of Natural Resources and Mines to classify land within the Shire boundaries during the period of the valuation which becomes effective for rating purposes from 1 July 2014.

- (c) Under Chapter 4, Part 5 of the Local Government Regulation 2012, the Council advises as follows –

- (i) The categories of rateable land in the Shire and the criteria by which the land is categorised is outlined in Section A(a) above;
- (ii) The category in which the land to which the rate notice applies is shown on the rate notice;
- (iii) The category in which the land is included was identified by the Burdekin Shire Council;
- (iv) If owners of rateable land consider their land should have been included in another category, they may object against that categorisation by lodging with the Chief Executive Officer, Burdekin Shire Council, a notice of objection in the prescribed form within thirty (30) days of the date of issue of the rate notice (forms are available through Council's Rates Section);

- (v) The only ground for objecting is that the owner considers the land should belong to a different rating category;
  - (vi) The owner is liable to pay the amount in the rate notice even if the owner gives an objection notice;
  - (vii) If the rating category of the owner's land is changed because of the objection, the rates will be adjusted at that time;
  - (viii) If the objection to categorisation is not allowed, the Chief Executive Officer will advise the landowner of the decision and will also advise the landowner they may appeal the decision in the Land Court;
  - (ix) The making of an objection, or the starting of an appeal, does not stop the levying and recovery of rates on the land; and
  - (x) Postal address of the Chief Executive Officer, Burdekin Shire Council is PO Box 974, AYR Q4807.
- (d) Differential general rates are hereby made and levied on the unimproved value (UV) or site value (SV) of all rateable land in the Shire included in the specified category as set out hereunder :-

Category A – RESIDENTIAL	<b>1.284 cents</b> in the \$ on the value of the land.
Category B – COMMERCIAL & INDUSTRIAL	<b>1.339 cents</b> in the \$ on the value of the land.
Category B1 – DRIVE-IN SHOPPING CENTRES	<b>1.877 cents</b> in the \$ on the value of the land.
Category C – GRAZING & LIVESTOCK	<b>2.325 cents</b> in the \$ on the value of the land.
Category D – RURAL SUGAR CANE	<b>3.747 cents</b> in the \$ on the value of the land.
Category E – RURAL OTHER	<b>2.073 cents</b> in the \$ on the value of the land.
Category E1 – PRIMARY PRODUCTION	<b>2.635 cents</b> in the \$ on the value of the land.
Category F – SUGAR MILLING	<b>27.903 cents</b> in the \$ on the value of the land.
Category G - COMMERCIAL WATER BUSINESS	<b>71.911 cents</b> in the \$ on the value of the land.

#### **B. Limitation of Increase in Rates Levied**

The Council has not resolved to exercise the powers conferred under Local Government Regulation 2012 Section 116 – Limitation of increase in rates or charges levied.

#### **C. Minimum General Rates**

Local Government Regulation 2012 Section 77 provides that *"The local government may identify parcels of rateable land to which a minimum amount of general rates applies in any way the local government considers appropriate"*.

Council also has power, where differential general rates are made and levied, to apply a different level of minimum general rate for each category of land.



The Council considers that the following minimum general rates are reasonable to recover Council's administrative costs and appropriate revenue for services provided by the Council to all properties irrespective of their rateable value, and which lend themselves to recovery of rates by a minimum general rate.

The following minimum general rates shall apply:

Categories A, B, B1, C, D, E & E1 -	\$ 952
Category F -	\$15,762
Category G -	\$ 2,668

TABLE

COLUMN 1 Category	COLUMN 2 Identification
A - RESIDENTIAL	<p>Land having any of the following Land Use Codes excluding property numbers 1872, 6214, 6215, 6220, 6221, 6781, 6782, 12390, 12391, 12463 to 12465 and 12580 to 12594:-</p> <p>01 - Vacant Urban Land; 02 - Single Unit Dwelling; 03 - Multiple Dwelling (Flats); 04 - Large Homesite – Vacant (less than 10ha); 05 - Large Homesite – Dwelling; 06 - Outbuilding; 08 – Building Units; 09 - Group Title; 21 – Residential Institutions (Non-Medical Care); 72 - Residential Subdivisions; 97 - Welfare Homes/Institutions.</p>
B - COMMERCIAL & INDUSTRIAL	<p>Land having any of the following Land Use Codes including property numbers 1872, 6214, 6215, 6220, 6221, 6781, 6782, 12390, 12391, 12463 to 12465 and 12580 to 12594:-</p> <p>07 – Guest House/Private Hotel; 10 - Combined Multi-Dwelling &amp; Shops; 11 – Shop - Single; 12 - Shops - Shopping Group (more than 6 shops); 13 - Shopping Group (2 to 6 shops); 14 - Shops - Main Retail; 15 - Shops - Secondary Retail; 16 - Drive-in Shopping Centres (gross floor area less than 4,500 m2); 17 - Restaurant; 18 - Special Tourist Attraction; 19 – Walkway; 20 - Marina; 22 – Car Park; 23 - Retail Warehouse; 24 - Sales Area Outdoor; 25 Offices; 26 - Funeral Parlours; 27 - Hospitals, Conv. Homes (Medical Care) (Private); 28 – Warehouses &amp; Bulk Stores; 29 – Transport Terminal; 30 - Service Station; 31 - Oil Depots; 32 – Wharves; 33 - Builders' Yard/Contractors' Yard; 34 Cold Stores - Iceworks; 35 General Industry; 36 - Light Industry; 37 – Noxious/Offensive Industry; 38 - Advertising - Hoarding; 39 – Harbour Industries; 40 – Extractive; 41 - Child Care; 42 - Hotel/Tavern; 43 - Motel; 44 – Nurseries; 45 - Theatres and Cinemas; 46 - Drive-in Theatre; 47 - Licensed Clubs; 48 - Sports Clubs/Facilities; 49 - Caravan Parks; 50 - Other Clubs Non-Business; 51 - Religious; 52 - Cemeteries; 53 - Secondary Land Use Code for Commonwealth ownership; 54 - Secondary Land Use Code for State ownership; 55 - Library; 56 - Showgrounds/Racecourses/Airfields; 57 – Parks and Gardens; 58 - Educational; 59 - Secondary Land Use Code for Local Authorities; 90 - Stratum; 91 - Transformers; 92 - Defence Force Establishments; 96 - Public Hospital; 99 - Community Protection Centre.</p>
B1 - DRIVE-IN SHOPPING CENTRES	<p>Land having any of the following Land Use Codes:-</p> <p>16 - Drive-in Shopping Centres (gross floor area 4,500 m2 or greater).</p>
C - GRAZING & LIVESTOCK	<p>Land having any of the following Land Use Codes :-</p> <p>60 - Sheep Grazing - Dry; 61 - Sheep Breeding; 64 - Cattle Grazing – Breeding; 65 - Cattle Breeding and Fattening; 66 Cattle Fattening; 67 Goats; 68 - Dairy Cattle – Quota Milk; 69 Dairy Cattle – None Quota Milk; 85 Pigs; 86 - Horses; 87 – Poultry, 89 – Animals Special.</p>

D - RURAL - SUGAR CANE	<p><b>Land having any of the following Land Use Codes:-</b></p> <p>75 - Sugar Cane.</p>
E - RURAL – OTHER	<p><b>Land (less than 20ha) having any of the following Land Use Codes:-</b></p> <p>70 - Cream; 71 – Oil Seeds; 73 - Grains; 74 – Turf Farms; 76 - Tobacco; 77 - Cotton; 78 - Rice; 79 - Orchards; 80 - Tropical Fruits; 81 – Pineapple; 82 - Vineyards; 83 - Small Crops and Fodder Irrigated; 84 - Small Crops Fodder Non-Irrigated; 88 - Forestry and Logs; 93 - Peanuts; and also 04 - Large Homesite – Vacant (10ha or greater); 94 - Vacant Rural Land; 95 - Reservoir, Dam, Bores (excluding property numbers contained in Category G.</p>
E1 - PRIMARY PRODUCTION	<p><b>Land (20ha or greater) having any of the following Land Use Codes:-</b></p> <p>70 - Cream; 71 – Oil Seeds; 73 - Grains; 74 – Turf Farms; 76 - Tobacco; 77 - Cotton; 78 - Rice; 79 - Orchards; 80 - Tropical Fruits; 81 – Pineapple; 82 - Vineyards; 83 - Small Crops and Fodder Irrigated; 84 - Small Crops Fodder Non-Irrigated; 88 - Forestry and Logs; 93 - Peanuts.</p>
F - SUGAR MILLING	<p><b>Land having any of the following Property Numbers:-</b></p> <p>10565, 10566, 10567 and 10569</p>
G – COMMERCIAL WATER BUSINESS	<p><b>Land having any of the following Property Numbers:-</b></p> <p>2400, 2568, 2577, 2588, 2788, 2921, 8597, 8750, 9013, 14387 and 16723.</p>

The above minimum general rate provisions shall not apply to any land under the ownership of the North Burdekin Water Board and the South Burdekin Water Board and used for channel and ancillary Water Board purposes.

#### **D. Rebates and Concessions**

##### **(a) Remission of Rates and Charges**

It is the Council's policy to provide assistance by way of a remission of rates to eligible pensioners who comply with the policies of Council as identified hereunder.

##### **Council Remission**

For the year ended 30 June 2015 a bona fide pensioner, who is in receipt of a full pension/allowance, who produces a Pensioner Concession Card from Centrelink or a Pensioner Concession Card or a Repatriation Health Card – For All Conditions issued by the Department of Veteran Affairs, will be allowed a rates remission on property which is the principal place of residence of the pensioner and is owned by the pensioner. This policy shall also extend to bona fide pensioners who either have another bona fide pensioner(s) residing with them under the same roof or have any other person or persons earning an income residing under the same roof and to War Widows who are the holders of a Gold Card.

Such rates remission to be calculated as **half the sum** of the relevant General Rates, Water Charges, Sewerage Charges, Septic Charges, and CBD 2 Separate Charge (excluding Waste Charges, Environment Separate Charge, Alva Beach Rural Fire Brigade, Clare Rural Fire Brigade, Mount Kelly Rural Fire Brigade, Scott Rural Fire Brigade, Wunjunga SBS Translator Special Charge and Emergency Management, Fire and Rescue Levy) in respect of a bona fide full pensioner(s) to the maximum allowable rates remission set at **\$342**.



The Council may in its discretion consider any **case on its merits** where special circumstances apply; and allow such remission as it sees fit up to the maximum remission.

A remission shall be allowed to a bona fide pensioner who is in receipt of a pension/allowance, who produces a Pensioner Concession Card from Centrelink or a Pensioner Concession Card or a Repatriation Health Card – For All Conditions issued by the Department of Veteran Affairs, and who occupies a dwelling in respect to which a **life tenancy** has been granted by way of Will only and providing there is no provision in the Will which relieves the life tenant of the obligation to pay the rates and charges levied in respect of the property and providing such property is the principal place of residence of the pensioner.

A remission shall be allowed to a bona fide pensioner who is a **resident of an Institution caring for the aged**, including hospitals and Blue Nursing Units, or is in **family care** irrespective of whether or not the principal place of residence is occupied on a paid tenancy basis.

Applications for remission of rates and charges by qualifying applicants who own relevant properties on 1 July 2014 are to be dealt with in the following manner:

- a. For existing bona fide Pensioners, the details currently held continue to be used for annual verification with Centrelink/Department of Veteran Affairs; and
- b. For new bona fide Pensioners or Pensioners requesting Council remission due to special circumstances, an annual application is required to be made and received.

The amount of pension payable at time of the verification from Centrelink/Department of Veteran Affairs will determine the eligibility for the Council remission.

A remission granted pursuant to this section is only applicable for the period of time that the applicant pensioner is the owner of the property and all requirements set out above remain fulfilled. If the principal place of residence is disposed of during the year, a supplementary rates notice will be issued to the owner of the property representing the proportionate share of the remission from date of sale to 30 June next.

#### State Government Subsidy :

For the year ending 30 June 2015, an approved pensioner as defined in guidelines for the State Government's Pensioner Rate Subsidy Scheme shall be entitled to a State Government subsidy equivalent to 20 per cent of the cost of rates and charges levied, excluding any amount in excess of \$1,000 per annum levied. The maximum entitlement is **\$200**. Notwithstanding the provisions of this clause, eligible pensioners will be entitled to the State Government subsidy up to an amount of \$200, even if Council rates are not paid by the Due Date.

#### Donations' Policies :

For each financial year in the sewerage areas of Ayr, Brandon and Home Hill, donations equivalent to 90% of the remission of half the sum of the relevant sewerage charges in respect of second and subsequent pedestals and/or urinals at premises or land used for private schools, churches, welfare and youth organisations, sporting purposes and public halls, excluding premises licensed under the Liquor Act will be made to the relevant community organisations immediately upon payment in full, together with arrears if any, of all levied rates and charges. The Council may, in its discretion, consider any case on its merits where special circumstances apply and make such donations as Council considers appropriate.



**(b) Application for Rates Relief on Grounds of Hardship**

Ratepayers may apply for rate relief with an application on the basis of hardship supported by relevant documentation. The Council's policy governing the consideration of any application for relief on the grounds of hardship is currently as follows :-

- A. An applicant will be eligible for consideration of rates remission on the grounds of financial hardship upon complying with the following criteria:-
  - (i) The applicant does not have reasonable assets external to the land upon which the application for relief on the grounds of hardship applies to; and
  - (ii) Payment of rates by the applicant would cause financial hardship within the next twelve (12) months;
- B. Applicants will be required to disclose private financial documentation including, where applicable, the previous two (2) years tax returns, profit and loss statement and balance sheet as prepared by a registered accountant or tax agent;
- C. For ratepayers experiencing difficulties with payment of rates, the Council may consider allowing delayed payment of rates and any arrears interest over a period of up to two (2) years, upon written application to the Chief Executive Officer for a periodic payment plan.

Further, if there is evidence acceptable to Council that any eligible pensioner is unable to meet rate obligations and is unable to enter into a periodic payment plan for payment of overdue rates, Council may, in exceptional circumstances agree to the overdue rates remaining a charge on the land to be recovered following the death of an eligible pensioner/pensioners or as a result of sale/transfer of the land, providing such property is the principal place of residence of the pensioner.

**E. Waste Service****1.0 DEFINITIONS**

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

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

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

**'Defined Service Area'** means the sections of the Burdekin Shire that are provided with a waste service as shown in Schedule 1 of Council's Waste Management Policy.

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

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

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

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

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

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

**'Rates'** includes supplementary rates.

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

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

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

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

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

## 2.0 DOMESTIC SERVICES

### 2.1 General

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

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

### 2.2 Kerbside Service

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

The Two-Bin Service consists of:

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

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

- a 240 litre kerbside green waste service (bin with light green lid) collected on alternate fortnights.

\* Residents may request to change to the 240 litre general waste bin. The larger bin will incur a higher charge.



### **2.3 Levying of Charges for Kerbside Waste Collection**

Council will provide waste services to occupied land only.

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

For a residential premise or land outside of these areas, the owner or occupier is required to service their own refuse bins on a weekly basis. Fees may apply for the disposal of these wastes at Council's waste facilities. A Waste Access Charge shall be levied on each rateable property without an existing refuse service in certain rating categories. Refer to Section 8.0.

### **2.4 Services Based on Type of Residential Premise**

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

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

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

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

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

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

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

#### ***Example***

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

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

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

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

### **2.5 Residential Premises not within the Defined Service Area**

Residents occupying land within the Shire that is outside the defined service area, and therefore not receiving a regular waste collection service, who would like to receive a domestic waste service are required to submit a request in writing.



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

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

### **3.0 COMMERCIAL AND INDUSTRIAL SERVICES**

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

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

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

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

### **4.0 CHARITIES AND COMMUNITY GROUPS**

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

- The organisation must be based in and provide services to the residents of the Burdekin Shire.
- A charity and non-profit community group includes:
  - Church, ministry and church-administered institutions for non-profit and charitable purposes,
  - Scouts and Girl Guides,
  - Veteran and War Widow Associations,
  - Voluntary, non-profit community and welfare organisations,
  - Volunteer bush fire brigades, and
  - Voluntary sporting organisations.
- Organisations that hold a commercial liquor licence or gaming licence do not qualify for an exemption.
- Organisations, the main activity of which is the responsibility of another level of government, do not qualify for an exemption.

### **5.0 BIN ENCLOSURES**

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

## **6.0 GENERAL ISSUES**

### **6.1 Change to service level**

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

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

### **6.2 Lost or stolen bins**

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

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

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

### **6.3 Cancelling a service**

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

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

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

### **6.4 Commencing a service**

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

### **6.5 Assessment of bin quota/service level**

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

### **6.6 Bulk Bin service**

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

### **6.7 Variations under this Policy**

The Manager Environment and Health will assess written requests for an exemption, refund, part refund or variation under the Waste Management Policy.

### **6.8 Requirements to kerbside collection**

- Place bins on the kerb prior to 6:00am on collection day, and brought back within the property boundaries as soon as possible after collection, preferably by dusk.
- Place bins approximately one (1) metre apart and not located near trees, parked cars or other obstacles that may prevent the truck from emptying the bins.
- Bins that are overfull (with the lid open more than 45 degrees); or too heavy (weigh more than 55 kilograms) will not be collected. Residents will need to take their waste to the landfill or transfer station, as the truck will not return to empty the bin. Disposal costs will apply.
- Recycling and green waste bins must only contain the products listed on the lid and/or in the brochure provided, which is also available on Council's website. Bins contaminated with unsuitable material may be issued with a notice and information brochure advising of the contamination.



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

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

at the discretion of the Manager Environment and Health.

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

## 7.0 BIN CHARGES

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

### 7.1 Consistent commencement of charges

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

### 7.2 Removal of charges

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

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

## Waste Service Charges

The following waste service charges shall apply in the defined service area.

140L Rural Residential 2 Bin Service	\$386
240L Rural Residential 2 Bin Service	\$486
140L Residential 3 Bin Service	\$440
240L Residential 3 Bin service	\$540
240L Commercial 2 Bin Service	\$424
240L Commercial 3 Bin Service	\$478
140L Multiple Residential 2 Bin Service	\$386
240L Multiple Residential 2 Bin Service	\$486
Multiple Residential Green Waste Service as determined by Council authorised officer and in proportion to residences serviced	
Additional 140L Residential Refuse Bin	\$315
Additional 240L Residential Refuse Bin	\$415
Additional 240L Commercial Refuse Bin	\$332
Additional Residential Recycle Bin	\$ 71
Additional Commercial Recycle Bin	\$ 92
Additional Green Waste Bin	\$ 54



## 8.0 WASTE ACCESS CHARGE

A Waste Access Charge of **\$15.50** shall be levied on each rateable property without an existing refuse service in Category A (Residential), Category C (Grazing & Livestock), Category D (Rural Sugar Cane), and Category E (Rural Other) and Category E1 (Primary Production) for access to free sorted domestic dumping at Landfill and Transfer Stations.

### F. Sewerage Scheme

Council is applying partial cost recovery, including a reasonable return on capital, as the basis for utility charges.

A sewerage charge will be levied on each rateable property, both vacant and occupied, that Council has or is able to provide with sewerage services and identified hereunder.

The sewerage charge is set to recover all of the costs associated with the provision of sewerage and waste water services provided by Council in the financial year. These costs include loan interest, depreciation and the cost of on-going maintenance and operation of the system, including treatment plant operations.

A charge is set, subject to the provisions hereunder, and referred to as classes of buildings in accordance with the "Building Code of Australia" as amended, for each pedestal in residential dwellings and residential lots under the Body Corporate and Community Management Act 1997, or other community titles act that are connected to Council's sewerage system. Where sewerage services are provided to the common property of sewerage scheme land within the meaning of the Body Corporate and Community Management Act 1997, the Body Corporate shall be levied a charge on each pedestal.

(a) The Sewerage Area shall consist of: -

All land situated in the Shire of Burdekin that the Council is prepared to sewer. A parcel of land shall be deemed to be within a sewerage area if the Council is prepared to sewer any part of the land.

Such charges shall be levied to defray the cost of constructing sewerage including the payment of interest on and redemption of, the instalments into a sinking fund, in respect of any loan money borrowed for or in respect of such function and the cost of operating, maintaining, and managing sewerage.

The charges shall also apply in respect of any land or any structure, building or place on land that is not rateable under Section 93 of the Local Government Act 2009.

In this subsection reference is made to classes of Buildings. Buildings and portions of buildings shall be classified in accordance with the "Building Code of Australia", as amended as follows -

Class 1 One or more buildings which in association constitute -

(a) Class 1a - a single dwelling being -

- (i) a detached house; or
- (ii) one of a group of two or more attached dwellings, each being a building, separated by a fire resisting wall, including a row house, terrace house, town house or villa unit; or

- (b) Class 1b –
- (i) a boarding house, guest house, hostel or the like -
    - (A) with a total area of all floors not exceeding 300 m<sup>2</sup> measured over the enclosing walls of the Class 1b; and
    - (B) in which not more than 12 persons would ordinarily be resident; or
  - (ii) 4 or more single dwellings located on one allotment and used for short-term holiday accommodation, which are not located above or below another dwelling or another Class of building other than a private garage.

Class 2 - A building containing two or more sole-occupancy units each being a separate dwelling.

Class 3 - A residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including: -

- (a) A boarding house, guest house, hostel, lodging house or backpackers' accommodation; or
- (b) A residential part of a hotel and motel; or
- (c) A residential part of a school; or
- (d) Accommodation for the aged children or people with disabilities; or
- (e) A residential part of a health-care building which accommodates members of staff; or
- (f) A residential part of a detention centre.

Class 4 - A dwelling in a building that is Class 5, 6, 7, 8, or 9 if it is the only dwelling in the building.

Class 5 - An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8, or 9.

Class 6 - A shop or other building for the sale of goods by retail or the supply of services direct to the public, including: -

- (a) An eating room, cafe, restaurant, milk or soft drink bar; or
- (b) A dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel; or
- (c) A hairdresser's or barber's shop, public laundry, or undertaker's establishment; or
- (d) Market or sale room, show room, or service station.

Class 7 - A building which is -

- (a) Class 7a - a car park; or
- (b) Class 7b - for storage, or display of goods or produce for sale by wholesale.

Class 8 - A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale, or gain.

Class 9 - A building of a public nature -

- (a) Class 9a - a health-care building, including those parts of the building set aside as a laboratory; or
  - (b) Class 9b - an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class; or
  - (c) Class 9c - an aged care building.
-



Class 10 - a non-habitable building or structure -

- (a) Class 10a - a non-habitable building being a private garage, carport, shed, or the like; or
- (b) Class 10b - a structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like; or
- (c) Class 10c - a private bushfire shelter.

## (b) The charges in the Sewerage Area shall be:-

A charge of **\$494** shall be made where sewerage is provided for a full year to Class 1a or Class 4 buildings and portion of buildings and to a single dwelling unit of a Class 2 building. This charge shall apply subject to Clause (c) hereunder. In respect of each and every parcel of vacant land separately valued for rating purposes, a charge of **\$494** for a full year shall be made.

A charge of **\$494** shall be made where sewerage is provided for a full year to a Lot contained in a Body Corporate and Community Management Act 1997 or another community title Act. This charge shall apply subject to Clause (c) hereunder. This charge shall be payable from the date of registration of the community titles scheme and shall be payable by the owner.

A **pro rata charge** based on **\$494** per annum shall apply in respect of any parcel of land to which sewerage supply is or is not connected and which becomes separately valued during the financial year or to which the Chief Executive Officer deems shall be separately valued during the financial year. Such charge is to take effect from the date of possession or date of effect of valuation, whichever is the earlier.

A **pro rata charge** based on **\$494** per annum shall apply in respect of any parcel of land to which sewerage supply is connected.

- (c) Two or more water closet pans installed at Class 1a or Class 4 buildings or portions of buildings and to a single dwelling unit of a Class 2 building shall be permitted without the imposition of charges other than those in Clause (b).
- (d) A charge of **\$494** shall be made for each water closet pan and/or each 1800mm of urinal or part thereof (as defined by the Standard Sewerage By-laws) connected, proposed to be connected or required to be connected (in accordance with the minimum number/s of water closet pans and/or urinals specified in the Building Code of Australia) at Classes 1b, 3, 5, 6, 7, 8 & 9 buildings, or portions of buildings, where sewerage is available for a full year or on a pro rata basis according to the proportion of the year for which sewerage is available. In this sub- clause, the charge of **\$494** shall also apply in respect of three wall urinals or part thereof.
- (e) Notwithstanding the above, a charge of **\$494** shall be made for the first three and a charge of **\$247** for subsequent water closet pans and/or each 1,800 mm of urinal and part thereof (as defined by the Standard Sewerage By-laws) connected, proposed to be connected or required to be connected (in accordance with the minimum number/s of water closet pans and/or urinals specified in the "Building Code of Australia") at premises listed in the **Schedule** below, or as the Council may determine by resolution.



Schedule

*Motels, Hotels, Taverns, Accommodation Units, Caravan Parks, Service Stations, Non-Government Offices (includes combined workshops, warehouse), Shops, Restaurants, Skating Rinks, Cinemas, Drive-In Theatres, Factory, Foundry, Private Day Care Centres, Sporting Bodies with permanent liquor licences, Ayr Anzac Club – RSL Premises.*

- (f) A charge of **\$494** shall be made in respect of each separately valued parcel of land on which any building and portions of buildings are erected, and not being chargeable as hereinbefore set out.
- (g) Within the Sewerage Area, for premises that pump septic tank effluent to the sewer system, an annual charge equivalent to 60% of the standard sewerage charge of **\$494** which equates to **\$296.40** shall apply. Provided that approval of the Council is received to dispose of the effluent as aforesaid. Provided also that the Council shall apply an infrastructure contribution charge to be set as a General Charge by resolution of the Council.
- (h) Sewerage charges to be levied on sporting and other organisations (including the Burdekin Race Club, Home Hill) located outside the sewerage areas where these organisations provide their own pumping facilities and sewer line for the conveyance of sewage from their premises into the Council's Sewerage System be based on one-third (to the next) of the sum of the number of water closet pans plus each 1800mm of urinal installed for use at the premises at the rate of **\$494** per water closet pan.

**G. Water Supply Scheme**

Council has resolved to charge for water services under a consumption based two-part 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 equitable user pays principles;
- 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 is applying partial full cost recovery, including a reasonable return on capital, as the basis for utility charges.

Council has adopted a two-part water pricing regime with an annual base allowance of zero kilolitres per meter for a minimum access charge of **\$406**.

- (a) The Council has resolved to introduce a consistent water charging regime for the provision of water and makes water charges on the bases set out below to be levied on all land within the Water Area as described below.

**The Water Area shall consist of:**

All land situated in the Shire to which the Council is prepared to supply water including the Ayr/Brandon, Home Hill, Mt. Kelly and Giru Water Supply Schemes and the Airdmillan, Klondyke, Colevale, Groper Creek, Alva and Sutcliffe Water Supply Extensions. A parcel of land shall be deemed to be within a water area if the Council is prepared to supply water to any part of the land.



Such charges shall be levied to defray the cost of constructing the water supply including the payment of interest on and redemption of any loan money borrowed for or in respect of such function and the cost of operating, maintaining, and managing the water supply.

The charges shall also apply in respect of any land or other structure, building or place on land that is not rateable under Section 93 of the Local Government Act 2009.

- (b) The basis of the water charges in the Water Area shall be: -
  - (i) a minimum access charge; and
  - (ii) a consumption charge for each kilolitre consumed as registered by a meter installed by Council.
- (c) Except as hereinafter provided, a minimum access charge of **\$406** shall be payable in respect of a water connection to any land and building (or part thereof) or other structure whether occupied or not and a minimum access charge of **\$406** shall be payable in respect of every parcel of vacant land separately valued for rating purposes to which the water supply is or is not connected.
- (d) For premises containing Lots under the Body Corporate and Community Management Act 1997 or another community title Act, where each Lot and Common Property is capable of separate measurement of water, a minimum access charge of **\$406** shall be payable in respect of each and every individual metered water connection point.
- (e) For premises containing Lots under the Body Corporate and Community Management Act 1997 or another community title Act, where each Lot and Common Property is not capable of separate measurement of water, a minimum access charge of **\$406** shall be payable in respect of each Lot as if each Lot was provided with an individual metered water connection point.
- (f) The minimum access charge shall be payable from the date of registration of the community titles scheme and shall be payable by the owner.
- (g) Notwithstanding Clause (c) above, in respect of any land connected to the Groper Creek Water Supply Scheme, the minimum access charge of **\$406** shall not be payable until such time as any land or building (or part thereof) commences to draw water from the water supply scheme.
- (h) A **pro rata charge** based on **\$406** per annum for all land situated in the Water Area shall apply in respect of any parcel of land to which water supply is, or is not connected and which becomes separately valued during the financial year or to which the Chief Executive Officer deems shall be separately valued during the financial year. Such charge is to take effect from the date of possession or date of effect of valuation, whichever is the earlier.
- (i) A building, any part of which is separately occupied or capable of being separately occupied, shall be levied with a minimum access charge in respect of each and every individual metered water connection point, provided the building is in single title ownership.
- (j) Where more than one building is erected on a parcel of land, one of which may be used for residential purposes and any others for business purposes, one minimum access charge shall be levied on such parcel of land in respect of each and every individual metered water connection point provided.
- (k) Council does not levy a minimum access charge in respect of fire hose reels.



Consumption Readings and Charges

- (l) Water meters are read twice per year in October/November (half year reading) and May/June (end of year reading).

Consumption Charges for Water Consumed in the 2013/2014 Financial Year:

- (m) Water consumed between the May/June 2013 reading and May/June 2014 reading will be deemed to have been consumed in the 2013/2014 financial year and a consumption charge shall apply based on the charge made at the Budget Meeting for the 2013/2014 financial year.

Consumption Charges for Water Consumed in the 2014/2015 Financial Year:

- (n) A consumption charge shall apply for each kilolitre consumed as registered by a meter installed by the Council in respect of water consumed in the 2014/2015 financial year.

For any rates assessment with more than one (1) meter, consumption charges shall be calculated individually on the basis of water consumption of each meter. No summing of consumption for that rates assessment will occur.

- (o) Water consumed between the May/June 2014 reading and May/June 2015 reading will be deemed to have been consumed in the 2014/2015 financial year and the charge for all water supplied to any land or structure, building or place for which a consumption charge is to be levied shall be based on the following -

For water usage up to and including 1,000,000 litres - **16 cents** per 1,000 litres.

For water usage above 1,000,000 litres - **80 cents** per 1,000 litres.

- (p) The charge for consumption shall be payable in addition to the minimum access charge.
- (q) For premises containing Lots under the Body Corporate and Community Management Act 1997 or another community title Act, where each Lot and Common Property is capable of separate measurement of water, consumption charges shall be calculated from the individual water meters serving each lot and common property.

For premises containing Lots under the Body Corporate and Community Management Act 1997 or another community title Act, where each Lot and Common Property is not capable of separate measurement of water, consumption charges shall be calculated from the property primary water meter and charged to the lots proportional to the lot entitlement schedule for the Community Title unless an agreement between the Body Corporate and Council has been entered into pursuant to section 196(4) of the Body Corporate and Community Management Act 1997. Each such lot shall attract water consumption charges in accordance with clause (o) above.

- (r) In respect of fire hose reel services, all existing services are to have meters fitted retrospectively where practicable. All such services will be then capable of being measured in respect of their water consumption and Council will levy a consumption charge for each kilolitre consumed. Dedicated fire mains are to be installed with no meter and they are not intended to be metered for consumption. Where a fire hose reel is connected off a dedicated fire main, a combination meter is to be installed and the consumption measurement is to be taken from the low flow (fire hose reel) meter only.
-



- (s) The Council intends to undertake two water meter readings per year based on the current format of October/November and May/June as an initial frequency and increased readings be considered as consumption trends and predictions are identified accurately and with confidence. Following the October/November meter reading a consumption charge (if applicable) shall be levied on the landowner based on the relevant consumption charges for water consumed in that financial year. Following the May/June meter reading, a consumption charge shall be levied on the landowner based on the relevant consumption charges. The calculation of the latter consumption charge will take into account total consumption and the levy of previous charges, if any.
- (t) If any meter in use ceases to register or is reported by an officer of the Council to be out of order or registering inaccurately, the Chief Executive Officer may estimate the charge for the water supplied during the period such meter was not in working order by considering the daily average consumption of a comparative period selected by the engineer or the whole of the previous financial year, whichever is the lowest, and multiplying this average by the number of days the meter is out of order or registering inaccurately. Notwithstanding the above, the Chief Executive Officer may cause a check meter to be installed and estimate the charge upon the registration thereof.
- (u) In the case where the Chief Executive Officer is satisfied, on reasonable grounds, that there was a previously undetected leak within the property boundaries, the Chief Executive Officer, in accordance with delegated powers from the Council, will determine the basis for charging consumption charges. His determination, entirely in his discretion, shall be made either upon the basis of annual consumption over the previous three year period or where there is not a history of consumption water charges prior to detection of the leak, and where the Chief Executive Officer is satisfied as to the bona fides of the claim, on the basis that the Chief Executive Officer shall reduce the consumption charges up to an amount of 50% of the amount otherwise payable

#### **H. Environment Separate Charge**

The Environment Separate Charge to meet the ongoing and proposed funding commitments towards environment improvement and natural resource conservation initiatives shall be **\$30** and shall apply equally to all rateable assessments.

#### **I. CBD 2 Separate Charge**

The CBD 2 Separate Charge to meet the ongoing payment of interest on and redemption of any instalments in respect of any loan money borrowed for or in respect of cost of constructing and implementing Stage 2 of the CBD Revitalisation Project shall be **\$10-03** and shall apply equally to all rateable assessments per annum **until 2014/15**.

#### **J. Wunjunga SBS Translator Special Charge**

The Wunjunga SBS Translator Supply Special Charge to meet the ongoing cost of repairs, maintenance and electricity supply to the SBS television translator shall be **\$4-07**. The benefited area is defined in a schedule of benefited properties (held by Council's Rates office).

#### **K. Clare Rural Fire Brigade Special Charge**

The Clare Rural Fire Brigade Special Charge shall be **\$5** and will be levied on all rateable land within the area marked on Plan No. RF0463 (held by Council's Rates office) for the purposes of raising funds for the Clare Rural Fire Brigade. Funds collected are for the purpose of contributing to the purchase and maintenance of equipment and infrastructure by the Brigade. The Council is of the opinion that all land within the area receives a special benefit from those activities. The levy is based on the requirements of the Brigade as set out in its budget and agreed to annually by the Council.



**L. Mount Kelly Rural Fire Brigade Special Charge**

The Mount Kelly Rural Fire Brigade Special Charge shall be **\$35** and will be levied on all rateable land within the area marked on Plan No. RF2009 (held by Council's rates office) for the purposes of raising funds for the Mount Kelly Rural Fire Brigade. Funds collected are for the purpose of contributing to the purchase and maintenance of equipment and infrastructure by the Brigade. The Council is of the opinion that all land within the area receives a special benefit from those activities. The levy is based on the requirements of the Brigade as set out in its budget and agreed to annually by the Council.

**M. Scott Rural Fire Brigade Special Charge**

The Scott Rural Fire Brigade Special Charge shall be **\$50** and will be levied on all rateable land within the area marked on Plan No. RF0425 (held by Council's Rates office) for the purposes of raising funds for the Scott Rural Fire Brigade. Funds collected are for the purpose of contributing to the purchase and maintenance of equipment and infrastructure by the Brigade. The Council is of the opinion that all land within the area receives a special benefit from those activities. The levy is based on the requirements of the Brigade as set out in its budget and agreed to annually by the Council.

**N. Time within which Rates must be Paid**

Rates and charges must be paid by the Due Date, with the Due Date being thirty (30) days after the rate notices have been issued.

**O. Overdue Rates and Charges**

Rates and charges will become overdue if not paid by the due date.

**P. Interest on Rates and Charges**

It is Council's policy to ensure that the interests of ratepayers are protected by discouraging the avoidance of responsibility for payment of rates and charges when due. To this end, Council will impose interest on rates and charges from the day they become overdue.

The rate of interest to be charged on overdue rates and charges shall be **11%** compound interest charged at daily rests. The interest rate will be the maximum rate prescribed in the Local Government Regulation 2012.

**Q. Recovery of Overdue Rates and Charges**

Council requires payment of rates and charges by the due date.

Overdue rates will attract interest calculated daily and added to the account monthly.

Legal action for rates and charges recovery may commence where ratepayers have overdue rates from a previous financial year.

---



**R. Periodic Payments Policy***In arrears*

Council will allow landowners who are unable to pay their rates by the due date to enter into an arrangement to make periodic payments in arrears following the levy of the rates and charges. Such arrangements are to be approved by the Chief Executive Officer by way of delegated powers from the Council, with no recovery action being taken while the arrangement is being maintained.

*In advance*

Council further states that there is no reason landowners cannot make periodic payments in advance of the levy of the rates and charges.

**S. Regulatory, Cost Recovery, Commercial and Other Fees**

Council shall by resolution fix regulatory fees for services and facilities including but not limited to, an application for, or the issue of, an approval, consent, licence, permission, registration or other authority under a local government act. Such charges will generally be contained in the Register of Regulatory Fees as adopted by Council from time to time in the Fees and Charges schedule.

The regulatory and cost recovery fees shall be no more than the cost to the local government of providing the service or taking the action for which the fee is charged.

In accordance with Council's general corporate and contractual powers under the Local Government Act 2009, the Council shall by resolution fix a fee for the commercial or other voluntary supply and acquisition of goods and services.

END

---

**ITEM 4 – Making and Levying of Rates and Charges for 2014-15 Financial Year****Recommendation**

That the Council in accordance with Section 94 of the Local Government Act 2009 make and levy the rates and charges outlined in the Revenue Statement for 2014-15.

**Resolution**

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

CARRIED 5/2

Noting that Councillors Liessmann and Bawden voted against the motion.

---

---

## **ITEM 5 – Adoption of the Debt Policy for 2014-15 to 2023-24 Financial Years**

### **Recommendation**

That the Council in accordance with Section 192 of the Local Government Regulation 2012 adopt the Debt Policy which states the new borrowings planned for the 2014-15 financial year and the next nine (9) financial years; and the time over which the local government plans to repay existing and new borrowings.

### **Resolution**

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

CARRIED

---



## Debt Policy

**Commencement Date: 1 July 2014**

**Function:** Financial Management

### RESPONSIBILITIES

<b>Policy Owner</b>	<i>Director - Corporate &amp; Community Services</i>
<b>Policy Contact</b>	<i>Manager – Financial Services</i>
<b>Approval Authority</b>	<i>Council</i>
<b>Next Review Date</b>	<i>1 June 2015</i>

### REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	<i>Approved</i>	<i>9 July 2013</i>	<i>Council Budget Meeting</i>	
1	<i>Revised Draft</i>	<i>4 June 2014</i>		

### 1 PURPOSE

The objective of this policy is to ensure the sound management of Council's existing and future debt.

### 2 SCOPE

This policy applies to borrowings for capital works by Burdekin Shire Council.

### 3 POLICY STATEMENT

- 3.1. All external borrowing shall be obtained through the Queensland Treasury Corporation and Council shall continue to use the full range of Queensland Treasury Corporation's fund management services in order to enhance Council's loan/redemption procedures.
- 3.2. Council aims to finance capital works and new assets to the greatest extent possible from revenue, grants and subsidies or any specific reserves primarily established to fund capital works.
- 3.3. It is Council's intention to fully fund depreciation which is a significant source of funding.
- 3.4. Council will not use long-term debt to finance operating activities or recurrent expenditure.
- 3.5. Council will always be mindful of the additional cost incurred by the community when assets are acquired through borrowings, which increases the cost of providing capital infrastructure.
- 3.6. The repayment period for new and existing borrowings will be set at 10 years or less except in the case of borrowings for major long-life infrastructure assets where a repayment period will be determined on an individual basis.
- 3.7. Detailed capital works and asset acquisition programs for the next 10 years together with the 10 year financial model will provide the basis for determination of funding options.

### Planned Borrowings

Planned borrowings for asset acquisition and replacement for the current financial year and the next nine financial years are as follows:

<b>Year of Borrowing</b>	<b>Function</b>	<b>Amount</b>	<b>Term</b>
30/06/2015	Waste	\$2,000,000	4 years
30/06/2016	General	\$550,000	10 years
30/06/2017	General	\$1,000,000	10 years
30/06/2018	General	\$530,000	10 years
30/06/2019	General	\$1,030,000	10 years
30/06/2019	Waste	\$2,000,000	4 years
30/06/2020	General	\$1,880,000	10 years
30/06/2021	General	\$1,440,000	10 years
30/06/2022	General	\$1,660,000	10 years
30/06/2023	General	\$1,090,000	10 years
30/06/2023	Waste	\$2,000,000	4 years
30/06/2024	General	\$1,615,000	10 years

### Existing Borrowings

As at 31st March 2014, Council's existing borrowings and expected terms for repayment are as follows:-

<b>Loan</b>	<b>Debt Pool</b>	<b>Expected Loan Term</b>
CBD Revitalisation 2	FRDP	0.14
Roadworks 4	FRDP	0.49
Waste	FRDP	1.16
SES	3 Year	3.11
Drainage 2	3 Year	3.21
Drainage 3	3 Year	4.16
General	3 Year	3.30
General 2010	6 Year	6.09
General 2011	6 Year	7.15
General 2012	9 Year	7.93
General 2013	9 Year	9.14



#### **4 LEGISLATION**

Local Government Act 2009

Local Government Regulation 2012

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2007

---

## **ITEM 6 – Adoption of the Investment Policy for 2014-15 Financial Year**

### **Recommendation**

that the Council in accordance with Section 191 of the Local Government Regulation 2012 adopt the Investment Policy for the 2014-15 financial year.

### **Resolution**

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

CARRIED

---

There being no further business the meeting closed at 11.20am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 8 July 2014.**

**MAYOR**

---



## Investment Policy

**Commencement Date:** 1 July 2014

**Function:** Financial Management

### RESPONSIBILITIES

<b>Policy Owner</b>	<i>Director Corporate &amp; Community Services</i>
<b>Policy Contact</b>	<i>Manager Financial Services</i>
<b>Approval Authority</b>	<i>Council</i>
<b>Next Review Date</b>	<i>1 June 2015</i>

### REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
0	<i>Adopted</i>	<i>9 July 2013</i>	<i>Council Budget Meeting</i>	
1	<i>Draft</i>	<i>4 June 2014</i>	<i>Council Budget Meeting</i>	

### 1 PURPOSE

The purpose of this policy is to maximise earnings from authorised investments of surplus funds after assessing market and minimising risks.

### 2 SCOPE

This policy applies to investment of surplus funds by the Manager Financial Services within Council's risk philosophy.

### 3 EXCEPTIONS

Not applicable

### 4 DEFINITIONS

Definitions are contained within the applicable legislation.

### 5 POLICY STATEMENT

Council's philosophy for investments is to protect the capital value of investments, with the objective of maximising returns, through an active investment strategy within the overall risk philosophy.

Council is committed to:

- Investing only in investments as authorised under current legislation
- Investing only with approved institutions
- Investing to facilitate diversification and minimise portfolio risk
- Investing to facilitate working capital requirements
- Maintaining documentary evidence of investments
- No more than 30% of Council's investments will be held with one financial institution or one fund manager for investments outside of Queensland Treasury Corporation

## **6 OBJECTIVES**

Council's investment objectives are to meet or exceed the fair value for each investment, as measured by Queensland Treasury Corporation's Fair Value Calculator.

## **7 PRINCIPLES**

"Fair value" means receiving an appropriate, or fair return for the risk inherent in the investment and is based on four key considerations

- Credit rating of the institution
- Amount of the investment
- Term of the investment
- Interest rate offered

## **8 PROCEDURES**

Procedures are evidenced by the investment documents.

## **9 LEGISLATION**

Local Government Act 2009

Local Government Regulation 2012

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2007

## **10 ASSOCIATED DOCUMENTS**

Documentary evidence of investments



---

## 4 REPORTS

## 5 GENERAL BUSINESS – ENVIRONMENT AND OPERATIONS

## 6 ENVIRONMENT & OPERATIONS

### 6.1 Asset Management Strategy

#### Document Information

**Referring Letter No:** N/A

**File No:** Asset Management Plans 354

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Kevin Byers – Manager Technical Services

---

#### Executive Summary

Council has embarked on the implementation of an Asset Management Framework to assist in the effective management of its assets. The proposal for the framework has been based on the International Infrastructure Management Manual and consists of the main components

- Asset Management Policy
- Asset Management Strategy
- Asset Management Plans

The policy and long term asset management plans for the major classes of infrastructure have been adopted by Council. The asset management strategy is a high level, long term action plan developed to link the outcomes of the plans and systems with the strategic objectives of the policy. The improvement plan is intended to drive improvements in Council's asset management capability.

#### Recommendation

That Council receives and adopts the attached Draft Asset Management Strategy as an approved working document.

#### Background Information

As a requirement of the Government Act 2009 and the Local Government Regulation 2012, Council have prepared and adopted an asset management policy and long term asset management plans for the major classes of infrastructure.

---

## **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**

2.1 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**

The strategy has been presented to the Asset Management Group and the Audit Committee for review.

#### **Legal Authority or Implications**

The development of asset management plans and ongoing review are requirements of the Government Act 2009 and the Local Government Regulation 2012. Lack of monitoring and review of management plans will result in audit concerns.

#### **Policy Implications**

The objective of the Asset Management Policy is to develop and apply an asset management framework to ensure effective management of Council assets

#### **Financial and Resource Implications**

Whilst the Strategy recommends additional funding as required for condition assessments, implementation of an asset and works management software system and the ongoing development, monitoring and review of processes, the majority of funding is currently allowed for in the existing budgets. Minimal additional funding will be required .

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

Kevin Byers – Manager Technical Services

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

Trevor Williams – Directors Environment and Operations

#### **Attachments**

1. Asset Management Strategy





**Burdekin Shire Council**

# Asset Management Strategy

Document Control					
Document ID: BSC Asset Management Strategy.Docx					
Rev No	Date	Revision Details	Author	Reviewer	Approver
V1.0	June 2014	Initial Draft	KB	AMG	



---

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>5</b>
	Asset Management in the Burdekin Shire .....	5
<b>2</b>	<b>Purpose .....</b>	<b>6</b>
<b>3</b>	<b>Scope .....</b>	<b>7</b>
<b>4</b>	<b>Current Status of Asset Management .....</b>	<b>8</b>
4.1	Asset Management Framework .....	8
4.1.1	Overview .....	8
4.1.2	Asset Management Policy.....	8
4.1.3	Asset Management Strategy.....	10
4.1.4	Asset Management Plan .....	10
4.1.5	Asset Management Systems.....	10
4.2	Integration with Council's Strategic Planning process .....	11
4.3	Asset Classification .....	12
<b>5</b>	<b>Improvement Strategies .....</b>	<b>13</b>
5.1	Stewardship and Accountability .....	13
5.1.1	Roles and Responsibilities.....	14
5.1.2	Asset Management Team .....	15
5.1.3	Change Management.....	15
5.2	Asset Management Capability .....	16
5.2.1	Provision of adequate resources .....	16
5.2.2	Provision of adequate training .....	16
5.3	Community Engagement & Customer Relations .....	17
5.3.1	Develop Community Engagement Guidelines .....	17
5.3.2	Communication.....	17
5.3.3	Customer request system .....	17
5.4	Risk Management .....	17
5.5	Asset Management Plan .....	18
5.6	Asset Management System .....	20
5.7	Financial Integration .....	20
	Infrastructure and Financial Capital Sustainability Indicators.....	20
<b>6</b>	<b>Continuous Improvement &amp; Review Process .....</b>	<b>23</b>
6.1	Continuous improvement.....	23
6.2	Monitoring and Review process .....	24
<b>Appendix A</b>	<b>Asset Management Improvement Program .....</b>	<b>25</b>

---

# 1 Introduction

---

## Asset Management in the Burdekin Shire

Burdekin Shire Council owns and operates an extensive portfolio of assets which are utilised to provide a wide range of services to the Shire's community and visitors. With a current replacement cost of over \$591 million and potential safety, political and financial risks, it is essential that these assets are managed in an appropriate manner within Council's financial capability to ensure they provide acceptable levels of service which meet community expectations for the present and future generations.

A number of factors influence the management process including:

- Council's limited financial resources and limited ability to raise funds;
- Competing demands for funding including political drivers;
- Population growth and changing demographics;
- Demand from the community for improved service delivery at reduced cost;
- Changes in legislation, regulations and standards.

For these reasons Council must take a long term approach to the management of its assets and is required to make well informed decisions which take into account how they will affect the long term delivery of Council services and the financial sustainability of the organisation. This includes the challenge of balancing the continuation of existing asset intensive services provided by Council and a sustainable investment in the provision of additional or increased asset related services.

Council has committed to the improvement of the organisational asset management capability with the development of an asset management framework in accordance with the IIMM and includes:

- the adoption of an asset management policy,
- the development of individual asset management plans for each infrastructure asset class,
- the improvement of the organisations asset management capability, and
- the implementation of an asset management and works management software system

Whilst there have been positive steps in advancing asset management in the organisation over the last few years, it has been identified that insufficient resources has been the major constraint in the progress of the implementation. A component of this strategy is the formation of an Asset Management Improvement Program to address these issues and assist Council in the advancement of the framework.



---

## 2 Purpose

---

Council needs to take a strategic approach in the way it manages its assets to ensure the delivery of the appropriate levels of service in the most cost effective manner. Asset management practices must adopt a lifecycle approach and be applied across all areas of the organisation. The purpose of this asset management strategy is to:

Link the policy statement, objectives and principles prescribed in the Asset Management Policy with all components of the asset management framework by developing an action plan and timeframes required to improve asset management practices across the organisation through:

- **Improved stewardship and accountability for assets by;**
  - assembling of an Asset Management Team,
  - defining roles and responsibilities across the organisation, and
  - change management
- **Improved asset management capability by;**
  - providing sufficient resources (funding, staff levels and tools) to achieve the requirements of the asset management framework, and
  - providing training and guidance to all staff involved in the process
- **Improved community consultation and customer relations by;**
  - Developing community consultation guidelines,
  - the use of Councils customer service centre, social media and Council's website as communication hubs, and
  - establishing a reportable customer request system aligned with service levels for various asset classes.
- **Improved risk management by;**
  - adopting an Enterprise Risk Management Policy and Risk Register
  - workshop with all stakeholders to identify specific operational risks for each class of asset
  - embed a culture of risk management across the organisation
- **The development of an Asset Management Plan which;**
  - Aligns with strategic objectives of Council's Corporate Plan,
  - Complies with legislative requirements
  - Details the current and desired levels of service for each type of asset
  - Identifies current and forecast demands on the assets
  - Details lifecycle management from acquisition, ongoing operation and maintenance through to replacement/renewal or disposal of the asset
  - States asset lives, condition assessment and depreciation methodologies
  - Incorporates financial details such as valuations and long-term cash flow forecasts for renewals etc.
- **The integration of the outputs of the asset management plans with the long term financial plan to achieve effective asset management.**
- **Continuous improvement by;**
  - Monitoring programs to determine the performance of service delivery, customer satisfaction and financial sustainability which reflects the effectiveness of the current framework
  - The establishment of a detailed review and audit process to ensure compliance with adopted policies, legislation etc.

### 3 Scope

The scope of asset management at the Burdekin Shire will primarily be focussed on infrastructure assets due to the level of associated risks and financial implications on Council operations. Infrastructure assets account for almost 90% of Council's asset base. The inclusion of Land and Improvements and Other Assets lifts this to approximately 97%. Plant and Equipment will be addressed as a lower priority component to be included after all requirements of the higher risk classes have reached a high level of maturity.

Table 3.1 – Asset Class Values

Asset Class	Status of Asset Management Plan	CRC 30 June 2013	% of Total Non-Current Asset Base
Transport (Roads & Bridges)	Adopted by Council	327,087,388	55.29 %
Drainage	Adopted by Council	27,637,612	4.67 %
Buildings	Adopted by Council	65,799,278	11.12 %
Water Supply	Adopted by Council	37,336,151	6.31 %
Wastewater (Sewerage)	Adopted by Council	71,252,000	12.04 %
Land & Improvements	No plan required	23,946,126	4.05 %
Leasehold Improvements	No plan required	100,095	0.02 %
Other	Draft for Parks & Recreation	21,024,960	3.55 %
Plant & Equipment	Low priority plan	12,720,658	2.15 %
Work in Progress	No plan required	4,690,504	0.79 %
Total		\$ 591,594,772	100.00 %



---

## 4 Current Status of Asset Management

---

### 4.1 Asset Management Framework

#### 4.1.1 Overview

The “International Infrastructure Management Manual 2011” defines an Asset Management Framework as “the overarching Asset Management hierarchy including the AM Policy, Objectives, Strategy, and the AM Plan”. The purpose of this framework is to link Council strategic objectives with the asset management policy, the levels of service required from the assets and long term financial planning. This relationship between Council’s corporate plan and asset management requires continual review and improvement. Subsequently, the strategy and asset management plan also require continual assessment to ensure all components of the plan align with current information to achieve the desired outcomes.

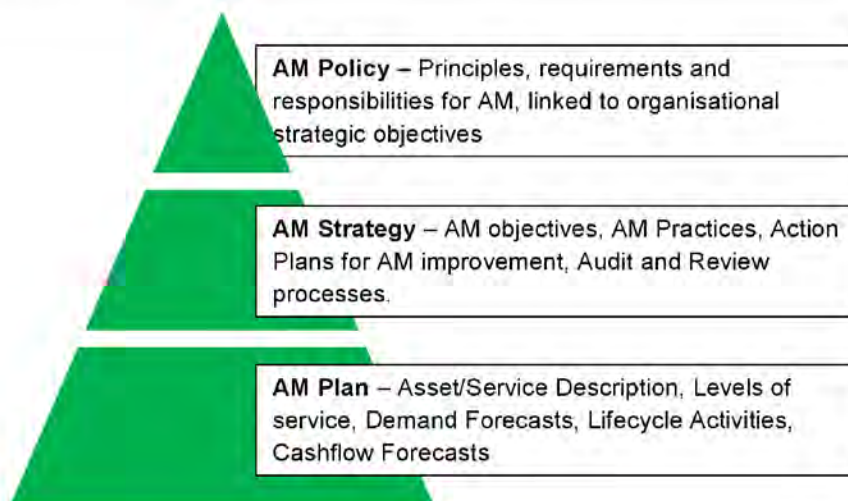


Figure 4.1 – The Asset Management Framework (IIMM-2011)

#### 4.1.2 Asset Management Policy

The Asset Management Policy was adopted in 14 December 2010 to guide Council in the delivery of needs-based services to the community and visitors to the Shire. The main objective of the policy is to develop an asset management framework which encompasses all classes of infrastructure assets and ensures efficient management of these assets.

The following table states the objectives defined in the policy and the current status at which Council has reached in the achievement of these goals as of 31 May 2014.

Table 4.1 – Asset Hierarchy

AM Policy Objectives	Current Status
<b><i>The objective of this policy is to develop and apply an asset management framework to ensure effective management of Council assets by:</i></b>	
<b><i>ensuring that Council provides services and infrastructure in a sustainable manner, with the appropriate levels of service to the community, visitors, and the environment;</i></b>	Council currently provides services to the community, visitors and the environment in a sustainable manner. Maintenance Service Levels have been adopted by Council for Transport, Building, Parks, Water and Sewerage assets. The majority of the adopted performance indicator targets for these service levels have been achieved within existing budget constraints
<b><i>safeguarding Council assets by implementing appropriate asset management strategies and appropriate financial treatment of those assets;</i></b>	Council has adopted an AM Policy and is well advanced into the development of an AM Strategy and AM Plans for each major asset class. Annual reviews are carried out on the condition, remaining useful lives and current replacement cost of each asset and an annual depreciation expense calculated
<b><i>embedding asset management in the organisational culture;</i></b>	This is an ongoing task dealing with Elected Member and staff turnover and changes to standards and legislation. There have been several hurdles during the last few years in the progression of the knowledge transfer and education process, including the delay in the implementation of the new Asset Management system due to insufficient resources.
<b><i>meeting or surpassing legislative compliance for asset management;</i></b>	The audit of the 2011-12 financial statements identified several deficiencies in the current asset management processes. Whilst improvements were achieved in 2012-13, additional resources are required to achieve an ongoing improvement program.
<b><i>identifying resources and operational capabilities and allocating responsibility for asset management; and</i></b>	Over the last few years, Council has demonstrated a commitment to long term asset management planning with the appointment of an Asset Coordinator and a financial commitment to an extensive road inspection program by external contractors and for the implementation of a new asset management system. The outcomes of the 2011-12 financial audit identified issues relating to asset management. The major causes of these deficiencies have been identified as a lack of available resources and a lack of documented procedures. Council will need to provide additional funding and resources to resolve these issues as soon as practically possible.
<b><i>demonstrating transparent and responsible asset management processes that align with appropriate best practice.</i></b>	The ongoing development of an asset management framework aligns with industry best practice including IIMM and AIFM recommendations and which complies with relevant standards and legislation.



---

### 4.1.3 Asset Management Strategy

This Asset Management Strategy documents how Council will approach the development and implementation of the Asset Management Framework and associated Plans and procedures. The strategy includes financial implications for the provision of additional resources and funding for the ongoing review of adopted procedures and plans including specific tasks such as condition assessments and valuations. Council adopted this strategy at the ordinary Council meeting on ?? 2014.

### 4.1.4 Asset Management Plan

The development of Asset Management Plans began at Burdekin Shire Council in 2009 with the commencement of the planning process and the adoption by Council of the Transport and Buildings AMP's in January 2012, the Sewerage AMP in July 2013 and the Water Supply and Stormwater Drainage AMP's in June 2014. The adoption of the draft plans by Council and the review of the previously adopted plans are included in the Asset Management Improvement Plan.

The adopted AMP's have been based on the IPWEA template with a separate plan developed for each asset class. As the framework evolves from a core level to an advanced level, the plans will be consolidated into a single plan for all assets classes.

### 4.1.5 Asset Management Systems

An Asset Management Information System is defined in the "International Infrastructure Management Manual 2011" as

*"a combination of processes, data, software, and hardware applied to provide the essential outputs for effective asset management such as reduced risk and optimum infrastructure investment"*

Council utilises a number of software systems for various components of the asset management process. The asset management system including the asset registers is the foundation for recording asset data including physical attributes, condition data, lives, and valuations. The works management system utilises works orders to provide a history of all maintenance and capital works carried out on each asset. The Financial system records all financial transactions performed by Council in all aspects of its operation. These transactions include all capital and operational transactions related to assets. Therefore, there is a vital link between the Financial and Asset Management systems.

Currently separate asset registers are held in Microsoft Excel workbooks for each of the asset classes requiring manual extraction of relevant costs from the finance system and manual input into the asset registers. This process requires additional reconciliations to ensure the transfer of data is correct. The implementation of the new "Technology One" Asset Management solution – "Enterprise Asset Management" will provide full integration with the current "Technology One" finance system utilized by Council and remove the requirement for manual transfer of data.

The customer request system and corporate records management system are effective tools in the analysis of customer satisfaction and the development of service levels for Council services.

Current systems employed by Council and proposed changes are listed in Table 4.2. Following the implementation of the Enterprise Asset Management module, the integration of all systems and adopted procedures will provide Council with the tools to effectively manage its assets.

**Table 4.2 – Asset Management Systems**

Function	Current System	Proposed System
Financial Management	<b>Technology One – Financials Module</b>	No Change to existing system
Asset Management	Microsoft Excel Individual workbooks	<b>Technology One – Enterprise Asset Management (June 2015)</b>
Works Management	Microsoft Excel and manual records	<b>Technology One – Enterprise Asset Management (June 2015)</b>
Strategic Modeling	<b>Assetic MyPredictor</b>	No Change to existing system
Records Management	<b>Technology One – Enterprise Content Management</b>	No Change to existing system
Request Management	<b>Technology One Property and Rating</b>	No Change to existing system
Human Resources Management	<b>Technology One – Human Resources and Payroll</b>	No Change to existing system

## 4.2 Integration with Council's Strategic Planning process

The Local Government Act 2009 and the Local Government Regulation 2012 require Council to have the following financial planning documents to provide strategic direction to assist Councillors and employees in the successful long-term operation of the Council and its services.

- *a 5-year corporate plan that incorporates community engagement;*
- *a long-term asset management plan;*
- *a long-term financial forecast;*
- *an annual budget including revenue statement; and*
- *an annual operational plan.*

*(Section 104 of the Local Government Act 2009)*

The corporate plan identifies Council's mission statement, vision for the future of the organisation and its customers, the values to which all Councillors and employees must adhere to, and how Council will measure the achievement of the objectives of the plan.

The majority of the objectives, strategies, and expected outcomes of the plan relate to asset based services, therefore identifying an important link between the Corporate Plan and asset management planning. The asset management plans provide current and future levels of expenditure required to maintain and renew assets, therefore providing a vital link to the annual budget process and the long-term financial forecast



### 4.3 Asset Classification

Assets of a similar nature and use are currently grouped into classes as detailed in Table 1.2.

Separate registers are maintained for each class with relevant physical and financial data.

The implementation of the new asset management system will result in these registers being amalgamated into one register for all classes of infrastructure assets and a separate register for fleet which will include all heavy and light vehicles and small plant.

Table 4.4 - Existing Non-Current Asset Class Structure

Asset Class	Asset types included in class	CRC 30 June 2013	WDV 30 June 2013
<b>Roads and Bridges</b>	Roads, bridges, roundabouts, traffic management pedestrian and cycle pathways and other transport related infrastructure	327,087,388	286,515,459
<b>Drainage</b>	Stormwater drainage networks predominantly in urban areas, open drains and flood mitigation assets	27,637,612	18,075,585
<b>Buildings</b>	Corporate and cultural buildings, residential houses, swimming pools, sheds, public conveniences, caravan park cabins, demountables	65,799,278	33,608,786
<b>Water Supply</b>	Water supply production, treatment storage and distribution assets	37,336,151	19,931,572
<b>Sewerage</b>	Wastewater collection and treatment assets	71,252,000	35,459,744
<b>Land &amp; Improvements</b>	Land, land under roads, restoration and landfill improvements	23,946,126	17,128,590
<b>Leasehold Improvements</b>	Improvements to assets leased by Council e.g. Home Hill railway station information centre	100,095	25,057
<b>Other</b>	Fibre optic, car parks (off road), internal roads, landscaping, fencing, structures (BBQ shelters, rotundas, gazebo, bus shelters), playground equipment, basketball half courts, shade covers, in ground irrigation systems, park furniture, solar powered lights, boat ramps and pontoons, aerodrome runways, signage, heritage tractor, etc	21,024,960	11,839,336
<b>Plant &amp; Equipment</b>	Office equipment, computer equipment, common use/general purpose library books, motor vehicles (sedans and utilities), trucks, heavy equipment, trailers, mowers, boats & motors etc	12,720,658	7,683,508
<b>Work in Progress</b>	Property, plant and equipment under construction or in progress which is not yet in a location and condition necessary for it to be capable of operating in the manner intended by management	4,690,504	4,690,504
<b>Total</b>		<b>\$ 591,594,772</b>	<b>\$ 434,958,141</b>

12

---

## 5 Improvement Strategies

---

### 5.1 Stewardship and Accountability

Improved stewardship of Council's long term assets is the key driver for the Federal and State governments thrust to improve the state of asset management in Local Governments across Australia. One person or one department cannot effectively maintain asset management in any organisation, there is a need for asset management awareness and accountability across the entire organisation. Figure 4.1 depicts the current organisational structure. Each department contributes directly or indirectly to asset management.

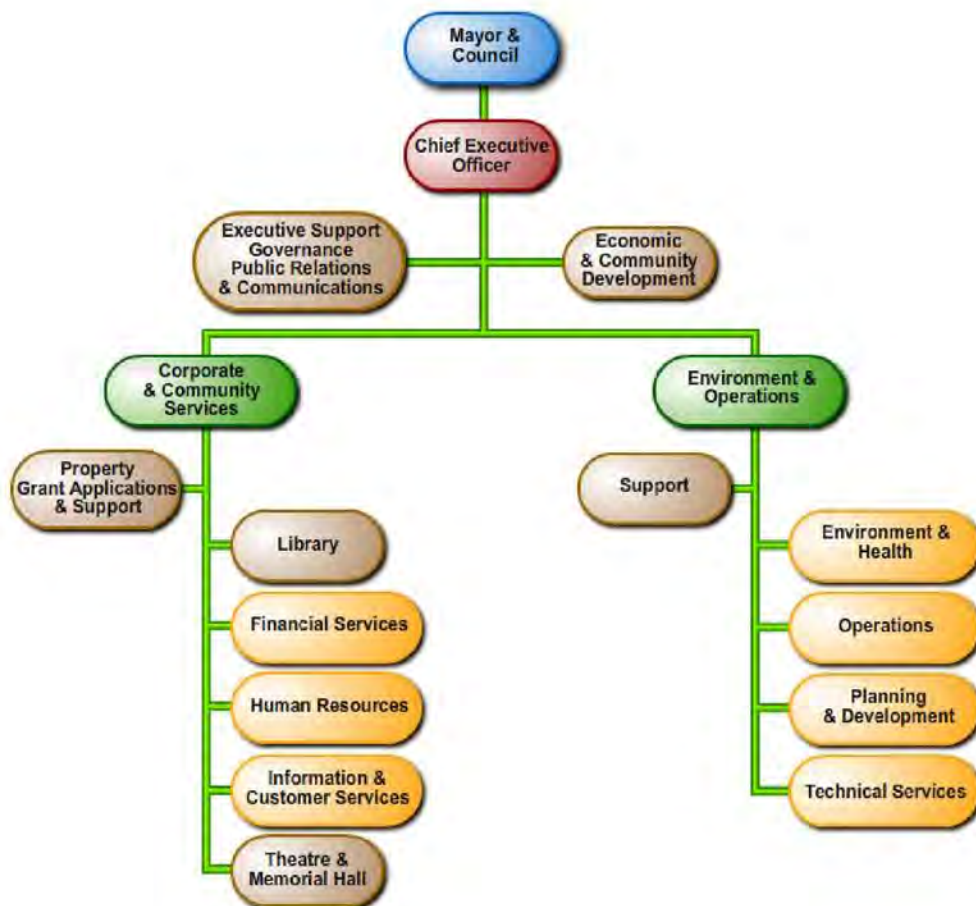


Figure 5.1 – Burdekin Shire Council Corporate Structure



### 5.1.1 Roles and Responsibilities

To achieve effective asset management, employees must be given clear direction of their responsibilities and required level of involvement in the asset management process.

**Table 5.1 – Asset Management Roles**

Team Member		Asset Management Role
<b>Elected Members</b>		Policy decision, approve levels of service, adoption of budget aligned with asset management requirements. Provide support for adopted asset management principles.
<b>Chief Executive Officer</b>	Governance and Leadership	Ensure compliance with relevant legislation and policies, ensure timely and reliable asset management information provided to Council Provide overall leadership and continued support for asset management.
<b>Directors</b>	Asset Owners	Provide strategic direction, recommend expenditure levels to elected members. Provide direction for asset management across the organisation by ensuring issues are prioritized accordingly, the provision of adequate resources and ensuring objectives are being met.
<b>Managers</b>		Preparation of budget requirements to match outcomes from asset management strategy and plan. Monitor costs and customer satisfaction of asset related services.
<b>Asset Coordinator</b>		Coordinate asset management tasks (eg condition assessments, valuations etc) and requirements from staff throughout the organization to ensure objectives of policy are achieved.
<b>Finance Staff</b>		Ensure all asset financial transactions comply with relevant legislation, accounting standards, Council's policies and procedures.
<b>Engineering Asset Staff</b>		Annual valuations, condition assessments and maintenance of asset registers.
<b>Technical Staff</b>	Specifier/Designer	Prepare design and specifications for assets in accordance with requirements of relevant standards. Provide whole of life costs for assets.
<b>Operational Staff</b>	Operator/Service Provider	Maintain and operate assets to provide required level of service. Participate in condition assessment and valuation processes.
<b>Customer Service Staff</b>	Customer Relations	Operate customer request system and liaise with customers to disclose the adopted service levels.
<b>Administration Staff</b>	Systems management	Ensure asset management systems are operational and maintained with current information to assist asset owners in the management of assets.
<b>Internal Audit Committee</b>	Compliance	Monitor and review integrity of financial documents and internal audit functions related to asset management. Provide feedback to CEO and Council.

---

### 5.1.2 Asset Management Team

Council established an asset management team several years ago to provide guidance for the preparation of the current asset management plans and the selection and implementation of the software system. Currently the team meets on an infrequent basis as required to make decisions on aspects of the software configuration and annual valuation processes. The adoption of this strategy with prescribed monitoring, review and audit requirements will provide the team with direction to ensure the objectives of the asset management policy and plans are implemented and maintained.

The role of the team will be to:

- provide support for asset management across the organisation,
- ensure desired outcomes from the Asset Management Improvement Program are realised,
- lead continuous improvement including ongoing reviews of the Asset Management Policy, Strategy, Management Plans and associated methodologies and procedures, and
- report to and make recommendations to the Chief Executive Officer, Council's Internal Audit Committee, and Elected Members.

Table 5.2 - Asset Management Team

Team Members
Director Corporate and Community Services
Director Environment and Operations
Manager Technical Services
Manager Operations
Manager Financial Services
Design Office Manager
Asset Coordinator
Financial Accountant
Financial Accountant – Assets
Asset Officer – Engineering
Technical Officer - Assets

### 5.1.3 Change Management

Whilst the proposed framework will be tailored to closely match Council's current operation, there will be many improvements resulting in changes both large and small to the way Council carries out its business. Many of these changes have been gradually integrated into Council's activities; however, all stakeholders from elected members, executive officers, management, and operational staff will experience further refinements/improvements to these procedures and additional changes made to their everyday duties. The challenges associated with these changes and improvements will be gaining acceptance from all staff and contractors involved and the provision of sufficient training



---

to ensure Council achieves the objectives of the policy and plans. The inability to overcome these challenges will result in lack of progress of the implementation.

An organisational commitment to asset management is essential for Council to succeed in the implementation of the asset management framework. This needs to be driven from the top with management and Elected Members:

- developing a comprehensive understanding of the asset management requirements and subsequently providing confident leadership, guidance and support to all levels of the organisation,
- providing effective communication of Council's vision and desired outcomes, and
- providing sufficient resources to facilitate the change process.

The Asset Co-ordinator in conjunction with the Asset Management Team will develop a program to ensure adequate communication, coaching, training and review is provided for all staff.

## 5.2 Asset Management Capability

With roles and responsibilities defined and communicated to the appropriate staff, there is a need to assess asset management capability, identify gaps and develop a training program.

### 5.2.1 Provision of adequate resources

Sufficient human resources and funding are required to achieve both the successful implementation of the asset management framework and the continuing management of Council's assets in accordance with the framework.

Current levels of staff have struggled to comply with financial compliance required for annual audits as well as the production of asset management plans and the implementation of the new asset management and works management system. Difficulty in filling long term vacancies has exacerbated this problem. The recent appointment of an officer to fill a vacancy in the Technical Services section will provide additional capacity to carry out asset management tasks.

Funding is required for contractors to assist in condition inspections of transport, drainage, sewerage and water supply assets and valuations of building and selected infrastructure assets. For the last three years, Council has provided an annual allocation for the ongoing condition assessment of roads to assist long term works programming and revaluation. Regular additional funding is required to carry out condition inspections of other asset classes.

### 5.2.2 Provision of adequate training

Training will be provided as required for relevant staff to ensure they can perform the requirements of their position.

---

## 5.3 Community Engagement & Customer Relations

### 5.3.1 Community Engagement Guidelines

During the conceptual and detail design phases of Council projects, officers should comply with requirements of the adopted Community Engagement Policy and Guidelines.

### 5.3.2 Communication

The provision of timely, effective and accurate communication with the community is vital to maintaining an open relationship with Council's customers and to provide increased public confidence and accountability of Council decisions.

Essential information to be conveyed effectively to maintain an acceptable Council/customer relationship

- Services provided by Council and the adopted levels of service afforded within existing financial constraints,
- Details of Council's works programs and activities,
- Key Council decisions and policy development,
- The state of Council's assets and financial position,
- Councils responsibilities to other levels of government (State and federal)

Council has improved the level of community engagement over recent years with:

- the expansion and ongoing improvement of Council's Customer Service Centre
- the introduction of a regular newsletter to update the community with current activities and projects,
- redevelopment of Council's website with improved user interface, the provision of additional information to the community and frequent updates of Council activities, and
- the use of social media

### 5.3.3 Customer request system

Council currently utilises the Technology One's Property and Rating module for its Customer Request System. All complaints and requests received by Council are captured in the system and categorized into groups based on a variety of Council services. Each workgroup has a number of request types which relate to adopted customer service standards for each service.

Individual workflows for each request type identify timelines with targets that reflect the adopted standards and provide the ability to track requests.

## 5.4 Risk Management

Burdekin Shire Council has developed an Enterprise Risk Management Policy which was adopted at the Ordinary Council meeting on 13 August 2013



---

Council's Enterprise Risk Management Policy adopted 13 August 2013 outlines the development and maintenance of an Enterprise Risk Management Framework that is consistent with the current Australian Standard *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*.

The Corporate Risk Register is currently under development and includes high level risks such as:

- Poor financial management (Asset management implications), and
- Degradation of asset quality and serviceability (impacts Council ability to provide services)

Risk registers associated with individual asset classes are included in relevant management plans. Each asset management plan includes risks associated with the failure of particular assets within that class and identifies an appropriate risk management strategy. The risk registers in the current AMP's will be developed further with future iterations of the plans

## 5.5 Asset Management Plan

Asset management plans have been produced for the five main infrastructure classes as detailed in Section 3 of this document and cover approximately 90% of Council's non-current assets. In addition to these five, a plan will be developed for the Parks and Recreation Assets currently held in the "Other Assets" class. The plans have been developed using the guidelines in the IIMM as shown in Figure 4.2 and include the necessary components to both comply with State and Federal government requirements and provide Council with the information to adequately manage its assets.

Section 3 of this document lists the current status of these plans with the target dates for completion of the remaining plans included in the Improvement Plan.

The current structure of the plans is based on the original IPWEAQ template with some modifications carried out by consultants used to develop the Transport and Building plans.

The key areas addressed by the plans are:

- Links to Corporate Plan, Council objectives
- Asset Details
- Future Demand
- Service Levels
- Lifecycle Management Strategy
- Financial Management
- Asset Management Practices
- Plan Improvement and Monitoring

Source: IIMM Fig 1.5.1, p 1.11

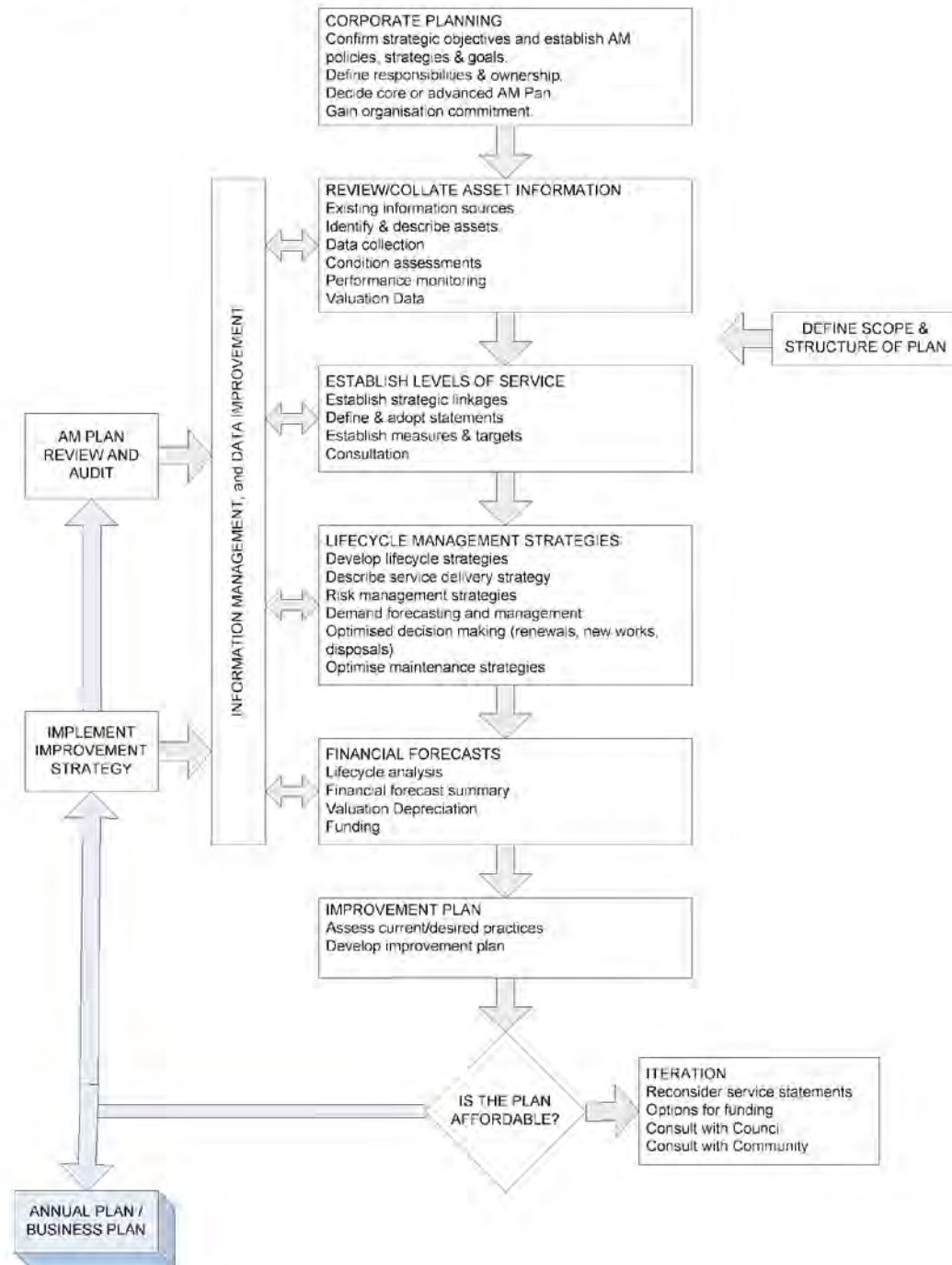


Figure 5.2 – IIMM



---

## 5.6 Asset Management System

Council has committed to the implementation of the “Technology One” Asset Management solution – “Enterprise Asset Management” as the corporate asset management system. The configuration of the software to suit Council’s requirements has commenced with an expected completion date before June 2015.

## 5.7 Financial Integration

The proposed asset management system will provide full integration with the Council’s corporate financial system. This integration will increase the efficiency of capitalisations of assets throughout the year and reduce the likelihood of errors in the manual transfer of data between systems.

## Infrastructure and Financial Capital Sustainability Indicators

Measures of sustainability including ratios and targets are defined in the DLG “Financial management (sustainability)—Guideline 2011”. The following details how these ratios are calculated and the intent

Table 5.3 - Sustainability Ratios

### Infrastructure Capital Sustainability

Ratio	Data & Calculation	Intent/Description
<b>Asset sustainability ratio</b>	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense. Expressed as a percentage. <b>Target: &gt; 90%</b>	This is an approximation of the extent to which the infrastructure assets managed by the local government are being replaced as these reach the end of their useful lives.  Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period.  Capital expenditure on renewals (replacing assets that the local government already has) is an indicator of the extent to which the infrastructure assets are being replaced.  This ratio <i>indicates whether a local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.</i>
<b>Asset consumption ratio</b>	Written down value of infrastructure assets divided by gross current replacement cost of infrastructure assets. Expressed as a percentage. <b>Target: 40 – 80%</b>	The average proportion of 'as new' value remaining in the infrastructure assets.  This ratio shows the written down current value of a local government's depreciable assets relative to their 'as new' value in up to date prices. This ratio seeks to <i>highlight the aged condition of a local government's stock of physical assets.</i>
<b>Asset renewal funding ratio</b>	The net present value of planned capital expenditures on renewals over 10 years divided by the net present value of the required capital expenditures on renewals over the same period. Expressed as a percentage. <b>Target: &gt; 90%</b>	This represents the <i>extent to which the required capital expenditures on renewals per the asset management plans have been incorporated into the 10-year financial model</i> of the local government.
<b>Interest coverage ratio</b>	Net interest expense on debt service divided by total operating revenue. Expressed as a percentage. <b>Target: 0% - 5%.</b>	This ratio indicates the extent to which a local government's operating revenues are committed to funding interest expense on current loan borrowings and leases.  As principal repayments are not operating expenses, this ratio demonstrates the <i>extent to which operating revenues are being used to meet the financing charges associated with debt servicing obligations.</i>



## Financial capital sustainability/viability

Ratio	Data & Calculation	Intent/Description
<b>Working capital ratio</b>	Current assets (CA) divided by current liabilities (CL). Expressed as X: 1 where $X = CA/CL$ . <b>Target: between 1:1 &amp; 4:1</b>	This is an indicator of the management of working capital (short term financial capital). Measures the <i>extent to which a local government has liquid assets available to meet short term financial obligations</i> .
<b>Operating surplus ratio</b>	Net result divided by total operating revenue. Expressed as a percentage. <b>Target: 0% - 10%</b>	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes. The operating surplus ratio is the operating surplus (deficit) expressed as a percentage of total operating revenue. A positive ratio indicates that surplus revenue is available. This may be used to support the funding of capital expenditure or used to offset past or future operating deficits. If the surplus is not required for this purpose in a particular year, it can be held to support future capital expenditure funding as a financial asset, used to offset past deficit funding or, where possible, used to reduce current debt levels.
<b>Net financial liabilities ratio</b>	Total liabilities less current assets divided by total operating revenue. Expressed as a percentage. <b>Target: &lt; 60%.</b>	This is an indicator of the extent to which the net financial liabilities of a local government can be serviced by its operating revenues. A ratio greater than zero (positive) indicates that total financial liabilities exceed current assets. These net financial liabilities must be serviced using available operating revenues. A positive value less than 60 per cent indicates the local government has the capacity to fund the financial liabilities and appears to have the capacity to increase its loan borrowings if required. A positive value greater than 60 per cent indicates the local government has limited capacity to increase its loan borrowings. A ratio less than zero (negative) indicates that current assets exceed total liabilities and therefore the local government appears to have significant financial capacity and the ability to increase its loan borrowings if necessary.

---

## 6 Continuous Improvement & Review Process

---

### 6.1 Continuous improvement

The strategies detailed in Section 4, have been implemented or will be implemented by Council at a minimum or core level and will require organisational commitment and a systematic improvement plan to progress to an advanced level of maturity.

Section 4.6 of the “International Infrastructure Management Manual 2011” defines the continuous improvement process and includes the steps shown in Figure 5.1. The asset management team has performed an initial assessment of AM performance and identified improvement actions which have been included in the Asset Management Improvement Plan in Appendix A. Delivery of these improvement measures will depend heavily on resources and funding, therefore existing available resources have been considered in setting the target dates within the plan.



Figure 6.1 – Continuous Improvement Process (IIMM-2011)



---

## 6.2 Monitoring and Review process

Council will monitor the outcomes delivered from the Improvement Plan and track the progress of the implementation of the asset management framework using the National Assessment Framework (NAF) developed by the Australian Centre of Excellence for Local Government (ACELG).

The objectives of the National Assessment Framework are to:

- Provide a framework for reporting progress in implementing the LGPMC Financial Sustainability Frameworks for councils, local government associations, and in aggregate to Federal, State and Territory Governments.
- Demonstrate continuous improvement in asset and financial management at the local, regional, state and national level
- Meet councils' needs to determine ongoing action plans for future improvement
- Assist organisations supporting local government to identify areas for support, training and additional resources.

The NAF is being developed to assist in the evaluation of the progress of local government towards core maturity in asset management and financial planning through a questionnaire against the key elements of the LGPMC *Financial Sustainability Frameworks*. An online format of the questionnaire will be available for Councils to perform the evaluation and identify areas requiring improvement.

The key elements of the LGPMC *Financial Sustainability Frameworks* are:

(1–3 Framework 3)

1. Strategic Long Term Plan
2. Annual Budget
3. Annual Report

(4–10 Framework 2)

4. Asset Management Policy
5. Strategy and Planning (Asset Management Strategy and Plans)
6. Governance and Management
7. Levels of Service
8. Data and Systems
9. Skills and Processes
10. Evaluation

Regular reviews of the asset management policy, strategy, plans and associated documents and procedures will be required. These reviews are included in the Improvement Plan.

## Appendix A Asset Management Improvement Program

Task	Frequency	Responsibility	First Target Date	Subsequent Target Date
<b>Asset Management Policy</b>				
Develop and adopt AM Policy	NA	AM Team	Complete	
Review AM Policy	Every 2 years	AM Team	30/09/2014	30/04/2016
<b>Asset Management Strategy</b>				
Develop and adopt AM Strategy	NA	MTS/AM Team	30/07/2014	
Review AM Strategy	Annual	AC/AM Team	30/04/2015	30/04/2016
Review Asset Management Improvement Program	Annual	AM Team	30/04/2015	30/04/2016
<b>AM Teams and Capability</b>				
Establish Asset Management Team	NA	Executive Officers	Complete	
Review Roles and Responsibilities of AM Team	Every 3 years	AM Team	30/09/2014	30/06/2017
Review knowledge gap and develop training program	Every 3 years	AM Team	30/06/2015	30/11/2017
<b>Information Systems</b>				
Implementation of Asset and Works Management System	NA	AM Team	30/06/2015	
<b>Risk Management</b>				
Develop Corporate Risk Management Policy	NA	CEO	Complete	
Develop Corporate Risk Register	NA	Executive Officers	Complete	
Develop Individual risk registers for each class of assets	Every 2 years	AM Team	30/06/2015	



Task	Frequency	Responsibility	First Target Date	Subsequent Target Date
<b><u>Asset Management Plans</u></b>				
<b><u>Transport Asset Management Plan</u></b>				
Develop Transport AMP	NA	AM Team	Complete	
Review transport asset register	Annual		30/04/2014	30/04/2015
Review Transport asset hierarchy	Every 2 years	AM Team	30/04/2014	30/04/2016
Review Service levels	Every 2 years	AM Team	30/12/2014	30/04/2016
Review Maintenance intervention levels	Every 2 years	AM Team	30/12/2014	30/04/2016
Monitor service levels targets	Annual		30/06/2014	30/06/2016
Condition Assessments and remaining useful lives	3-5 years	Contractor/AM Team	30/06/2015	30/04/2019
External valuation of bridges	3-5 years	External valuer	30/06/2015	30/06/2019
Review unit rates	Annual	AM Team	30/04/2014	30/04/2015
Review AMP	Annual	AM Team	30/09/2014	30/04/2015
<b><u>Buildings Asset Management Plan</u></b>				
Develop Buildings AMP	NA	AM Team	Complete	
Review Buildings asset register	Annual		30/04/2014	30/04/2015
Review Buildings hierarchy	Every 2 years	AM Team	30/04/2015	30/04/2017
Review Service levels	Every 2 years	AM Team	30/04/2015	30/04/2017
Review Maintenance intervention levels	Every 2 years	AM Team	30/04/2015	30/04/2017
Monitor service levels targets	Annual		30/06/2014	30/06/2015
External valuation	3-5 years	External valuer	30/06/2015	30/06/2019
Review AMP	Annual	AM Team	30/04/2014	30/04/2015
<b><u>Stormwater Drainage Asset Management Plan</u></b>				
Develop Stormwater Drainage AMP	NA	AM Team	Complete	
Review Stormwater Drainage asset register	Annual		30/06/2014	30/04/2015

Review Stormwater Drainage hierarchy	Every 2 years	AM Team	30/06/2014	30/04/2016
Review Service levels	Every 2 years	AM Team	30/04/2015	30/04/2017
Review Maintenance intervention levels	Every 2 years	AM Team	30/04/2015	30/04/2017
Monitor service levels targets	Annual		30/06/2014	30/06/2015
Condition Assessments and remaining useful lives (Approx 20% pa)	20% pa for 5 years	Contractor/AM Team	30/06/2013	30/06/2014
Review unit rates	Annual	AM Team	30/06/2014	30/06/2015
Review AMP	Annual	AM Team	30/04/2015	30/04/2016

#### **Sewerage Asset Management Plan**

Develop Sewerage AMP	NA	AM Team	Complete	
Review Sewerage asset register	Annual		30/04/2014	30/04/2015
Review Sewerage hierarchy	Every 2 years	AM Team	30/04/2014	30/04/2016
Review Service levels	Every 2 years	AM Team	30/12/2014	30/04/2015
Review Maintenance intervention levels	Every 2 years	AM Team	30/12/2014	30/04/2016
Monitor service levels targets	Annual		30/06/2014	30/06/2015
Condition Assessments and remaining useful lives (Approx 20% pa)	5 years	Contractor/AM Team	30/06/2013	30/06/2014
Review unit rates	Annual	AM Team	30/06/2014	30/06/2015
Review AMP	Annual	AM Team	30/04/2015	30/04/2016

#### **Water supply Asset Management Plan**

Develop Water Supply AMP	NA	AM Team	30/06/2014	
Review Water Supply asset register	Annual		30/04/2014	30/04/2015
Review Water Supply hierarchy	Every 2 years	AM Team	30/04/2014	30/04/2016
Review Service levels	Every 2 years	AM Team	30/12/2014	30/04/2016
Review Maintenance intervention levels	Every 2 years	AM Team	30/12/2014	30/04/2016
Monitor service levels targets	Annual		30/06/2014	30/06/2015
Review Condition Assessment Methodology	NA	AM Team	30/06/2014	
Review unit rates	Annual	AM Team	30/04/2014	30/04/2015
Review AMP	Annual	AM Team	30/04/2015	30/04/2016



---

## 6.2 Operation of Waste Transfer Stations

### Document Information

#### Referring Letter No:

**File No:** 793

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Beth Whitworth, Manager Environment & Health

---

### Executive Summary

An extension of current labour hire arrangements is required until the new management contract for operation of the transfer stations has been awarded.

### Recommendation

That Council agrees to continue the existing labour hire agreement with IPA Personnel for supervision of Council's waste transfer stations until the completion of the tender process for the new management contract.

### Background Information

At its ordinary meeting of 25 June 2013, Council confirmed the action of the chief executive officer in accepting the quotation from labour hire company, IPA Personnel, for the supervision of Council's waste transfer stations for a 12 month period, noting that the contract was to commence on 1 July 2013.

The intention was that tenders for the ongoing operation of the transfer stations would be awarded prior to the end of that 12 month period. Unfortunately, due to circumstances outside of our control, the tender process was unable to be completed prior to 30 June 2014.

It is expected that the tender process will be completed within the next 2-3 months.

It is important to ensure ongoing operation of the transfer station facilities until the commencement of new management contract.

IPA Personnel has indicated that they are able to continue the existing arrangement until such time as the new contract has been awarded.

### Link to Corporate/Operational Plan

4.2 Operate and maintain Council's waste management facilities to comply with statutory environmental standards including usage of cell liners at the Kirknie Road Landfill.

---

**Consultation**

N/A

**Legal Authority or Implications**

N/A

**Policy Implications**

N/A

**Financial and Resource Implications**

Supervision of the waste transfer stations will be charged at labour hire rates provided by IPA Personnel.

**Report prepared by:**

Beth Whitworth

**Report authorised by:**

Trevor Williams

**Attachments**

1. N/A



---

## 6.3 Temporary Road Closure Little Drysdale Street Ayr

### Document Information

**Referring Letter No:** 1357271

**File No:** 1218

**Name of Applicant:** R J Oar

**Location:** Little Drysdale Street Ayr

**Author and Title:** Matthew Ingle, Design Office Manager

---

### Executive Summary

Mr Oar wishes to enclose part of Little Drysdale Street and an unnamed road, such action requiring a temporary road closure

### Recommendation

Council resolves to offer no objection to the temporary closure of part of Little Drysdale Street and the unnamed road adjoining the northern boundary of Lot 47 SP205540.

### Background Information

Mr Oar has written to council requesting permission to fence off part of Little Drysdale Street and another unnamed road adjoining his property. Wallabies have been entering his cane field from adjoining properties and decimating the new crops. The fencing would also necessitate erecting gates across each road. Subordinate Local Law 1.16 Gates and Grids precludes erection of a gate across a road unless it is in conjunction with a grid. Mr Oar already has several temporary road closures and permits on part of the roads and to allow him to proceed with the fencing will need to obtain further temporary closures and permits. A diagram showing the existing and proposed closures is attached.

### Link to Corporate/Operational Plan

N/A

### Consultation

Council is trustee for the land adjoining the opposite side of the proposed road closures.

### Legal Authority or Implications

N/A

---

## Policy Implications

N/A

## Financial and Resource Implications

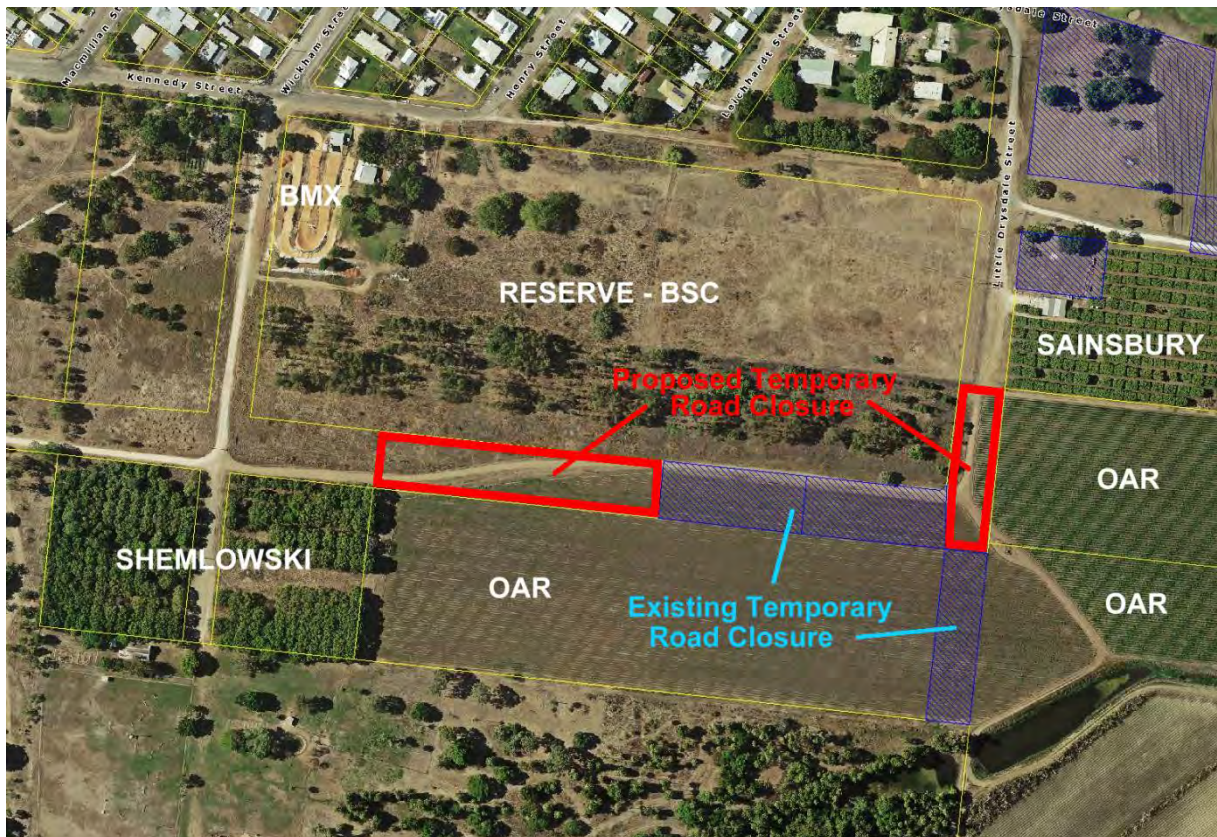
N/A

**Report prepared by:**  
Matthew Ingle

**Report authorised by:**  
Matthew Ingle, Design Office Manager

## Attachments

### 1. Plan showing proposed temporary road closures





---

## **7 CORPORATE & COMMUNITY SERVICES**

### **7.1 Interest Free Loan Request - Ayr Golf Club Inc**

#### **Document Information**

**Referring Letter No:** 1358505

**File No:** 98

**Name of Applicant:** Ayr Golf Club Inc

**Location:** 209-261 Edwards Street, Ayr

**Author and Title:** Mrs Janice Horan, Grants and Property Officer

---

#### **Executive Summary**

The purpose of this report is to seek Council's approval for an interest free loan for the Ayr Golf Club Inc of \$56,040 to purchase a mower.

#### **Recommendation**

That Council approves an interest free loan of \$56,040 (no GST applicable) to the Ayr Golf Club Inc, subject to the following conditions:

1. The new mower is to be repaid over a term of seven years with repayments to be added to the existing repayment schedule;
2. Should there be any default in repayment of the financial assistance, interest may be charged at the rate of 15% per annum;
3. The applicant shall keep, repair and maintain the said plant in good repair and condition;
4. That if any monies that are due and payable to the Council are in default, the applicant shall forthwith deliver the item of plant to the Council for any action that it deems fit, including the sale thereof. If the sale proceeds are greater than the monies due and payable to the Council, together with the costs associated with the sale, the amount of surplus will be returned to the applicant;
5. The applicant shall indemnify and agree to keep indemnified the Council against any claim arising out of or in any way connected with this transaction from the date of provision of revenue financial assistance, or any activity associated with the use of the item of plant (all referred to as "the indemnified acts or omissions") save to the extent that the claim arises as a result of any negligent act or omission of the parties, however, any negligent act or omission of one of the parties does not negate the indemnity to the other parties. The applicant shall release and

---

discharge the Council from any claim relating to the indemnified acts or omissions;

6. The applicant shall, during the term of this agreement until such time as all monies due and payable to the Council have been received by the Council, insure and keep insured in some public insurance office, the item of plant against loss or damage by fire, storm, tempest and theft to its full insurable value and will cause all monies received by virtue of such insurance to be forthwith paid out in re-instating the said item of plant so destroyed or damaged as aforesaid.
7. The applicant must have in place a public risk policy of insurance in the amount of \$10,000,000 (\$10 million) in respect of any liability at law, for any loss of or damage to any property or for the injury (including death) to any person arising out of anything done or omitted in respect of the use of the item of plant; and against any claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof.
8. The Council shall have the right, from time to time personally or by their duly authorised agent or agents, to enter upon land occupied by the applicant and at all reasonable times to view and examine the condition of the item of plant and may give to the applicant not less than 48 hours notice in writing, specifying any repairs necessary to be done and requiring the applicant forthwith to execute the same and if the applicant shall not proceed diligently with the execution of such repairs, the Council may after the expiration of the period of notice enter upon the said land and execute such repairs and the costs thereof shall be a debt due from the applicant to the Council and be forthwith recoverable by action.

## **Background Information**

The Council has, for some considerable time, had a policy covering the provision of financial assistance to sporting, cultural and community based organisations subject to certain qualifying criteria and conditions.

Applicants are expected to attempt to source other funding for their projects to offset the extent of interest free loans sought from Council. The Club had made an application to the Gambling Community Benefit Fund in Round 80 for a tractor. Since then this mower has started to break down continually, and there is now urgent need for its replacement.

Ayr Golf Club has applied for an interest free loan of \$56,040 towards the cost of purchasing a mower.

The current balance of interest free loans held by the Ayr Golf Club is \$69,160 at 30/6/14 which will be repaid annually until 2019/20. The Club intends to pay the new loan of \$56,040 over a period of 7 years until 2020/21.

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

Corporate Plan 2013 – 2018 : Item 5.8 - Provide ongoing support for art, culture, youth, seniors, sport, recreation and welfare.

---

## **Consultation**

Members of Ayr Golf Club Inc.

## **Legal Authority or Implications Nil**

## **Policy Implications Nil**

## **Financial and Resource Implications**

Available funds for allocation from the Community Debt Fund are \$124,250.

The ability of the applicant to repay the loan must also be considered. Perusal of the Ayr Golf Club's financial statements for the last two financial years indicates that the club seems to be in a position to make the additional repayments.

The repayment schedule for the next seven (7) years, which includes the additional loan of \$56,040, is as follows:

2014/15 - \$21,006  
2015/16 - \$21,006  
2016/17 - \$21,006  
2017/18 - \$21,006  
2018/19 - \$21,006  
2019/20 - \$12,166  
2020/21 - \$ 8,006

### **Report prepared by:**

Mrs Janice Horan, Grants and Property Officer

### **Report authorised by:**

Mr Dan Mulcahy, Director of Corporate and Community Services

## **Attachments**

1. Nil



---

## 7.2 RADF Funding - June 2014 Round

### Document Information

**Referring Letter No:** N/A

**File No:** 1056

**Name of Applicant:** Burdekin RADF Committee

**Location:** N/A

**Author and Title:** Mrs Janice Horan, RADF Liaison Officer

---

### Executive Summary

On 16 February 2014, Burdekin RADF Committee met to consider applications received in the last round. The committee's recommendations in relation to funding of these projects are listed below.

### Recommendation

That funding be provided from the Regional Arts Development Fund as follows:

<b>Applicant</b>	<b>Project</b>	<b>Letter No</b>	<b>Requested Funding</b>	<b>Recommended Funding</b>
	<b>Out of Round Applications</b>			
Home Hill Choral Society	Towards costs of participation in "Voices Across the Pacific" in Sydney and Brisbane in July 2014	1346982	\$3,500	\$3,500
Home Hill Choral Society	Towards cost of employing a conductress to collate and teach six pieces of music for performance with "Voices Across the Pacific"	1346983	\$3,575	\$3,575
Burdekin Potters	Employ tutor to conduct workshops in technique of Paver Pol	1343780	\$1,319	\$1,319
	<b>June Applications</b>			
Burdekin Shire Council	Towards cost of attendance by RADF Chairman, Cr Uli Liessmann at 2014	1352238	\$2,710	\$2,710

	Regional Arts Australia Summit in Kalgoorlie from 16 to 20 October 2014			
Burdekin Shire Youth Council	Towards cost of conducting music industry workshops followed by a talent showcase for youth	1352239	\$12,000	\$12,000
<b>Totals</b>			<b>\$23,104</b>	<b>\$23,104</b>

## Background Information

The RADF Committee, comprising Council and community representatives, invites applications for the funding of arts and cultural related projects in two funding rounds each year in December and June. This was the second round for the 2013/14 year and funds remaining for distribution were \$23,120.

Recently, community representatives on the RADF Committee – Mrs Jewel Gist, Mrs Sandi Milani and Mrs Janet Ypinazar reached the end of their four year term and Arts Queensland guidelines required that they stand down. Nominations were invited for the three vacancies on the committee which resulted in six nominations. A ballot conducted at the RADF Committee meeting by Mr Dan Mulcahy, resulted in the appointment of Ms Loris Bradley, Mrs Treena List and Mrs Shirley Mann.

## Link to Corporate/Operational Plan

5.8 Provide ongoing support for art, culture, youth, seniors, sport, recreation and welfare.

## Consultation

Burdekin RADF Committee met on 16 June 2014 to consider funding applications received.

## Legal Authority or Implications

Nil

## Policy Implications

Nil

## Financial and Resource Implications

Funding of \$23,120 available for this, the second round in 2013/14.

## Report prepared by:

Mrs Janice Horan, RADF Liaison Officer

---

**Report authorised by:**

Mr Dan Mulcahy, Director of Corporate and Community Services

**Attachments**

1. Nil



---

## **8 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

## **9 NOTICES OF MOTION**

## **10 URGENT BUSINESS**

## **11 GENERAL BUSINESS**

## **12 CLOSED MEETING ITEMS**

## **13 DELEGATIONS**

