



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 23 June 2015

COMMENCING AT 11:00AM

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TUESDAY 23 JUNE 2015

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting - 9 June 2015

Recommendation

That the minutes of the Ordinary Council Meeting held on 9 June 2015 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 09 June 2015

COMMENCING AT 9:00AM



TUESDAY 9 JUNE 2015

ORDER OF BUSINESS:

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Ordinary Council Meeting 09 June 2015



BURDEKIN SHIRE COUNCIL



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ATTENDANCE

Councillors W.C. Lowis (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. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. Clelia Kirke

Apologies: Nil

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.

Councillor Lewis declared a possible material personal interest in respect of item 8.1 as he is a partner in BQC Quarries, a tenderer for the Supply and Delivery of Stone Products.

Councillor McCathie declared a material personal interest in respect of item 5.2 as one of the Tenderers is a client of her business Landmark Harcourts McCathies.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 26 May 2015

Recommendation

That the minutes of the Ordinary Council Meeting held on 26 May 2015 be received as a true and correct record.

Resolution

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

CARRIED

4 REPORTS

5 GOVERNANCE & LOCAL LAWS

5.1 Adoption of Revenue Policy 2015-2016

Executive Summary

The 2015/2016 revenue policy is a policy required under the Local Government Act 2009. The policy addresses how Council intends to make rates and charges, details special charges, separate charges and how interest will be applied to unpaid rates. The Policy also identifies the principles that will be applied in relation to granting rebates and concessions, and recovery of unpaid rates and charges. The policy also outlines the principles Council will apply in relation to applying cost- recovery methods.

Recommendation

That Council adopts the attached 2015/2016 Revenue Policy.

Resolution

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

CARRIED

5.2 Supervision of Waste Transfer Stations 2015-2019

Councillor McCathie declared a material personal interest in respect of item 5.2 as one of the Tenderers is a client of her business Landmark Harcourts McCathies, and left the meeting.

Executive Summary

Tenders for the supervision of waste transfer stations located at Ayr, Home Hill and Giru have been called for and closed on 30 April 2015. An evaluation of the tenders has been conducted and it is recommended that the supervision of the transfer stations be undertaken by council.

Recommendation

That in regard to Tender TBSC/15/006 - Supervision of Waste Transfer Stations 2015-2019, the Council:

1. Rejects all tenders received in accordance with Clause 14.1 of the conditions of tender;

-
2. Resolves to directly undertake the activities of the tender on an initial 12 month basis which will enable time to further assess cost, roster and implementation issues, noting that employment will be offered to existing transfer station employees; and
 3. Resolves to seek Expressions of Interest or Tenders on the supply of complementary services at the Ayr and/or Home Hill Transfer Stations that assists in achieving the Council's waste management hierarchy of waste avoidance, waste re-use and waste recycling.

Resolution

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

CARRIED

Councillor Dalle Cort voted against the motion.

Councillor McCathie returned to the meeting.

5.3 Adoption of Operational Plan 2015-2016

Executive Summary

Council are required to prepare and adopt an annual operational plan for each financial year. An operational plan for the 2015-2016 year has been developed by the Senior Leadership Group. The plan has been developed in line with budget preparations and has strong links to the Corporate Plan 2015-2020 which was adopted in February.

Recommendation

That Council adopts the attached Operational Plan 2015-2016 and that progress reports be provided to Council on a quarterly basis.

Resolution

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

CARRIED

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

8.1 Annual Tenders for Period 1 July 2015 to 30 June 2017

Councillor Lewis declared a possible material personal interest in respect of item 8.1 as he is a partner in BQC Quarries, a tenderer for the Supply and Delivery of Stone Products, and left the meeting.

Executive Summary

Annual Tenders as listed below were called in the Burdekin Advocate and Townsville Bulletin on Friday 20th and Saturday 21st March, 2015 respectively.

Recommendation

As per attached schedules, it is recommended that Council accept tenders as follows:

(1) TBSC/15/001 – Supply and Delivery of Bitumen, Bitumen Emulsion, Premix and Asphalt Products – 2015/2016

It is recommended that Council accept the tenders from Fulton Hogan Industries Pty Ltd, Boral Resources Qld Pty Ltd, Stabilised Pavements of Australia and Sunstate Road Services Pty Ltd. For operational purposes, it is recommended council accept four suppliers. Authorised Requisitioning Officers are to choose the most beneficial supplier to council at the time of ordering based on price and availability.

(2) TBSC/15/002 – Supply and Delivery of Stone Products – 2015/2016

It is recommended that Council accept tenders from both BQC Quarries and Gromac Quarries as a cost saving to council could exist depending on delivery locations. Authorised Requisitioning Officers are to choose the supplier most advantageous to council based on a job by job basis.

(3) TBSC/15/003 – Supply and Delivery of Bulk Fuels – 2015/2016

It is recommended that Council accept tenders from both Reliance Petroleum and Trinity Petroleum Services Pty Ltd. Authorised Requisitioning Officers are to obtain pricing before each order and choose the supplier most advantageous to Council on that day.

(4) TBSC/15/004 – Supply and Delivery of Ready Mixed Concrete – 2015/2017

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

(5) TBSC/15/005 – Supply and Delivery of Bulk Sodium Hypochlorite – 2015/2016

It is recommended that Council accept the tender from Elite Chemicals, as they were the sole submission. This is a new tender and Elite Chemicals are the current supplier of Sodium Hypochlorite to the Burdekin Shire Council.

(6) QBSC/15/002 – Supply and Delivery of Cement Products – 2015/2017

It is recommended that Council accept the tender from Rural Quip based on price.

(7) QBSC/15/003 – Cleaning Services for the Jones Street Depot – 2015/2017

It is recommended that Council accept the tender from DJ Cleaning Service based on past performance, quality of service and price.

(8) QBSC/15/004 – Supply, Storage and Delivery of Herbicides – 2015/2017

It is recommended that Council accept the tender from Landmark Ayr based on product pricing, quality of service and this being the only submission received.

Resolution

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

CARRIED

Councillor Lewis returned to the meeting.

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

10.1 Reconfiguring a lot (1 into 2 lots) at 30815 Bruce Highway, Brandon (Lot 10 on SP138992, Parish of Jarvisfield, County of Gladstone)

Executive Summary

An application has been received from Brazier Motti on behalf of their client Brian Hodder seeking approval for Reconfiguring a Lot (1 into 2 lots) at 30815 Bruce Highway, Brandon (Lot 10 on SP138992, Parish of Jarvisfield, County of Gladstone). A Development

Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme. Given the 'Rural' zoning, it is considered that the application is contrary to achieving the purpose of the Planning Scheme. Refusal of the application is recommended.

Recommendation

That Council refuses the Development Application for Reconfiguring a Lot (1 into 2 Lots) at 30815 Bruce Highway, Brandon (Lot 10 on SP138992, Parish of Jarvisfield, County of Gladstone). A Development Application (Code Assessable) based on the following grounds:

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

Resolution

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

Councillor Lewis foreshadowed a motion to approve the Development Application subject to conditions.

Voting on the Motion – LOST

Reasons for Council not accepting Officer's recommendation

1. The proposed reconfiguration does not change any existing land uses.
2. Two existing houses in close proximity to the proposed new lots
3. The State Interest – Agriculture will not be compromised by this reconfiguration.
4. The proposed subdivision will not result in the loss of agricultural land as the land that is being excised is not used for farming purposes.

Moved Councillor Lewis, seconded Councillor Dalle Cort that Council approves the Development Application for Reconfiguring a Lot (1 into 2 Lots) at 30815 Bruce Highway, Brandon (Lot 10 on SP138992, Parish of Jarvisfield, County of Gladstone) subject to the following conditions.

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$65.90 calculated on the basis of a charge of \$32.95 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plan numbered 56153/001A;
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

ROADWORKS

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

DRAINAGE

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

PUBLIC UTILITY SERVICES

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

ACCESS EASEMENT

6. An easement must be registered over proposed lot 2 and existing lot 11 on SP138992 in favour of proposed lot 1 for access. The easement must meet the following requirements:
 - a) The applicant must provide to Council a certification from a registered land surveyor that the easement is correctly aligned to allow lot 1 access to a gazetted road.

-
- b) Easement plans and associated documents must be duly signed by the owner of the burdened land before they are submitted to Council for endorsement.
 - c) The easement documents must be registered at the same time as registering associated Reconfiguring a Lot subdivision plans.

ADVICE (Note: These are not conditions)

Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey;

It is noted that the existing dwelling house located on proposed Lot 1 will be in the vicinity of existing agricultural uses. The owner of proposed Lots 1 and 2 is to be responsible for the establishment and ongoing maintenance of any buffer required between any residential and agricultural land uses. Any buffer should incorporate measures to minimise the impact of dust, smoke, noise and ash in accordance with the "Planning Guidelines: Separating Agricultural and Residential Land uses – August 1997."

CARRIED

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 GENERAL BUSINESS

13.1 Purchase of New Council Bus

Resolution

Moved Councillor McCathie, seconded Councillor Dalle Cort that Council replace the existing bus.

CARRIED

13.2 Performance Measures - Recycling

Resolution

Moved Councillor Dalle Cort, seconded Councillor Lewis that discussions take place on implementing performance measures for the next twelve months on improving Councils reuse and recycling activities.

CARRIED

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 NOTICES OF MOTION

15.1 Council Approves Payment of Transfer Duty - Burdekin Basketball Stadium

Recommendation

That in relation to the proposed transfer of land and improvements located at 14-16 Little Drysdale Street, Ayr (Lot 27 RP710676) being the Burdekin Basketball Stadium, the Council approves payment of the applicable transfer duty based on a market valuation of \$200,000.

Resolution

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

CARRIED

16 URGENT BUSINESS

17 CLOSED MEETING ITEMS

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

Resolution

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

275(1)(e) contracts proposed to be made by Council;

for the purpose of discussing:

- Procurement and tender functions at Burdekin Shire Council
- Asset Utilisation Programme

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

18 DELEGATIONS

There being no further business the meeting closed at 11.30am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 23 June 2015.

MAYOR

3.2 Audit Committee Minutes - 21 May 2015

Recommendation

That the minutes of the Audit committee Meeting held on 21 May 2015 be received and adopted.

Minutes

Audit Committee Meeting

Meeting	Audit Committee Meeting		
Date	Thursday, 21 May 2015	Time	2.30pm
Attendees	Matthew Magin, Kim Olsen, Kathy Cortabitarte, Kevin Byers, Cr. Ross Lewis, Cr Lyndy McCathie, Rebecca Woods, Bradley Hutchinson Via Telephone: Christopher Weh, John Zabala		
Apologies	Eileen Robinson		
Minutes Clerk	Rebecca Woods		

Agenda Items

1. Confirmation of minutes from previous meeting
2. Review Monthly Finance Report to previous Council Meeting
3. Shell Financial Statements
4. Proposed annual infrastructure valuation methodology
5. Consider briefing from QAO on emerging issues
6. Consider QAO audit reports for Council
7. Consider need for closed session briefing with QAO excluding management and Internal Audit
8. Review performance and resourcing of Internal Audit
9. Report on annual audit plan, including resourcing and budget
10. HR Strategy
11. Risk Management Framework (Management Update – Eileen Robinson)
12. Review Fraud and Corruption Control Prevention Plan
13. Follow up Audit Issues
14. Other business

Minutes

Agenda Items

1. Confirmation of minutes from previous meeting- Moved John Zabala, seconded Lyndy McCathie, Passed.
2. Review Monthly Finance Report to previous Council Meeting- No comments. All were fine with what has been presented.
3. Shell Financial Statements- Christopher Weh had a number of points regarding the Shell Financial Statements. He advised that he would scan his notes in and email them through to Kim so that the necessary adjustments could be made. John Zabala also offered to spend time with Kim going over the statements and refining them.

Minutes

4. Proposed annual infrastructure valuation methodology- Kevin advised that he has not completed this document due to other commitments with the roll out of the new asset management system. He hopes to have completed this before the end of July.
5. Consider briefing from QAO on emerging issues- Christopher Weh discussed the QAO briefing notes. Briefing notes are attached to these minutes.
6. Consider QAO audit reports for Council- Nil
7. Consider need for closed session briefing with QAO excluding management and Internal Audit- John Zabala advised that he did not require a closed session briefing with QAO.
8. Review performance and resourcing of Internal Audit & 9. Report on annual audit plan, including resourcing and budget - Bradley provided an update to the committee.
Progress of 14/15 Audit Plan
 - Step One – Scoping Stage is completed for both Project Management and Health Inspections
 - Step Two – Process Understanding Meeting conducted for Health Inspections. Process Understanding for Project Management has been delayed till tomorrow (to capture staff on leave)
 - Step Three – Verification Auditing is in the initial stages for Health Inspections.
- Internal Audit Function
 - In discussions with Paula from PWC, Brad has looked into developing a charter for the internal audit function to provide the direction and guidelines for the new function within Council.
 - Current plans to confirm the list of internal auditors with the understanding of the expanded scope of the internal audit role (and not just management system auditing)
 - Update training will be provided once this group is confirmed. Budgeted for 15/16 and hopefully conducted early in July/August.
- Question Raised – Expectation of committee and the internal audit function (reporting requirements)
 - To ensure a positive flow of information for the committee, it was determined that Brad should prepare a briefing note style report to be included with the agenda prior to each committee meeting.
10. HR Strategy- Rebecca Advised the committee that this item will be held over to the next meeting as the Manager of Client Services, Eileen Robinson was unable to attend this meeting.
11. Risk Management Framework (Management Update – Eileen Robinson)- Rebecca Advised the committee that this item will be held over to the next meeting as the Manager of Client Services, Eileen Robinson was unable to attend this meeting.
12. Review Fraud and Corruption Control Prevention Plan- Rebecca provided an update to the committee. Rebecca and Kim have begun drafting a Fraud and Corruption Control and Prevention Plan and Policy. We would like to take the time to fully consider the recent QAO report prepared for parliament in relation to the performance audit on fraud management in Local Government. Rebecca has contacted Townsville City Council, on advice from

Minutes

Christopher Weh, and has obtained copies of their Fraud and Corruption Control Plan and Policy. We will also review these documents in developing our own plan and policy.

13. Follow up Audit Issues- Nil
14. Other business - Nil
15. Matters held over to next meeting- HR Strategy, Risk Management Framework- Management Update, Fraud and Corruption Control Plan and Policy.
16. Next meeting scheduled for 2pm Wednesday 9 September.

Queensland Audit Office

Briefing Note

Burdekin Shire Council – Audit Committee meeting - 21 May 2015

AUDIT ACTIVITY

- Interim visit scheduled to commence 25 May for one week. Preliminary data has been supplied in preparation for the visit.
- Draft position paper on residual values – to be provided to QAO as part of interim visit.
- The Burdekin Cultural Complex Board financial statements to be audited as part of our interim visit. Discussions have already taken place with Finance staff about disclosures required for the final set of statements for the Board

PARLIAMENTARY REPORTING UPDATE

- A brief summary of Reports to Parliament released since the last Audit Committee meeting is included In Appendix A for your reference, along with an indication of each report's relevance to Burdekin Shire Council.
- QAO's Reports to Parliament can be located at <https://www.gao.qld.gov.au/Reports-to-Parliament>

CHANGES TO FINANCIAL REPORTING

- The Department of Infrastructure, Local Government and Planning have recently published an amended *Financial Management (Sustainability) Guideline 2013* which include changes to the calculation of the Asset Sustainability Ratio.
- Further information on the amendments can be obtained from the guidelines, which are available on the Department's website at <http://dilgp.qld.gov.au>

OTHER

- Asset Management Guide – significantly written, proposed release in September 2015, will consolidate a lot of concepts on better practice asset management (See pages 26-28 of Report to Parliament) and accounting (no new concepts here)

Christopher Weh
Engagement Leader



Queensland Audit Office

REPORTS TABLED IN PARLIAMENT SINCE LAST MEETING

REPORTS TABLED IN PARLIAMENT SINCE LAST MEETING			
Report #	Title	Subject content	Tabled
11	Maintenance of public schools	<p>The Department of Education, Training and Employment (DETE) is responsible for providing a safe working and learning environment for its staff and students in school campuses across Queensland. Well maintained school buildings and grounds contribute to the safety of staff and students and to educational outcomes.</p> <p>The Maintenance Management Framework (MMF) is the Queensland government policy all departments must follow for managing building maintenance. It recommends a minimum maintenance funding benchmark of 1 per cent of the total asset replacement value (ARV).</p> <p>All Queensland state schools receive an annual maintenance allocation. When funding is inadequate, asset maintenance backlogs occur. As a result, school buildings and school ground facilities can deteriorate much faster than intended, and so reach the end of their useful lives earlier than they should.</p>	<p>26 March 2015</p> <p><i>Relevance - Moderate</i></p>

REPORTS TABLED IN PARLIAMENT SINCE LAST MEETING			
Report #	Title	Subject content	Tabled
12	Oversight of recurrent grants to non-state schools	<p>Non-state schools receive grants from the state and Australian governments. The Department of Education, Training and Employment (DETE) administers more than \$500 million in state recurrent funding to 480 Queensland non-state schools, with 257 470 students.</p> <p>To qualify for state funding, students must have attended school for at least eleven days from the start of school to the end of February.</p> <p>Non-state schools submit a census of their student enrolments taken on the last Friday of February each year to the Non-State Schools Accreditation Board (the Board), which is a statutory body that reports directly to the Minister for Education.</p> <p>The Education (Accreditation of Non-State Schools) Act 2001 (the Act) establishes the role and responsibilities of the Board, and of the governing bodies of the individual non-state schools.</p> <p>We assessed the effectiveness of the oversight of the recurrent grant payments to non-state schools.</p>	<p>26 March 2015</p> <p><i>Relevance - Low</i></p>
13	Procurement of youth boot camps	<p>This report examines the procurement processes followed by the former Attorney-General and the Department of Justice and Attorney-General in awarding contracts to certain service providers to operate three youth boot camps as part of an expansion of the government's youth boot camp program. We assessed the effectiveness of these processes in achieving economy of purchasing through offering the lowest cost for services that met appropriate quality standards.</p>	<p>9 April 2015</p> <p><i>Relevance: Low</i></p>
14	Follow up audit: Tourism industry growth and development	<p>This report follows up the progress and effectiveness of the Department of Tourism, Major Events and the Commonwealth Games, Tourism Queensland and Events Queensland Pty Ltd in implementing 12 audit recommendations made in our <i>Report 3: 2012-13 tourism industry growth and development</i>. The 2012 report assessed whether Queensland's tourism development framework effectively met the government's growth agenda.</p>	<p>5 May 2015</p> <p><i>Relevance: Low</i></p>

REPORTS TABLED IN PARLIAMENT SINCE LAST MEETING			
Report #	Title	Subject content	Tabled
15	Results of audit: Education sector entities 2014	<p>This report relates to the results of audits of Queensland's education sector entities which have a financial year end of 31 December. The report provides the results of our audits of the following 95 entities:</p> <ul style="list-style-type: none"> the seven public universities and 26 university-controlled entities for which an opinion is provided on their financial statements the 47 university-controlled entities that do not prepare financial statements the eight grammar schools seven other education entities <p>This report also summarises key issues we raised with the entities relating to their financial management and control.</p>	5 May 2015 <i>Relevance: Low</i>
16	Results of audit: Local government entities 2013-14	<p>This report summarises the results of our financial audits of all entities in Queensland's local government sector for the last financial year. There were 154 entities in the sector that were required to prepare financial statements in 2013-14, including 77 Councils</p>	5 May 2015 <i>Relevance: High</i>

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 31 May 2015

Recommendation

That the Capital Projects Monthly Report for Period Ending 31 May 2015 be received.



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

Period Ending 31 May 2015

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
Manager Community Development							
-92,673	-92,672.73	0%	12007 - Burd Rural Multi-Tenant Service Centre	227,673	1,648.35	-99%	Tender process is completed. Malas Construction has been appointed as builder. Sub-agreement for funding has been executed. Construction began in April 2015. Slab & walls completed.
-92,673	-92,672.73		Total	227,673	1,648.35		
Manager Client Services							
0	0.00	-	11001 - IT Hardware Purchases	44,000	36,672.70	-17%	Design office plotter \$14,450, Community Development Photocopier \$6,740, Data3 NAS (Network Additional Storage) \$10,141 and Executive Office Photo Copier \$5,342.
0	0.00	-	11006 - IT Communication Purchases	130,800	117,716.79	-10%	PABX phone system installation. Investigating additional software Licences for Reporting and upgrading of Customer Service phone set up.
0	0.00	-	11007 - IT Software Purchases	343,000	190,434.25	-44%	Majority of expenditure is for Asset management software implementation costs including consultants and Tech One Licences. Trial configuration and data load commenced in March - project deferred to September 2015. Increase in expenditure is payment of invoices for Tech One - Asset Management.
-10,421	-10,675.20	2%	12041 - Burdekin Library	67,700	47,625.90	-30%	Replacement of main Library air-conditioning system has been put on hold. Life span of air-conditioner now expected for another 36 months. Actual expenses relate to Library reception desk and renovations.
-87,450	-66,328.76	-24%	12044 - Burdekin Library Other Assets	92,700	69,992.21	-24%	Ongoing purchases of library books. Currently on schedule with expenditure.
-97,871	-77,003.96		Total	678,200	462,441.85		
Manager Governance and Local Laws							
0	0.00	-	10001 - Ayr Industrial Estate	50,000	34,752.09	-30%	Progressively filling with excess roadworks spoil.
0	0.00	-	10007 - Council Properties Community	6,380	6,379.58	0%	Completed. Relocation of donga to Clare from Depot. Approved 22 July 2014.
-46,663	-46,663.04	0%	10020 - Land Purchases/Sales	0	0.00	-	Income from sale of Paine Street, Ayr.
0	0.00	-	11104 - Comm & Cul Furniture & Fittings Capital Purchases	11,362	11,362.00	0%	Completed. Shelving for storage of corporate records at Cyclone Shelter.
0	0.00	-	12012 - Ayr Showgrounds Grounds	5,774	5,773.68	0%	Completed. Reroof main toilet block at Ayr Showgrounds.



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

Period Ending 31 May 2015

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
0	0.00	-	12013 - Burdekin Amateur Basketball Assn	52,742	12,097.50	-77%	\$12,098 expense to replace flooring of stadium out of budget of \$22,742. Budget \$30,000 is for new aircon at stadium - deferred.
-2,133,746	-2,133,746.31	0%	12029 - Cyclone Shelter	1,751,792	1,752,471.78	0%	Project completed. Over budget due to minor final works.
0	0.00	-	16201 - Ayr Transfer Station	40,523	14,364.88	-65%	\$14,265 expense for installation of boom gates out of \$13,023 budget. Budget \$27,500 for reseal of existing bitumen - est completion end of June - current spend \$100.
0	0.00	-	16203 - Ayr Transfer Station Building	15,949	15,949.21	0%	Completion of new office building.
0	0.00	-	16205 - Giru Transfer Station	9,308	9,308.37	0%	Completion of Oil Shed.
0	0.00	-	16206 - Home Hill Transfer Station	38,000	26,556.37	-30%	\$26,556 expense for second hand shed - \$25,000 budget. Budget \$13,000 for chip seal and profile correction - est completion end of June.
0	0.00	-	16220 - Kirknie Landfill Cell Liner	2,143,003	33,094.01	-98%	Tenders closed 9 January 2015. Tender Report deferred. Council resolution to construct by Council workforce. Project to start in 2015-16. Current spend is mainly for design.
0	0.00	-	16251 - Burdekin Cascades Caravan Park	210,000	0.00	-100%	Budget \$210,000 for 3 new cabins. Business case on profitability to be considered prior to decision on commencing.
0	0.00	-	16252 - Home Hill Caravan Park	85,000	0.00	-100%	Upgrade amenities - scope of works to be determined and then quotes to be obtained. Profitability of HHCP also to be determined prior to commencement of project.
-2,000,000	0.00	-100%	16301 - Ayr Pool	2,161,165	37,298.80	-98%	Pool refurb \$2M dependent on grant funding - Ayr Pool design tender awarded to GHD. Design budget \$150,000 - \$26,134 expended. Project scope to alter to refurbish existing instead of redesign and replace. Installation of safety balustrades \$11,165 - completed.
0	0.00	-	16304 - Home Hill Pool	38,411	51,042.96	33%	Safety balustrades \$11,165 - completed. Pool shade covers - completed \$27,246. Additional expend of \$12,632 for outflow pipe replacement.
-61,000	0.00	-100%	16305 - Millaroo Pool	65,500	15,498.00	-76%	Pool refurb dependent on grant funding - priorities for refurbishment yet to be determined - budget \$50,000. Shade sail storm repair budget \$15,500 - insurance claim to be received in June \$11,000.
-4,241,409	-2,180,409.35		Total	6,684,909	2,025,949.23		
Manager Operations							
-1,335,123	-1,335,123.00	0%	27003 - NDRRA - Mar 12 Event	0	0.00	-	Completed 30 June 2014.



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

Period Ending 31 May 2015

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
-2,267,899	-591,629.07	-74%	27100 - NDRRA - Jan 13 Event	3,888,233	2,008,800.92	-48%	Major NDRRA projects on Shirbourne Road and Mountainview Road under construction. Resheeting program commenced. Betterment Projects commenced on Phillips Camp Road and Rifle Range Road.
0	0.00	-	27151 - NDRRA - Apr 14 Event	0	1,261.70	-	NDRRA resheeting program commenced - 2014 Event, completion by June 30 2016.
0	0.00	-	16003 - Home Hill Cemetery	86,718	76,513.64	-12%	Project Completed under budget.
0	0.00	-	16005 - Ayr Cemetery Other Assets	70,000	29,267.97	-58%	Construction awarded to Dal Ponte Building Services for Columbarium. Expenses are for shelter kit at Columbarium.
0	0.00	-	16412 - Coutts Park - Other Assets	45,000	26,575.10	-41%	Expenses are for shelter. Construction awarded to D Felesina. Works scheduled for June.
0	0.00	-	16420 - Spiller Street Park Exceloo	32,000	30,723.30	-4%	Project Completed under budget.
0	0.00	-	16503 - Playground Equipment - Various Parks	40,000	0.00	-100%	Giru Skate Park - Slab constructed by Wilmar. Order placed with Urban Play for Skate Equipment. Delivery and assembly scheduled for June.
0	0.00	-	16519 - Miscellaneous Park Furniture - Various Parks	56,494	27,189.48	-52%	To replace picnic table settings and bins in various parks - Ayr, Brandon and Home Hill. Expenses are for picnic tables, chairs and waste bins. Waiting on quotations for slabs.
0	0.00	-	23250 - Depot/Store Building	80,000	4,527.55	-94%	Design and certification complete. Quotations being sought from four local builders closing June.
0	0.00	-	30000 - Sewerage Construction Budget	168,500	0.00	-100%	Sewerage replacement/refurbishment of assets.
0	0.00	-	30203 - Pump Station 3 Ayr	100,000	12,123.01	-88%	Replacement Pumps. Install April 2015. Total actuals \$83,215 (Pump Station 3-18 Ayr).
0	0.00	-	30212 - Pump Station 12 Ayr	0	10,404.32	-	Replacement Pumps. Install April 2015. Budgeted at CJ 30203.
0	0.00	-	30213 - Pump Station 13 Ayr	0	11,395.31	-	Replacement Pumps. Install April 2015. Budgeted at CJ 30203.
0	0.00	-	30214 - Pump Station 14 Ayr	0	12,352.14	-	Replacement Pumps. Install April 2015. Budgeted at CJ 30203.
0	0.00	-	30215 - Pump Station 15 Ayr	0	12,475.33	-	Replacement Pumps. Install April 2015. Budgeted at CJ 30203.
0	0.00	-	30217 - Pump Station 17 Ayr	0	11,955.63	-	Replacement Pumps. Install April 2015. Budgeted at CJ 30203.
0	0.00	-	30218 - Pump Station 18 Ayr	0	12,508.86	-	Replacement Pumps. Install April 2015. Budgeted at CJ 30203.
0	0.00	-	30221 - Pump Station 21 Ayr	8,000	8,093.02	1%	Works Complete.
0	0.00	-	30223 - Pump Station 23 Ayr	73,500	73,293.71	0%	Project Complete.
0	0.00	-	30330 - Telemetry - Sewerage	0	14,280.26	-	Budgeted at CJ 30000.
0	0.00	-	30406 - Treatment Plant Primary Clarifier Ayr/Br	150,000	0.00	-100%	Detailed design plans required - Consultant to be engaged.



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

Period Ending 31 May 2015

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
0	0.00	-	31050 - Sewer Reline Project	781,810	0.00	-100%	Combined budget over 13/14, 14/15 + 15/16 for total allocation of \$1,181,810. Project to include manhole refurbishment. Tender to be called June 2015 under Local Buy.
0	0.00	-	35000 - Water Construction Budget	35,000	0.00	-100%	Water replacement/ refurbishment of assets including Install Scour Injection point 525mm main South Ayr WTP scheduled for June.
0	0.00	-	35034 - Bore 4 Nelson's	28,000	27,954.58	0%	Upgrade/Refurb of Bore Screen, casing. Works Complete.
0	0.00	-	35156 - Balance Tank - Mt Kelly	60,000	552.83	-99%	Quotations currently being sought.
0	0.00	-	35230 - Telemetry - Water	60,000	18,872.00	-69%	Upgrade analog telemetry to digital.
0	-18,855.81	-	35257 - Control Building Nelson's	30,000	28,143.00	-6%	Auto cut over switch - project completed.
0	0.00	-	35265 - Control Building Conlan Street	0	30,958.98	-	Budget at 35901 - new bore field project.
0	0.00	-	35302 - Aeration Home Hill Tower	393,094	16,730.47	-96%	Application for funding from resources to the regions program unsuccessful. New application for Local Gov. Grants and Subsidy - Infrastructure Program for 40% contribution. Design \$16,730. To be carried over to 15/16.
0	0.00	-	35340 - Low Level Storage Giru	27,000	26,585.91	-2%	Replaced roof structure. Works completed.
0	0.00	-	35352 - Distribution Mains Ayr	60,000	59,362.76	-1%	Wickham Street - 150mm main to PCYC. Project complete.
0	0.00	-	35355 - Valves/Scours Ayr	0	11,293.89	-	Work in progress. Budgeted at CJ 35000.
-281,293	-281,293.50	0%	35901 - Investigation of New Bore Locations	2,049,214	2,192,083.34	7%	Capital Project Completed with some financial transactions to clear. Currently in testing and commissioning phase. Council has been advised of status of project.
-3,884,315	-2,226,901.38		Total	8,322,563	4,796,279.01		

Manager Technical Services

-718,000	-732,834.01	2%	20000 - Roadworks	6,169,853	3,916,259.31	-37%	Currently under budget due to timing of major projects and prioritisation of Home Hill and Spiller Street drainage schemes and NDRRA projects.
0	0.00	-	11003 - Eng Office Equipment Capital Purchases	8,000	0.00	-100%	No further purchases planned for 2014/15.
-11,094	-9,433.20	-15%	23121 - CBD Home Hill Comfort Stop	11,215	7,061.53	-37%	Project completed under budget.
-320,000	0.00	-100%	24000 - Drainage Budget	19,425	0.00	-100%	
0	-96,000.00	-	24029 - Spiller Street Drainage	820,000	34,013.19	-96%	Construction commenced. Completion due September 2015. Expenditure booked to Roadworks to be transferred to project CJ 24029.
0	0.00	-	24030 - Muguira's Drain	59,179	4,534.52	-92%	Project completed under budget.
-1,512,000	-840,000.00	-44%	24031 - Home Hill Stormwater Drainage Upgrade	2,845,824	2,431,539.63	-15%	Currently under construction. Extension until November 2015 approved. Currently negotiating a further extension with Department of State Development for the highway crossing at the intersection of Eighth Avenue and Ninth Street.



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

Period Ending 31 May 2015

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
0	-200,000.00	-	24035 - Ayr Town Drain - Clayton Street	600,000	346,385.50	-42%	Includes upgrades to drainage in Ahern, Clayton and Porter Streets.
-45,000	-33,340.92	-26%	25001 - Sedans	100,000	28,181.82	-72%	3 sedans disposed. Awaiting funding assistance from state government for replacement of SES controller vehicle. Council bus to be replaced in June.
-135,000	-81,545.46	-40%	25002 - Utilities	355,000	176,845.19	-50%	6 utilities delivered. Awaiting delivery of 5 utilities (Approx. \$150,000)
-95,000	-56,590.91	-40%	25003 - Trucks	1,100,000	581,452.49	-47%	8 trucks delivered. Awaiting delivery of 2 water trucks (Approx. \$311,000). Quotations called for 2 road maintenance trucks orders to be placed in June (Approx. \$250,000).
-23,000	-23,000.00	0%	25004 - Machines	294,675	294,675.46	0%	Forklift and loader delivered. No further purchases planned.
-10,000	-7,610.00	-24%	25005 - Plant and Equipment	140,000	40,772.46	-71%	Front deck mower purchased. Two-way radio repeater replaced. Replacement high pressure drain cleaner yet to be purchased (Approx. \$70,000).
-2,869,094	-2,080,354.50		Total	12,523,171	7,861,721.10		
-11,185,362	-6,657,341.92		TOTAL CAPITAL PROJECTS	28,436,516	15,148,039.54		

4.2 Operating Statement for Period Ending 31 May 2015

Recommendation

That the Operating Statement for Period Ending 31 May 2015 be received.



**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 May 2015**

	Note	Actual YTD	YTD Revised Budget	\$ Variance Actual to Revised	% Variance Actual to Revised
Operating Revenue					
Rates and Utility Charges	1	34,653,007.68	35,570,691	-917,683	-3%
Pensioner remissions		-285,397.09	-279,000	-6,397	2%
User fees and charges	2	2,001,157.14	2,120,740	-119,583	-6%
Interest Received	3	1,596,026.22	1,543,667	52,360	3%
Operational contributions and donations	4	218,183.85	190,240	27,943	15%
Operational grants and subsidies	5	3,954,740.21	4,210,571	-255,831	-6%
Contract and recoverable works	6	1,231,419.47	1,475,833	-244,414	-17%
Other operating revenue	7	262,462.99	209,963	52,500	25%
Total operating revenue		43,631,600.47	45,042,706.08	-1,411,106	-3%
Operating Expenses					
Employee benefits	8	15,417,970.06	16,450,451	-1,032,480	-6%
Materials and services	9	11,908,453.34	14,973,409	-3,064,956	-20%
Depreciation and amortisation		9,180,875.45	9,180,875	0	0%
Finance Costs	10	327,250.30	340,703	-13,452	-4%
Other expenses		165.98	0	166	-
Total operating costs		36,834,715.13	40,945,437.00	-4,110,722	-10%
Surplus (deficit) from operating activities		6,796,885.34	4,097,269	2,699,616	66%
Capital contributions	11	121,724.60	25,367	96,358	380%
Capital grants and subsidies	12	6,332,354.75	9,892,691	-3,560,336	-36%
Other capital income (expense)	13	-67,707.15	-43,392	-24,315	56%
Net result for period		13,183,257.54	13,971,934	-788,676	-6%

**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
NOTES FOR VARIANCES TO BUDGET
Period Ending 31 May 2015**

Note

1 Rates and Utility Charges

Rates are on target - journal to be done at the end of the financial year to recognise rates in advance - approximately \$650,000. Second water consumption levy to be journalled in June.

2 User Fees & Charges

Under budget mainly due to private certificate fees, caravan park income and waste disposal fees.

3 Interest Received

Longer term investments used to gain better rates. Currently on target to meet annual budget. Interest on rates accounts are as per budget.

4 Operational Contributions and Donations

Currently under budget. Further claims to be made on 2013 and 2014 NDRRA events.

5 Operational Grants and Subsidies

Over budget mainly due to contributions received for drainage, roads and park infrastructure.

6 Contract and Recoverable works

Under budget mainly due to BSRIT works - no further projects to be completed this year.

7 Other Operating Revenue

Over budget due to high amount of income received for metal recycling sales and theatre ticket sales.

8 Employee Benefits

Total employee benefits under budget due to - delayed replacement of vacancies, leave not taken, reduction in overtime in water section, and reduced wages in drainage maintenance due to failure of wet season.

9 Materials and Services

Substantially under budget on materials for road maintenance and water supply, with a maintenance resheeting program to be completed in June. Recoverable works under budget due to timing of works, also below budget in waste collection and disposal.

10 Finance Costs

First three quarters of interest payments made on QTC loans.

11 Capital Contributions

Contributions received towards asphaltting both Porter and Hurney Roads, and drainage on Maidavale Road, along with community benefit funding obtained by PCYC (to be used towards PCYC extension). Transfer of Burdekin Cultural Complex Board funds to Council upon dissolution, with accounts payable and accounts receivable recognised in Council's accounts.

12 Capital Grants and Subsidies

Further funding to be received for Roads 2 Recovery, TIDS, NDRRA projects and the Home Hill drainage project. Unbudgeted funds received for Black Spot programme. Also includes funding for investigation of new bores, PCYC extension, Control Building Nelsons, and Cyclone Shelter construction. Grant application not yet made for the swimming pool upgrade - scope of works still to be decided.

13 Other Capital Income

Capitalisation has been completed for the March quarter, which has resulted in a loss on sale of land for \$47,337, profit on sale of motor vehicles of \$26,079, and a loss on sale of plant and equipment of \$46,449.

5 GOVERNANCE & LOCAL LAWS

5.1 Extension to Greenwaste service area Ramtron Place, Ayr

Document Information

File No: 789

Name of Applicant: N/A

Author and Title: A. McLaughlin, Environment and Waste Management Officer

Executive Summary

Council's waste management policy incorporates maps of the waste collection service area including the kerbside greenwaste collection area. An amendment to the map is required to incorporate newly subdivided lands adjacent to Ramtron Close, Ayr.

Recommendation

It is recommended that the properties on the attached map being those located in Ramtron Close, be incorporated into the Burdekin Shire Council greenwaste collection area.

Background Information

Waste collection areas are nominated and mapped in association with Council's Waste Management Policy. The mapping provides the areas to be serviced and properties charged for waste services. The proposed extended area was not previously included as it had contained properties of a large size. These larger properties however have since been subdivided. A request for waste services within this area has prompted review of the service area. It is anticipated that the existing dwellings in the area be provided with a greenwaste service and this be extended for any new dwellings that may be built in the future.

Link to Corporate/Operational Plan

These plans include requirements to provide waste management services. The proposed extension of the waste collection area will assist in the provision of waste services.

Consultation

N/A

Legal Authority or Implications

There are legal requirements under the *Environmental Protection Regulation 2008* and *Waste Reduction and Recycling Act 2011* regarding the management of waste.

Policy Implications

Extension to plans are in accordance with the Waste Management Policy.

Financial and Resource Implications

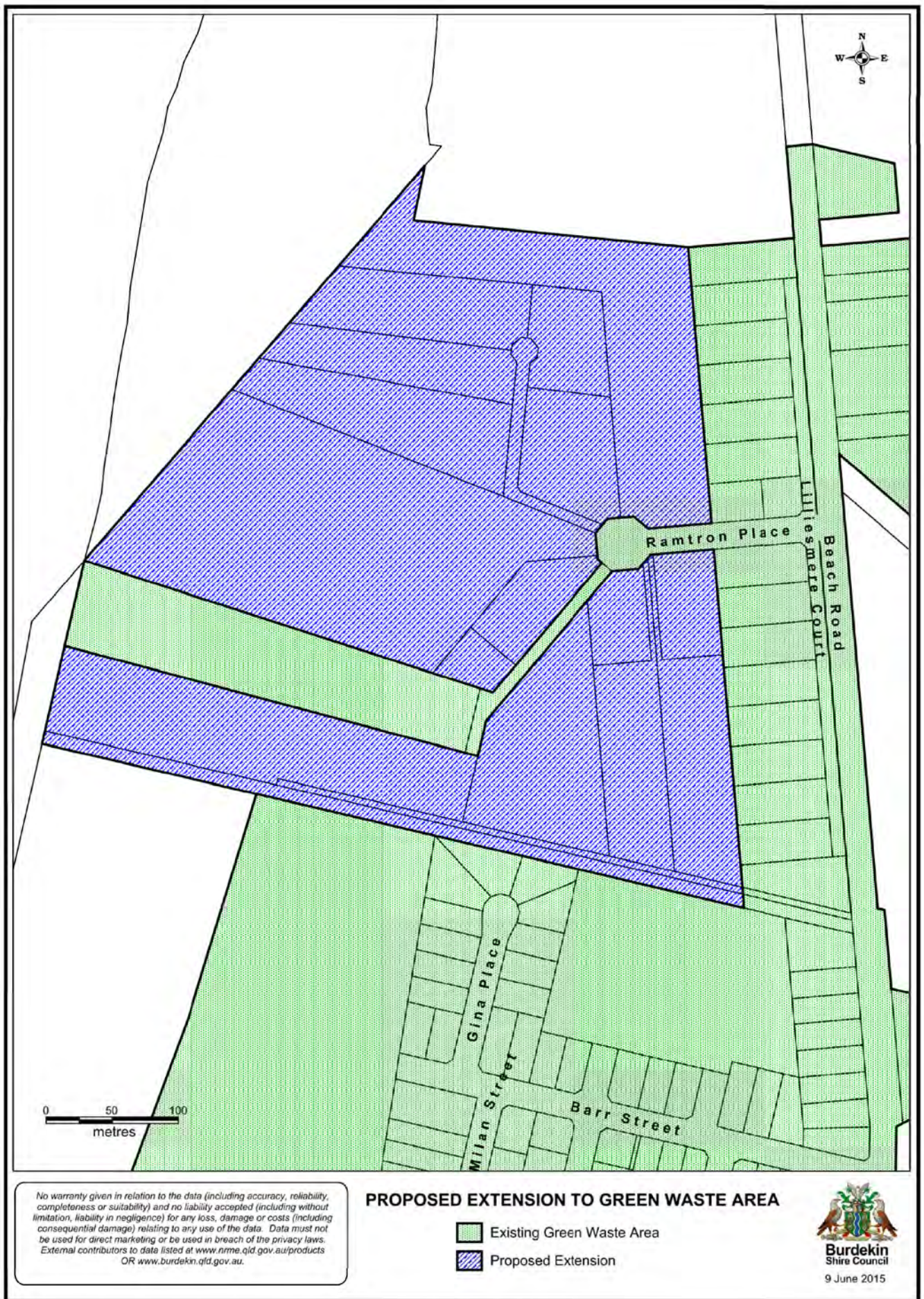
N/A

Report prepared by:

Environment and Waste Management Officer - Anne McLaughlin

Report authorised by:

Manager Governance and Local Laws - Dan Mulcahy



5.2 Waste Disposal Fees 2015/2016

Document Information

Referring Letter No: N/A

File No: 367

Name of Applicant: N/A

Location: N/A

Author and Title: A. McLaughlin, Environment and Health Project Officer

Executive Summary

Waste disposal fees are attached for Council's consideration and approval for the 2015/2016 year.

Recommendation

That the waste disposal fees be adopted for the 2015-2016 year.

Background Information

Council is required to set fees for waste disposal. In addition exemptions from fees for certain types of materials are provided. The exemptions are aimed at providing incentives for recycling rather than land filling waste materials.

Issues

To ensure incentives apply for recycling waste materials, the majority of fees for recyclable materials have not increased. In addition, exemptions relating to wastes including 'sorted' waste have again been applied for the 2015/16 year.

Link to Corporate/Operational Plan

Environment – Continually improve waste management practices.

Consultation

Internal / External

Legal Authority or Implications

Waste Reduction and Recycling Act 2011

Qld Waste policy

Local Government Act

Policy Implications

N/A

Financial and Resource Implications

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

Report prepared by:

Anne McLaughlin – Environment and Health Project Officer

Report authorised by:

Daniel Mulcahy – Manager Governance and Local Laws

Attachments

1. Waste Disposal Charges 2015/2016

WASTE DISPOSAL CHARGES

Note: all fees include GST

	Waste		2014/2015	2015/2016	3%	Recommendation
Landfill and Transfer Station	general waste bin/bag up to 140L	each	\$3.00	\$3.50	\$3.09	These fees have not changed last 2 years
	car or 240L bin	each	\$6.00	\$7.00	\$6.18	These fees have not changed last 2 years
	small trailer	each	\$13.50	\$14.00	\$13.91	
	large trailer/ute/van	each	\$20.00	\$21.00	\$20.60	
	van/ute with trailer (small)	each	\$33.00	\$34.00	\$33.99	
	van/ute with trailer (large)	each	\$39.50	\$41.00	\$40.69	
	metal appliances non decommissioned	each	\$33.00	\$34.00	\$33.99	
	tyres	each	cost plus gst	cost plus gst		
Transfer Station only	commercial cardboard	cub m	\$5.00	\$5.00		Recommended to stay the same to encourage recycling
	oil >6L	litre	\$0.17	\$0.17		
	oil filters > 3	each	\$3.00	\$3.00		No notification received that charge is to increase
	cooking oil >20L	litre	\$0.17	\$0.17		
	waste oil containers	5 litre	\$7.00	\$7.00		No notification received that charge is to increase
	waste oil containers	10 litre	\$10.00	\$10.00		No notification received that charge is to increase
	waste oil containers	20 litre	\$14.00	\$14.00		No notification received that charge is to increase
	waste oil containers	60 litre	\$20.00	\$20.00		No notification received that charge is to increase
	waste oil containers	205 litre	\$33.50	\$33.50		No notification received that charge is to increase
	cleaned recyclable plastic drums (not drumMuster)	each	\$1.00	\$1.00		No notification received that charge is to increase
	recyclable plastic bumperbars	each	\$3.00	\$3.00		No notification received that charge is to increase
Landfill only	general mixed	tonne	\$124.00	\$127.00	\$127.72	
	lightweight plastic/polystyrene	cub m	\$100.00	\$100.00	\$103.00	Recommend no change
	stumps, logs >300mm	cub m	\$70.00	\$70.00	\$72.10	

Landfill only continued...	treated timber for reprocessing	tonne	\$50.00	\$55.00	\$51.50	Recommend higher charge as not able to mulch or remove the waste
	concrete requiring rockbreaker	tonne	\$125.00	\$127.00	\$128.75	
	clean concrete, pavers, tiles, bricks>100mm	tonne	\$55.00	\$55.00	\$56.65	Recommend no change to encourage recycling or breaking material down to this size
	clean concrete, pavers, tiles, bricks< 100mm	tonne	\$20.00	\$20.00		Recommend no change as this smaller material can be utilised on site
	asphalt (for recycling)	tonne	\$55.00	\$55.00	\$56.65	Recommend no change to encourage recycling or breaking material down to this size
	dead animal- large	each	\$90.00	\$90.00		Recommend no charge as charge rarely used
	other (biosolids, food processing waste etc)	tonne	\$140.00	\$144.00	\$144.20	
	hazardous waste Handling fee	each	\$210.00	\$210.00		Recommend no change to the handling cost
	asbestos (excludes handling fee required)	tonne	\$228.00	\$228.00	\$234.84	Recommend no change to the disposal charge to encourage asbestos properly handled and disposed
Other	Giru transfer station hire & bin collection	per month	\$3,588.00	\$3,600.00	\$3,695.64	Recommend not absorbing all 3%
	Use of Weighbridge - non certified	each	\$12.50	\$13.00	\$12.88	Round up to whole dollars
	Collection of kerbside bins, Ayr, Home Hill & Brandon	per bin	\$20.00	\$20.00		No notification received that charge is to increase

Fee exempt	Recommendation
Burdekin resident only sorted residual domestic waste	
oil filters max 3	
motor oil < 6L	
cooking oil < 20L	
vehicle batteries	
	Remove e waste
Burdekin resident only domestic treated timber for reprocessing	
domestic cardboard	
greenwaste	Recommend charge on greenwaste
scrap metal & appliances for scrap metal	
Burdekin Resident only -domestic produced clean concrete, pavers, tiles & bricks - not requiring rockbreaking	
community clean up waste	
clean soil, fill for cover	
car body	

Landfill fees when weighbridge not operational					
Waste		2014/2015	2015/2016	3%	Recommendation
general uncompacted	cub m	\$23.00	\$23.00	\$23.69	Recommended that all these charges remain the same. These were not required to be used in 2014/2015
general compacted	cub m	\$50.00	\$50.00	\$51.50	
general	cub m	\$57.00	\$57.00	\$58.71	
concrete requiring rockbreaking	cub m	\$43.50	\$43.50	\$44.81	
bricks pavers cleanconcrete>100mm	cub m	\$36.00	\$36.00	\$37.08	
bricks pavers cleanconcrete<100mm	cub m	\$20.50	\$20.50	\$21.12	
asphalt	cub m	\$36.00	\$36.00	\$37.08	
timber treated (for reprocessing)	cub m	\$41.50	\$41.50	\$42.75	
Asbestos properly handled	cub m	\$104.00	\$104.00	\$107.12	
low hazardous	cub m	\$74.00	\$74.00	\$76.22	

5.3 Adoption of Procurement Policy 2015/2016

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods- Executive Officer

Executive Summary

Council is required to prepare and adopt a procurement policy which must include the principles to be applied to the purchase of goods and services. Council has had a policy in place since 2013 and this policy has been reviewed annually. The updated policy has been put into a new format but no other changes have been made to the policy.

Recommendation

That Council adopts the attached, updated Procurement Policy.

Background Information

Council adopted a procurement policy in 2013 and the policy was updated in 2014 with no changes. A full and comprehensive review of Council's procurement policy will be conducted in the new financial year, however until a new policy is developed Council must have a current policy in place.

Link to Corporate/Operational Plan

5.3.2 Adhere to the governance framework and public reporting systems

5.3.3 Ensure Council's financial position is effectively managed

Consultation

N/A

Legal Authority or Implications

Local Government Regulation 2012

198 Procurement Policy

- 1) A Local government must prepare and adopt a policy about procurement (a ***procurement policy***).

-
- 2) The procurement policy must include details of the principles, including the sound contracting principles that the local government will apply in the financial year for purchasing goods and services.
 - 3) A local government must review its procurement policy annually.

Policy Implications

This is an updated policy and will be added to Council's policy register and published to Council's website.

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Woods- Executive Officer

Report authorised by:

Kim Olsen- Manager Administrative and Financial Services

Attachments

1. Procurement Policy 2015/2016



Procurement Policy 2015/2016

Commencement Date: 23 July 2013

Function: Financial Management

RESPONSIBILITIES

Policy Owner	Manager- Financial and Administrative Services
Policy Contact	Manager - Financial and Administrative Services
Approval Authority	Council
Next Review Date	01 June 2016 (reviewed annually)

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
1.0	Adopted	23/7/2013	Ordinary Council Meeting	1276315
1.1	Adopted	16/12/2014	Ordinary Council Meeting	1402373
1.2	Amended	10/06/2015		

1 PURPOSE

The purpose of this policy is to regulate and guide all Council procurement and contracting activities to be carried out in compliance with the *Local Government Act 2009* (the "Act") and the *Local Government Regulation 2012* (the "Regulation").

2 SCOPE

This policy applies when entering into contracts for the carrying out of work by others; or, the supply of goods or services; or, the disposal of non-current assets but not the making of a contract of employment.

3 OBJECTIVES

The objectives of this policy are to achieve advantageous procurement outcomes by:-

- (a) promoting value for money with probity and accountability; and
- (b) advancing Council's economic, social and environmental policies; and
- (c) providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- (d) promoting compliance with relevant legislation.

4 PRINCIPLES

Council officers must have regard to the following **sound contracting principles** in all purchasing and disposal activities:

(a) *Value for money*

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:-

-
- (i) contribution to the advancement of Council's priorities; and
 - (ii) fitness for purpose, quality, services and support; and
 - (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
 - (iv) internal administration costs; and
 - (v) technical compliance issues; and
 - (vi) risk exposure; and,
 - (vii) the value of any associated environmental benefits.

(b) Open and effective competition

Purchasing and disposal should be open and result in effective competition in the provision of goods and services and disposal of assets. Council must give fair and equitable consideration to all prospective suppliers or purchasers.

(c) The development of competitive local business and industry

Council encourages the development of competitive local businesses within its local government area.

Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:-

- (i) creation of local employment opportunities;
- (ii) more readily available servicing support;
- (iii) more convenient communications for contract management;
- (iv) economic growth within the local area;
- (v) benefit to Council of associated local commercial transaction.

(d) Environmental protection

Council promotes environmental protection through its procurement procedures and will:-

- (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) foster the development of products and processes of low environmental and climatic impact; and
- (iii) provide an example to business, industry and the community by promoting the use of environmentally friendly goods and services; and
- (iv) encourage environmentally responsible activities.

(e) Ethical behaviour and fair dealing

Council officers involved in contracting activities for purchasing and disposal are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers or purchasers and their representatives.

5 DEFINITIONS

apparent value is defined in Valuable Non-Current Asset Contract Clause 6.6 of this policy.

contract is an agreement between two or more parties, especially one that is written and enforceable by law e.g. petty cash receipt, purchase card receipt, purchase order, formal contract document.

contracting activities are activities for the making of a contract for—

- (a) the carrying out of work; or
- (b) the supply of goods or services; or
- (c) the disposal of non-current assets but
- (d) not for a contract of employment with a local government employee.

expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all the Council's contracts in the financial year with the supplier for goods and services of a similar type.

large-sized contractual arrangement is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year.

medium-sized contractual arrangement is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year.

preferred supplier arrangement is defined in the Exceptions Clause 6.5 of this policy.

valuable non-current asset is—

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

valuable non-current asset contract is a contract for the disposal of a valuable non-current asset.

6 POLICY STATEMENT

6.1 RESPONSIBILITY OF COUNCIL OFFICERS

Council officers responsible for the procurement of goods and services and disposal of non-current assets must comply with this policy. It is the responsibility of Council officers involved in the procurement and contracting process to understand the meaning and intent of this policy.

Substantial or repeated non-compliance with this policy by Council officers will be subject to disciplinary procedures as stated in the Enterprise Bargaining Agreement or in the case of Contract employees as per the Contract of Employment.

6.2 CONTRACTUAL ARRANGEMENT UNDER \$15,000

- (a) for purchases **under \$50, excluding GST**, for day to day minor expenses, payment may be made out of petty cash or by purchase card except where defined otherwise by the policy;
- (b) for purchases **over \$50 and under \$5,000, excluding GST**, at least one verbal quotation is required and may be made by purchase card subject to procedural limitations;
- (c) for purchases **from \$5,000 to under \$15,000, excluding GST**, a minimum of two verbal quotations are required and details attached to the purchase order requisition in the financial system.

These requirements are subject to the exceptions paragraph in this policy.

Purchases shall be made by purchase orders except where defined otherwise in this policy.

6.3 MEDIUM-SIZED CONTRACTUAL ARRANGEMENT-QUOTES NEEDED FIRST

These arrangements are for purchases from a supplier that it is expected to be worth **over \$15,000 but less than \$200,000 excluding GST**.

The **expected value** of a contractual arrangement with a supplier for a financial year is the total expected value of all of the Council's contracts, in the financial year, with the supplier for goods and services of a similar type.

These purchases are governed by Regulation Sections 224, 225 and Regulation Division 3 of Chapter 6 Contracting.

Generally, the following applies:

Council cannot enter into a medium-sized contract unless Council first invites written quotes for the contract.

The invitation must be to at least three persons who Council considers can meet Council's requirements, at competitive prices. Council may decide not to accept any of the quotes it receives.

However, if Council does decide to accept a quote, Council must accept the quote most advantageous to it having regard to the sound contracting principles.

Receipt of 2 quotes from the 3 invitations is considered sufficient to complete the contract assessment and awarding.

These requirements are subject to the exceptions paragraph in this policy.

Records of quotes must be kept on file in the ECM Records system as well as attached to the Purchase Order requisition in the financial system.

Purchases shall be made by purchase orders except where defined otherwise in this policy.

6.4 LARGE-SIZED CONTRACTUAL ARRANGEMENT-TENDERS NEEDED FIRST

These arrangements are for purchases from a supplier that it is expected to be worth **\$200,000 or more excluding GST**.

The **expected value** of a contractual arrangement with a supplier for a financial year is the total expected value of all of the Council's contracts, in the financial year, with the supplier for goods and services of a similar type.

These purchases are governed by Regulation Sections 224, 226, 228 and Regulation Division 3 of Chapter 6 Contracting.

Generally, the following applies:

Council must either invite written tenders under Regulation Sections 226 and 228 or invite expressions of interest decided by Council resolution under Section 228(3) before considering whether to invite written tenders under Section 228(6) (b).

The invitation for tenders or expressions of interest must:-

-
- (a) be made by an advertisement in a newspaper that circulates generally in the local government area of Council; and
 - (b) allow written tenders or expressions of interest to be given to Council for at least 21 days after the advertisement is published.

These requirements are subject to the exceptions paragraph in this policy.

Records of tenders must be kept on file in the ECM Records system.

Purchases shall be made by purchase orders or certified progress certificates whichever is more efficient and effective relevant to the contract arrangement details such as contract term.

6.5 EXCEPTIONS

Regulation Chapter 6 Contracting, Part 3 Default contracting procedures at Division 3 (Sections 229-235) identifies exceptions for medium-sized and large-sized contracts. If one of the exceptions applies, Council may enter into:-

- (a) a medium-sized contract without first inviting written quotes; or
- (b) a large-sized contract without first inviting written tenders.

The exceptions are summarized as follows:

Section 230 – If quote or tender consideration plan prepared

Section 231 – For contractor on approved contractor list

Section 232 – Register of pre-qualified suppliers

Section 233 – For a preferred supplier arrangement[^]

Section 234 – For LGA arrangement^{*}

Section 235 – Other exceptions

- (a) resolution on sole supplier
- (b) specialized or confidential nature of services
- (c) genuine emergency exists
- (d) purchase of goods at auction
- (e) purchase of second-hand goods
- (f) an arrangement with a government agency.

[^] The **preferred supplier arrangement is recommended** as the most efficient and effective contractual arrangement for Council where

- goods or services are needed in large volumes or frequently; and
- better value for money is able to be obtained by accumulating demand for goods or services; and
- goods and services are able to be described in terms which would be well understood in the relevant industry

^{*} A range of **LGA arrangements** are put in place by LGAQ Ltd and Local Buy. When assessing the most effective and advantageous method of obtaining goods and/or services, Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of LGAQ Ltd and Local Buy arrangements.

6.6 VALUABLE NON-CURRENT ASSET CONTRACT – TENDERS OR AUCTION NEEDED

A valuable non-current asset contract is a contract for the **disposal of a valuable non-current asset**.

A valuable non-current asset is:-

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

The **apparent value** limits for disposal of valuable non-current assets set by Council in compliance with the Regulation are:-

- (a) for land - \$1;
- (b) for plant or equipment - \$5,000; and
- (c) for another type of non-current asset - \$10,000

Regulation Section 227 provides that Council cannot enter into a valuable non-current asset contract unless it first:-

- (a) invites written tenders for the contract under Regulation Section 228; or
- (b) offers the non-current asset for sale by auction*.

This requirement is subject to Regulation Section 236 Exceptions for valuable non-current asset contracts.

Disposal of a less than valuable Council asset or goods is to be authorized by the appropriate manager with advice from the disposing officer as follows

- 1) Seek evidence of the value of the disposal item such as recent sales of similar items, original purchase invoice discounted for age, advice from secondhand dealer or another appropriate method to establish a comparative or reserve disposal price;
- 2) Seek offers in an appropriate and cost-efficient and effective manner such as on-line auction*, local advertisement in a newspaper and/or advertisement on Council's website or another open and accountable method;
- 3) Disposal advertisements can include advice that Council may decide not to accept any of the offers it receives; and
- 4) Receipt, opening and assessment of offers are to be dealt with in a manner to achieve similar confidentiality to tenders.

Notwithstanding the above, assets or goods up to an estimated value of up to \$500 may be disposed of directly to a secondhand dealer.

* **Sale by online auction is a preferred Council method**, where feasible, taking into account listing requirements, delivery arrangements, etc.

6.7 PUBLISHING DETAILS OF PARTICULAR CONTRACTS

Regulation Section 237 requires that, Council must as soon as practicable after entering a **contract worth \$200,000 or more exclusive of GST –**

- (a) publish the relevant details of the contract on the Council's website; and

-
- (b) display the relevant details of the contract in a conspicuous place in the Council's public office for a period of at least 12 months.

Relevant details of a contract means:-

- (a) the person with whom the Council has entered into the contract;
- (b) the value of the contract;
- (c) the purpose of the contract.

6.8 DELEGATIONS

The Council delegates to the **Chief Executive Officer (CEO)**, in accordance with Act Section 257 Delegation of local government powers and Regulation Section 238 Entering into a contract under delegation, the power to make, amend or discharge a contract for the Council as follows and the CEO may delegate this power under Act Section 259 :-

- (1) The delegate may make, amend or discharge a contract (the *contractual action*) for the local government if—
 - (a) the local government's expenditure because of the contractual action has been provided for in the approved annual budget for—
 - (i) the financial year when the contractual action is taken; or
 - (ii) the financial year in which the delegation is made, if the expenditure is within the limits stated in the resolution making the delegation; or
 - (b) the contractual action has been taken because of genuine emergency or hardship.
- (2) The delegate may take the contractual action in the same way as an individual.
- (3) This section does not affect another law that requires—
 - (a) an approval, consent or permission to be obtained; or
 - (b) a procedure to be complied with for taking the contractual action.

Only Council officers listed in the **Financial Delegations Register** are entitled to authorise purchase orders, and then only in accordance with their financial delegation limits. By authorising a purchase order, all officers are confirming that they have taken full notice and will comply with all of the requirements of this policy.

6.9 SPECIALTY PURCHASING

Certain goods and services shall be purchased by officers with experience and expertise in that particular area. The use and type of certain goods and services may be subject to legislation and/or codes of practice or other external influences that have a bearing on the type of goods or services purchased.

There is a benefit to Council and its employees in having those officers responsible for sourcing and purchasing such goods and services.

The **Specialty Purchasing Register** lists the type of goods and services and the associated officers responsible for purchasing same.

6.10 GOODS OR SERVICES EXEMPT FROM ISSUE OF PURCHASE ORDER

Certain goods and services by their nature do not require a purchase order to be prepared to effect their payment. These goods and services require the preparation of a voucher only authorised by the appropriate officer with a sufficient financial delegation to authorise payment.

There is an efficiency benefit to Council and its employees in following this course of action.

The **Register of Goods and Services Exempt from Issue of Purchase Orders** identifies the type of goods and services pertaining to this section.

6.11 EFFECTIVE & EFFICIENT PURCHASING PROCESSES

Council officers will undertake purchasing activities in the most effective and efficient manner to minimise administrative costs associated with purchasing by:

- Seeking opportunities to streamline purchasing processes;
- Utilising technological advancements and electronic commerce applications, supported by appropriate controls aimed at reducing the administrative costs associated with purchasing;
- Adopting a clear and consistent approach to its purchasing activities including the use of standard documents and contracts;
- Seeking continuous improvement of purchasing practices by maintaining a program of training and professional development for staff.

7 LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

7.1 Adoption of Non Current Asset Accounting Policy

Document Information

Referring Letter No: N/A

File No: 1192

Name of Applicant: N/A

Location: N/A

Author and Title: Kathy Cortabitarte, Financial Accountant

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.

Background Information

Council manages approximately \$ 462 million in non-current assets which is a significant investment of council’s resources. How Council manages and financially accounts for these assets is important for Council’s future sustainability.

The Non-Current Asset Accounting Policy’s objective is to ensure compliance with the prescribed legislation and Australian Accounting Standards and to outline the accounting principles to be followed by Council.

The previous Non-Current Asset Accounting Policy was adopted by Council on 24 June 2014. This policy has been updated for minor changes to wording.

Under the Regulation, Council is required to prepare its general purpose financial statements in compliance with Australian Accounting Standards and to identify non-current assets and

work out their values using the prescribed accounting standards as stated in the legislation extracts below.

Chapter 5 Financial planning and accountability

Part 3 Financial accountability documents

Division 1 Financial accountability documents

Section 177 General purpose financial statement

A local government's general purpose financial statement must be prepared in compliance with the following documents (*each a **prescribed accounting standard***) published by the Australian Accounting Standards Board—

- (a) Australian Accounting Standards
- (b) Statements of Accounting Concepts;
- (c) Interpretations;
- (d) Framework for the Preparation and Presentation of Financial Statements.

Chapter 5 Financial planning and accountability

Part 10 Asset accounting

Section 206 Valuation of non-current physical assets

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

The Non-Current Asset Accounting Policy commencing 1 July 2014 is based on this legislation.

Link to Corporate/Operational Plan

Organisational Sustainability 5.3.4 Undertake regulatory responsibilities in accordance with state regulations..

Consultation

Nil

Legal Authority or Implications

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

Policy Implications

New policy based on previous policy with amendments to reflect current legislation and prescribed accounting standards and practice.

Financial and Resource Implications

Nil

Report prepared by:

Kathy Cortabitarte – Financial Accountant

Report authorised by:

Kim Olsen – Manager Financial and Administrative Services

Attachments

1. Non-Current Asset Accounting Policy



Burdekin Shire Council

Non-Current Asset Accounting Policy

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

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Non-Current Asset Accounting Policy

Commencement Date: 1 July 2014

Function: Financial Management

RESPONSIBILITIES

Policy Owner	Manager Financial Services
Policy Contact	Financial Accountant - Assets
Approval Authority	Council
Next Review Date	1 st March 2016

REVISION HISTORY

Rev	Status	Date	Approver / Meeting	Resolution / Document No.
1.0	Adopted	25/06/2013	Council – Ordinary Meeting	1267417
1.1	Draft	24/06/2014	Council – Ordinary Meeting	1358864

1 PURPOSE

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

2 SCOPE

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

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

3 OBJECTIVES

The objectives of this policy are to:

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

4 DEFINITIONS

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

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

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

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

Cost Approach is a valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost).

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

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

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

Economic Benefit is the potential to contribute, directly or indirectly, to the flow of cash or cash equivalents to the Council. It includes social, environmental and financial benefits to Council.

Expenditure Definitions

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

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

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

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

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

Fair Value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

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

Highest and Best Use – the use of a non-financial asset by market participants that would maximise the value of the asset or the group of assets within which the asset would be used.

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

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

Income Approach is a valuation technique that converts future amounts (eg cash flows or income and expenses) to a single current (ie discounted) amount. The fair value measurement is determined on the basis of the value indicated by current market expectations about those future amounts.

Inputs – The assumptions that market participants would use when pricing the asset, including assumptions about risk, such as the following:

The risk inherent in a particular valuation technique used to measure fair value; and
the risk inherent in the inputs to the valuation technique.

Inputs may be observable or unobservable.

Level 1 inputs – Quoted prices (unadjusted) in active markets for identical assets that the entity can access at the measurement date.

Level 2 inputs – Inputs other than quoted prices included in within Level 1 that are observable for the asset, either directly or indirectly.

Level 3 inputs – Unobservable inputs for the asset.

Market Approach is a valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (ie similar) assets or group of assets, such as a business.

Observable inputs – Inputs that are developed using market data, such as publicly available information about actual events or transactions, and that reflect the assumptions that market participants would use when pricing the asset.

Unobservable inputs – Inputs for which market data are not available and that are developed using the best information available about the assumptions that market participants would use when pricing the asset.

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

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

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

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

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

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

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

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

5 POLICY STATEMENT

5.1 Asset Classifications

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

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

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

5.2 Asset Recognition

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

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

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

5.3 Asset Recognition Thresholds

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

Non-current Asset Accounting Policy

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

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

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

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

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

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

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

Land under Roads

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

Land under roads acquired on or after 1 July 2008 must be recognised in accordance with *AASB116 Property Plant and Equipment*.

5.4 Contributed Assets

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

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

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

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

5.5 Not Previously Recognised Assets

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

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

5.6 Networked Assets

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

5.7 Asset Expenditure

It is imperative that costs are classified correctly as either:

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

Costs may be initial or subsequently incurred after initial purchase.

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

Examples include:

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

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

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

- General administration and other indirect overhead costs
- Training costs

Expenditure after Initial Purchase

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

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

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

Spare Parts

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

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

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

5.8 Asset Disposal

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

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

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

5.9 Assets withdrawn permanently from use and demolition/removal

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

Where an asset is demolished and a new asset is constructed in its place, the carrying amount of the old asset is derecognised in accordance with *AASB116 Property Plant & Equipment*.

The cost of demolition or removal of the old asset can be capitalised as site preparation costs of the new asset only if there is:

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

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

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

5.10 Register of Non-Current Assets

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

The asset register is to record as a minimum:

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

5.11 Complex Assets

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

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

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

A significant component is one that meets the following criteria:

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

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

Examples of complex assets and their potential significant components are:

- Roads – subgrade, pavement, seal, kerb and channelling, footpaths, roundabouts
- Buildings – substructure, superstructure, roof structure, roof sheeting, finishes (fit-out), fittings, services and external services

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

5.12 Depreciation

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

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

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

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

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

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

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

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

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

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

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

Re-Life Fully Depreciated Assets

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

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

5.13 Asset Reviews

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

5.14 Valuation of Assets

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

Subsequent to initial recognition, Council can determine to use the Cost Basis or Fair Value Basis for the valuation of non-current assets. Council adopts to apply the:

- Cost Basis for Plant and Equipment, Leasehold Improvements and Intangibles
- Land and improvements, buildings, transport (roads and bridges), water, sewerage, drainage and other assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 Property Plant & Equipment and AASB 13 Fair Value Measurement.

Valuation Method by Asset Class

Fair Value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

To calculate a fair value pursuant to AASB13, information must be obtained, and/or assumptions made, about a range of factors, including but not limited to:

- the characteristics eg. The condition and location of the asset;
- which market a sale of that asset would take place in;
- who would buy the asset and what they would take into account;
- what is the highest and best use for the asset; and
- which costs are to be taken into account

Council shall use a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

The valuation technique is used to estimate the price at which an orderly transaction to sell the asset would take place between market participants at the measurement date under current market conditions. The three commonly used valuation techniques are

- market approach, or
- income approach, or
- cost approach.

The fair value measurement assumes that the transactions are taking place in either the principal market or, in the absence of a principal market, the most advantageous market for the asset.

AASB 13 states that an entity's current use of an asset is presumed to be the highest and best use, unless market or other factors suggest that a different use would maximise the value of the asset.

Regardless of which valuation technique is used, the data inputs used for the calculation must be categorised into one of the three levels of the fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets or (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

Valuation inputs that are observable are more reliable than inputs that are unobservable, as often unobservable inputs are derived by an entity rather than reflecting market evidence. Unobservable inputs used must reflect the assumptions market participants would use when pricing the asset.

When there is observable data for similar assets available, that data is likely to represent the best indicator of the asset's fair value. For example some land and general non-specialised buildings may be valued using the market approach.

The majority of Council's assets are rarely traded and reliable comparisons with similar assets do not exist, therefore the cost approach will be the most appropriate method. Current Replacement cost (CRC) is the most common valuation technique under the cost approach.

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

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

Asset Class	Valuation Method
Land and Improvements	Fair Value - Market approach or cost approach where no market is readily available
Buildings	Fair Value - Market approach or cost approach where no market is readily available or if the building is of a specialised nature
Leasehold Improvement	At cost
Plant and Equipment	At cost
Other Assets	Fair Value - Cost Approach
Roads and Bridges	Fair Value - Cost Approach
Drainage	Fair Value - Cost Approach
Water	Fair Value - Cost Approach
Sewerage	Fair Value - Cost Approach
Intangible	At cost

Transfers between levels

From year to year, the Council must review the fair value levels assigned to its assets in light of changes in asset characteristics, changes in market conditions and/or valuation techniques (eg use of indices) and changes in the nature/quality and significance of data inputs used in determining fair value. Any resulting transfers (in or out) between levels of the fair value hierarchy shall be recognised at the end of the reporting period.

5.15 Revaluation of Assets

For all assets other than those valued at cost:

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

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

If there has been no material movement of fair value, indices/desktop updates as supplied by a qualified valuer/internal qualified staff may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the index used is robust, valid and appropriate to the asset class.

When reviewing the applicable indices Council staff may take into consideration not applying the index if it is less than a 5 percent variance (greater or lower) than the prior year. However, should Council decide not to apply an index in a financial year, when reviewing the fair value movements in the following financial year, the index will be calculated on a cumulative basis.

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

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

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

Revaluation and accumulated depreciation

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

Revaluation increments and decrements

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

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

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

Asset revaluation surplus – disposal of assets

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

5.16 Asset Impairment

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

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

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

5.17 Materiality

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

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

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

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

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

Non-current Asset Accounting Policy

For non-current assets an appropriate base may be:

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

6 LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

Australian Accounting Standards and Interpretations

8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Proposed Temporary Road Closure - Barratt Road

Document Information

Referring Letter No: 1424220

File No: 1373

Name of Applicant: A & K Darwen – Waterview Farming P/L

Location: Barratt Road, Mount Kelly

Author and Title: Matthew Ingle, Design Office Manager

Executive Summary

Request for Council's view on a temporary closure of part of Barratt Road, Mount Kelly

Recommendation

Council resolves to support the temporary closure of part of Barratt Road adjacent to lot 59 on SP126373

Background Information

A and K Darwen have again requested Council's view on the temporary closure of part of Barratt Road as shown below. The road is unformed in this section and not maintained by council. It appears that the road is fenced in with the property to the north owned by the applicants. Post closure the road would be used for grazing purposes.

This closure was considered by Council at its meeting on 26 May, 2015. The proposed closure has been adjusted to take into consideration Council's comments at that meeting. The road closure will allow a 50 metre frontage to the Austral Brick's property to remain. As this is a temporary closure the road is able to reopened if future need for it arises.

Link to Corporate/Operational Plan

N/A

Consultation

N/A

Legal Authority or Implications

N/A

Policy Implications

N/A

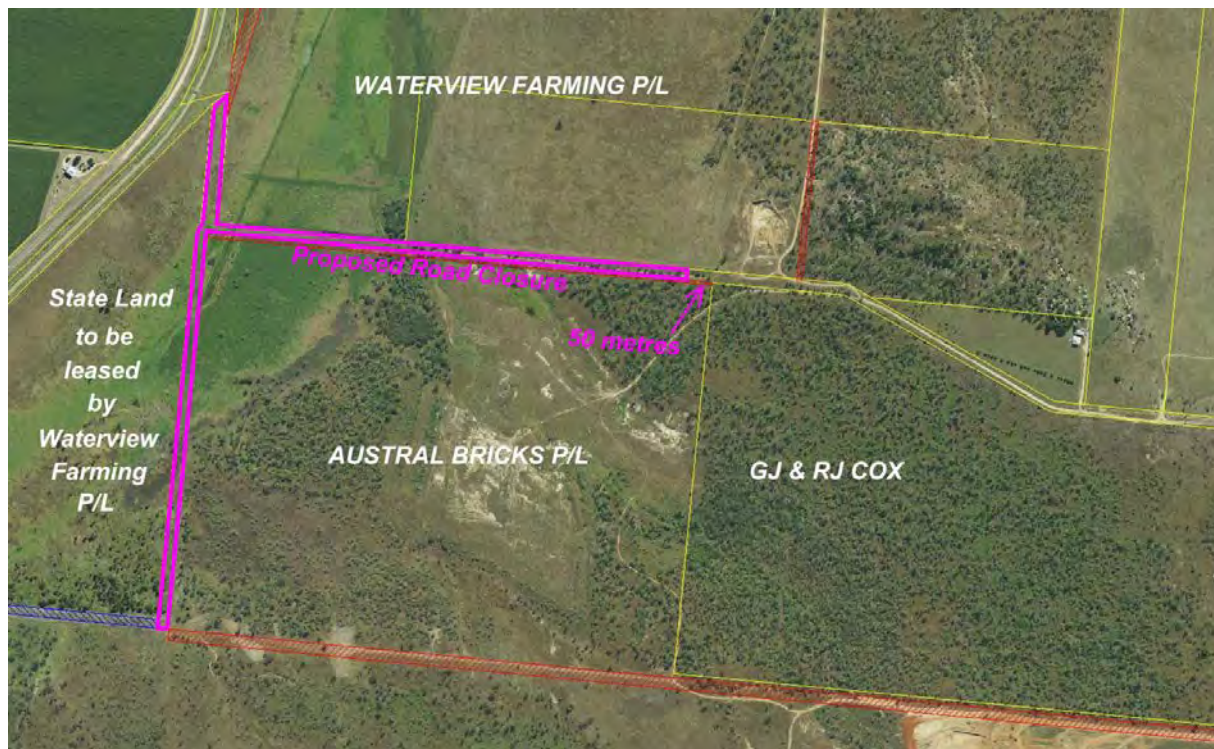
Financial and Resource Implications

N/A

Report prepared by:
Matthew Ingle

Report authorised by:
Matthew Ingle

Attachments



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10 PLANNING & DEVELOPMENT

10.1 Report to Adopt the Draft Charges Resolution to Comply with New Legislation and Statutory Guideline 03/14 - Local Government Infrastructure Plans

Document Information

Referring Letter No: N/A

File No: 544

Name of Applicant: N/A

Location: N/A

Author and Title: S Great – Manager Planning and Development

Executive Summary

The purpose of this report is to seek Council's endorsement of an Adopted Infrastructure Charges Resolution (AICR) in response to changes introduced by the Sustainable Planning (Infrastructure Charges) and Other Legislation Amendment Act 2014 (effective 1st July, 2015)

Recommendation

That Council resolves as follows:

- 1.To adopt the Burdekin Shire Council Adopted Infrastructure Charges Resolution as attached to this report made pursuant under the *Sustainable Planning Act 2009*;
- 2.That the resolution is to have effect on and from 30 June, 2015; and
- 3.That the adopted charges are to take effect from 1 July, 2015.

Background Information

Reforming the infrastructure charges framework has been a key priority for the Queensland Government in supporting its broader planning and development system reforms targeted at facilitating the state's economic growth. This continues the practice of local government funding the gap between what developers are required to pay towards new urban infrastructure and the real costs.

The charges resolution does not require public notification or State interest check, it is Council policy and requires Council resolution for implementation. The charges will apply to new and existing applications that have not been decided before the commencement date.

Currently Burdekin Shire Council has a Priority Infrastructure Plan (PIP) and Regulated Infrastructure Charges Schedule (RICS) as the mechanism for collecting infrastructure charges. Changes introduced by the Sustainable Planning (Infrastructure Charges) and Other Legislation Amendment Act 2014 (effective 1st July, 2015) mean that without an AICR all power will be lost to lawfully collect infrastructure charges.

The continuation of this process is the existing PIP having to be replaced by a Local Government Infrastructure Plan (LGIP). Until this has happened a PIP included within a planning scheme is considered to be an LGIP.

Conclusion

The adoption of the AICR will have little or no impact on Council's current operations and the ability to impose charges. The statutory requirement to adopt this resolution until a new LGIP is adopted is unavoidable. Given this, it is recommended that Council adopt the required Adopted Infrastructure Charges Resolution.

Link to Corporate/Operational Plan

This proposal is in line with: "Number 1 – Infrastructure" included as part of the Corporate Plan.

Consultation

The AICR has been developed with the assistance of the Development Assessment Team and consultants Integran.

Legal Authority or Implications

Comply with current legislation. (*Ref: Statutory Guideline 03/14 – Local Government Infrastructure Plans.*)

Policy Implications

N/A

Financial and Resource Implications

Council will lose the ability to collect infrastructure charges on development approvals if a resolution is not adopted prior to 30 June, 2015.

Report prepared by:

S Great – Manager Planning and Development

Report authorised by:

S Great – Manager Planning and Development

Attachments

Burdekin Shire Council Charges Resolution (No. 1) 2015

1.0 Introduction

1.1 This is a charges resolution ("resolution") made pursuant to the *Sustainable Planning Act 2009* ("SPA").

1.2 This resolution is structured as follows:

Section / Attachment #	Name	Function
1.0	Introduction	Background, legal authorisation and timing, applicable areas and types of development that trigger charges calculation, definitions of relevant terms
2.0	Adopted Charges	Refers to types of development that attract charges, and identifies the adopted charges.
3.0	Discounts	Identifies the discounts that will be taken into account in the calculation of a levied charge.
4.0	Calculation of the Levied Charge	Identifies the method by which the levied charge will be calculated.
5.0	Payment Triggers	Identifies when a levied charge is to be paid.
6.0	Automatic Increase Provision for Levied Charges	Identifies how a levied charge is to be increased to the date it is paid.
7.0	Conversion Applications	Identifies Council's requirements for making a conversion application and the process of assessing and deciding the conversion application.
8.0	Offsets and Refunds for Trunk Infrastructure	Identifies method for determining the establishment cost of trunk infrastructure, the process for reconciling an offset or refund, and the timing of refunds.
9.0	Plans for Trunk Infrastructure	Refers to the plans for trunk infrastructure contained in the Planning Scheme.
10.0	Desired Standard of Service	Refers to the desired standard of service to which trunk infrastructure shall be constructed.
11.0	Schedule of Unit Rates	Identifies the unit rates for trunk infrastructure items used to determine the planned establishment cost of trunk infrastructure.
Tables	Tables 1.1, 2.1, 2.2 and 3.1	For reference purposes when making charge calculations
Attachment 1	Methodology for Determining the Final Contract Value for Trunk Infrastructure Works	Outlines the default methodology for determining the establishment cost of trunk infrastructure costs and the value of offsets and refunds.

-
- 1.3 This resolution applies to the Burdekin Shire Council area.
- 1.4 This resolution seeks to implement the requirements of the *Sustainable Planning Act 2009*, State Planning Regulatory Provision (adopted charges) (the “**SPRP**”) and Statutory Guideline 03/14 – Local Government Infrastructure Plans, and has effect on and from 1st July, 2015.

It is advised that this Charges Resolution (CR):

- (a) does not retrospectively apply to previous approvals, even if they have not yet paid charges. It only applies to decisions made after CR No. 1 comes into effect;
- (b) will be applied to development applications not yet entered Decision Stage (prior to CR No. 1 coming into effect), irrespective of when the application was lodged;
- (c) can be applied to a request for a ‘permissible change’ to a development approval made under section 369 of SPA; and
- (d) can be applied to a request to extend the relevant period made under section 383 of SPA (currency period extensions).

Refer to section 626 of SPA for details and limitations on Council’s ability to give applicants infrastructure charges notices for change approvals and extension approvals.

- 1.5 This resolution adopts a charge for particular development that is equal to or less than the maximum adopted charge specified within the SPRP. **Table 1.1** herein identifies the relationship between existing Burdekin Shire Planning Scheme use types and the classes of development to which the adopted infrastructure charges apply. This table is required in order to align the different land-use charge categories applied under the SPRP with those of the Burdekin Shire Planning Scheme.
- 1.6 The Burdekin Shire Planning Scheme includes a Priority Infrastructure Area (PIA) that identifies the areas which are prioritised to accommodate urban growth for the next 10 to 15 years to ensure the efficient delivery of infrastructure. Areas outside of the PIA contain development use rights but the provision of trunk infrastructure by the local government to support urban growth outside the PIA is generally not supported by immediate or medium term funding within capital works programs. Infrastructure may be planned outside of the PIA to demonstrate the preferred servicing arrangements; however Council may impose a condition requiring the payment of additional trunk infrastructure costs for premises completely or partly outside the PIA – refer to sections 650 – 653 of SPA.
- 1.7 The issuing of an infrastructure charges notice may be triggered by assessable development or development requiring compliance assessment. The types of development that may trigger the issuing of an infrastructure charges notice are:
- (a) reconfiguring of a lot;
 - (b) material change of use; and
 - (c) carrying out building work.
- 1.8 In this resolution the expression “development application” includes a request for compliance assessment and the expression “development approval” includes a compliance permit.

1.9 Interpretation

In this resolution:

adopted charge means the charge set by this resolution to be applied for the purpose of calculating a levied charge as stated in section 2.0

bedroom means an area of a building or structure which:

- (a) is used, designed or intended for use for sleeping but excludes a lounge room, dining room, living room, kitchen, water closet, bathroom, laundry, garage or plant room; or
- (b) a space that can be readily closed off for sleeping such as a den, study, loft, media or home entertainment room, library, family or rumpus room or other similar space.

discount means the assessed demand for an existing or past lawful use right prior to the development application to be applied within the calculation of a levied charge which acknowledges the existing usage of the trunk infrastructure networks by the premises and reduces the charges accordingly as stated in section 3.0 (Discounts).

Dwelling means a residential use of premises for one household that contains a single dwelling.

Gross floor area (GFA), for a building, means the total floor area of all storeys of the building, including any mezzanines, (measured from the outside of the external walls and the centre of any common walls of the building), other than areas used for—

- (a) building services; or
- (b) a ground floor public lobby; or
- (c) a public mall in a shopping complex; or
- (d) parking, loading or manoeuvring of vehicles; or
- (e) balconies, whether roofed or not.

impervious area means the area of the premises that is impervious to rainfall or overland flow that results in the discharge of stormwater from the premises.

lawful use see schedule 3 (Dictionary) of the *Sustainable Planning Act 2009*.

levied charge means the charge levied on an applicant through an infrastructure charge notice in accordance with section 635 of SPA, worked out by applying the provisions of this Charges Resolution.

maximum adopted charge see schedule 3 (Dictionary) of the *Sustainable Planning Act 2009*.

planning scheme means the Planning Scheme for Burdekin Shire Council.

producer price index (PPI) means the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge Construction index for Queensland published by the Australian Bureau of Statistics.

3-yearly PPI index average is defined in section 631 of the *Sustainable Planning Act 2009* and means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters.

A term defined in the *Sustainable Planning Act 2009* which is used in the resolution has the meaning given in the *Sustainable Planning Act 2009*.

If a term is not defined in the resolution or the *Sustainable Planning Act 2009* the term is to, subject to section 14A (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954*, have the meaning assigned to it by the edition of the Macquarie Dictionary that is current at the date the resolution takes effect.¹

Table 1.1 – Planning Scheme Use Types to which the *adopted charges* apply

Column 1 Adopted infrastructure charge category	Column 2 Planning Scheme Uses
Residential	Caretaker's Residence Dual Occupancy Duplex Unit Dwelling House Multiple Unit Development Relative's Apartment
Accommodation (short-term)	Accommodation Building (short-term) Bed and Breakfast Caravan Park (temporary accommodation) Motel (accommodation component) Host farm (accommodation component) Rural Worker's Camp Tourist Accommodation
Accommodation (long-term)	Accommodation Building (long-term) Caravan Park (permanent accommodation) Educational Establishment (accommodation component) Retirement Village
Places of assembly	Community Facilities Funeral Premises Place of Worship Sport, Recreation and Entertainment: - Clubs - Community Youth groups - Scouting, guides or rovers Tourist Facilities
Commercial (bulk goods)	Produce Store Vehicle and Machinery Sales
Commercial (retail)	Fast Food Store Restaurant Service Station Service Trades Shop Shopping Centre
Commercial (office)	Commercial Premises Estate and Agency Office Office
Education facility	Child Care Centre Educational Establishment Institution

¹ Section 14A(1) (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954* provides that in the interpretation of a provision of the Act the interpretation that will best achieve the purpose of the Act is to be preferred to any other interpretation.

Column 1 Adopted infrastructure charge category	Column 2 Planning Scheme Uses
Entertainment	Licensed Premises Sport, Recreation and Entertainment: <ul style="list-style-type: none"> - Cinema - Theatre
Indoor sport and recreational facility	Sport, Recreation and Entertainment: <ul style="list-style-type: none"> - Sports centre - Gymnasium - Snooker and pool centre - Amusement centre
Industry	Bulk Store General Industry Light Industry Road and Machinery Transport Depot Rural Industry Storage Depot Vehicle Repair Station
High impact industry	Noxious, Offensive or Hazardous Industry Fuel Depot
Low impact rural	Agriculture Forestry Rural Activity Stock Sales Yard
High impact rural	Aquaculture Intensive Agriculture Intensive Animal Husbandry Stables
Essential services	Hospital Institution Local Surgery Medical Centre Public Purpose Veterinary Hospital
Specialised uses	Concrete Batching Plant Extractive Industry Kennels Landing Place Marina Off Street Car Park
Minor uses	Home Occupation Park Roadside Stall Telecommunications Facility

2.0 Adopted Charge

2.1 The adopted charge for a *material change of use* or *building work* for:

- (a) Residential development, is stated in **Table 2.1**;
- (b) Non-residential development (other than a specialised use), is stated in **Table 2.2** which comprises the following:
 - (i) the total adopted charge as stated in the column '*Local government adopted charges excluding stormwater*'; and
 - (ii) the adopted charge for stormwater as stated in the column '*Stormwater (\$ per impervious m²)*'.

2.2 The adopted charge for *reconfiguring a lot* for residential and non-residential development, is the adopted charge per Allotment as stated in **Table 2.3**.

2.3 *Specialised Uses*: Upon receiving a development application for an undefined use, Council will determine the most appropriate equivalent use charging category from **Table 1.1** to apply to the development in order to determine the adopted charge in accordance with **Tables 2.1 to 2.2**.

Table 2.1 – Adopted Infrastructure Charges – Adopted charge for a Material Change of Use or Building Work for Residential development

Development for which an adopted infrastructure charge may apply	Maximum adopted charges	Adopted infrastructure charges per dwelling unit(\$)					
		Local Government adopted charges	Proportional split of adopted charge per network				
			Water Supply	Sewerage	Transport	Community Facilities & Parks	Stormwater
Residential (1 or 2 bedroom dwelling)	\$20,000 per dwelling	\$7,000 per dwelling	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
Residential (3 or more bedroom dwelling)	\$28,000 per dwelling	\$10,000 per dwelling	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Accommodation (Short Term)	\$10,000 per suite (with 1 or 2 bedrooms)	\$3,500 per suite (with 1 or 2 bedrooms)	\$700	\$700	\$700	\$700	\$700
	\$14,000 per suite (with 3 or more bedrooms)	\$5,000 per suite (with 3 or more bedrooms)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	\$10,000 per bedroom (that is not within a suite)	\$3,500 per bedroom (that is not within a suite)	\$700	\$700	\$700	\$700	\$700
Accommodation (Short Term): Caravan Park	\$10,000 per 1 or 2 tent/caravan sites (for a tent or caravan site) and per 1 or 2 bedroom cabin (for a cabin)	\$3,500 per 1 or 2 tent/caravan sites (for a tent or caravan site) and per 1 or 2 bedroom cabin (for a cabin)	\$700	\$700	\$700	\$700	\$700
	\$14,000 per 3 tent/caravan sites (for a tent or caravan site) and per 3 bedroom cabin (for a cabin)	\$5,000 per 3 tent/caravan sites (for a tent or caravan site) and per 3 bedroom cabin (for a cabin)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Accommodation (Long Term)	\$20,000 per suite (with 1 or 2 bedrooms)	\$7,000 per suite (with 1 or 2 bedrooms)	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
	\$28,000 per suite (with 3 or more bedrooms)	\$10,000 per suite (with 3 or more bedrooms)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
	\$20,000 per bedroom (that is not within a suite)	\$7,000 per bedroom (that is not within a suite)	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400

Development for which an adopted infrastructure charge may apply	Maximum adopted charges	Adopted infrastructure charges per dwelling unit(\$)				
		Local Government	Proportional split of adopted charge per network			
Accommodation (Long Term): Caravan Park	\$10,000 per 1 or 2 tent/caravan sites (for a tent or caravan site) and per 1 or 2 bedroom cabin (for a cabin)	\$3,500 per 1 or 2 tent/caravan sites (for a tent or caravan site) and per 1 or 2 bedroom cabin (for a cabin)	\$700	\$700	\$700	\$700
	\$14,000 per 3 tent/caravan sites (for a tent or caravan site) and per 3 bedroom cabin (for a cabin)	\$5,000 per 3 tent/caravan sites (for a tent or caravan site) and per 3 bedroom cabin (for a cabin)	\$1,000	\$1,000	\$1,000	\$1,000

Table 2.2 – Adopted Infrastructure Charges – Adopted charge for a Material Change of Use or Building Work for Non-residential development

Development for which an adopted infrastructure charge may apply	Maximum adopted charges		Adopted infrastructure charges				
	Maximum adopted charges (\$ per m ² GFA)	Maximum adopted charges for stormwater network (\$ per impervious m ²)	Local Government infrastructure charges (excluding stormwater) (\$ per m ² GFA)	Proportional split of adopted charge per network			
				Water Supply	Sewerage	Transport	Community Facilities & Parks
				33.3%	33.3%	33.3%	0.0%
Places of Assembly	\$70	\$10	\$55	\$18	\$18	\$19	\$0
Commercial (Bulk Goods)	\$140	\$10	\$55	\$18	\$18	\$19	\$0
Commercial (Retail)	\$180	\$10	\$55	\$18	\$18	\$19	\$0
Commercial (Office)	\$140	\$10	\$55	\$18	\$18	\$19	\$0
Education Facility	\$140	\$10	\$55	\$18	\$18	\$19	\$0
Entertainment	\$200	\$10	\$55	\$18	\$18	\$19	\$0
Indoor Sport and Recreational Facility	\$20 per m ² of court area	\$10	\$5 per m² of court area	\$1.67	\$1.67	\$1.66	\$0
	\$200 per m ² of GFA	\$10	\$55 per m² of GFA	\$18	\$18	\$19	\$0
Industry	\$50	\$10	\$50	\$17	\$17	\$16	\$0
High Impact Industry	\$70	\$10	\$55	\$18	\$18	\$19	\$0

Development for which an adopted infrastructure charge may apply	Maximum adopted charges		Adopted infrastructure charges					
	Maximum adopted charges (\$ per m ² GFA)	Maximum adopted charges for stormwater network (\$ per impervious)	Local Government infrastructure charges (excluding stormwater) (\$ per m ² GFA)	Proportional split of adopted charge per network				Stormwater (\$ per impervious m ²)
				Water Supply	Sewerage	Transport	Community Facilities & Parks	
Low Impact Rural	Nil	Nil	Nil					Nil
High Impact Rural	\$20	Nil	\$20	\$7	\$7	\$6	\$0	Nil
Essential Services	\$140	\$10	\$55	\$18	\$18	\$19	\$0	\$10
Minor Uses	Nil	Nil	Nil					Nil
Specialised Uses	Use and demand determined by the local government at time of assessment							

Table 2.3 – Adopted Infrastructure Charges – Adopted charge for Reconfiguring a Lot

Development for which an adopted infrastructure charge may apply	Adopted infrastructure charges (\$ per Allotment)					
	Total Local Government infrastructure charges	Water Supply	Sewerage	Transport	Community Facilities & Parks	Stormwater
Residential	\$10,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Non residential	\$10,000	\$2,500	\$2,500	\$2,500	\$0	\$2,500

3.0 Discount

- 3.1 In accordance with s636 of SPA, a levied charge may be only for additional demand placed upon trunk infrastructure that will be generated by the development. Council has set out the discounts that will be taken into account for the calculation of the levied charge on the premises over which the application is made, based on the higher value of:
- (a) Where a levied charge has been paid for the development of the premises, the levied charge paid; or
 - (b) Where the premises is subject to an existing lawful use for which evidence can be provided, the adopted charge for the existing lawful use of the premises; or
 - (c) Where the premises contained a previous lawful use that is no longer taking place, and where evidence can be provided of the previous lawful use, the adopted charge based on the previous lawful use of the premises; or
 - (d) Where vacant serviced land exists or where no lawful use has been constructed on the premises, the amount of \$10,000 for each of the lots to which the development relates.
 - (e) Where an infrastructure contribution was provided for the development of the premises under previous infrastructure charging policies, the charge paid at the time of payment subject to indexation² and evidence of payment made.
- 3.2 Discounts in Section 3.1(b) – (c) will be calculated in the same manner in which the relevant demand and charge is calculated under Section 4.0. To avoid doubt, Council is only charging for the additional demand caused by the proposed development. Discounts will not be provided for networks that do not currently service the site.
- 3.3 A discount calculated under Section 3.1 and Section 3.2 will not be higher than the levied charge. To avoid doubt, surplus discounts, if any, will not be refunded.
- 3.4 Despite Section 3.3, Council may in its absolute discretion, enter into an infrastructure agreement to attach any surplus discounts to the land and these discounts may be offset against any future levied charge.
- 3.5 Any discount calculated in accordance with Section 3.1 - 3.4 is to be allocated to the trunk infrastructure network to which the discount was accrued, unless otherwise determined under a separate infrastructure agreement between Council and the applicant.

²To be calculated by indexing the infrastructure contributions previously paid based on the difference between the Producer Price Index (PPI) applicable at the time the infrastructure contribution was paid, and the PPI Index applicable at the time this resolution took effect, adjusted by reference to the 3-yearly PPI Index average.

4.0 Calculation of the levied charge

- 4.1 The following steps identify the process to calculate the levied charge for a development application:

Step 1 Determine the relevant adopted infrastructure charges category based on the translation of the planning scheme use type in Table 1.1 that is applicable to the proposed development.

Step 2 Determine the development demand unit (e.g m² GFA) and associated charge rate (i.e \$/demand unit) that may be levied for the proposed development as stated in Section 2.0:

- for *Material Change of Use or Building Work* - refer to **Tables 2.1 and 2.2**.
- for *Reconfiguring a Lot* - refer to **Table 2.3**

Should the area within which the site is located not be serviced, or is not planned to be serviced, by Council trunk sewerage and water networks then such separate components of the charge shall be deducted from the total adopted charge payable

Step 3 Determine any existing discount amount for each trunk infrastructure network currently servicing the premises as stated in Section 3.0.

Step 4 Calculate the levied charge by subtracting the applicable discount amount from the adopted charge amount for each trunk infrastructure network (in monetary values).

- 4.2 A development proposal that includes more than one use (mixed use development) may involve uses or development with different assessable demands under **Tables 2.1 to 2.2**. The following rules will apply to the calculation of the demand and associated charge for a mixed use development:

- (a) if more than one use is proposed to occur in any given area the subject of the approval, the levied charge will be the sum of the individual charge for each use calculated in accordance with **Section 4.1**;
- (b) if an approved development includes an area which is common to two or more uses identified in **Tables 2.1 and 2.2**, the assessable demand for the common area will be based on the use or development with the highest charge amount.

- 4.3 If an adopted charge is intended to be levied pursuant to a building works approval and the building may be used for more than one use under **Tables 2.1 and 2.2**, the levied charge will be the sum of the individual charge for each use calculated in accordance with **Section 4.1**.

5.0 Payment Triggers

This section states when a levied infrastructure charge is to be paid.

5.1 A levied charge is payable at the following time:

- (a) if the charge applies to reconfiguring a lot that is assessable development or development requiring compliance assessment – when the local government approves the plan of subdivision for the reconfiguration;
- (b) if the charge applies to a material change of use – when the change of use happens;
- (c) if the charge applies to building work that is assessable development or development requiring compliance assessment – when the final inspection certificate (for a single detached class 1a building or a class 10 building or structure) or certificate of classification (for a building or structure of another class) for the building work is given.
- (d) if paragraphs (a), (b) and (c) do not apply, on the day stated in the infrastructure charges notice or negotiated infrastructure charges notice under which the charge was levied.
- (e) As otherwise specified in a written agreement between Council and the applicant including whether it may be paid by instalments.

6.0 Automatic increase provision for levied charges

- 6.1 An infrastructure charge levied by Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and the PPI Index applicable at the time of payment of the levied charge³, adjusted by reference to the 3-yearly PPI Index average⁴.
- 6.2 If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.
- 6.3 The sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

³ To be clear, the charge to be paid is the greater of the charge as levied by Council and the levied charge indexed using the Producer Price Index (adjusted by reference to the 3-yearly PPI Index Average) for the period starting on the day the charge is levied and ending on the day the charge is paid.

⁴ 3-yearly PPI index average is defined in section 631 of the *Sustainable Planning Act 2009* and means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

7.0 Conversion applications

7.1 Purpose

7.1.1 This section applies where:

- a) A condition of a development approval under section 655 of SPA requires non-trunk infrastructure to be provided; and
- b) The construction of the non-trunk infrastructure has not started; and
- c) The applicant for the development approval is seeking to apply to Council to convert the non-trunk infrastructure to trunk infrastructure (a conversion application).

7.1.2 Council's requirements for making an application and the process of assessing and deciding the conversion application is identified below.

7.2 Process for making a conversion application

7.2.1 A conversion application must:

- a) be in writing;
- b) be accompanied by the completed Council prescribed form for conversion applications (if applicable);
- c) relate to non-trunk infrastructure conditioned under section 655 of SPA;
- d) be lodged with Council before construction of the relevant non-trunk infrastructure commences;
- e) be accompanied by supporting information including:
 - (i) Details of the relevant development approval including application number, property address and real property description;
 - (ii) The applicant's contact details;
 - (iii) The relevant condition(s) for non-trunk infrastructure imposed under section 655 of SPA to which the conversion application relates;
 - (iv) A written statement that construction of the infrastructure had not commenced prior to the making of the conversion application;
 - (v) A description of the circumstances giving rise to the conversion application including supporting commentary and rationale that addresses Council's trunk infrastructure criteria;
 - (vi) Other relevant supporting information where available including:
 - Engineering estimates of works;
 - Preliminary design plans;
 - Network servicing analysis;
 - Details of special considerations (e.g. geographical context).

7.3 Assessing and deciding a conversion application

7.3.1 The process of assessing and deciding a conversion application is as follows:

- a) Council will assess the application having regard to its trunk infrastructure criteria (outlined below);
- b) Council must consider and decide the application within the required period being 30 business days after:
 - (i) Generally – the making of the application; or
 - (ii) If an information requirement is made – the requirement is complied with.
- c) Before making its decision, Council may give notice to the applicant requiring additional information for making the decision.

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- d) The notice must detail:
 - (i) The information required;
 - (ii) A period of at least 10 business days for giving the information;
 - (iii) That the application will lapse if the applicant does not comply with the notice within the specified period, or any later period as agreed between Council and the applicant within the specified period.
 - e) Council must, as soon as practicable after deciding the conversion application, give the applicant notice of its decision.
 - f) If the decision is to convert the non-trunk infrastructure to trunk infrastructure, the notice must state whether an offset or refund applies and if so, the details of an offset or refund.
 - g) If the decision is to not convert the non-trunk infrastructure to trunk infrastructure, the notice must be an information notice that states:
 - (i) The decision and the reasons for it;
 - (ii) That its recipient may appeal against the decision; and
 - (iii) How the recipient may appeal.

7.4 Effect of conversion

- 7.4.1 If Council's decision is to convert the non-trunk infrastructure to trunk infrastructure:
 - a) the condition of the relevant development approval requiring non-trunk infrastructure to be provided no longer has effect;
 - b) Council may, within 20 business days after making the decision, amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure; and
 - c) if the necessary infrastructure condition is imposed, Council will, within 10 business days after imposing the condition, give an infrastructure charges notice or amend, by notice to the applicant, any existing infrastructure charges notice for the development approval for the purposes of determining offset or refund requirements.

7.5 Trunk infrastructure criteria

- 7.5.1 The identified trunk infrastructure criteria for deciding whether or not to convert non-trunk infrastructure to trunk infrastructure are the following:
 - 1. The infrastructure is consistent with Council's Desired Standards of Service (DSS) located in Part 7, Division 5 of the Planning Scheme; and
 - 2. The infrastructure is identified in Council's plans for trunk infrastructure located in Part 7, Division 6 of the Planning Scheme, but is required in a different geographical location; or
 - 3. The infrastructure is consistent with Council's definitions of trunk infrastructure identified in Part 7, Division 6 of the Planning Scheme; or
 - 4. For infrastructure that is not consistent with Council's definitions of trunk infrastructure, the infrastructure is consistent with all of the following **trunk infrastructure principles**:
 - a) Facilitates development of other premises by enabling increased development or overcoming deficiencies in service through its provision; and

-
- b) Reduces or eliminates unnecessary and interim staged infrastructure; and
 - c) Is shared between multiple development sites or provides a critical shared link between multiple development sites and the defined and mapped trunk network; and
 - d) Would have been identified as 'trunk' infrastructure had the ultimate demand and development pattern been known in more detail at the time of developing the infrastructure plan; and
 - e) The type, size and location of the infrastructure is the *most cost effective option* for servicing multiple users in the area. The most effective option means the least cost option based upon the life cycle cost of the infrastructure required to service existing and future development in the area at the desired standards of service.

8.0 Offsets and Refunds for Trunk Infrastructure

8.1 Application of an offset and refund

8.1.1 Unless otherwise provided for in an infrastructure agreement, this section applies where:

- a) a development application has been conditioned to provide necessary trunk infrastructure; or
- b) non-trunk infrastructure has been converted to trunk infrastructure through a conversion application; and
- c) an adopted charge applies to the development.

8.1.2 Where the establishment cost for the trunk infrastructure is equal to or less than the levied charge, the cost will be offset against the levied charges (an **offset**).

8.1.3 Where the establishment cost for the trunk infrastructure is more than the levied charge and the trunk infrastructure has been provided:

- a) there is no amount payable for the development approval; and
- b) Council will provide a refund to the applicant for the difference between the establishment cost of the trunk infrastructure and the levied charge (a **refund**), in accordance with the provisions of this charges resolution.

8.1.4 The value, timing and reconciliation of payments may also be managed by an infrastructure agreement which may further specify or alter the provisions in this resolution including for staged development.

8.2 Determining the establishment cost of trunk infrastructure

8.2.1 The Infrastructure Charges Notice for a development approval may specify an establishment cost for trunk infrastructure that is the subject of a necessary trunk infrastructure condition.

8.2.2 The establishment cost in the Infrastructure Charges Notice is an indicative preliminary establishment cost only based on Council's best estimate at the time of issuing the Infrastructure Charges Notice based on the plans for trunk infrastructure, Council's unit rates, or other known project cost estimates; however it will not be used as the basis for determining the value of an offset or refund unless agreed to under clause 8.2.6.

8.2.3 The establishment cost for trunk infrastructure works will be recalculated following detailed design and quantification of trunk infrastructure requirements to determine the Final Contract Value, in accordance with the processes outlined in **Attachment 1**.

8.2.4 The establishment cost for trunk infrastructure that is land will be recalculated following confirmation of the land area to be dedicated based on the undeveloped, Englobo value of the land, which has nominally been set at \$15 per square metre as at June 2014. The land value is to be indexed in line with the 3-yearly PPI Index Average, from the June 2014 to the date the levied charge becomes payable.

8.2.5 A final determination of whether a refund applies can only be made upon confirmation of the Final Contract Value and/or Land Value (as applicable).

8.2.6 Despite Clauses 8.2.3 to 8.2.5 Council, at its absolute discretion, may agree with the applicant to use the establishment cost specified in the Infrastructure Charges Notice as the basis for determining the value of an offset or refund (***Agreed Value***).

8.3 Reconciliation of an offset or refund

8.3.1 An applicant entitled to an offset or refund for the trunk infrastructure contribution is to give to Council a notice in the prescribed form which states:

- a) The date the fully completed trunk infrastructure was accepted 'On Maintenance'; or
- b) The date Council accepted an Uncompleted Works Deed for uncompleted works.

8.3.2 Council will as soon as reasonably practicable after receiving a notice under section 8.3.1 confirm if the establishment cost is:

- a) For an offset, less than the levied charge; or
- b) For a refund, greater than the levied charge.

8.3.3 For the purposes of determining if an offset or refund applies, the levied charge is to be indexed from the date it was levied to date that the establishment cost was determined by Council, using the 3-yearly PPI Index average.

8.3.4 If an offset applies, Council is to set off the establishment cost against the levied charge when the levied charge stated in the infrastructure charges notice is payable.

8.3.5 If a refund applies, Council is to:

- a) determine the value of the refund by subtracting the levied charge⁵ from the establishment cost; and
- b) give the refund to the applicant.

8.3.6 Council has adopted a policy position in relation to the form of the refund to be given to the applicant. Council's policy position is that the refund will be provided as either an:

- a) Infrastructure demand credit, in the first instance and where agreed to with the applicant; or
- b) Cash payment refund.

8.4 Infrastructure demand credits

8.4.1 In the first instance, Council will seek to provide a refund in the form of an Infrastructure demand credit through written agreement with the applicant. The following methods for assigning the demand credits will be applied in order of preference:

- a) Where future stages are to be developed under the approval and the future stages will be subject to a levied charge; the refund is to be held as a demand credit on the land that is the subject of the future stages of development;
- b) Where (a) does not apply, and the applicant or related entities of the applicant hold development approvals over other land in the Local

⁵ Indexed from the date it was levied to date that the establishment cost of the trunk infrastructure was confirmed by Council using the 3-yearly PPI Index average.

Government Area that will be subject to a levied charge, the refund is to be held as a credit against the parcels of land the subject of the development approval(s);

- c) Where (a) or (b) do not apply and the applicant or related entities of the applicant:
- (i) have development applications currently being assessed by Council in the Local Government Area that, if approved, would be subject to a levied charge; and
 - (ii) is the current owner of the land;

the refund is to be held as a credit against the land that is the subject of the development applications upon the application(s) being approved.

8.4.2 Demand credits are determined by dividing the monetary value of the refund by the total adopted charge rate for a 3-bedroom dwelling (for applicable networks only) in the charge area in which the demand credits are to be assigned. The value of one demand credit is the total adopted charge (for applicable networks) for a 3-bedroom dwelling in the charge area in which the credit is assigned.

Example:

- A refund of \$100,000 has been calculated for an approved development in Ayr.
- The refund is to be held on the land to be used in future stages of the same development.
- The adopted charge for a 3-bedroom dwelling is \$10,000 (for all networks).
- The demand credit is ten (10) 3-bedroom dwellings (\$100,000 / \$10,000).

8.4.3 Claiming Demand Credit – The demand credits calculated in 8.4.2 are to be multiplied by the current adopted charge rate for a 3-bedroom dwelling in the charge area in which the demand credit was assigned. This amount can be used to reduce the amount of the levied charge that is payable for other development that is subject to the agreement.

8.5 Timing of refund

8.5.1 Where infrastructure demand credits do not apply, a cash payment refund will be paid in accordance with the following payment triggers:

- a) for a refund which is an amount that is \$150,000 or less – the refund may be given by 30 June in the financial year following the date the trunk infrastructure contribution was completed;
- b) for a refund which is an amount that is more than \$150,000 but not more than \$300,000 – the refund may be given in installments by 30 June of each financial year for up to 3 years following the date the trunk infrastructure contribution was completed;
- c) for a refund which is more than \$300,000 – the refund may be given in installments by 30 June of each financial year for up to 5 years following the date the trunk infrastructure contribution was completed.

8.5.2 Where the refund or part of the refund is not given in the same financial year that it was calculated, the refund or part of the refund provided in the subsequent financial

year(s) is to be indexed to the time that it is refunded in accordance with the 3-yearly PPI Index average.

8.6 Infrastructure Agreements

8.6.1 Council, at its absolute discretion, may enter into an Infrastructure Agreement where alternatives to the above processes are being sought by an applicant or to address other matters including (but not limited to):

- the method for determining the establishment cost of trunk infrastructure;
- the required charges or trunk infrastructure to be contributed for each component or hierarchy of the network;
- the timing of payment of levied charges;
- the nature and timing of offsets and refunds;
- the nature of any security to be lodged and the details of the use and release of such security;
- details of the trunk infrastructure to be provided and the provision program;
- details of the responsible entity for the funding, design and construction of the trunk infrastructure including land acquisition (if applicable);
- Limited novation, assignment and rescission provisions to allow an alternate party to construct the same trunk infrastructure detailed in the agreement;
- Provisions for unforeseen delays and redundancy provisions where a development approval and trunk infrastructure construction activities are held in abeyance;
- Any other details considered appropriate by the Council.

8.6.2 All infrastructure agreements are to be prepared at no cost to Council.

9.0 Plans for Trunk Infrastructure

9.1 Part 7, Division 6 of the Planning Scheme identifies the existing and proposed trunk infrastructure for the following networks:

- a) Water supply;
- b) Sewerage;
- c) Transport;
- d) Stormwater
- e) Public parks and land for community facilities.

10.0 Desired Standard of Service

10.1 Part 7, Division 5 of the Planning Scheme identifies the desired standards of service (DSS) for the following networks:

- a) Water supply;
- b) Sewerage;
- c) Transport;
- d) Stormwater
- e) Public parks and land for community facilities.

10.2 The DSS details the standards that comprise an infrastructure network most suitable for the local context.

10.3 The DSS is supported by the more detailed network design standards included in planning scheme policies and other adopted standards.

10.4 The Local Government aims to deliver the DSS for trunk infrastructure, however an entity does not have the right to expect or demand the standard⁶.

⁶ In accordance section 78 (2) of SPA.

11.0 Schedule of infrastructure unit rates

11.1 The following tables identify the infrastructure unit rates for the following networks:

- (i) water supply;
- (ii) sewerage;
- (iii) transport.

Water Supply

Water Supply Mains

Material	Diameter (mm)	Water Main Unit Rate* (\$/m June 2014)
PVC	100	\$87.64
PVC	150	\$108.79
PVC	200	\$130.94
DICL	150	\$141.54
DICL	200	\$195.52
DICL	250	\$246.55
MS	500	\$608.07
AC	100	\$87.64
AC	150	\$108.79
AC	200	\$130.94
AC	225	\$150.76
AC	250	\$167.75
AC	300	\$230.48
AC	450	\$496.35

* Base Unit Rate excluding project management and design, and contingencies.

Active Assets

Asset	Average Cost (\$ June 2014)
Treatment Plant	\$100,000
Reservoir	\$1,300,000
Booster Pump Station	\$400,000

Sewerage

Sewerage Mains

Material	Diameter (mm)	Sewer Main Unit Rate* (\$/m June 2014)
Gravity Mains (0-1.5m depth)		
PVC	225	\$150.00
PVC	300	\$175.00
PVC	375	\$265.00
DICL	450	\$700.00
Rising Mains		
POLY	50	\$23.17
POLY	63	\$26.59
POLY	75	\$38.19
POLY	90	\$42.53
POLY	110	\$35.28
PVC	80	\$30.90
PVC	100	\$87.64
PVC	200	\$120.53
AC	100	\$61.34
AC	150	\$76.08
AC	200	\$120.53
AC	250	\$154.40
AC	450	\$519.35

* Base Unit Rate excluding project management and design, and contingencies.

Gravity main multipliers for various depth ranges

Depth Range	Multiplier
0-1.5m	1x
1.5-3.0	1.1x
3.0-4.5m	1.7x
4.5-6.0m	2.2x

Sewer Manholes

Depth Range	Cost* (\$/Item June 2014)
0-1.5m	\$3,540
1.5-3.0	\$5,070
3.0-4.5m	\$9,260
4.5-6.0m	\$11,370
6.0-7.5m	\$17,520

* Base Unit Rate excluding project management and design, and contingencies.

Active Assets

Asset	Average Cost (\$ June 2014)
Treatment Plant	\$10,000,000
Pump Station	\$185,000

Transport

Roads

Road Hierarchy	Unit Rate* (\$/m June 2014)
Arterial	\$1,330.00
Rural Arterial	\$395.00
Major Collector	\$860.00

* Base Unit Rate excluding piped road drainage, project management and design, and contingencies.

Bridges

Item	Unit Rate* (\$ June 2014)
Bridge	\$4,300/m ² deck area

* Base Unit Rate excluding project management and design, and contingencies.

Road culverts (RCBC)

Width (mm)	Unit Rate* (\$/m June 2014)
Max 900mm high culvert	
≤600	\$1,100.00
600-900	\$1,450.00
900-1200	\$2,100.00
1200-1500	\$2,850.00
1500-1800	\$3,250.00
Max 1200mm high culvert	
≤1200	\$2,250.00
1200-1800	\$3,600.00
1800-2400	\$4,450.00
2400-3000	\$5,450.00
3000-3600	\$6,800.00
Max 1800mm high culvert	
≤1800	\$4,550.00
1800-2400	\$5,300.00
2400-3000	\$7,150.00
3000-3600	\$7,700.00

* Base Unit Rate including headwalls, but excluding project management and design, and contingencies.

Road drainage (SRCP)

Diameter (mm)	Unit Rate* (\$/m June 2014)
≤600	\$550.00
600-900	\$1,050.00
900-1200	\$1,200.00
1200-1500	\$1,600.00
1500-1800	\$1,900.00

* Base Unit Rate excluding project management and design, and contingencies.

Intersections

Item	Average Cost (\$ June 2014)
Small Roundabout	\$120,000.00
Medium Roundabout	\$170,000.00

Off-road pathways

Type	Unit Rate* (\$/m June 2014)
Concrete 1.2m wide	\$136.80
Concrete 1.5m wide	\$171.00
Concrete 2.0m wide	\$228.00

* Base Unit Rate excluding project management and design, and contingencies.

Attachment 1 – Methodology for Determining Final Contract Value for Trunk Infrastructure Works

1. Notice of Design with Operational Works

- a) Upon lodgement of the development application for Operational Works, the applicant is to provide Council a formal Notice of Trunk Infrastructure Design (the **Notice of Design**), including a plan which clearly depicts the trunk infrastructure items that is the subject of the necessary trunk infrastructure condition. The plan may be in the same format as the operational works plan; however it must clearly distinguish the trunk infrastructure from any non-trunk infrastructure.

Note: The intent of the Notice of Design process is to attain early agreement as to the scope and nature of the trunk works generally described in the Development Approval.

- b) Council will assess the Notice of Design in conjunction with the Operational Works application and will advise the applicant if Council:
- (i) agrees; or
 - (ii) agrees with conditions, or
 - (iii) disagrees with the Applicant's Notice of Design.
- c) Once a Design Approval is given which forms part of the Operational Works Approval and Permit, the applicant may then seek to tender the construction of the trunk works.

2. Call for Tender Notification

- a) At the time that the applicant calls for public tenders for the trunk infrastructure works, a notice (a **Notice to Tender**) containing the following information is to be submitted to Council. :
- (i) Final detailed design documents;
 - (ii) A Bill of Quantities* for the Trunk Works (no costs required) that matches the Trunk Works identified in the Operational Works Approval including the Notice of Design.
 - (iii) Notification of any prospective tenderers that the tender documents have been sent to specifically as part of the open public tender.
 - (iv) The criteria and process for tender assessment that the Applicant and the RPEQ will undergo.

***Note:** The bill of quantities should be presented as a 'separable portion' from the rest of the non-trunk (internal) development works, and in the same format it would be presented to tenderers as part of a tender process. Providing the information in this manner will ensure Council's assessment of the trunk infrastructure design, bill of quantities and costs is seamless and expedited.

3. Tender Assessment of Trunk Works

- a) In procuring the Trunk Works, the following costs can be included in the offset/refund value:
- (i) the cost of planning and designing the work;
 - (ii) the cost of survey and site investigation for the work;
 - (iii) the cost of relocation of services which are considered necessary to deliver the works in accordance with Council standards;
 - (iv) a cost (fixed or provisional) under a construction contract for the work;
 - (v) contract administration;
 - (vi) construction/engineering supervision;

-
- (vii) a portable long service leave payment for a construction contract;
 - (viii) an insurance premium for the work;
 - (ix) Council's inspection fee for the commencement and end of the maintenance period for the work;
 - (x) the cost of an approval for the work;
 - (xi) any variations agreed to by Council as a result of agreed site directions including the superintendent of works and the Council officer.
- b) The following is to be excluded from the offset/refund value of the trunk works:
- (i) the cost of carrying out temporary infrastructure;
 - (ii) the cost of carrying out non-trunk infrastructure;
 - (iii) the cost of the decommissioning, removal and rehabilitation of infrastructure identified in (i) and (ii) above;
 - (iv) the part of the trunk infrastructure contribution provided by Council or a person other than the person seeking the infrastructure offset;
 - (v) a cost to the extent that GST is payable and an input tax credit can be claimed for the work;
 - (vi) the cost of carrying out relocation or rehabilitation works for existing infrastructure not directly associated with the supply of trunk works.
- c) In procuring the trunk works, the applicant is to provide to Council a Notice (**Notice of Tender Assessment**) which identifies:
- (i) the tender process conducted;
 - (ii) the tenders received including separable portions and contract values for trunk works within the bill of quantities;
 - (iii) the applicant's preferred tenderer;
 - (iv) the applicant's reason(s) for the preferred tenderer in a tender evaluation report;
 - (v) the terms of the proposed work contract;
 - (vi) a plan for each infrastructure network clearly showing the extent of the works or land for which the infrastructure offset is sought.
- d) Within 10 business days of receiving a Notice of Tender Assessment, Council is to provide a Notice confirming the Contract Value, having regard to matters outlined in this section only.

4. Reconciliation of Final Contract Value

A Reconciliation of Final Contract Value is to occur following lodgment of the earlier of:

- a) an application for 'On Maintenance' with Council for the Trunk Works; or
- b) Lodgment of an Uncompleted Works Bond.

If the Applicant has fully completed the Trunk Works and is seeking an 'On Maintenance' certificate from Council for the Trunk Works, the Applicant is to provide to Council a **Notice of Final Contract Value**. The Notice is to include the following:

- a) Copy of RPEQ Certificate(s) of Payment for each Progress Claim for the Trunk Works and any agreed variations;
- b) A reasonable amount of evidence to support any claimed and agreed variations (e.g. consultant reports, weigh bills, meeting minutes with Council officers, design details etc.)
- c) A consolidated Final Bill of Quantities in the same general format as was included in the Notice to Tender, but having regard for (a) and (b) above.

Within five (5) business days of Council's satisfaction that:

- 1. (a) and (b) above are consistent with the Design Approval and Notice of Tender

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- Assessment; and
2. 'On Maintenance' being given by Council for the Trunk Works;

the Council is to confirm the Final Contract Value.

In certain circumstances, and at Council's full discretion, Council may accept a bond for Uncompleted Works prior to the Trunk Works being accepted as 'On Maintenance'. In this circumstance, the following will apply:

If the Applicant has **not** fully completed the Trunk Works and is seeking early Plan Sealing or compliance with Conditions from Council through the signing of an Uncompleted Works Deed, the Applicant is to provide a **Notice of Final Contract Value**. The Notice is to include the following:

- (a) Copy of an RPEQ Certificate of Payment for each Progress Claim for the Trunk Works and any agreed variations to the date of the calculation of remaining works for the purpose of the Uncompleted Works Bond;
- (b) A reasonable amount of evidence to support any claimed and agreed variations (e.g. consultant reports, weigh bills, meeting minutes with Council officers, design details etc.)
- (c) An RPEQ certified assessment in line with the quantities and costs of remaining works specified for the Trunk Works component in the Uncompleted Works Deed submitted to Council;
- (d) A consolidated Final Bill of Quantities in the same general format as was included in the Notice to Tender, but having regard for (a) and (b) above, and including the estimated amount in line with (c) above.

Within 5 business days of Council's satisfaction that:

1. (a) and (b) above are consistent with the Design Approval and Notice of Procurement; and
2. The acceptance of an Uncompleted Works Deed by Council for the Trunk Works;

the Council is to confirm the Final Contract Value.

10.2 Burdekin Natural Healing - Material Change of Use for Home Occupation (Massage) at 67 Burke Street, Ayr (Lot 6 on RP707135, Parish of Antill, County of Gladstone)

Document Information

Referring Letter No: 1417431

File No: 226, CONS15/0006

Name of Applicant: Burdekin Natural Healing

Location: 67 Burke Street, Ayr

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

Executive Summary

An application has been received from Jeanette Boccalatte of Burdekin Natural Healing, seeking approval for a Home Occupation (Massage) at 67 Burke Street, Ayr (Lot 6 on RP707135, 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 67 Burke Street, Ayr (Lot 6 on RP707135, 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.

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- 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 m² 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).*

Background Information

An IDAS Development Application has been received from Jeanette Boccalatte of Burdekin Natural Healing seeking permission to conduct a Massage business as a Home Occupation. The subject land is zoned 'Residential' under the provisions of Council's IPA Planning Scheme. The proposed use of a 'Home Occupation (Massage)' triggers assessable development and is consistent with similar activities that have gained the appropriate approvals for a Home Occupation. The level of assessment is 'Impact Assessable'.

The Application:

The applicant has indicated that there will be no employees as part of the proposal and that it is expected there will be no more than 2 clients attending the premises at any given time. Parking provisions include two off-street carparks at the rear of the property. In addition, Burke Street has full bitumen to the kerb and will allow for on-street parking if needed. The application is typical of a Home Occupation and is considered to be an allowable use if compliance with the Burdekin Shire Council's Planning Scheme (*the scheme*) is achieved. In this case, the application has met all of the overall outcomes for the Home Occupation code.

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was advertised in the Burdekin Advocate on Friday 27th March, 2015 and at the closing date for submissions on Tuesday 21st April, 2015, no properly made submissions were received.

Site Description/Surrounding Land Uses:

The subject site is located on Burke street in Ayr, east of the Bruce Highway and is on an allotment of approximately 1012m². The locality is considered to be predominantly residential with a mix of both units and single dwellings in the vicinity. Also in close proximity are the Ayr Sacred Heart Catholic Church, St Francis Primary School, and other various businesses along the Bruce Highway.

Conclusion:

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

Link to Corporate/Operational Plan

N/A

Consultation

The application was advertised in the Burdekin Advocate on Friday 27th March, 2015 and at the closing date for submissions on Tuesday 21st April, 2015, no properly made submissions were received. All relative Council departments have been consulted, there was no external consultation required for this application.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

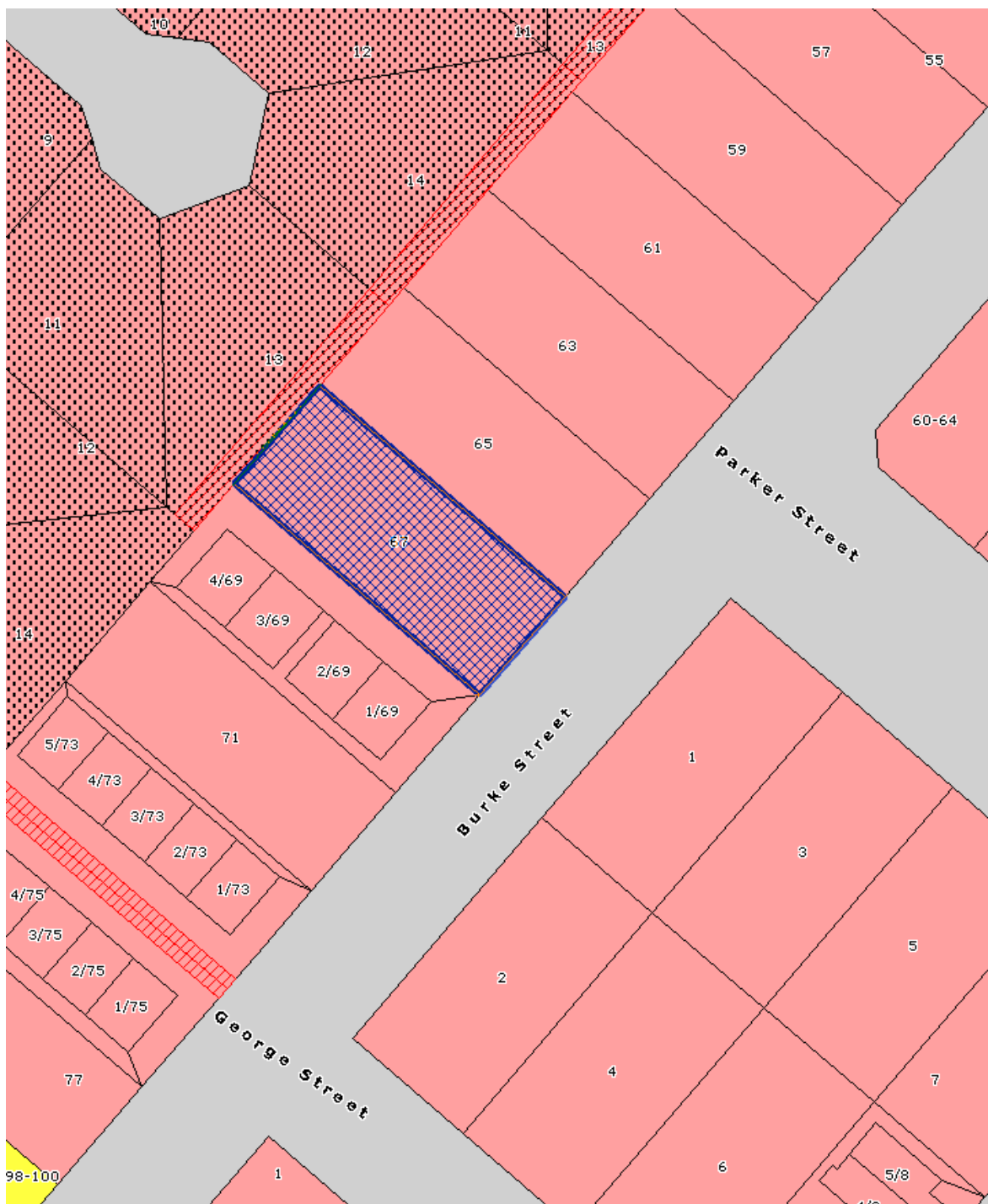
S. Great – Manager Planning and Development

Report authorised by:

S. Great – Manager Planning and Development

Attachments





Planning Scheme



Zone Map





11 COMMUNITY DEVELOPMENT

11.1 Adoption of Fees and Charges for Burdekin Theatre and Memorial Hall 2015/2016

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods- Executive Officer

Executive Summary

A comprehensive review of the fees and charges in place at the Burdekin Theatre and Memorial Hall has been undertaken. In developing the proposed set of fees and charges the following considerations have been made: Competitive Neutrality Principles, providing affordable rates for community hirers, covering staffing costs, covering operational costs, attracting repeat clientele and longer term hirers, simplification of quoting and invoicing. The proposed fees also see the introduction of a non-refundable deposit (if cancellation is less than one month before a production).

Fees from 2014/2015 financial year are provided for comparison.

Recommendation

That Council adopts the attached fees and charges for Burdekin Theatre and Memorial Hall 2015/2016

Background Information

Council assumed operation of the Burdekin Theatre and Memorial Hall on 1 April 2015. A set of interim fees and charges, reflective of the Burdekin Cultural Complex existing fees and charges, was adopted by Council. A full review of the fees and charges has been undertaken by Council officers and the Transitional Hub Coordinator. Some fees have been reduced significantly while others have been increased.

Link to Corporate/Operational Plan

3.3.1 Encourage increased use of community spaces and facilities.

5.3.3 Ensure Council's financial position is effectively managed.

Consultation

Theatre and Memorial Hall staff, Community Hub Transitional Coordinator, Executive Officer, Financial Accountant.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Woods- Executive Officer

Report authorised by:

Rebecca Woods- Executive Officer

Attachments

1. Fees and Charges Burdekin Theatre and Memorial Hall 2015/2016



BURDEKIN SHIRE COUNCIL
Fees and Charges - From 1st July, 2015 to 30th June, 2016

DESCRIPTION	Comm/Reg	Div 81 -No GST	Legislation	2014/15	2015/16
BURDEKIN THEATRE HIRE CHARGES- COMMUNITY RATES					
<u>Auditorium hire</u>					
Hire Includes full use of auditorium/dressing rooms and upstairs rehearsal room. Hire includes in-house light and sound equipment. Technical support will be charged additionally per hour. Air conditioning incurs additional hourly charge. Hire does not include use of Music Loft.					
Community hire of the Theatre Auditorium is on a sliding scale as per the below schedule. Longer hire periods attract lower hire fees.					
Auditorium Hire (per day)	C			440.00 *	400.00 *
Ongoing continuous hire (full daily use only)	C			N/A	200.00 *
Rehearsal (not on day of performance & maximum 4 hours block)	C			75.00 *	75.00 *
Power (per kwh)	C			0.60 *	0.45 *
Ticket Booking Fee (per ticket included in ticket price)	C			3.00 *	3.00 *
Event Creation- Ticketing	C			56.00 *	70.00 *
Air conditioning (per hour)	C				30.00 *
Supervisor (BSC staff member) (per hour)	C				38.00 *
Technical Staff (per hour)	C				38.00 *
Box Office/ Bar Staff (per hour)	C				30.00 *
Cleaning (per hour)	C				30.00
Front of House Attendants (Funds go to FOTT)	C				150.00
Deposit					
Non-refundable if cancellation is less than one month prior to production. Payable at time of submitting venue hire agreement. Equal to 1 day venue hire as specified in agreement.					
	C			N/A	400.00
Deposit will be held in trust until full payment is made. GST will then be applied. GST will no be applied to refundable deposits.					
<u>Foyer Hire</u>					
Hire of foyer includes chairs, tables, lights and basic PA equipment. (Set up and pack up may incur a fee).					
Hire full day (up to 12 hours)	C			154.00	120.00 *
Additional continuous days hire (per day)	C			N/A	60.00 *
Half day hire (up to 4 hours)	C			94.50	60.00 *
Air Conditioning (per hour)	C			22.50	15.00 *
Cleaning (per event)				26.50	30.00 *
* Includes GST					
+ Part of Charges includes GST					
# Discount Applies					
C = Commercial R= Regulatory					



BURDEKIN SHIRE COUNCIL
Fees and Charges - From 1st July, 2015 to 30th June, 2016

Loft Hire

Hire of loft includes tables and chairs (Set up and pack up may incur a fee)

Hire full day (up to 12 hours)	C	130.00	100.00	*
Half day hire (up to 4 hours)	C	80.00	50.00	*
Additional continuous days hire (per day)	C	N/A	50.00	*
Air Conditioning (per hour)	C	22.50	15.00	*
Cleaning (per event)		26.50	30.00	*

Forecourt Hire

Hire of forecourt includes power and basic lighting (venue only)
Does not include staff set-up

C	200.00	*	50.00	*
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Piano Hire

Piano- Grand	C	70.00	125.00	*
Piano- Baby Grand	C	35.00	85.00	*
Piano- Upright	C	28.00	50.00	*
Piano Tuning		140.00	140.00	*

Technical Equipment

Portable Stage and Risers (Outdoor) (per piece includes legs)	C	12.50	12.50	*
Basic P.A. System	C	100.00	100.00	*
Small Event Package	C	N/A	500.00	*
Sound and lighting equipment for a small event. Can refer to area as well as number of attendees. Technical staff time will incur additional hourly charge.				
Medium Event Package	C	N/A	1,000.00	*
Sound and lighting equipment for a medium event. Can refer to area as well as number of attendees. Technical staff time will incur additional hourly charge.				
Large Event Package	C	N/A	1,500.00	*
Sound and lighting equipment for a large event. Can refer to area as well as number of attendees. Technical staff time will incur additional hourly charge.				
Truck or ute hire		N/A	At cost	*
For transportation of equipment to and from an event				

BURDEKIN THEATRE HIRE CHARGES- COMMERCIAL RATES

Auditorium hire

* Includes GST
+ Part of Charges includes GST
Discount Applies
C = Commercial R= Regulatory



BURDEKIN SHIRE COUNCIL
Fees and Charges - From 1st July, 2015 to 30th June, 2016

Hire Includes full use of auditorium/dressing rooms and upstairs rehearsal room. Hire includes in-house light and sound equipment. Technical support will be charged additionally per hour. Air conditioning incurs additional hourly charges. Hire does not include use of Music Loft.

Auditorium hire (per day)	C	640.00 *	500.00	*
Ongoing continuous use full daily hire (per day)	C	N/A *	250.00	*
Rehearsal (not on day of performance)	C	95.00 *	93.75	*
Air conditioning (per hour)	C	45.00 *	37.50	*
Power (per kwh)	C	0.60 *	0.45	*
Ticket Booking Fee (per ticket included in ticket price)	C	3.00 *	3.00	*
Event Creation- Ticketing	C	70.00 *	87.50	*
Kitchen Hire (full kitchen) per day	C	105.00 *	105.00	*
Kitchen Hire (partial Hire) per day	C	*	55.00	*
Front of House Supervisor (BSC staff member) (per hour)	C	35.00 *	47.50	*
Technical Staff (per hour)	C	35.00 *	47.50	*
Box Office/ Bar Staff (per hour)	C	35.00 *	37.50	*
Cleaning (per hour)	C	26.50 *	37.50	*
Front of House Attendants (Funds go to FOTT)	C	35.00 *	150.00	*
Deposit				
Non-refundable if cancellation is less than one month prior to production. Payable at time of booking. Booking is only confirmed upon receipt of deposit.	C		500.00	

Deposit will be held in trust until full payment is made. GST will then be applied. GST will not be applied to refundable deposits.

Foyer Hire

Hire of foyer includes chairs, tables, lights and basic PA equipment (Set up and pack up may incur a fee).

Hire full day (up to 12 hours)	C	205.00 *	150.00	*
Additional continuous days hire (per day)	C	N/A	75.00	*
Half day hire (up to 4 hours)	C	N/A	75.00	*
Air Conditioning (per hour)	C	45.00 *	18.75	*
Cleaning (per event)	C	26.50 *	37.50	*

Loft Hire

Hire of loft includes tables and chairs. (Set up and pack up may incur a fee).

Hire full day (up to 12 hours)	C	160.00 *	125.00	*
Half day hire (up to 4 hours)	C	N/A	62.50	*
Additional continuous days hire (per day)	C		62.50	*

* Includes GST

+ Part of Charges includes GST

Discount Applies

C = Commercial R= Regulatory



BURDEKIN SHIRE COUNCIL
Fees and Charges - From 1st July, 2015 to 30th June, 2016

Air Conditioning (per hour)	C		18.75	*
Cleaning (per event)	C		30.00	*
<u>Forecourt Hire</u>				
Hire of forecourt includes power and basic lights (venue only)	C	200.00 *	62.50	*
<u>Piano Hire</u>				
Piano- Grand	C	70.00 *	156.25	*
Piano- Baby Grand	C	35.00 *	106.25	*
Piano- Upright	C	28.00 *	62.50	*
Piano Tuning	C	140.00 *	140.00	*
<u>Technical Equipment</u>				
Portable Stage and Risers (Outdoor)(per piece includes legs)	C	15.65 *	15.65	*
Basic P.A system	C	125.00 *	125.00	*
Small Event Package	C	N/A	625.00	*
Sound and lighting equipment for a small event. Can refer to area as well as number of attendees. Technical staff time will incur additional hourly charge.				
Medium Event Package	C	N/A	1,050.00	*
Sound and lighting equipment for a medium event. Can refer to area as well as number of attendees. Technical staff time will incur additional hourly charge.				
Large Event Package	C	N/A	1,875.00	*
Sound and lighting equipment for a large event. Can refer to area as well as number of attendees. Technical staff hours will incur additional charges.				
Truck or ute hire	C	At cost *	At cost	*
For transportation of equipment to and from an event				
BURDEKIN MEMORIAL HALL HIRE CHARGES- COMMUNITY RATES				
Deposit to be retained until final account has been paid. Deposit may be deducted from final amount owing.	C	250.00	250.00	
Booking confirmed upon receipt of deposit.	C	635.00 +	660.00	*
Main Hall Only (per day)	C	200.00 +	250.00	*
Main Hall - Rehearsals (per hour) 2 hr minimum	C	15.00 +	16.00	*
Main Hall - Airconditioning (per hour)	C	42.00 +	42.00	*
Lighting & PA System - Sound	C	60.00 *	60.00	*
Dressing Room	C	27.00 *	28.00	*
Bar & Cold Room	C	75.00 *	100.00	*

* Includes GST

+ Part of Charges includes GST

Discount Applies

C= Commercial R= Regulatory



BURDEKIN SHIRE COUNCIL
Fees and Charges - From 1st July, 2015 to 30th June, 2016

Mobile bar with fridges (funds go to Memorial Hall Committee)	C	N/A	50.00	*
Cleaning (per hour)	C	N/A	30.00	+
Technical/Supervisor (per hour)	C	26.50	38.00	*
Kitchen Hire - Full Hire				
Hire per item				
Deep fryer				
Stove				
Fridge x 2	C	170.00	180.00	*
Warmer x 2				
Dishwasher				
Benches				
Ovens				
Kitchen Hire - Partial Hire (per piece of equipment)	C	15.00	20.00	*
Kitchen Hire- Ovens	C	17.50	25.00	*
Coldroom Hire (kitchen)	C	60.00	60.00	*
Bain Marie Hire (each- two available)	C	44.00	44.00	*
Minor Hall - Dinner Functions	C	75.00	75.00	+
Minor Hall - with Main Hall	C	55.00	55.00	+
Minor Hall - Meeting, Rehearsal	C	15.00	15.00	+
Minor Hall - Airconditioning	C	10.00	10.00	+
Meeting Room per hour (inclusive of air conditioning up to 4 hours)	C	16.00	16.00	+
Meeting Room- Annual Booking	C	160.00	160.00	*
Upright Piano	C	28.00	25.00	+
Piano tuning	C	N/A	140.00	*
Unbooked Post event sound booth hire				
Includes one hour only of staffed sound booth for music can be played if not arranged prior to the event	C	N/A	100.00	+

BURDEKIN MEMORIAL HALL HIRE CHARGES- COMMERCIAL RATES

Deposit - to be retained until final account has been paid. Deposit may be deducted from final amount owing.	C	312.50	312.50	
Full Venue Hire (per event)				
Not inclusive of Air conditioning, technical support, bain maries or extra curtains or lighting.	C	793.75	825.00	*
Includes Main and Minor Halls, Full Kitchen, Bar & Cold Room, Tables and chairs, Stage, Risers, Basic Sound and Lighting.				
Main Hall Only (per day)	C	250.00	312.50	+
Main Hall - Rehearsals (per hour) 2 hr minimum	C	18.75	20.00	+
Main Hall - Airconditioning (per hour)	C	52.50	52.50	+
Lighting & PA System - Sound	C	75.00	75.00	+
Dressing Room	C	33.75	35.00	+

* Includes GST

+ Part of Charges includes GST

Discount Applies

C = Commercial R= Regulatory



BURDEKIN SHIRE COUNCIL
Fees and Charges - From 1st July, 2015 to 30th June, 2016

Bar & Cold Room	C	93.75	125.00	*
Mobile bar with fridges (funds go to Memorial Hall Committee)	C	N/A	62.50	+
Cleaning (per hour)	C	N/A	37.50	*
Technical/Supervisor (per hour)	C	33.13	47.50	*
Kitchen Hire - Full Hire				
Hire per item				
Deep fryer				
Stove				
Fridge x 2	C	212.50	225.00	+
Warmer x 2				
Dishwasher				
Benches				
Kitchen Hire - Partial Hire per piece of equipment)	C	18.75	25.00	+
Kitchen Hire- Ovens	C	21.88	31.25	+
Coldroom Hire (kitchen)	C	75.00	75.00	+
Bain Marie Hire (each- two available)	C	55.00	55.00	+
Minor Hall - Dinner Functions	C	93.75	93.75	+
Minor Hall - with Main Hall	C	68.75	68.75	+
Minor Hall - Meeting, Rehearsal	C	18.75	18.75	+
Minor Hall - Airconditioning	C	12.50	12.50	*
Meeting Room per hour (inclusive of air conditioning)	C	20.00	20.00	*
Meeting Room - Annual Booking	C	200.00	200.00	*
Upright Piano	C	35.00	31.25	*
Piano tuning	C	N/A	175.00	*
Unbooked Post event sound booth hire				
Includes one hour only of staffed sound booth for music to be played if not arranged prior to the event	C	N/A	125.00	*

* Includes GST

+ Part of Charges includes GST

Discount Applies

C= Commercial R= Regulatory

11.2 Adoption of Fees and Charges for Ayr Showgrounds 2015-2016

Document Information

Referring Letter No: N/A

File No: 591

Name of Applicant: N/A

Location: N/A

Author and Title: Tony Vaccaro, Manager Community Development

Executive Summary

Council took over management of the Ayr Showgrounds from 24 March 2015, following the Ayr Pastoral, Agricultural and Industrial Association Incorporated withdrawing from the management of the Ayr Showgrounds.

Recommendation

That Council adopts the attached fees and charges for the Ayr Showgrounds for the 2015-16 financial year.

Background Information

Following a review of the fees and charges, it was found that the existing fees and charges are reasonable.

Link to Corporate/Operational Plan

3.1.3 Encourage equitable access to facilities.

3.3.1 Encourage increased use of community spaces and facilities.

5.3.3 Ensure Council's financial position is effectively managed.

Consultation

N/A

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

These fees will be added to Council's published fees and charges

Report prepared by:

Report authorised by:

Tony Vaccaro- Manager Community Development

Attachments

1. Ayr Showgrounds Fees and Charges 2015-16

Item	Description	Inclusions	Unit	Price
Main Hall	Week Day (Day only)		day	\$150.00
	Saturday or Sunday (day only)		day	\$150.00
	Sunday-Thursday (Nights Only)	Includes Compulsory Security Lights	night	\$290.00
	Friday or Saturday (Night Only)	Includes Compulsory Security Lights	night	\$450.00
	Friday Night & Saturday Night applicable	Includes Compulsory Security Lights		\$550.00
	Extended Hire of Facility 1/2 day		1/2 day	\$50.00
	Extended Hire of Facility Full day		day	\$100.00
	Extended Hire of Hall after 1.30am	Not permitted for Buck's, Hen's or 21st parties	hour	\$70.00
Cleaning (if applicable)	Cleaning of hall after event	Does not include rubbish removal	hour	\$40.00
Walk-in Walk-out Cleaning Charge	Excludes 21st birthday parties	By prior negotiation and at the manager's discretion	event	\$350.00
Air Conditioning	For main hall		Hour	\$41.00
Security System after 1.30am	Maximum 5 hours		Hour	\$40.00
P/A system	Internal Hire only- for use in Hall	Includes 2 x microphones	event	\$75.00
Projector and Projector Screen			event	\$80.00
Stage	To be put up and taken down by hirer		event	\$25.00
Security Call-out Charge	If Applicable		callout	\$100.00
Grounds	Grounds Hire (without power)		day	\$100.00
	Grounds Hire (with power)		day	\$150.00
Avery Building	Does not include cleaning		day	\$50.00
Security Deposit	To be paid by hirer to secure booking		event	\$200.00
Bond	To be fully refunded if premises is handed back in same condition as before event	Can be used to cover damage or cleaning expenses..	event	\$300.00
Air Conditioning Bond	To be paid by hirer prior to event if air conditioning is to be used		event	\$200.00
Cleaning Charge- cigarette butts	If the hirer leaves cigarette butts in the lawn area outside of the hall this fee will be added to the account.		event	\$50.00

12 ECONOMIC DEVELOPMENT

13 GENERAL BUSINESS

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 NOTICES OF MOTION

15.1 Animal Registration Period - 1 August to 31 July for 2014-15 Financial Year

Recommendation

That the Council approves the registration period for any animal required to be registered under State legislation or Local Laws to be 1 August to 31 July and this period is also to apply to current registrations for the 2014-15 financial year.

16 URGENT BUSINESS

17 CLOSED MEETING ITEMS

18 DELEGATIONS

