



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 17 January 2017

COMMENCING AT 9:00AM

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TUESDAY 17 JANUARY 2017

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BURDEKIN SHIRE COUNCIL



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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 13 December 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 13 December 2016 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 13 December 2016

COMMENCING AT 9:00AM



TUESDAY 13 DECEMBER 2016

ORDER OF BUSINESS:

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Ordinary Council Meeting 13 December 2016



BURDEKIN SHIRE COUNCIL



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ATTENDANCE

Councillors L.A. McLaughlin (Mayor), J.F. Woods (Deputy Mayor), J.T. Bonanno, A.J. Goddard, U.E. Liessmann and S.P. Perry.

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
Mr. T. Vaccaro – Manager Community Development
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. A. Dale

Apologies – Councillor E.J. Bawden – Approved Leave of Absence

1 PRAYER

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

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Perry declared a perceived conflict of interest in respect of agenda item 10.1 as the applicants are close family friends. Councillor Perry advised of her intention to leave the meeting during consideration of this application.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 6 December 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 6 December 2016 be received as a true and correct record.

Resolution

Moved Councillor Perry, seconded Councillor Woods that the recommendation be adopted.

CARRIED

3.2 Burdekin Building Safer Communities Action Team Meeting Minutes - 12 October 2016

Recommendation

That the minutes of the Burdekin Building Safer Communities Action Team Meeting held on 12 October 2016 be received and adopted.

Resolution

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

CARRIED

3.3 Burdekin Shire Youth Council Meeting Minutes - 17 October 2016

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 17 October, 2016 be received and adopted.

Resolution

Moved Councillor Woods, seconded Councillor Bonanno that the recommendation be adopted.

CARRIED

3.3.1 Letter of Congratulations - Burdekin Shire Youth Council

Resolution

Moved Councillor Perry, seconded Councillor Goddard that Council write a letter of congratulations to the Burdekin Shire Youth Council for actively participating in community events and festivals during 2016 and representing the Burdekin Shire Youth Council in a positive, professional and community minded manner.

CARRIED

3.4 Burdekin Shire Youth Council Meeting Minutes - 28 November 2016

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 28 November 2016 be received and adopted.

Resolution

Moved Councillor Woods, seconded Councillor Goddard that the recommendation be adopted.

CARRIED

3.5 Burdekin Road Safety Advisory Committee - 30 November 2016

Recommendation

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 30 November 2016 be received and adopted.

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that the recommendation be adopted noting the following amendments;

1. That item 5.10 was not supported by Council and;
2. That item 5.20 be amended to, Mr. Ingle presented a map of the Y intersection on Giddy and Maidavale Roads, Airville. It was endorsed by the committee that the configuration of this intersection be investigated further and listed for the future works program due to road safety concerns.

CARRIED

3.5.1 Parking Difficulty - Eighth Avenue, Home Hill

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that Council officers investigate road safety options on Eighth Avenue, Home Hill in relation to the cross slope of the road in the parking bays and access to footpath.

CARRIED

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 30 November 2016

Recommendation

That the Capital Projects Monthly Report for Period Ending 30 November 2016 be received.

Resolution

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

CARRIED

4.2 Operating Statement for Period Ending 30 November 2016

Recommendation

That the Operating Statement for Period Ending 30 November 2016 be received.

Resolution

Moved Councillor Woods, seconded Councillor Bonanno that the recommendation be adopted.

CARRIED

5 GOVERNANCE & LOCAL LAWS

5.1 Presentation - NQ Dry Tropics - Update On Current Projects

Mr. Scott Fry, Senior Project Officer – Waterways, Wetlands and Coasts Program of NQ Dry Tropics was to provide an update on current projects, however, this presentation has been deferred until 2017.

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Extension to Police Citizens Youth Club, Anzac Park

Executive Summary

Council requested liaison with the Police Citizens Youth Club regarding future requirements.

Motion

Moved Councillor Liessmann, seconded Councillor Perry that Council receives and adopt the report regarding future requirements for the Police Citizen Youth Club (PCYC) facility adjacent to the basketball stadium and old Junior Soccer fields, Ayr.

CARRIED

9.1.1 Lease Discussions - Burdekin Touch Association

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council enter into discussions with Burdekin Touch Association concerning the extent of the land required by the Association under the lease that it has over the old Junior Soccer fields.

CARRIED

9.2 Upgrade Water Pressure - Ayr Water Supply

Executive Summary

A report on the pressure upgrade to Ayr Water Supply following the completion of recent works.

Recommendation

That Council receive and adopt the report.

Resolution

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

CARRIED

10 PLANNING & DEVELOPMENT

10.3 Report - Material Change of Use for Home Occupation (Hairdressing) at 18 Rae Street, Ayr (Lot 8 on RP709886, Parish of Antill, County of Gladstone) - Washbourne

Executive Summary

An application for a Material Change of Use has been received from Andrew & Kirstie Washbourne, seeking approval to establish a Home Occupation business for Hairdressing at 18 Rae Street, Ayr (Lot 8 on RP709886, Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme (*the scheme*).

Recommendation

That Council approves the Development Application - Material Change of Use for a Home Occupation (Hairdressing) at 18 Rae Street, Ayr (Lot 8 on RP709886, Parish of Antill, County of Gladstone) subject to the following conditions:

GENERAL

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.

-
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
 - 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance with the conditions of an express permission of the Council.
 - 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
 - 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
 - 1.7 There is no public display of goods on the premises.
 - 1.8 Only one sign with a maximum face area of 0.5 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.

STORMWATER

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.

ADVICE (Note: These are not conditions)

- *The footpath between the kerb and property boundary is to be kept clear of parked vehicles.*
- *Businesses which provide higher risk personal appearance services must hold a licence under the Public Health (Infection Control for Personal Appearance Services)*

Act 2003. Prior to the commencement of higher risk personal appearance services contact Council's Environment and Health Department for advice on licence application procedures.

- *A higher risk personal appearance service involves any of the following skin penetration procedures, in which the release of the blood or other body fluid is an expected result:*
 - *body piercing, other than closed ear or nose piercing*
 - *implanting natural or synthetic substances into a person's skin*
 - *scarring or cutting a person's skin using a sharp instrument to make a permanent mark, pattern or design*
 - *tattooing (including cosmetic tattooing or semipermanent make-up).*

Resolution

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

CARRIED

15 GENERAL BUSINESS

15.1 Capital Works Program - Drysdale Street, Ayr

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council list an additional section of footpath on Drysdale Street, Ayr from Burke Street to Klondyke Road, Ayr for consideration as part of the development of the future Capital Works Program.

CARRIED

17 DELEGATIONS

17.1 Australian Citizenship Ceremony - 13 December 2016

10.15am - Australian Citizenship Ceremony – A number of local residents were naturalised at the Citizenship Ceremony conducted by the Mayor.

10.40am - *Break for Morning Tea.*

11.03am – *Recommended meeting*

11.04am - *Councillor Perry declared a perceived conflict of interest in respect of agenda item 10.1 as the applicants for planning approval are close family friends. Councillor Perry left the meeting during consideration of this application.*

10 PLANNING & DEVELOPMENT

10.1 Development Application for Reconfiguring a Lot at 43 Robins Road, Ayr (Lot 4 on RP719819 Parish of Jarvisfield, County of Gladstone)

Executive Summary

A Development Application has been received from Atkinson and Booy Surveys on behalf of their clients Tony and Joanne Sandona seeking approval for Reconfiguring a Lot (1 into 2 lots) at 43 Robins Road, Ayr (Lot 4 on RP719819 Parish of Jarvisfield, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme (*the scheme*). Given the 'Rural' zoning, it is considered that the application is contrary to achieving the purpose of the scheme. Refusal of the application is recommended.

Recommendation

That Council refuse the Development Application for Reconfiguring a Lot (1 into 2 lots) at 43 Robins Road, Ayr (Lot 4 on RP719819 Parish of Jarvisfield, County of Gladstone) based on the following grounds:

- The proposed development compromises the achievement of specific Desired Environmental Outcomes (DEO's) contained within the Burdekin Shire Council's IPA Planning Scheme.
- The development proposed has not demonstrated sufficient grounds 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. Consequently, the proposal conflicts with the provisions of the Burdekin Shire Council's IPA Planning Scheme.

Resolution

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

FOR - Councillors Goddard, Liessmann, McLaughlin

AGAINST – Councillors Woods and Bonanno

3/2

CARRIED

11.18am – Councillor Perry return to the meeting.

10.2 Development Application for Reconfiguring a Lot at 122 Mountainview Road, Airville (Lot 23 on SP129621 Parish of Jarvisfield, County of Gladstone)

Executive Summary

A Development Application has been received from Atkinson and Booy Surveys on behalf of their client Kirk Purtill seeking approval for Reconfiguring a Lot (1 into 2 lots) at 122 Mountainview Road, Airville (Lot 23 on SP129621 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 refuse the Development Application for Reconfiguring a Lot at 122 Mountainview Road, Airville (Lot 23 on SP129621 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. Consequently, the proposal conflicts with the provisions of the scheme.

Resolution

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

FOR – Councillor Goddard.

AGAINST – Councillors McLaughlin, Bonanno, Perry, Liessmann and Woods.

1/5

LOST

Reasons for Council not accepting Officer's recommendation

The following reasons were provided by Council for not adopting the Officers recommendation:

- The proposed development is consistent with existing rural residential amenity in this location

-
- The proposed new lot is similar in size and configuration to surrounding lots
 - The proposed subdivision will not compromise any Good Quality Agricultural Land (GQAL)
 - The lots are adequately serviced by acceptable road infrastructure
 - The land is of an appropriate size to allow for a compliant effluent disposal system to service any new dwelling house to be constructed on the proposed new lot.

Recommendation

That Council approves the Development Application for Reconfiguring a Lot at 122 Mountainview Road, Airville (Lot 23 on SP129621 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 \$70-50 calculated on the basis of a charge per lot to be levied on the Council by the Department of Natural Resources and Mines for each new valuation.

ROADWORKS

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

PROPOSAL PLAN

3. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Atkinson and Booy surveys plan No P16-146b.dwg;
 - (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;

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.

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.*
- *Any future on-site sewerage treatment and disposal on the proposed lots must be in accordance with the On Site Sewerage Code and AS/NZS 1547:2000.*
- *It is noted that proposed Lots 23 and 24 will be in the vicinity of existing agricultural uses. The owner of proposed Lots 23 and 24 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."*

Resolution

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

FOR – Councillors McLaughlin, Bonanno, Perry, Liessmann and Woods.

AGAINST – Councillor Goddard.

5/1

CARRIED

16 CLOSED MEETING ITEMS

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

Resolution

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

- 275(1)(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;

For the purpose of discussing;

- Risk Profiling Workshop with Mr. Stephen Dredge, Principal – Planning, Risk and Resilience for Hawksley Consulting.
- Future provision of waste management services.

CARRIED

12.45pm - Break for Lunch

1.15pm – Recommended meeting

Council Meeting opened to Public

Resolution

Moved Councillor Bonanno, seconded Councillor Perry that the Council meeting be opened to the public.

CARRIED

3.1.1 Business Arising - Fire Hydrants - Airdmillan Road, Ayr - Laid on the Table at the Ordinary Council Meeting held on Tuesday 6 December 2016

Mr Great provided advice to Councillors in relation to the Private Certification process and the implications of building approvals for landowners of industrial zoned land in the vicinity of the property.

Resolution

Moved Councillor Perry, seconded Councillor Bonanno that Council resolves to install a new 150mm diameter watermain along Airdmillan Road from Chippendale Street to Ferguson Road, Ayr for the purpose of increasing water flow/pressure to the industrial zoned land.

CARRIED

11 COMMUNITY DEVELOPMENT

11.1 Plantation Park Survey Results

Mrs. Julie Davies – Media and Communications Officer, presented to Council the Plantation Park Survey Results which included the top six responses in priority order and the top ten ideas suggested by the community.

8 OPERATIONS

8.1 Capital Works Program - Plantation Park - Roads and Carparks

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council list sealing of roads and carparks in Plantation Park, Ayr for consideration as part of the development of the future Capital Works Program.

CARRIED

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

17 DELEGATIONS

There being no further business the meeting closed at 5.00pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on Tuesday 17 January 2017.

MAYOR

3.2 Burdekin Senior Advisory Group Meeting Minutes - 9 November 2016

Recommendation

That the minutes of the Burdekin Senior Advisory Group Meeting held on 9 November 2016 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Senior Advisory Group Meeting held on 9 November 2016

Held at Burdekin Theatre
The meeting commenced at 10.00am

CLAUSE 1 ATTENDANCE
Cr. Ted Bawden
Tony Vaccaro
Melissah Lammon
John Rowan
Joyce Henaway
June Bosel
Graham Anderson
Tom Callow
Robert Lesca

CLAUSE 2 NEW MEMBERS JOINING THE GROUP

The group discussed the option of inviting more people to join the group due to the resignation of John Kohn and Eleanor Betteridge a few months ago. The group agreed to invite Glenys Cislowski. Melissah undertook to call Glenys to invite her to become a member.

CLAUSE 3 2017 PIONEERS LUNCHEON

Robert Lesca suggested to combine the 2017 Christmas Morning Melodies with the Pioneers Luncheon and to hold the event at the Memorial Hall. The group suggested Wednesday, 13th December 2017 as the proposed date and to charge \$5 per person to cover the cost of sandwiches and sweets for dessert. Cr. Ted Bawden agreed for further discussions regarding this recommendation to be held in the New Year.

CLAUSE 4 AGE FRIENDLY BUS TRIP

The group agreed for the bus trip to occur on Wednesday, 8th March 2017, which will be our scheduled meeting date for March. June Bosel advised the group that herself, John Rowan and Joyce Henaway had met to brainstorm ideas where to go but would need to review this by the next meeting scheduled for 8th February 2017.

CLAUSE 5

OTHER GENERAL BUSINESS

Customer Requests

John Rowan raised the issue of community safety at Plantation Park and feels there is a tree in the park that is a hazard and should be removed. Melissah Lammon undertook to lodge a customer request to the Customer Service Department on behalf of John Rowan.

John Rowan raised a second issue regarding Council Parks & Gardens trucks being parked for long periods of time at the front of the Post Office in Queen Street. Cr. Ted Bawden said it is a loading zone and it can be used for trucks, cars and any vehicles. Tony Vaccaro advised this is a police traffic management issue.

Robert Lesca raised the issue of the sign near the Post Office. Robert said the sign is a bit misleading as it says 'Townville' and faces down Young street, however if you drive all the way down Young Street as the sign suggests you will head straight into the cane and if you turn right at the cane there is a 'no left turn' going onto the highway. Melissah undertook to follow this up.

Cr. Ted Bawden advised the group that the best option to lodge a customer request is to lodge it with the Customer Service Department at the Council by phoning 4783 9800 or in person at the front desk.

'Seniors Community Issues' notice in Round-a-bout Magazine

Tom Callow suggested for Robert Lesca to put a notice in the Round-a-bout Magazine on behalf of the Burdekin Senior Advisory Group requesting for Seniors' in the Burdekin to contact the Burdekin Senior Advisory Group with any community issues they would like addressed. The group can then discuss/recommend a suitable action plan. The group agreed this was a great idea. Robert Lesca and Cr. Ted Bawden undertook to coordinate a suitable notice to go in the Round-a-bout Magazine for 2017.

Christmas Morning Melodies with Ricky

Melissah Lammon advised the group of the free 'Christmas Morning Melodies with Ricky' being held on Wednesday, 14th December at the Burdekin Theatre from 10am. Melissah encouraged the group to attend and to advise their friends to attend also.

Australia Day Award Nominations

Melissah Lammon advised the group that the 2017 Australia Day Award Nominations were now open and will close on Friday, 2nd December. Nomination forms are available from the Burdekin Shire Council Chambers, the Burdekin Library Ayr and Home Hill branches; and on Council's website.

Rates Information Session

Robert Lesca spoke to the group about the increasing costs to rates is making it harder for Seniors' to cope with everyday living expenses. Robert suggested we hold a free 'Rates Information' session and open it up to all Seniors' in the Burdekin to attend. This will be an opportunity for the Rates department and CEO to explain how this process works. Cr. Ted Bawden suggested waiting for the new CEO to commence.

Invitation to Mayor

The group agreed they would like to invite the Mayor to attend the Burdekin Senior Advisory Group meeting to be held in February 2017. Melissah Lammon undertook to see if the Mayor is available to attend the February meeting.

Meeting Notes taken by Melissah Lammon

NEXT MEETING – Wednesday, 8 February 2017 at 10am in the John Hy Peake room at the Burdekin Shire Council

ACTION ITEMS

Action required	Person/s responsible	Status
Invite Mayor to attend February 2017 meeting.	Melissah Lammon	
Invite Glenys Cislowski to be a member of the Burdekin Senior Advisory Group.	Melissah Lammon	
Draft 'Age friendly bus trip' itinerary.	John Rowan, June Bosel, Joyce Henaway	In progress
Draft suitable 'Seniors Community Issues' notice to go in Round-a-bout Magazine in 2017	Robert Lesca Cr. Ted Bawden	
Organise free Rates Information session	Melissah Lammon Cr. Ted Bawden	
Submit customer request on behalf of John Rowan regarding tree in Plantation Park.	Melissah Lammon	Melissah emailed a customer request to the Customer Service. The Customer Request Number is: CrPrk16/0427
Submit customer request (on behalf of John Kohn) regarding 'no parking signs' in Home Hill Road.	Melissah Lammon	Melissah emailed customer request to the Customer Service Team. The Customer Request Number is: CrDes16/0103

3.3 Local Disaster Management Group Meeting Minutes - 9 December 2016

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 9 December 2016 be received as a true and correct record.

BURDEKIN SHIRE COUNCIL

**MINUTES – BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING
HELD ON FRIDAY 9 DECEMBER 2016 AT 12.05PM**

CLAUSE 1 ATTENDANCE

Core Members

Councillor Lyn McLaughlin – Chair - Burdekin Shire Council
Cr. Tony Goddard – Deputy Chair - Burdekin Shire Council
Ms. Eileen Robinson - Local Disaster Co-ordinator – Burdekin Shire Council
Mr. Shane Great – Deputy Local Disaster Co-ordinator – Burdekin Shire Council
Mrs. Libby Preedy – Emergency Management Co-ordinator - Queensland Fire and Emergency Service
Mr. Ken Johnson – Inspector – Queensland Fire and Emergency Service
Senior Sergeant Steve Barton – Officer in Charge - Queensland Police Service - Ayr
Mr. Robert Sutcliffe – Local Controller - Burdekin State Emergency Service
Mr. Wayne Saldumbide – Manager Operations - Burdekin Shire Council
Mr. Kevin Byers – Manager Technical Services - Burdekin Shire Council
Ms. Linda Govan – Co-ordinator Environment and Health – Burdekin Shire Council
Ms. Debra Cochran – Welfare-Chief Executive Officer - Burdekin Community Association
Mrs. Jane Cannavan – Acting Officer in Charge - Queensland Ambulance Service

Specialist Advisors

Mr. Terry Brennan – Interim Chief Executive Officer – Burdekin Shire Council
Mrs. Janai Giddy – Technical Services Administration - Burdekin Shire Council
Mr Bradley Hutchinson – Safety and Productivity Coordinator – Burdekin Shire Council
Mrs. Julie Davies – Media and Communications Officer - Burdekin Shire Council
Mr. Andrew Thomas – Department of Transport and Main Roads
Mrs. Tracey Hobbs – Burdekin Centre for Rural Health
Mrs. Rebecca Grogan – Burdekin Community Association
Mr. David White - Telstra
Ms. Deana Murray – Lower Burdekin Home for the Aged
Mr. Brian Burkett – Department of Community, Child Safety and Disability Services
Ms. Sharon Galeano - Department of Community, Child Safety and Disability Services
Sergeant Brett Smith - Queensland Police Service - Home Hill
Mr. Mark Biffanti – Ergon Energy
Mr. Steve Postma – Wilmar Sugar

Minutes Clerk – Mrs. Anne-Maree Dale

Apologies for Absences

Councillor John Woods – Burdekin Shire Council
Ms. Mary Vicary – Ayr Health Service
Ms. Sue Collier – Flexi Queensland
Mr. Gordon Yorke – Rural Fire Services Queensland
Mr. Dale Last – Burdekin Electorate Office
Mr. Wayne Preedy – Emergency Management Queensland
Mr. Matthew Oar – Ergon Energy
Mr. Steve Brennan – Queensland Fire and Emergency Service – Home Hill
Mr. Allan Parravicini – State Emergency Service – Ayr
Mr. James Stuart – Sunwater
Mr. Daryl Hanger – Australian Red Cross
Mr. Michael Thomson – Rural Fire Service Queensland

**CLAUSE 2 MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP
MEETING HELD ON 4 NOVEMBER 2016.**

Moved Ms. Cochran, seconded Mrs. Preedy that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 4 November 2016 be received as a true and correct record.

CARRIED

CLAUSE 3 BUSINESS ARISING OUT OF THE MINUTES

Chair, Councillor McLaughlin advised that in relation to Clause 4 – Mr. Daryl Hanger – Australian Red Cross, the research documenter has liaised with the Burdekin Shire Council and a report will be written relating to the key learnings from the Home Hill Backpacker, Sydney Siege and Dream World events for future dealings with this nature/type of event.

CLAUSE 4 CORRESPONDENCE FOR INFORMATION

Nil

CLAUSE 5 AGENCY REPORTS**Mr. Robert Sutcliffe – Local Controller - Burdekin State Emergency Service**

1. Mr. Sutcliffe advised that there had been some mechanical issues with the SES boat, however, these have now been rectified.
2. There have been several activations for the month due to trees falling on properties. This has occurred due to the dryness and the brittleness of the trees.
3. Staff continues to complete training and update their skills.
4. The majority of SES members will be available over the Christmas period should there be an event declared.

Ms. Debra Cochran – Welfare-Chief Executive Officer - Burdekin Community Association

1. Ms. Cochran advised that the office staff have recently completed Psychological First Aid Training.
2. Ms. Cochran, Mrs. Hobbs and Mrs. Grogan have all completed the latest Guardian Training and are now equipped should there be an event.
3. Burdekin Community Association is currently promoting preparedness for the storm season to staff, volunteers and clients.
4. The Rural Health generator has been serviced.

Mr. Brian Burkett – Department of Community, Child Safety and Disability Services

1. Mr. Burkett advised that he attended the District Human Social Recovery Committee Meeting this month with good representation from the Burdekin Shire Council. Discussion was held on Vulnerability Framework and ways to engage people prior and during an event.
2. Historical cyclone information was reviewed and from this experience, potential service delivery models and recovery hubs were discussed.

Mr. Steve Postma – Wilmar Sugar

1. Mr. Postma advised that it is anticipated that the Invicta Mill, Giru will complete the crushing season next week, and Inkerman Mill, Home Hill will be the last mill to close, hopefully by the end of December. Normally the mills would have shut down over the Christmas period, however, due to the late finish and the short maintenance season, there will be staff onsite through until the start of 2017 crushing season.
2. Mr. Postma confirmed that over the Christmas period he will remain the Wilmar Sugar contact should there be an event.

Mr. Mark Biffanti – Ergon Energy

1. Mr. Biffanti advised that Ergon was ready for the season. Plans have been reviewed and response team positions have been allocated.
2. It was confirmed that there has been an increase in storm cells moving over South-East and North Queensland. Ergon can rally troops from anywhere in Queensland should there be an event.

Ms. Deana Murray – Lower Burdekin Home for the Aged

1. Nothing new to report

Mrs. Jane Cannavan – Acting Officer in Charge - Queensland Ambulance Service

1. Mrs. Cannavan advised that all the equipment has been maintained and they are ready to go should there be an event.

Mr. David White - Telstra

1. Mr. White advised that there have been two extra staff employed in Ayr and they have been informed of the plans should there be an event.
2. Mr. White also reminded people to have back-up batteries on hand for the NBN device as the battery talk time only lasts for approximately 4 hours. He also advised that if there was an event portable units would be relocated to the affected areas to boost mobile network.

Mr. Andrew Thomas – Department of Transport and Main Roads

1. Mr. Thomas advised that the Department of Transport and Main Roads was prepared. It was reported that there was a short supply of bitumen until approximately 12 December 2016 and the speed limit through roadwork zones has mostly been signed as 80km/hr during this shortage.

Senior Sergeant Steve Barton – Officer in Charge - Queensland Police Service - Ayr

1. Senior Sergeant Barton advised that the Ayr police were all prepared and ready should there be an event.

Sergeant Brett Smith - Queensland Police Service - Home Hill

1. Sergeant Smith advised that there were issues with the generator; however, this will be rectified as soon as possible.

Mr. Ken Johnson – Inspector – Queensland Fire and Emergency Service

1. Mr. Johnson advised that the Burdekin is currently balancing between the dry and waiting for the wet season to arrive; are still running into the wildfire system. It was reported that there was a fire risk along the Burdekin River and reminded everyone to be aware of fire risks during the dry and especially during the school holidays.
2. There was a recent incident in Sydney Street, Ayr where the area was evacuated. QFES and police attended the incident and the SES assisted with the evacuation of the vicinity. The LDMG were notified of the evacuation of houses. There was no need to assist with transport and QFES continued to liaise with emergency services and Council during this time.

Mrs. Libby Preedy – Emergency Management Co-ordinator - Queensland Fire and Emergency Service

1. Please refer to attached report.

Mr. Wayne Saldumbide – Manager Operations - Burdekin Shire Council

1. Mr. Saldumbide advised that the Operational Workforce – Works, Water and Wastewater and Parks and Gardens will shut down at lunchtime on Thursday 22 December 2016 and the workforce will recommence on Monday 9 January 2017. There will still be a core maintenance crew in the interim for the areas of Works, Water and Wastewater and Parks and Gardens, however will only be in maintenance mode.
2. Drainage clearing has commenced to minimise any issues should the Burdekin receive heavy rainfall.

CLAUSE 6 ADOPTION OF SUB-PLANS

1. Airport Emergency Sub-Plan

Moved Mr. Saldumbide, seconded Councillor Goddard that the Airport Emergency Sub-Plan be received and adopted.

CARRIED

2. Health Sub-Plan

Moved Senior Sergeant Barton, seconded Ms. Cochran that the Health Sub-Plan be received and adopted.

CARRIED

3. Communications Sub-Plan

Moved Mr. Johnson, seconded Councillor Goddard that the Communications Sub-Plan be received and adopted.

CARRIED

4. Transport Sub-Plan

Moved Mr. Byers, seconded Mr. Great that the Transport Sub-Plan be received and adopted.

CARRIED

5. Community Information and Warnings Sub-Plan

Moved Mr. Johnson, seconded Mrs. Preedy that the Community Information and Warnings Sub-Plan be received and adopted.

CARRIED

6. Tsunami Sub-Plan

Moved Mrs. Preedy, seconded Senior Sergeant Barton that the Tsunami Sub-Plan be received and adopted.

CARRIED

CLAUSE 7 GET READY BURDEKIN PROGRAM

Ms. Robinson reported that as part of the 'Get Ready Burdekin Program', Burdekin Shire Council operated a stall at the Home Hill Harvest Festival which was well received with approximately 200 to 300 members of the community engaging with Council officers.

CLAUSE 8 SCHOOL PROGRAM UPDATE

Ms. Robinson provided an update on the School Program. Council attended Clare State School and Maidavale State School to deliver the modified curriculum to children from Prep to year six. The program was well received by the children.

CLAUSE 9 DISASTER MANAGEMENT PROJECTS

Ms. Robinson advised that the Burdekin Shire Council will be implementing the following Disaster Management Projects:-

1. Area Warden Program – this program is to be rolled out in all coastal areas and regional Burdekin communities. This project is designed to appoint Regional Wardens for all remote communities within the Burdekin Region. They will be given the necessary training and equipment required to undertake the role and understand their responsibilities. Council will also look at educating the Community on who their Warden is and how they can be contacted. It is expected that this program will be completed by 31 March 2017.
2. Psychological First Aid – Council are looking at rolling out psychological first aid for all area wardens and identify "key" personnel amongst staff to undertake the training as well.
3. Storm Surge Community Awareness Program – Council aims to rollout education sessions with residents of coastal Burdekin Communities regarding storm surges.

CLAUSE 10 GENERAL BUSINESS

1. Mrs. Libby Preedy – Emergency Management Co-ordinator - Queensland Fire and Emergency Service advised that she will be unavailable from Thursday 22 December 2016 to Sunday 25 December 2016 due to being out west with minimal network service.
2. Mr. Ken Johnson – Inspector – Queensland Fire and Emergency Service advised that over the Christmas period he will be available should there be an event and/or LDMG activation.
3. Mrs. Libby Preedy – Emergency Management Co-ordinator - Queensland Fire and Emergency Service presented BoM Weather Briefing as presented at the District Disaster Management Group on 7 December 2016 by Doug Fraser from BoM. It was reported that we are currently at a neutral phase, which means that there will be either a significant wet season or a significant dry season and there may be rain and we may get some. This presentation along with the Zika Virus Presentation and NBN Co Presentation will be emailed directly to LDMG members upon close of this meeting.
4. Chair McLaughlin thanked all the members of LDMG for their attendance, participation and wished them a Merry Christmas and a Happy New Year.
5. With no objections, it was decided by LDMG members that the Meeting for January 2017 be cancelled, however, if there is an event the LDMG group will be contacted.
6. Appointment of Deputy Area Commander – Queensland Fire and Emergency Service and Fire and Rescue - Burdekin
Moved Mr. Byers, seconded Ms. Cochran that in accordance with sections 40A of the *Disaster Management Act 2003*, the Local Disaster Management Group Core Members approve the appointment of Mr. Kevin Trueman and Mr. Ashley Ryder as Deputy during the absence or inability to attend of Queensland Fire and Emergency Service and Fire and Rescue, Area Commander Ken Johnson. CARRIED

There being no further business the meeting closed at 12.54pm.

The next meeting will be held in February 2017, date to be advised.

CHAIRMAN



Queensland Fire & Emergency Services
Agency Report to the Burdekin Local Disaster Management Group
This report covers the period 05 Nov 2016 – 09 Dec 2016

Emergency Management Meetings/Activities attended:	
<ul style="list-style-type: none"> • Attended Tsv DDMG Meeting in Townsville on 7 Dec 2016 • Attended UNISDR Risk Reduction Workshop conducted in Townsville (9 Nov) for Health professionals & disaster managers • Conducted 2 days of DM Training for Burdekin LDMG members (see below for details) • Attended Burdekin Falls Dam EAP for Burdekin LDMG members 30 Nov 2016. 	
Topics of Interest:	
<ul style="list-style-type: none"> • Updated DM Training Needs Analysis (TNA) for Burdekin LDMG attached • Request received from State for confirmation of local emergency supply arrangements from LGs (to be discussed in General Business) 	
Training and Exercises	
Training conducted:	<ul style="list-style-type: none"> • 8 Nov - Recovery modules, Evacuation Centre Management modules • 29 Nov – DM Planning module, Warning & Alerts Systems modules, Resupply modules
Scheduled training:	<ul style="list-style-type: none"> •
Exercises conducted:	<ul style="list-style-type: none"> • NTR
Scheduled exercises:	<ul style="list-style-type: none"> • NTR
Community Awareness and Education	
Public awareness activities conducted:	<ul style="list-style-type: none"> • NTR
Proposed public awareness activities:	Working with Council Media, SES Local Controller & QFES to arrange disaster preparedness presentations to Aged Care, Rotary, Lions, Sports groups, Scouts etc over the next 2 months
Operations	
Conducted:	<ul style="list-style-type: none"> • Nil
Current Impediments	<ul style="list-style-type: none"> • Nil
SES Update:	<p>SES Executives and trainers from Burdekin participated in a 2 day workshop (12 - 13 November). Trainers and executives were shown the draft 12 month training calendar. The Concept of Operations materials were discussed at length and the process as to who will take the lead in a severe weather response was discussed. SES will ensure they have sufficient volunteers to have a member on the LDMG, a presence in the LDCC and still be able to manage a forward control point for QFES response in the Burdekin Shire. Deployments were discussed and if SES require additional SES volunteers to complete their tasks, the request will come from the local SES to SES Area Office. SES Area Office will ensure the LDMG is notified of any SES coming into their area. If Council/LDMG wish to pre-emptively ask for an SES deployment, request will come via the QFES member on the LDMG, who will forward the request to the ROC (if open) or the SES Area Office and will be kept up to date on status of request.</p> <ul style="list-style-type: none"> • If there are any questions in relation to this advice, SES Regional Manager Daryl Camp is willing to attend any meeting to discuss this further.
RFSQ Update:	<ul style="list-style-type: none"> • Business as usual
Fire & Rescue Update:	<ul style="list-style-type: none"> • Two QFES Officers selected to support LDMG, Station Officer Kevin Trueman "deputy" Fire and Rescue member and Firefighter Ashley Ryder Liaison Officer. Ashley also attended the Guardian Training 2nd Dec • Bomb Incident 10th Nov led to evacuation of residents and Child Care Centre in Ayr – LDMG notified of incident and evacuation (no LDMG action required).
Report coordinated by:	
Name:	Libby Preedy
Position:	QFES Emergency Management Coordinator, Townsville
Date:	5 December 2016

4 REPORTS

5 GOVERNANCE & LOCAL LAWS

5.1 Amendment to Subordinate Local Law No 3 (Community and Environmental Management) 2012

Document Information

Referring Letter No: N/A

File No: 414

Name of Applicant: N/A

Location: N/A

Author and Title: Vicki Walker, Governance and Property Officer

Executive Summary

Council at its meeting held on 1 November 2016 agreed to amend Subordinate Local Law No 3 (Community and Environmental Management) 2012 to include neem tree as a declared local pest.

To facilitate this process, Council is required to resolve to propose to make Community and Environmental Management (Amendment) Subordinate Local Law (No 1) 2016.

Recommendation

That Council proposes to make Community and Environmental Management (Amendment) Subordinate Local Law (No 1) 2016 as tabled.

Background Information

Council agreed to include neem tree as a declared local pest under Subordinate Local Law No 3 as a result of a proposal put forward by the Lower Burdekin Landcare Association Inc. to declare neem tree as a pest plant in the Burdekin region and for it to be removed from Council parks, beaches and creeks.

Council has previously made Local Law No. 3 (Community and Environmental Management) 2012.

Section 6 of the local law relevantly provides that Council may, by subordinate local law, declare an animal or plant of a specified species to be a local pest. However, before Council makes a declaration under section 6, it must consult with the chief executive of the Department responsible for the administration of the Land Protection (Pest and Stock Route

Management) Act 2012 (now replaced by the Biosecurity Act 2014) about the desirability of the declaration.

Council has accordingly undertaken this consultation and advice has been received from the Department of Agriculture and Fisheries that the Council's proposal to include neem tree as a declared local pest is appropriate for its situation.

The proposed Community and Environmental Management (Amendment) Subordinate Local Law (No 1) 2016 adds neem tree (*Azadirachta indica*) to Schedule 1 of Subordinate Local Law (No 3) (Community and Environmental Management) 2012 thus making neem tree a local pest for the entire Council area.

Community and Environmental Management (Amendment) Subordinate Local Law (No 1) 2016 has been prepared by King & Company Solicitors.

Following its resolution to propose to make the subordinate Local Law, Council is required to undertake public consultation and consider all submissions.

Link to Corporate/Operational Plan

4.1.3 Protect and enhance the natural environment

4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas

Consultation

King & Company Solicitors

Legal Authority or Implications

Compliance with Local Government Act 2009 and Local Government Regulation 2012.

Policy Implications

N/A

Financial and Resource Implications

Preparation and adoption of local laws will incur legal fees and staff resource allocation.

Report prepared by:

Vicki Walker, Governance and Property Officer

Report authorised by:

Dan Mulcahy, Manager Governance and Local Laws

Attachments

1. Community and Environmental Management (Amendment) Subordinate Local Law (No 1) 2016.

Burdekin Shire Council Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2016

Contents

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3	Amendment of sch 1 (Declared local pests)	1

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2016*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 3 (Community and Environmental Management) 2012*.

Part 2 Amendment to subordinate local law

3 Amendment of sch 1 (Declared local pests)

Schedule 1, item 1, column 2, after ‘Itch grass (*Rottboelia cochinchinensis*)’—
insert—

Neem tree (*Azadirachta indica*)

This and the preceding page bearing my initials is a certified copy of *Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2016* made in accordance with the provisions of the *Local Government Act 2009* by Burdekin Shire Council by resolution dated the day of 2016.

.....
Chief Executive Officer

589512_3

5.2 Appointment of Acting Chief Executive Officer

Document Information

Referring Letter No: N/A

File No: 395

Name of Applicant: N/A

Location: N/A

Author and Title: Terry Brennan – Chief Executive Officer

Executive Summary

The Chief Executive Officer (CEO) will be taking prearranged annual leave between 20 January and 6 February 2017. During the absence of the CEO the Council should take action to appoint an Acting CEO. It is proposed that Mr Dan Mulcahy, Manager Local Laws and Governance, be appointed Acting CEO for this period.

Recommendation

That the Manager Local Laws and Governance, Mr Dan Mulcahy, be appointed Acting CEO from 20 January to 6 February 2017 during the absence of the CEO on prearranged leave.

Background Information

The Chief Executive Officer, Mr Terry Brennan, will be taking some prearranged leave between 20 January and 6 February 2017 for the purpose of an overseas trip. During the absence of the CEO on leave the Council should take action to appoint another officer to act as the CEO.

It is proposed that the Manager Local Laws and Governance, Mr Dan Mulcahy, be appointed as Acting CEO during the absence of the CEO on leave. The appointment of Mr Mulcahy as Acting CEO should be by resolution of Council.

Link to Corporate/Operational Plan

5.2.3 Build effective leadership and management capability

Consultation

N/A

Legal Authority or Implications

Section 195 of *Local Government Act 2009* provides for the appointment of an Acting CEO by the Council.

Policy Implications

N/A

Financial and Resource Implications

Nil – able to be absorbed within the existing salaries budget.

Report prepared by:

Terry Brennan – Chief Executive Officer

Report authorised by:

Terry Brennan – Chief Executive Officer

Attachments

N/A

5.3 Attendance at LGAQ/QTC Financial Sustainability Summit

Document Information

Referring Letter No: N/A

File No: 1029

Name of Applicant: N/A

Location: Cairns, Queensland

Author and Title: Terry Brennan – Chief Executive Officer

Executive Summary

The LGAQ and QTC will be conducting the 5th Local Government Financial Sustainability Summit in Cairns on 29 & 30 March 2017. The program for the summit includes a number of presentations relevant to local government financial sustainability and it is requested that approval be granted for the Mayor and CEO to attend.

Recommendation

That approval be granted to the Mayor and CEO to attend the Local Government Financial Sustainability Summit being conducted by the LGAQ and QTC on 29 and 30 March 2017 in Cairns and their expenses of attendance be met by Council.

Background Information

The Local Government Association of Queensland (LGAQ) has recently forwarded information in relation to the 5th Local Government Financial Sustainability Summit it will be conducting in conjunction with the Qld Treasury Corporation (QTC). The 2017 summit, which is titled *Bridging the Divide*, will be held in Cairns on 29 & 30 March 2017.

A review of the program for the summit indicates it includes many presentations relevant to issues associated with financial sustainability for local government. A copy of the conference program is attached for the information of Councillors.

Given the range of master class topics on the first day and presentations and panel sessions on the second day of the summit, it is considered there will be a significant benefit in Council representatives attending. It is therefore requested that approval be granted for the Mayor and CEO to attend the summit.

Link to Corporate/Operational Plan

5.3.2 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

The cost of registration for the Summit is \$880 per person (GST inclusive) plus travel, accommodation and meal expenses. There are sufficient funds in the conference expenses budget votes to meet the relevant costs.

Report prepared by:

Terry Brennan – Chief Executive Officer

Report authorised by:

Terry Brennan – Chief Executive Officer

Attachments

1. Local Government Financial Sustainability Summit - *Bridging the Divide* Conference Program

5th LOCAL GOVERNMENT
FINANCIAL SUSTAINABILITY SUMMIT

BRIDGING THE DIVIDE

**WEDNESDAY 29 &
THURSDAY 30 MARCH, 2017**

Shangri-La Hotel, The Marina
Pierpoint Road, Cairns

CONFERENCE HIGHLIGHTS

- **Queensland Government ministers invited**
The Hon. Jackie Trad, MP and The Hon. Curtis Pitt MP
- **International keynote**
Timothy Blair *Manager, Implementation Projects and Studies;
Metropolitan Water District of Southern California*
- **Industry keynotes**
Helen Hutchings *Group Executive Director, Philips Group*
Ivan Colhoun *Chief Economist, Markets, National Australia Bank*
Elisa Nichols *Executive Director, Office of the Great Barrier Reef*
- **Governance and executive master classes**
- **Council knowledge sharing**
- **Expert industry insights**





WELCOME LETTER

The biggest challenge for all local governments is meeting rising community expectations in a financially constrained environment. Bridging this divide while maintaining financial sustainability is a challenge found in all areas of councils' control—particularly service delivery and asset management. With Queensland's local governments collectively owning and managing in excess of \$100 billion of physical assets, maximising their financial benefit must be a priority.

As you are about to embark on the second budget of a council's term, do you have a strategy that will deliver services and infrastructure that your residents need and leave council in a stronger financial position at the end of this term than it was at the start? With the inherent risks and opportunities in the second budget, is your leadership making a positive difference to your council's internal operations?

Bridging the Divide, the 5th Local Government Financial Sustainability Summit and the first for this term, is a chance for councils to gather and learn from peers and industry experts. You will hear from key government ministers, international keynotes and industry experts—with practical insights to avoid the chasm between expectation and delivery.

The summit will explore the stresses between the cost of doing business and the ability to raise revenue. It will also include executive and governance master classes on important financial management concepts and decision making tools.

This year we have broadened the summit scope to make it more valuable for Mayors, Councillors, CEOs and Chief Financial Officers. We have also maintained a practical emphasis throughout the program with the inclusion of Q&As.

The Local Government Association of Queensland and Queensland Treasury Corporation have partnered together to deliver this conference, and we encourage all councils to be represented at this event.

A stylized, handwritten signature in black ink.

Mayor Mark Jamieson
PRESIDENT, LGAQ

A stylized, handwritten signature in black ink.

Philip Noble
CHIEF EXECUTIVE, QTC



INTERNATIONAL KEYNOTE SPEAKER



TIMOTHY BLAIR

Manager, Implementation Projects and Studies; Metropolitan Water District of Southern California (Los Angeles, CA)

Timothy Blair is a water resource manager with the Metropolitan Water District of Southern California. In his current role, Tim negotiates ag-to-urban water transfers, interstate water deals, and international projects that supply water to Southern California's 19 million coastal urban water users. Prior to his current role, Tim was the Program Manager of Water Use Efficiency, Manager of Integrated Water Resource Planning, and program lead for distribution system reliability planning, and drought contingency planning. Tim has developed regional policies and programs for conservation, brackish groundwater recovery, water recycling, and seawater desalination. Joining Metropolitan in 1992, Tim was project manager of Metropolitan's Integrated Resources Plan, a 25-year road map and strategic plan for Southern California's water supply reliability. Tim has also worked at the Los Angeles Department of Water and Power, where he designed conservation-based water rate structures. He was a 10-year Board Member of the California Urban Water Conservation Council, and has served as a member of the Governor's Landscape Efficiency Taskforce and as a member of the Urban Stakeholder Committee advising on the implementation of California's "20 By 2020" legislation.

INDUSTRY KEYNOTE SPEAKERS



HELEN HUTCHINGS

Group Executive Director, Phillips Group.

Helen has extensive experience in stakeholder engagement, project management, marketing communication and public relations, having worked in consulting and corporate environments in Australia and the UK. Helen has worked at Phillips Group since 2006 and leads the consultancy's planning, construction and urban development projects. She has worked on projects of a sensitive and controversial nature in both metropolitan and regional areas and is experienced in negotiating mutually agreeable outcomes between different stakeholder groups.



IVAN COLHOUN

Chief Economist, Markets for National Australia Bank.

Ivan joined NAB in November 2014 and is responsible for the Australian Economics function within the Global Markets Research team. Ivan has had a long and varied career in Economics. He spent 15 years at Deutsche Bank finishing as Chief Economist for Australia and Head of Global Markets Research for Australia/NZ, before following his passion for aviation by joining Qantas as Chief Economist. Most recently, Ivan was Chief Economist for Australia for ANZ Bank. He has also consulted to SEEK, Virgin Australia and IATA.



ELISA NICHOLS

Executive Director, Office of the Great Barrier Reef, Department of Environment and Heritage Protection

Elisa is responsible for the coordination and implementation of the Queensland Government's reef water quality policy and programs. She has been with the department and its former incarnations for over twelve years, specialising environmental management policy and legislation. Prior to joining the government, Elisa practiced environmental law as a solicitor in Queensland and New South Wales and has a Masters in Environmental and Resources Law.



CONFERENCE SESSIONS | DAY ONE

29 March 2017

11.00am Registration

AFTERNOON

12.00pm Welcome lunch

Networking

12.15pm **CREATING A FINANCIALLY SUSTAINABLE FUTURE**

Anthony Close *Acting Auditor-General, Queensland Audit Office*

Queensland Government

1.30pm **QTC GOVERNANCE AND EXECUTIVE MASTER CLASSES**

Topic A: Strategies for developing infrastructure solutions

An in-depth knowledge session on developing strategies to meet the infrastructure requirements of local communities by analysing all of the available options (including non-asset solutions). Delivered with practical case studies and access to a local government toolkit developed for achieving value-for-money.

Topic B: Reviewing a business case—key issues and common mistakes

This session will outline the key issues to consider when reviewing a business case. Identify the core questions that need to be asked to ensure the project delivers the solutions that the business needs. An essential session for the local government management team.

QTC Master class

2.30pm Afternoon tea

Networking

3.00pm **QTC GOVERNANCE AND EXECUTIVE MASTER CLASSES**

Topic B: Reviewing a business case—key issues and common mistakes

This session will outline the key issues to consider when reviewing a business case. Identify the core questions that need to be asked to ensure the project delivers the solutions that the business needs. An essential session for the local government management team.

Topic C: Improving financial sustainability

Access the information you need to build and maintain financial sustainability in your council. Drawing on the core areas for financial sustainability—including infrastructure management, financial management practices, and governance and planning practices—the session will use practical examples, exercises and tools to illustrate and apply key financial concepts and analysis.

QTC Master class

4.00pm **LGIS GOVERNANCE AND EXECUTIVE MASTER CLASSES**

Topic A: Data is not a dirty word

Measure everything. Crazy? Perhaps, yet Councils that have embarked on the data journey are reaping the benefits. This session will explore strategies that you can implement locally to help shine the light on these data sources, explore the continuing emergence of new data sources, and how it can be used in a practical way to make better decisions.

Topic B: Save money & the planet

Energy costs are often not well understood or appreciated, complicated by councils diverse energy needs that often span multiple sites and power variable service needs. This workshop will explore how you can actively monitor your energy usage and make management decisions based on what you are seeing.

LGIS Master class

EARLY EVENING

4.30pm Networking drinks

STRATEGIES FOR MANAGING YOUR NATURAL ASSETS

Elisa Nichols *Executive Director, Office of the Great Barrier Reef, Department of Environment and Heritage Protection*

Elisa will share advice and the best practice techniques used by the Office of the Great Barrier Reef for managing Australia's greatest natural asset.

Keynote address

6.00pm Free night

Networking



CONFERENCE SESSIONS: DAY TWO

30 March 2017

MORNING		
9.00am	Financial Sustainability & Local Government Mayor Mark Jamieson <i>President, LGAQ</i>	LGAQ
9.20am	Welcome from QTC Phillip Noble <i>Chief Executive, Queensland Treasury Corporation</i>	QTC
9.40am	ECONOMIC OUTLOOK AND INSIGHTS WITH A REGIONAL FOCUS Ivan Colhoun <i>Chief Economist, Markets for National Australia Bank</i> As Chief Economist of National Australia Bank, Ivan will draw on his wealth of knowledge and experience to update you on local, national and global economic insights and highlight the key factors for Queensland's local governments	Keynote
10.25am	Morning tea	
10.45am	Strategic Asset Management—Time for a change Adj Professor Joeseeph Matthew <i>Chief Executive Officer, Asset Institute</i> Jeff Roorda <i>General Manager, Strategic Asset Management, Technology One Corp</i> David Edgerton <i>Director, APV Valuers and Asset Management</i> The future will surely be different from the past due to the impact of disruptive technologies on society. Would we renew our old infrastructure with the same thing? Hear about the innovative practices being used in industries for asset management, including how to use technology to automate asset planning and manage risks.	Expert industry insight panel
11.45am	ADDRESS FROM THE HON. CURTIS PITT MP* <i>The Treasurer of Queensland, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Sport</i>	Queensland Government address
12.15pm	Our story—local government's performance Glen Beckett <i>General Manager Assist, LGAQ</i> and Gavin O'Donovan <i>Director & Principal Consultant, AEC Group</i> Community expectations regarding the availability and measurement of council performance	LGAQ
12.35pm	Lunch Live demonstrations of 'Ready.Set.Go.', a new performance benchmarking service	Software demonstration
AFTERNOON		
1.40pm	Long-term Financial Sustainability Strategies Survey results from Roland McMillan <i>Principal Advisor Economics & Finance, LGAQ</i>	Survey results
2.00pm	LOCAL APPROACHES TO FINANCIAL SUSTAINABILITY Balancing politics & financial sustainability Cale Dendle <i>President, Local Government Managers Association</i> Attracting local investment Cr Bob Manning* <i>Mayor, Cairns Regional Council</i> Leading change to improve productivity Ross Musgrove <i>Chief Executive Officer, Western Downs Regional Council</i> Purchasing locally vs value for money Cr Jack Dempsey* <i>Mayor, Bundaberg Regional Council</i>	Council knowledge sharing panel
3.00pm	Afternoon tea	
3.20pm	CLOSING THE COMMUNICATIONS GAP Helen Hutchings <i>Group Executive Director, Philips Group</i> Helen is one of Queensland's leading communication and stakeholder engagement experts across infrastructure projects. She will provide practical advice and insights on best practice asset management to gain 'buy-in' from the key stakeholders at each stage of the asset lifecycle.	Keynote address

*Invited and awaiting confirmation

CONFERENCE SESSIONS: DAY TWO

30 March 2017

AFTERNOON

3.45pm	Case study: Reluctant ratepayers to passionate subscribers Sian Sutton , <i>Manager Stakeholder Engagement and Communication, Toowoomba Regional Council</i> <p>Getting cut-through on messaging isn't easy and for local government it's even harder. Unlike corporations, local government communication is about sentiment building and community acceptance about the way we spend ratepayer money. Two areas that are traditionally resource intensive and often get a negative public reaction are council budget releases and reporting via the Annual Report. Toowoomba Regional Council has undergone a significant re-brand and changed the way it communicates, preferring to entertain and delight, even on topics that may seem dry.</p>	Council case study
4.15pm	Closing the Communications Gap Helen Hutchings <i>Group Executive Director, Phillips Group</i> Craig Johnstone <i>Media Executive, LGAQ</i> Sian Sutton <i>Manager Stakeholder Engagement and Communication, Toowoomba Regional Council</i>	Industry expert panel
4.35pm	The challenges & opportunities ahead Greg Hallam <i>Chief Executive Officer, LGAQ</i>	LGAQ
4.45pm	Close	Networking

EVENING

6.00pm	Doors open Entree on arrival	Networking
6.20pm	ADDRESS FROM THE HON. JACKIE TRAD, MP* <i>Deputy Premier, Minister of Local Government and Planning and Minister for Trade and Investment</i>	Queensland Government address
6.40pm	Dinner	Networking
7.15pm	CHALLENGES AND SOLUTIONS FOR WATER INVESTMENTS AND DEALS IN THE AMERICAN SOUTHWEST Timothy Blair <i>Manager, Implementation Projects and Studies; Metropolitan Water District of Southern California</i> <p>With a wealth of expertise and knowledge in public service delivery, Timothy will provide valuable insights about the Metropolitan Water District of Southern California's critical role of providing water supply to Southern California—including emerging trends, challenges and successes.</p>	Keynote
8.00pm	Dessert	Networking
9.00pm	Close	Networking

*Invited and awaiting confirmation



ACCOMMODATION

Rates are subject to availability at the time of booking.

Shangri-La Hotel

The Marina, Pierpoint Road, Cairns

Superior Garden or City View Room (*includes breakfast*)

\$210.00 per night

Reservations

To make your reservation please phone (07) 4052 7614 or complete the accommodation form by clicking the link below.

ACCOMMODATION

[please click here](#)

SUMMIT REGISTRATION

Financial Sustainability Summit Registration \$880.00 (inc.gst)

(includes all of conference program)

Financial Sustainability Summit Dinner \$110.00 (inc.gst)

Please refer to the LGAQ's registration cancellation policies on www.lgaq.asn.au via the Events tab on the home page when making your registration.

Summit Enquiries

Call the members hotline – 1300 542 700 or email ask@lgaq.asn.au

Register

Register online at www.lgaq.asn.au via the Events tab on the home page.

REGISTRATION

[please click here](#)





BOOKING FORM

Pierpoint Road, Cairns, QLD 4870, Australia. Tel 617 4031 1411
Fax 617 4031 3226 E-mail: slmc@shangri-la.com Website: www.shangri-la.com

Attention: GROUP RESERVATIONS	Fax: (07) 4031 3226 . Email: groupres.slmc@shangri-la.com
Re: BOOKING CODE: LGA290317	LGAQ Financial Summit

Dear Reservations,
I wish to make the following reservations for the **LGAQ Financial Summit** being held at the Shangri-La hotel, The Marina Cairns from 28th -31st March 2017.

NAME:	
COMPANY NAME:	
ADDRESS:	
CONTACT NUMBER:	
E-MAIL ADDRESS:	
Confirmation return: (must select at least one)	<input type="checkbox"/> Fax <input type="checkbox"/> Email

Check-In: / /	Check-Out: / /	Total number of nights:
FLIGHT DETAILS:	Arrival Flight #	ETA: / /
		Departure Flight # / /
ROOM TYPE	Room Rate	No. of Rooms/ No. of Guests
Superior Garden/City View Room Only	\$210.00	/
Requests/Comments (please note requests are considered however cannot be guaranteed)		

The above rates include breakfast for 1/2 persons daily
The above group block will be open until 28th February 2017 or until rooms on the block are sold out.
Any bookings requested after 28th February 2017 will be subject to hotel availability at the public rate of the day.

Feature a private balcony or courtyard area.
All spacious room have air-conditioning, ceiling fans, phones with direct STD & ISD dialling, flat screen TV (CNN, NHK) in-house videos, safe deposit boxes, hair dryers, tea/coffee making facilities, clock radio, iron/ironing board, mini bar separate shower & bath.

CREDIT CARD DETAILS (to guarantee booking only) Name of Cardholder: _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Diners Card <input type="checkbox"/> Visa <input type="checkbox"/> Other (please specify) _____	Card Number: _____ <i>(Please note that no prepayment is taken from this card as it is only used to secure your booking at the time of reservation) – If a company is covering any charges and the guest will not have the corporate card please request a credit card authorisations form for completion. Thank you</i> Expiry / / SIGNATURE _____ DATE: _____
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**ALL BOOKINGS ARE SUBJECT TO AVAILABILITY
AND MUST BE GUARANTEED BY A CREDIT CARD AT TIME OF BOOKING.
CANCELLATIONS OR AMENDMENTS MADE AFTER 72 HOURS PRIOR TO ARRIVAL WILL INCUR FULL
CANCELLATION PENALTIES.**

**Please note: BOOKINGS ARE NOT BE CONSIDERED CONFIRMED UNTIL YOU HAVE RECEIVED CONFIRMATION FROM OUR
RESERVATIONS TEAM**

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

8.1 Calling of Tenders to Establish a Register of Pre-qualified Suppliers for the Supply of Electrical Trade Services

Document Information

Referring Letter No: 1552712,1552731,1552733,1552735 & 1552736

File No: 765 & 807.

Name of Applicant: N/A

Location: N/A

Author and Title: Gary Keane – Manager Contracts

Executive Summary

Tenders for TBSC/16/012 – register of Pre-Qualified Suppliers – Electrical Trade Services closed at 12 noon on the 19 December, 2016.

Twelve (12) sets of documents were requested and issued to prospective tenderers.

Five tenders were received at the nominated closing time. Four tenders received were from local suppliers of the requested services and one from a Townsville supplier.

Recommendation

That Council accepts the tenders submitted by Driveman, Laser Electrical, Burdekin Air Conditioning and Electrical, North Queensland Electrical and Instrumentation and Industrial, Commercial, Solutions Electrical Contractors for the purpose of establishing a Register of Pre-qualified Suppliers – Electrical Trade Services.

The register will be effective for a period of two years from the date of Council resolution.

Background Information

Council may establish a register of pre-qualified suppliers under the provisions of the Local Government Regulations 2012, Division 3 Section 232. A local government may enter into a contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers.

A local government may establish a register of pre-qualified suppliers of particular goods or services only if –

- (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- (b) the capability or financial capacity of the supplier of the goods or services is critical; or
- (c) the supply of the goods or services involves significant security considerations; or
- (d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
- (e) the ability of local business to supply the goods or services needs to be discovered or developed.

Tenders were evaluated by a panel of four officers from Departments of Operations and Planning & Development. The key selection criteria consisted of Experience, Key Personal, Resources, Understanding, Local Content, Price and Response Time.

This is in line with provisions within Council's Procurement Policy 2016/2017.

Link to Corporate/Operational Plan

- 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities.
- 1.4.2 Increase water supply network reliability.
- 2.2.3 Support the development and expansion of existing business.
- 5.3.2 Ensure Council's financial position is effectively managed.
- 5.3.3 Adhere to the governance framework and public reporting systems.
- 5.3.4 Undertake regulatory responsibilities in accordance with state regulations.

Consultation

Tenders for the above, closing at 12 noon on the 19 December 2016 were advertised in The Burdekin Advocate on the 25 and 30 of November and the 2 and 7 of December, 2016.

A meeting of prospective tenderers was held at the council chambers at 5pm Wednesday 7 December, 2016 to explain the purpose of the tender and permit prospective tenderers to ask questions. One prospective tenderer attended the meeting.

Attendance at the meeting was non-mandatory for prospective tenderers.

Legal Authority or Implications

Local Government Regulations 2012, Chapter 6 Contracting
Division 3: Exceptions for medium-sized and large-sized contractual arrangements
Section 232: Exception for register of pre-qualified suppliers.

Burdekin Shire Council Procurement Policy 2016/2017.

Policy Implications

The establishment of a Register of Pre-qualified Suppliers is consistent with the Burdekin Shire Council Procurement Policy 2016/2017 as follows:

Clause 3 Objectives states:

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.

Clause 5 Principles states:

Council officers must have regard to the following **sound contracting principles** in all purchasing and disposal activities in accordance with the Local Government Act, Section 104:

(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
- (iv) internal administration costs; and

(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.

7.5 Exceptions

Local Government Regulation 2012 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 232 – Register of pre-qualified suppliers

Financial and Resource Implications

Council currently has a budget allocation of \$600,000 in the current financial year for the continuation of the sewage switchboard replacement program and a budget of \$450,000 in the current financial year for the replacement of the switchboard at the South Ayr Water Treatment Plant.

Council has been successful in obtaining funding subsidies totalling \$1,260,037.50 for the replacement of 26 sewage pumps stations switchboards, both Waste Water Treatment Plant switchboards and the South Ayr Water Treatment Plant switchboard.

The funding subsidies consisted of \$952,000.00 for the sewage pump stations and both Waste Water Treatment Plants switchboards replacement and \$ 308,037.50 for the replacement of the South Ayr Water Treatment Plant switchboard.

Report prepared by:

Gary Keane

Report authorised by:

Wayne Saldumbide

Attachments

Nil.

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

1. Consideration of Report on Giru Reserve Land Contamination – Proposed Stage 2
2. Consideration of Report on tenders Received for TBSC/16/010 – Tender for Provision of Waste Management Services
3. Advertising Proposal from Burdekin Advocate

17 DELEGATIONS

