



**BURDEKIN SHIRE COUNCIL**



# **AGENDA**

  

## **ORDINARY COUNCIL MEETING**

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

**on 10 October 2017**

**COMMENCING AT 9:00AM**

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**TUESDAY 10 OCTOBER 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 - 26 September 2017**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 26 September 2017 be received and confirmed.



**BURDEKIN SHIRE COUNCIL**



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 26 September 2017**

**COMMENCING AT 9:00AM**



**TUESDAY 26 SEPTEMBER 2017**

### **ORDER OF BUSINESS:**

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Ordinary Council Meeting 26 September 2017



## BURDEKIN SHIRE COUNCIL



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## **ATTENDANCE**

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

Mr. T. Brennan - 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  
Mrs. E. Robinson – Manager Client Services

Minutes Clerk - Mrs. C. Dingle

## **1 PRAYER**

The meeting prayer was delivered by Pastor Andrew Ballin of the Baptist Church.

## **2 DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

Mayor, Councillor McLaughlin declared a perceived Conflict of Interest relating to Item 10.1 as two of the executive members of the organisation that is the Applicant are a former work colleague and another is a family friend. Councillor McLaughlin advised of her intentions to leave the meeting when this item is discussed.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 12 September 2017**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 12 September 2017 be received and confirmed.

#### **Resolution**

Moved Councillor Bonanno, seconded Councillor Goddard that the recommendation be adopted with the following amendment;

- That in relation to Item 9.2 – The funds to update the local flood model for Ayr, Brandon and Home Hill are to be allocated from the Recurrent Maintenance Reserve and not the Drainage Reserve.

CARRIED



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### **3.2 Burdekin Cultural Advisory Group Meeting Minutes - 27 July 2017**

#### **Recommendation**

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 27 July 2017 be received and adopted, noting that the recommendation relating to the Community Drought Support Package (Item 3) had been superseded by an alternate proposal for the use of the available funds.

#### **Resolution**

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

CARRIED

### **3.3.1 RADF Advisory Group Meeting Minutes - 12 September 2017**

*9.18am – Mrs. Horan attended the meeting.*

#### **Recommendation**

That the minutes of the RADF Advisory Group Meeting held on 12 September 2017 be received and adopted.

#### **Resolution**

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

#### **Voting on Motion**

FOR – Councillors Woods, Bonanno, Liessmann, Goddard, Perry and Bawden.

AGAINST – Councillor McLaughlin

6/1

CARRIED

Councillor Liessmann advised that the concept outlined in item 3 of the Proposed Art Projects in Clause 5 was no longer proceeding.

*9.38am – Mrs. Horan left the meeting.*

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### **3.3.2 Advertisement - Expression of Interest - Commission Art Projects**

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Perry that Council place advertisements in the Burdekin Advocate, Townsville Bulletin and on social media inviting regional artists, sculptors and artisans to register an expression of interest in undertaking commissions in the Burdekin Shire, noting that a register of interest will improve the chances of attracting relevant artists when proposed projects are advertised.

CARRIED

### **3 MINUTES AND BUSINESS ARISING**

#### **3.4 Community Grants Panel Meeting Minutes - 19 September 2017**

#### **Recommendation**

That the minutes of the Community Grants Panel Meeting held on 19 September 2017 be received and adopted.

#### **Resolution**

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

CARRIED

### **4 REPORTS**

#### **4.1 Operational Monthly Report for Period Ending 31 August 2017**

#### **Recommendation**

That the Operational Monthly Report for Period Ending 31 August 2017 be received.

#### **Resolution**

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

CARRIED

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## **4.2 Capital Projects Report for Period Ending 31 August 2017**

### **Recommendation**

That the Capital Projects Report for Period Ending 31 August 2017 be received.

### **Resolution**

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

CARRIED

## **5 GOVERNANCE & LOCAL LAWS**

### **5.1 Purchase of Microbiological Testing Equipment**

#### **Executive Summary**

Council currently undertakes microbiological testing of water supplies at its own public swimming pools, from private water supplies and for non-potable drinking water for licenced premises and permit holders. These samples are forwarded to a laboratory for analysis.

A cost comparison has been undertaken which indicates that Council can make operational savings through the purchase of microbiological testing equipment. Part of these savings can be passed onto consumers through reduced fees once the capital cost has been recovered.

#### **Recommendation**

That Council approves the capital purchase of microbiological testing equipment in the 2017-18 Budget and provide an allocation of \$11,000.

#### **Resolution**

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

CARRIED

## **6 CLIENT SERVICES**

## **7 FINANCIAL & ADMINISTRATIVE SERVICES**



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## **8 OPERATIONS**

## **9 TECHNICAL SERVICES**

*10.00am – Councillor McLaughlin left the meeting due to a perceived Conflict of Interest in relation to Item 10.1 as disclosed at the start of the meeting and Councillor Goddard assumed the Chair.*

*10.02am – Councillor Liessmann left the room during the briefing from Mr. Great.*

*10.05am – Councillor Liessmann returned to the meeting.*

## **10 PLANNING & DEVELOPMENT**

### **10.1 Development Application - Material Change of Use for Horse Riding Facility on Part of 1-45 Cunningham Street, Ayr (Part of Lot on GS95)**

#### **Executive Summary**

An application has been received from Burdekin Performance Horse Club Inc, seeking approval for a Material Change of Use for a Horse Riding Facility on Part of 1-45 Cunningham Street, Ayr (Lot 1 on GS95). 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 Horse Riding Facility on Part of 1-45 Cunningham Street, Ayr (Lot 1 on GS95), subject to the following conditions:

#### **General**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the supporting documents in the application submitted.
- 1.4 Camping is only permissible during clinics and shows for a maximum of two consecutive nights up to a total of 20 people. The camping area cannot be utilized by motor homes, caravans or camper trailers.

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- 1.5 Prior to the commencement of use, lodge with Council an Operational Management Plan (OMP) for endorsement. The plan will be made available to the general public and must include the following details:

- Type and number of events proposed per annum;
- Proposed operating times;
- Emission (i.e. noise, dust and odour) abatement strategies; and
- Details on the operator's complaint management system.

Any variations to the endorsed OMP can only be changed following agreement by the Chief Executive Officer of Council.

### **Building, Plumbing and Drainage Works**

- 2.1 The applicants are required to obtain a Development Permit and Building Final for any new Building Works in accordance with the *Planning Act 2016*. Any new works are to comply with the *Building Act 1975*.
- 2.2 The applicants are required to obtain a Development Permit for Plumbing and Drainage Works and Plumbing and Drainage Final in accordance with the *Planning Act 2016*. Any new works are to comply with the *Plumbing and Drainage Act 2002*.

### **Notice of Intention to commence the use**

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

### **External Works**

4. 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.

### **Roadworks**

5. 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.

### **Damage**

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

### **Drainage/Stormwater**

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



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

### **Operational Works**

8. Where operational works are required to be carried out for the development, the developer must, within the timeframe required by the Planning Act 2016 and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
  - (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;

### **Environment and Health**

- 9.1 No release of contaminants, including, but not limited to dust, fumes, odour or aerosols is to cause or be likely to cause an environmental nuisance beyond the boundaries of the premises to which this development permit relates.
- 9.2 Upon receipt of a complaint regarding the emission of dust, odour or other air or noise emission, the operator must within a reasonable period of time:
- a. take any actions necessary to resolve the complaint;
  - b. implement abatement measures to minimise the emissions from the site and;
  - c. record any complaint in the Complaints Register.
- 9.3 The day paddocks, arenas and any unsealed areas should be regularly watered to avoid dust.
- 9.4 Any manure stored prior to removal off site or use as fertiliser is to be covered to prevent fly breeding, waste runoff or discharge to the ground.
- 9.5 Manure used for onsite use must be stabilised (composted) before application and should not be applied during periods of heavy rainfall.
- 9.6 Chemicals, fuels or similar liquids must be stored in a location whereby any spillage will not discharge to the ground or any area subject to stormwater or stormwater runoff.
- 9.7 Waste and recycling services must be provided in accordance with Council's Waste Management Policy.



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## Amenity

- 10.1 The Burdekin Performance Horse Club must keep a Complaints Register on the land at all times, for the inspection of an authorised office of the Council identifying:
- The time, date and detail of any complaint made to the club relating to the use and occupation of the facility; and
  - Any action or response taken by the operator to rectify or reasonably deal with the complaint.
- 10.2 A landscaping plan shall be submitted and approved by the Chief Executive Officer. This plan must be prepared by a suitably qualified and experienced person detailing the following;
- the location of existing and proposed plantings;
  - landscaping of the designated areas generally in accordance with the approved plans;
  - proposed screens.

## Advice (These are not conditions)

- *Any food prepared or sold from the site must comply with the provisions of the Food Act 2006.*
- *Food premises fit out plans must be submitted to Council for approval prior to construction.*
- *Waste and recycling services must be provided in accordance with Council's Waste Management Policy.*
- *Any ancillary activity (eg. camping) related to the current planning approval may require a permit under Burdekin Shire Local Laws. An application should be made 60 days prior to the activity and all conditions under the permit should be complied with.*

## Resolution

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

CARRIED

10.06am – Councillor McLaughlin returned to the meeting and reassumed the Chair.

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## **11 COMMUNITY DEVELOPMENT**

## **12 ECONOMIC DEVELOPMENT**

## **13 NOTICES OF MOTION**

## **14 CORRESPONDENCE FOR INFORMATION**

### **14.1 Request for Assistance- The Burdekin Machinery Preservationists Inc**

#### **Resolution**

Moved Councillor Bawden, seconded Councillor Woods that Council supports the request from the Burdekin Machinery Preservationists to assist with relocating emptied display cabinets from the Burdekin Heritage Centre to the adjoining former Church building on the 23 October 2017 by providing a small flat top truck and Council workmen to undertake this task.

CARRIED

## **15 GENERAL BUSINESS**

### **15.2 Local Government Grants and Subsidies Program 2017-19 - Macro Algal Bioremediation of Discharge Effluent - Ayr Sewage Treatment Plant**

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Perry that Council approves the submission of an application under the Local Governments Grants and Subsidies Program 2017-19 for the project "*Macro Algal Bioremediation of Discharge Effluent – Ayr Sewage Treatment Plant*" noting that Council is seeking 100% funding for the project and commits to the future maintenance funding of such assets in Council's Asset Management System.

CARRIED



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### **15.3 Local Government Grants and Subsidies Program 2017-19 - Home Hill Water Tower Switchboard Upgrade**

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Goddard that Council approves the submission of an application under the Local Government Grants and Subsidies Program 2017-19 for the project "*Home Hill Water Tower Switchboard Upgrade*" noting that Council's contribution would be \$ 246,380 or 40% of the total project costs of \$ 615,950 excl. GST and commits to the future maintenance of funding of such assets in Council's Asset Management System.

CARRIED

*10.38am – Morning Tea*

*11.00am – Meeting Resumed*

### **15.4 Approved Leave of Absence - Councillor Liessmann**

#### **Resolution**

Moved Councillor Woods, seconded Councillor Goddard that Council approve leave of absence for Councillor Liessmann from Monday 9 October 2017 to Sunday 15 October 2017.

CARRIED

### **15.5 Request for Permission - Install Murals on Side of Buildings**

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Woods that Council forward correspondence to identified building owners in Home Hill and Ayr requesting permission to install a mural on the side of the building if and when funds become available.

CARRIED

### **15.6 Investigation - Motorised Footpath Sweeper**

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Bawden that Officers investigate and prepare a report on the cost of purchasing a motorised footpath sweeper including details of the cost of the annual steam cleaning program.

CARRIED

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## **15.7 Application for Subsidiary On-Premises Liquor Licence - Pioneer Park Speedway**

### **Resolution**

Moved Councillor Goddard, seconded Councillor Bawden that Council offer no objection to the Subsidiary On-Premises Liquor Licence Application for the Pioneer Park Speedway, to operate between Friday – Monday 10:00am to 12:00am in the allocated areas.

### **Voting on Motion**

FOR – Councillors McLaughlin, Bonanno, Liessmann, Goddard, Perry and Bawden.

AGAINST – Councillor Woods

6/1

CARRIED

## **16 CLOSED MEETING ITEMS**

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

#### **Resolution**

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

- 275(1)(b) industrial matters affecting employees;  
275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

For the purpose of discussing:

- Progress with enterprise bargaining negotiations
- Solar farm project at Clare
- Ageing in Place project, Ayr
- Leasehold land adjacent to Lloyd Mann Park, Home Hill
- Request for provision of skip bin at Dalbeg/Millaroo

CARRIED

*Councillor Bawden retired from the closed section of the meeting whilst the progress with enterprise bargaining negotiations was discussed as his son-in-law is a delegate for the AWU in the negotiations. He returned to the closed section of the meeting after this item had been discussed.*

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

Moved Councillor Bawden, seconded Councillor Goddard that the Council meeting be opened to the public.

CARRIED

### **17 DELEGATIONS**

There being no further business the meeting closed at 12.20pm.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 10 October 2017.**

**MAYOR**

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### **3.2 Burdekin Cultural Advisory Group Meeting Minutes - 28 August 2017**

#### **Recommendation**

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 28 August 2017 be received and adopted.



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**MINUTES**  
**BURDEKIN CULTURAL ADVISORY GROUP MEETING**  
**HELD AT ERNIE FORD BOARD ROOM**  
**On 28 August 2017**  
**COMMENCING AT 3.40 PM**

**ATTENDANCE**

Councillors Lyn McLaughlin (Mayor) John Woods and Sue Perry.

Mr. Tony Vaccaro – Manager Community Development, BSC

Dr. Brian Glover - Community Member

Mrs Cheryl Platt – Friends of the Burdekin Theatre

Mr. Peter Pattinson – Community Member

Mrs Nicky Achurra – Community Member

Mr. Chris Patrick – Cultural Venues Manager

Minutes Clerk – Miss Laura Cox

Observer – Mr. John Furnell

Apologies – Mrs Treena List – Community Member, Mr. John Gooding – Community Member,  
Mrs Jocelyn Defranciscis – Burdekin Memorial Hall Committee

**1 MINUTES AND BUSINESS ARISING**

**Recommendation**

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 24 July 2017 be received as a true and correct record.

**Resolution**

Moved Dr. Glover, seconded Mr. Pattinson that the recommendation be adopted.

CARRIED

**2 ROLES AND RESPONSIBILITIES**

Dr. Glover expressed concern at wording used on the Roles and Responsibilities for the Burdekin Seniors Advisory Group document that was attached to the agenda.

Cr. McLaughlin advised that a meeting will be organised between her, Cr. Perry and Mr. Vaccaro to examine the roles & responsibilities of the Advisory Group to make any possible changes based on feedback from other Council committees and groups.

**3 GIFT VOUCHERS**

Cr. McLaughlin requested that gift vouchers be implemented at the Theatre as soon as possible.

**4 COMMUNITY DROUGHT SUPPORT PACKAGE FUNDING**

Cr. McLaughlin informed the meeting that Council has supported the idea of Christmas variety concerts being held utilising the Community Drought Support Package. She outlined that

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these concerts would be made up of a one hour play, Christmas Carols and religious messages. These concerts would be held on 21 & 22 December 2017.

She advised that she had met with church leaders regarding the change and they supported the idea acknowledging that a Christmas message would be delivered by the Churches as part of the program.

Cr. Woods entered the meeting at this stage.

## **5 THEATRE FORECOURT REDEVELOPMENT**

Cr. McLaughlin updated the meeting on the Theatre forecourt redevelopment. She advised that the plan had been changed and that there would now be a partial covering of the forecourt with shade sails.

## **6 FESTIVAL OF SMALL HALLS**

Cr. Woods outlined an event which he was made aware of at the recent NQLGA conference called the Festival of Small Halls. He mentioned the possibility that it might be an event that community organisations could undertake with Council support. He indicated that it could be a community event for 2018 as dates were not available this year.

Discussion was held on community halls that could host such an event given that the expected audience would be around 120 – 150.

## **7 CULTURAL VENUES MANAGER REPORT**

Cr. McLaughlin welcomed Chris Patrick to the role of Cultural Venues Manager.

Mr. Patrick outlined some of his plans for the future at the Burdekin Theatre and Burdekin Memorial Hall.

Mr. Patrick advised that he was looking to reduce the price of Morning Melodies productions to \$15 per ticket for concession card holders in 2018. He also outlined plans to expand on the morning tea available at each production.

He also gave a summary of performances planned for the Theatre in the first half of the year in 2018.

Discussions were held on the possibility of using an outdoor screen during the Christmas variety concerts to allow families to bring along food and drinks and sit outside.

Mr. Patrick also gave an overview of plans to change the way advertisements are placed in local newspapers.

Mr. Patrick informed the meeting that the new bar till system had been installed at the Theatre. He indicated that this system will provide more information on sales and stock levels and allow the Theatre staff to do a stocktake report after each show.

Discussion was held on the possibility of improving the bar service by re-implementing the ability to pre order drinks. Mr Patrick advised the meeting that he had recently put this in place.



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Mr. Pattinson asked whether the smoking area at the Memorial Hall could be moved due to patrons standing in an area where the smoke drifts back into the hall. Discussion was held on other areas that could be designated as smoking areas.

Mr. Patrick indicated that he was currently investigating the possibility of refurbishing the courtyard area of the Theatre. He would provide a report when investigations are complete.

## **8 SHADE SAILS IN THEATRE FORECOURT**

Mr. Vaccaro gave an overview of the planned shade sails for the Theatre forecourt noting that these plans would not impede the Burdekin Theatre signage.

## **9 EPHEMERA AT HOME HILL HARVEST FESTIVAL**

Cr. Woods gave an overview to the meeting of the new Ephemera event occurring at this year's Home Hill Harvest Festival.

## **10 EVENTS IN THEATRE FORECOURT**

Cr. McLaughlin informed the meeting that she had been approached by a member of the community about conducting free concerts in the Theatre forecourt.

Discussion was held on the how best to utilise the space in the future.

## **11 GOLDEN OCTOPUS FOUNDATION TO BE APPROACHED REGARDING CLASSIC COUNTRY**

To assist in boosting the attendees at the upcoming performance of Classic Country the meeting suggested that it may be worthwhile to contact the Golden Octopus Foundation and get their support.

There being no further business the meeting closed at 4.50 pm.

**Next meeting – Monday 25 September 2017 at 3.30 pm in the John Hy Peake Heritage Rooms.**

**Councillor Lyn McLaughlin**  
**CHAIRMAN**

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### **ACTION ITEMS**

<b>Action required</b>	<b>Person/s responsible</b>	<b>Status</b>
Roles & Responsibilities of Advisory Group – Terms of Reference from other committees	Cr. McLaughlin, Cr. Perry and Tony	Ongoing
Gift Vouchers	Laura	Ongoing

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### **3.3 Burdekin Senior Advisory Group Meeting Minutes - 13 September 2017**

#### **Recommendation**

That the minutes of the Burdekin Senior Advisory Group Meeting held on 13 September be received and adopted.

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**Burdekin Shire Council**

**Minutes – Burdekin Senior Advisory Group Meeting held on 13 September 2017**

Held at Ernie Ford Boardroom  
The meeting commenced at 10.00am

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**CLAUSE 1**

**ATTENDANCE**

Cr. Ted Bawden  
Tony Vaccaro  
Melissah Lammon  
Graham Andersen  
Glenis Cislowski  
Dr. Brian Glover  
John Rowan

**APOLOGIES**

June Bosel  
Tom Callow  
Anita Comas  
Joyce Henaway  
Robert Lesca

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**CLAUSE 2**

**DISABILITY RAMP UPDATE**

Cr. Ted Bawden advised he has had discussions with Mr. Ken Bohne-Kobo from the Council in regards to the disability ramp approved to be installed in from of Snap Fitness allowing easier access for clients in a wheelchair to access the Burdekin Community Association. Cr. Ted Bawden advised appropriate hand rails will also be installed. At this stage, there is no exact date as to when the disability ramp and hand rails will be installed.

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**CLAUSE 3**

**STEPS/HAND RAILS FOR EASIER ACCESS FOR SENIORS**

Cr. Ted Bawden advised he discussed with Mr. Kevin Byers the idea of adding a hand rail to the concrete steps in the gutter in front of Woolworths and Parkside Mitre 10. Mr. Kevin Byers said he will investigate the allocation of a 'no parking' space in front of where the hand rails will be located, this will make it easier for Senior's to access the steps and the hand rails.

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**CLAUSE 4**

**SENIORS WEEK LUNCHEON - FEEDBACK**

The Seniors Week Luncheon was held at the Burdekin Theatre Foyer on August 18. 75 people attended the luncheon and lots of positive feedback was received from the attendees. The only criticism was the lack of food. The group agreed to hold the Seniors Week Luncheon as an annual event, however next year the food would be distributed to the tables instead of buffet style. Everyone was happy with the emcee (John Furnell) and entertainment from Ricky Romeo and BCHS students. The Theatre Foyer was a great location and the selection of food and



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juices was also good.

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## **CLAUSE 5      CHARTER FOR BURDEKIN SENIOR ADVISORY GROUP**

Mr. Tony Vaccaro advised the Charter for the Burdekin Senior Advisory Group should be reviewed on an annual basis so that necessary changes can be updated. Melissah Lammon distributed a copy of the current BSAG Charter to each member of the group for everyone to read through. A few minor changes were noted by the group. Melissah Lammon undertook to make these changes to the Charter and email everyone the updated version.

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## **CLAUSE 6      GENERAL BUSINESS**

### **HISTORICAL ARTWORK**

Dr. Brian Glover suggested for some of the blank walls in the main streets of Ayr and Home Hill to be painted with historical artwork for all residents and visitors to see the history of the Burdekin. Mr. Tony Vaccaro advised there are 3 murals being painted for blank walls in Home Hill and 2 murals being painted in Ayr. A copy of the 3 murals in Home Hill were distributed to everyone in the group.

### **'BE SCAM SMART' POSTER**

Melissah Lammon distributed a copy of the Be Scam Smart Poster to all the members and explained the poster was an initiative from Building Safer Communities Action Team (BSCAT). Copies of the poster are also on display at the Burdekin Library and will also be displayed in the Round-a-bout Magazine.

### **FREE CHRISTMAS MORNING MELODIES**

Melissah Lammon distributed an A5 flyer to each member of the group regarding the free Christmas Morning Melodies that are being held on Friday, 10<sup>th</sup> November 2017 at the Burdekin Theatre. The Morning Melodies is called Sentimental Journey – Vov Dylan and Glenn Amer.

### **CHRISTMAS CAROLS SPECTACULAR**

Mr. Tony Vaccaro advised the group of the Christmas Carols Spectacular being held on Thursday, 21<sup>st</sup> and Friday, 22<sup>nd</sup> December at the Burdekin Theatre with Christmas activities and entertainment commencing from 5pm in the Theatre Forecourt. Then from 7pm the Elf production directed by Pat Nuttall will commence in the Burdekin Theatre Auditorium.

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## STREET SCAPING

Graham Anderson suggested the need for some street scaping to be done in some of the back and side streets to the main street. He mentioned there is currently no shade in some of the streets and it would be nice to have some trees there. Cr. Ted Bawden suggested for Graham to attend a general Council meeting to discuss this further. Cr. Ted Bawden advised the next meeting is on Tuesday, 26<sup>th</sup> September. Graham Anderson advised he would let Cr. Ted Bawden know a suitable date that he is available to present his ideas to Council.

## HELL HOLE CREEK BOAT RAMP

John Rowan advised a number of people have approached him to say how wonderful the new boat ramp is at Hell Hole Creek, however their only issue is they have nowhere to tie the boat up. Cr. Ted Bawden said he would discuss this with Mr. Wayne Saldumbide.

Meeting closed: 11.50am

**Meeting Notes taken by Melissa Lammon**

**NEXT MEETING – Wednesday, 8 November 2017 in the John Hy Peake room.**

## ACTION ITEMS

Action required	Person/s responsible	Status
Advertise Seniors Week activities on Council website	Melissah Lammon	COMPLETED
Thank you letter to Kim Olsen for hosting Free Rates INFO Session	Melissah Lammon	COMPLETED
Update Charter for BSAG	Melissah Lammon	
Draft suitable 'Seniors Community Issues' notice to go in Round-a-bout Magazine in 2017	Robert Lesca Cr. Ted Bawden	
Draft letter to Dale Last RE: Curfew Law for Children	Graham Anderson/Melissah Lammon	
Liaise with Jaye Christensen and Aicey Zaro regarding activities for Seniors eg. Seniors Book Club and Seniors Painting Group	Melissah Lammon	
Organise NBN Information Follow-up Session towards the end of 2017	Melissah Lammon	

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## **4 REPORTS**

## **5 GOVERNANCE & LOCAL LAWS**

## **6 CLIENT SERVICES**

## **7 FINANCIAL & ADMINISTRATIVE SERVICES**

## **8 OPERATIONS**

### **8.1 Adoption of Traffic Management for Community Events Policy**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** 1734

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Mrs Rebecca Stockdale – Executive Officer

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#### **Executive Summary**

A policy has been developed to regulate all requests for traffic management for community events to ensure compliance with the Manual for Uniform Traffic Control devices. Council's ongoing full policy review identified that there were a number of similar policies dealing with various issues to do with traffic management at community events. Through workshops with Council it has been established that an overarching policy should be developed to replace these older policies.

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## **Recommendation**

That Council adopts the Traffic Management for Community Events Policy as attached to this report and in doing so rescinds the following policies:

*Barricades and Signage for Community Events Policy (E003)*

*Road Closure Advertisements Policy (E004)*

*Temporary Closure of Roads Associated with Community Events Policy (RB013)*

## **Background Information**

Council has adopted a number of policies that deal with various issues related to traffic management at community events. In 1997 Council adopted a policy in relation to temporary road closures in relation to community events. In 1999 the Barricades and Signage for Community Events Policy was adopted and in 2000 Council adopted a policy dealing with advertising road closures for community events. None of these policies has been formally reviewed or updated since they were adopted. They are not in any set format and do not comply with Council's adopted style guide or policy layout.

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

3.1.1 Support projects and activities to improve public safety and health through strategic partnerships.

3.3.1 Encourage increased use of community spaces and facilities

5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes

## **Consultation**

Council discussed these policies at a workshop on 19 September 2017. The Manager of Operations, Wayne Saldumbide and his team helped to develop the new draft policy.

## **Legal Authority or Implications**

Department of Transport and Main Roads - Traffic and Road Use Management Manual Volume 1: Part 9 – Traffic Operations, Section 6.2 - Planned and Special Event Management.

Local Government Act 2009 – Chapter 3 - Section 69 – Closing Roads.

Department of Transport and Main Roads - Manual of Uniform Traffic Control Devices – Part 3 Works on Roads.

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## **Policy Implications**

The Traffic Management for Community Events Policy is a new policy and will be added to Council's Policy Register and published to the public website. This policy will replace *Barricades and Signage for Community Events Policy (E003)*, *Road Closure Advertisements Policy (E004)*, and *Temporary Closure of Roads Associated with Community Events Policy (RB013)*.

## **Financial and Resource Implications**

N/A

### **Report prepared by:**

Mrs Rebecca Stockdale- Executive Officer

### **Report authorised by:**

Mr Wayne Saldumbide- Manager Operations

### **Attachments:**

Policy Type	Corporate
Function	Roads, Traffic, Transport and Drains
Policy Owner	Manager Operations
Policy Contact	Works Overseer
Review Schedule	24 Months
Resolution No.	<a href="#">Enter Resolution Number</a>

## 1. Purpose

The purpose of this policy is to regulate all requests for traffic management for community events to ensure compliance with the Manual for Uniform Traffic Control Devices.

## 2. Scope

This policy applies to all not for profit community organisations requesting traffic management support for the hosting of a community event. The policy requires the organisation to submit a Community Grants Program Application Form and is subject to the application being approved by Council.

## 3. Exceptions

Anzac Day - Ayr and Home Hill

## 4. Definitions

**Community Event** is an organised activity that takes place wholly or partly on public land (including roads, footpaths, parks and Council venues) that requires approval from Council.

**Traffic Management** refers to the direction, control and supervision of all vehicular and pedestrian traffic. The level of traffic management required for a particular event will depend on a variety of factors, including location and safety of participants.

**Event Management Plan** is the written documentation advising on key elements of the event. It demonstrates that the safety of participants and spectators has been considered.

**Traffic Guidance Scheme** is an arrangement of temporary signs and devices to warn traffic and guide it through or past a work area or temporary hazard.

## 5. Objectives

The objective of this policy is to administer a consistent approach when providing not for profit community organisations with Traffic Management as in-kind support.



## 6. Policy Statement

- 6.1 Officers must receive a copy of the adopted resolution of Council authorising the provision of in-kind support for the Community Event following submission of a completed Community Grants Program Application
- 6.2 Responsibility of Council Officers
- A Qualified Traffic Management Designer is to design a traffic guidance scheme that is compliant with the Department of Transport and Main Roads Manual of Uniform Traffic Control Devices Part 3 Works on Roads to facilitate traffic management for the required event.
  - Where required, Council Officers will submit an application to the Queensland Police Service to obtain a Road Closure Permit and Special Event Permit for the community event.
  - Where required, Council Officers will submit an application to the Queensland Department of Transport and Main Roads to obtain a Road Corridor Permit if the hosting of the event impacts on a State Controlled Road.
  - Council will finance one only public notice in the Advocate advising the community of the changes to traffic conditions for the event.
  - Council will provide a Qualified Traffic Management Implementer to erect, monitor and dismantle all temporary road signage as approved in the Traffic Guidance Scheme for the duration of the event.
- 6.3 Responsibility of the Not For Profit Community Organisation
- A completed Community Grant Application Form is to be lodged with Council six weeks in advance of the community event to allow sufficient time for the formal approval process including compilation of traffic guidance schemes and attainment of required permits from Queensland Police Service and Department of Transport and Main Roads.
  - The Community organisation is to provide Council with a completed Event Management Plan at least four weeks in advance of the proposed event.
  - The Community organisation is required to liaise with all property and business owners, impacted by the event.
  - The Community organisation is to cover the costs of any additional event advertising as outlined in the conditions of the Queensland Police Services Road Closure Permit or Special Event Permit.

## 7. Legislation

Department of Transport and Main Roads - Traffic and Road Use Management Manual Volume 1: Part 9 – Traffic Operations, Section 6.2 - Planned and Special Event Management .

Local Government Act 2009 – Chapter 3 - Section 69 – Closing Roads

Department of Transport and Main Roads - Manual of Uniform Traffic Control Devices – Part 3 Works on Roads



## 8. Related Documents

Document Title	Description
Community Grants Program Application Form	Form to allow organisations to apply for Community Grants
Event Management Plan	Template document for organisation to develop Event Management Plan

## 9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1	Draft			00/00/0000

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## **9 TECHNICAL SERVICES**

### **9.1 Request - Erect Advertising Directional Sign - Home Hill Golf Club**

#### **Document Information**

**Referring Letter No:** 1404456

**File No:** 714

**Name of Applicant:** Home Hill Golf Club

**Location:** First Street near Bruce Highway, Home Hill

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

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#### **Executive Summary**

Request to erect advertising directional sign.

#### **Recommendation**

Council resolves to allow the Home Hill Golf Club to erect the proposed advertising directional sign on First Street near the Bruce Highway.

#### **Background Information**

Home Hill Golf Club have requested permission to erect a sign, advertising the Home Hill Golf Club, adjacent to an existing sign on First Street near its intersection with the Bruce Highway Home Hill. The proposed sign is approximately 1.2m wide and 0.8m high. It is to be erected on two posts similar to the existing sign. There is an existing directional blade pointing the way to the Golf Club on the street sign.



### **Proposed sign location**

Council has previously permitted businesses to erect advertising signs on road reserves, examples being the Silver Sands Caravan Park, Edwards Street Ayr, and Windmill Café, George Road Clare.



**Edwards Street Ayr**



**George Road Clare**

The sign has already been prepared by a member of the golf club.



**Proposed Golf Club Sign**



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**Link to Corporate/Operational Plan**

2.3.1 Support business and industry networks

**Consultation**

Home Hill Golf Club

**Legal Authority or Implications**

Council is the road authority for First Street.

**Policy Implications**

N/A

**Financial and Resource Implications**

N/A

**Report prepared by:**

Mr. Matthew Ingle – Manager Design Office

**Report authorised by:**

Mr. Kevin Byers – Manager Technical Services

**Attachments**

N/A

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## 9.2 Intersection Woods and Groper Creek Roads

### Document Information

**Referring Letter No:** 1407591

**File No:** 17

**Name of Applicant:** Co-operative Members of Woods Road Harvesting Company and Haulage Contractors

**Location:** Home Hill

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

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### Executive Summary

Report as requested by Council on 22 August, 2017.

### Recommendation

Council resolves to complete the following:

- Traffic counts at the intersection before the end of the crushing season
- Speed limit review of Groper Creek Road and Woods Road, and
- Minor works at the intersection including the widening of the approach lanes and culverts adjacent to the intersection.

### Background Information

#### History

Mrs Sylvia Rossato of Groper Creek Road was involved in a two vehicle accident at the intersection of Groper Creek Road and Woods Road in 2012. The intersection at that time was prioritised with Give Way signs on Woods Road. A vehicle on Woods Road travelling at speed failed to obey the Give Way signs and collided with Mrs Rossato's vehicle which was travelling on Groper Creek Road. Mrs Rossato was hospitalised because of the accident.

Mrs Rossato lodged a Customer Request on 14 December 2012 asking that a roundabout be installed at the intersection. A response was sent indicating that the project would be considered for inclusion in future works programmes.

After lobbying by Mrs Rossato, the matter was raised from the floor at the council meeting on 12 March 2013. Mrs Rossato attended the meeting and addressed the council. The following resolution was passed.

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***“6.4 Upgrading of Groper Creek Road and Woods Road Intersection to be listed for Budget Consideration***

***Resolution***

*Moved Councillor Lewis, seconded Councillor Loizou that the upgrading of the intersection of Groper Creek Road and Woods Road, Home Hill be listed for budget consideration in the 2013/2014 Works Implementation Program and funding for these works be applied for under the Black Spot Program.*  
***CARRIED***

The cost to install a rural roundabout at the intersection was estimated. As resumptions would be required to provide enough land to construct a roundabout and the estimated cost was high, the Design Office was requested to provide an alternative treatment. A staggered T intersection concept design was prepared and estimated. This treatment just fitted within the available road area and would cost less than a roundabout.

A preliminary plan was prepared and advertised. The plan was placed in the Customer Service Centre for public viewing.

There must have been some negative feedback to councillors who then did a site inspection. At the council meeting on 8 October 2013 the following resolution was passed.

***“10.1 Upgrading of Woods Road and Groper Creek Roads Intersection removed from Works Programme***

***Resolution***

*Moved Councillor Liessmann, seconded Councillor Bawden that the upgrading of the Woods Road and Groper Creek Road intersection be removed from the 2013/2014 Works Programme with the allocated funding for this project being transferred to unallocated funds.*  
***CARRIED***

On 23 October 2013 council received a petition containing 51 signatures from Mr and Mrs Rossato. The petition requested that the staggered intersection be constructed. At the council meeting on 12 November 2013 the following resolution was passed.

***“3.8 Upgrade of Woods Road and Groper Creek Roads Intersection Remain in Current Works Programme***

***Resolution***

*Moved Councillor Loizou, seconded Councillor McCathie that Council takes no action on resolution 10.1 of the Ordinary Council Meeting held on 8 October 2013*



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*and the upgrade of Woods Road and Groper Creek Roads intersection remain in the current works programme.*  
**CARRIED**

On 2 December 2013 council received a petition containing 155 signatures from the Cooperative Members of Woods Road Harvesting Company. The petition requested that the “intersection be left as it is” with a speed reduction imposed on Groper Creek Road. The petition was listed in the inwards correspondence for the council meeting held on 17 December 2013. There was no action for this matter listed in the minutes for that meeting. Note that work on the re-alignment of the intersection had commenced at the beginning of December. The construction of the intersection went ahead as directed by council and was completed in early 2014.

### **Intersection Layout**

The intersection was designed in accordance with Austroads Guide to Road Design – Part 4A : Unsignalised and Signalised Intersections – Section 7.5.4 Rural Right-Left Staggered T. Vehicle paths were checked for a 12.5m single unit truck and a 19m semi. Both appeared satisfactory however the road width could be a little wider in the approaches to the intersection. Note that the software used for checking vehicle paths, works for vehicles travelling at very low speed only.

Traffic counts conducted for 16 days in November 2012 and again for 6 days in October 2014 indicate that Groper Creek Road carries a higher volume of daily traffic with a higher heavy vehicle percentage on Woods Road.

### **Consultation**

Glen Stockdale met with representatives of the Co-operative Members of Woods Road Harvesting Company and Haulage Contractors on 14 September 2017. The meeting was to discuss issues raised in their letter to council. Matters raised included:

- Visibility has been made worse for vehicles travelling on Woods Road due to changed intersection geometry. (Power Pole on North Eastern corner, and sugarcane on south western corner)
- Request for Speed limit to be reduced on Groper Creek Road. Preference for 60kmh.
- Priority should be given to Woods Road as it has far more traffic than Groper Creek Road. During the crushing period each Hauling Group will cross the intersection up to 120 times per day. There are sometimes 3 different groups using the siding, so up to 360 crossings of Groper Creek Road per day.
- Signage is being destroyed as operators say the geometry of the intersection is too narrow to avoid damage to signs.
- Excess tyre wear is a financial burden on haul out operators. Claiming they get ½ the life from their tyres as compared to before staggered intersection.
- Safety concerns regarding narrow culvert on southern side of intersection (Woods Road).
- Public consultation was claimed to be a waste of time. Attendees said when they made complaints to Councillors, they were informed “don’t worry about it, works will not be proceeding”.

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- Attendees claimed they had submitted a petition with 3 times as many signatures as Silvia Rossato's petition. Petition was given to Uli Liessmann.
  - Attendees proposed reduction in speed on limit Groper Creek Road, with Give Way signs facing Groper Creek traffic to prioritise Woods Road (the same as Woods Road – Ford Road Intersection).
  - Claims that increase in time that large, slow moving vehicles (haul outs, trucks etc) require to traverse the intersection has reduced safety of motorists. Especially with vehicles travelling 100kmh on Groper Creek Road.
  - Claims that semi-trailers are travelling down the Home Hill Main Street, First Street, Darveniza Road instead of Milburn Road, Burdekin Road, Groper Creek Road, Woods road as they are unable to use the Woods/Groper Creek Road Intersection.

A request was made by the representatives of the Co-operative Members of Woods Rood Harvesting Company & Haulage Contractors during the meeting:

- That new traffic counts were undertaken on all 4 legs of the intersection to be conducted during this cane crushing season (Prior to November).

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

N/A

#### **Consultation**

Meeting with Messrs Falco, Fry, Kovacich, Woods, D'allesandro and Gelling.

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

N/A

#### **Policy Implications**

N/A

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

The estimated cost to complete the minor works as recommended is \$25,000 and can be funded from unallocated funds in the current capital roadworks budget.

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

Mr Matthew Ingle – Design Office Manager

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

Mr Kevin Byers – Manager Technical Services

#### **Attachments**

1. N/A

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## **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**

- Sale of Land
- Discussion on waste transfer facilities for Clare and Dalbeg
- Barramundi Creek Crossing and Fish Ladder

## **17 DELEGATIONS**

### **17.1 Australian Citizenship Ceremony - 10 October 2017**

10.15am – Australian Citizenship Ceremony



