



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 24 October 2017

COMMENCING AT 9:00AM

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TUESDAY 24 OCTOBER 2017

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 10 October 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 10 October 2017 be received and confirmed.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 10 October 2017

COMMENCING AT 9:00AM



TUESDAY 10 OCTOBER 2017

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Ordinary Council Meeting 10 October 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
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. C Dingle

1 PRAYER

The meeting prayer was delivered by Pastor Colin Saal of the Christian Outreach Church.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 26 September 2017

Recommendation

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

Resolution

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

CARRIED

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.

Resolution

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

CARRIED

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.

Resolution

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

CARRIED

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

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.

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)

Resolution

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

CARRIED

9 TECHNICAL SERVICES

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

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.

Resolution

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

CARRIED

9.2 Intersection Woods and Groper Creek Roads

Executive Summary

Report as requested by Council on 22 August, 2017 in relation to the works undertaken at the Woods Road and Groper Creek Road Intersection.

Recommendation

That Council resolves to complete the following:

1. Traffic counts at the Woods Road and Groper Creek Road intersection before the end of the crushing season; and
2. Speed limit review of Groper Creek Road and Woods Road; and
3. That a report be provided to Council following the completion of these processes before any works are considered at the intersection.

Resolution

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

CARRIED

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

15 GENERAL BUSINESS

15.1 Remove and Relocate Jack Hickson Memorial Sign

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that the Jack Hickson Memorial sign be removed and relocated to the wall of the ablutions block at the Home Hill Comfort Stop following consultation with the family.

CARRIED

15.2 Christmas Decorations

It was agreed that the Working Group identify some suitable areas and develop an implementation plan for Christmas Decorations at various locations in the Shire for workshoping with Council.

16 CLOSED MEETING ITEMS

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

Resolution

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

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

for the purpose of discussing:

1. Sale of Land for arrears of rates
2. Clare and Dalbeg – Waste Transfer facilities
3. Barramundi Creek Crossing and Fish Ladder
4. Proposed external repainting of leased building in the form of a mural by Burdekin Art Society
5. Feral deer at Rita Island
6. Update on enterprise bargaining negotiations

CARRIED

10.05am Councillor Perry retired from the meeting following discussion of the Sale of Land for arrears of rates item to briefly attend the Burdekin Water Forum.

10.15am The Meeting broke for the purpose of conducting an Australian Citizenship Ceremony followed by morning tea.

11.00am The meeting resumed in closed session with Councillor Perry in attendance.

17 DELEGATIONS

17.1 Australian Citizenship Ceremony - 10 October 2017

Council Meeting opened to Public

Resolution

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

CARRIED

16.1 Sale of Land for Arrears of Rate

Executive Summary

To effectively address current rate arrears on some properties, the sale of land process will be necessary to discharge overdue rates and charges. Previous requests for payment have been ignored and outstanding revenue on these properties now exceeds \$400,000.

If at any time during the sale of land process outstanding rates, charges and expenses on a property are paid in full, proceedings will cease.

Resolution

Moved Councillor Perry, seconded Councillor Goddard that pursuant to Section 140(2) of the Local Government Regulation 2012, Council sell the land described in "Schedule A – List of Properties" for overdue rates and charges;

And that Council delegates to the Chief Executive Officer its power to take all further steps under Chapter 4, Part 12, Division 3 of the Local Government Regulation to effect sale of the land or end the sale procedures if appropriate (Section 141(3) of the Regulation).

CARRIED

Schedule A – List of Properties

Property No.	Legal Description	Amount Outstanding as at 10 October 2017
3374	Lot 3 RP 721549	\$13,718.85
3497	Lot 22 SP 143490	\$16,280.67
5653	Lot 2 RP 717346	\$11,476.21
8576	Lot 9 RP 748492	\$9,888.37
750	Lot 22 RP 746049	\$15,386.79
6306	Lot 1 RP 700015	\$43,823.50
5528	Lot 2 RP 732290	\$15,420.31
4953	Lot 87 RP 711846	\$14,973.91
4635	Lot 2 RP 709714	\$14,087.47
651	Lot 8 H 61642	\$11,270.13
7415	Lot 5 RP 846908	\$8,991.89
14619	Lot 32 SP 216751	\$7,273.12
4058	Lot 4 RP 712495	\$12,565.08
4053	Lot 2 RP 702334	\$13,649.72
6294	Lot 2 RP 702339	\$12,046.82
6221	Lot 2 GTP 70250	\$13,356.29
3605	Lot 2 RP 717504	\$12,651.97
10936	Lot 5 RP 818205	\$6,268.32
3929	Lot 1 RP 709801	\$14,293.07
5861	Lot 4 RP 707042	\$19,044.37
5569	Lot 11 SP 156150	\$18,427.83
4931	Lot 18 RP 711846	\$8,160.54
469	Lot 10 H 61611	\$9,923.29

16.2 Clare and Dalbeg - Waste Transfer Station

Executive Summary

There are 4 transfer stations located within the Burdekin Shire at differing standards of operation and hours. The main transfer stations are located at the main towns of Ayr and Home Hill. Giru has a transfer station with very reduced hours. Clare was operated by volunteers from the Clare State School P&C Association but is now operated by Council for two Saturdays a month from 1:00pm to 5:00pm.

The demand on the Clare Transfer Station is difficult to measure and there has also been a request from Dalbeg residents for a type of waste facility which was previously provided at the town and discontinued some years ago.

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council approves the provision of the following waste facilities for a trial period of 4 months on an unmanned basis to better determine the demand for such services, noting that the trial will require local publicity to ensure its effectiveness:

Location	Existing Service	New Service Proposed
Clare Transfer Station	6x 240L yellow bins for recyclables	1 x 15 m3 skip bin for hard waste serviced each 2 months
	Scrap steel area	1 x 3 m3 bin for general waste serviced weekly in place of existing 2 x 3 m3 bin serviced monthly
	Drummuster – available through Clare P&C by appointment	
Dalbeg		1 x 15 m3 skip bin for hard waste serviced each 2 months

CARRIED

16.3 Barramundi Creek Crossing and Fish Ladder

Executive Summary

A petition from residents of Hodel Road requesting the removal of a crossing on Barramundi Creek and the clearing of growth within the creek.

Resolution

Moved Councillor Woods, seconded Councillor Bawden that Council commence negotiation with the relevant Property Owner and Department of Agriculture and Fisheries with a view to reach an agreement to remove the existing fish ladder and to lower the crossing level to the original height of the pipe.

CARRIED

There being no further business the meeting closed at 11.54am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 24 October 2017.

MAYOR

3.2 Audit Committee Meeting Minutes- 6 October 2017

Recommendation

That the minutes of the Audit Committee Meeting held on 6 October 2017 be received and adopted.

Location of Meeting:	Ernie Ford Board Room, Burdekin Shire Council Chambers
Date of Meeting:	6 October 2017
Commencing at:	2:12pm
Minutes Clerk:	Rebecca Stockdale- Executive Officer

Attendance

Attendees	Ian Jessup- Independent Chairperson, Cr, Sue Perry, Jim Nuttall- independent community member, Terry Brennan- CEO (observer), Fiona Smith- BSC, Financial Accountant, Rebecca Stockdale- BSC, Executive Officer, Cr. John Woods, Natalia Kolakowski- QAO (via telephone), Dale Hassell- QAO (via telephone)
Apologies	Jim Fahey- Independent Professional Member, Mayor Lynn McLaughlin (observer), Kim Olsen- Manager Financial and Administrative Services, Kathy Cortabitarte- Financial Accountant

Agenda Items

1. Financial Reporting

- 1.1 Position Papers (if required)
- 1.2 Final financial statements including external audit clearance and management certification

2. Annual Report

- 2.1 Presentation of Draft Annual Report

3. External Audit

- 3.1 QAO briefing paper
- 3.2 Consider QAO audit reports for Council
- 3.3 Consider need for closed briefing session

4. Internal Audit

- 4.1 Internal Audit Briefing
- 4.2 Recommendations from internal audits (Enterprise Risk Management Internal Audit)

5. Management Updates

- 5.1 Follow up on outstanding audit issues

6. Effectiveness of Audit Committee

- 6.1 Review committee and member performance
- 6.2 Review/confirm Audit Committee Charter

7. Other Business

Minutes

1. Declaration of conflicts of interest

Nil declarations.

2. Apologies

Jim Fahey, Kim Olsen, Kathy Cortabitarte, Mayor Lyn McLaughlin all forwarded apologies for the meeting. Cr. John Woods had called to advise that he would be running late for this meeting.

3. Previous minutes

Moved Jim Nuttall, seconded Ian Jessup that the minutes from the previous meeting are true and correct.

Carried.

4. QAO briefing

4.1 QAO Audit Closing Report

Natalia provided an overview of the closing report for the 2017 audit of Burdekin Shire Council. She advised that at this time the QAO expects to issue an unmodified audit opinion.

Natalia advised that no new issues have been raised with management through this year's audit and that three issues raised in the previous year's audit have now been resolved with a further two marked as "work in progress" - it expected that these two issues will be fully resolved by the end of this year.

Natalia indicated that this is an excellent result for Burdekin Shire Council and that the officers involved with addressing the identified deficiencies should be commended for their efforts.

Natalia explained the adjustments to the financial statements in relation to disclosure calculations had resulted in a decrease of \$140196 in the reported level of key management personnel remuneration.

Council has achieved a green light rating for overall financial reporting which is an excellent result.

Natalia advised that within the identified areas of audit significance, Council had achieved a sufficient result. These areas included Property, plant and equipment valuation; Landfill Provision; Expenditure/Accounts Payable; Related Party Disclosures; and financial sustainability reporting.

4.2 QAO Briefing

Natalia spoke to the briefing note circulated to members before the meeting. The briefing paper covered the audit status, performance audit update, parliamentary reporting and QAO events and publications.

Dale Hassell advised that the new Auditor General, Brendan Worrall commenced on the 11th of July and there may be changes to how matters are reported to Parliament in the future. The new Auditor General also sees a strong role for audit committees in following up on management action in relation to deficiencies identified through internal and external audit.

4.3 QAO and Audit Committee- need for closed briefing session

It was agreed by the QAO representatives and the audit committee members that no closed briefing session was required at this meeting.

5. Financial Reporting

5.1 Management representation letters

Two management representation letters were tabled at the meeting and circulated to committee members ahead of the meeting. The Audit committee noted the management representation letters.

5.2 Annual Financial Statements

Fiona Smith spoke to the financial statements and advised that the statements would be signed by the CEO and the Mayor on Monday following endorsement from the Audit Committee.

It was noted that only minor amendments were made to the draft financial statements that were presented at the last audit committee meeting, as per the advice provided by Natalia in the QAO closing report.

Ian Jessup advised that he had reviewed the financial statements and was satisfied that what has been asserted is reasonable and that the financial statements present well and are quite readable.

Moved Ian Jessup, seconded Cr. Perry that the Audit Committee endorses the Financial Statements as presented to be signed by the Mayor and CEO and then adopted by Council.

Carried.

6. Annual Report

The draft Annual Report was noted by the Audit Committee.

Terry Brennan, CEO, briefed the Audit Committee on the status of the Draft Annual report and advised the final Annual Report will be provided to the QAO for review prior to 3 November which will provide them with two weeks to review and provide feedback.

Moved Ian Jessup, seconded Cr. Perry that the Draft Annual Report be noted by the Audit Committee.

Carried.

7. Audit Committee**7.1 Review of Audit Committee Charter**

It was noted by Cr. Perry that Cr. Woods had previously requested the clauses around membership be reviewed with particular attention to the provision that previous employees or Councillors of Burdekin Shire Council are currently exempt from membership of the Audit Committee. It was also noted by Ian Jessup that it had been previously raised that the charter did not allow for continuity of service as all three independent members would have their terms finish at the same time.

It was agreed that the Audit Committee Charter would be reviewed at the next audit committee meeting in February.

Audit Committee members are to forward their ideas and suggested changes to Rebecca ahead of the next audit committee meeting and these will be collated and discussed in February. The Charter will then be reviewed by the committee and a recommendation will be prepared for Council.

Cr. Woods joined the meeting at 2:44pm.

7.2 Review of Audit Committee Performance

This matter was deferred to the meeting in February. Rebecca will circulate a self-assessment tool to all audit committee members early in the New Year.

8. Internal Audit**8.1 Internal Audit Briefing**

A briefing note was provided to the audit committee ahead of the meeting providing an overview of the status of the internal audit activities.

It was noted that a report had not yet been received from internal audit on the audit on "Statutory and Legal obligations of Council" and it was also listed in the Audit Plan for the 2017/2018 year- it was explained that Bradley was still awaiting management feedback to the audit conducted in the 2016/2017 year and that the scheduled audit will be a follow up audit. A final audit report on this internal audit from 2016/2017 will be provided at the next meeting.

8.2 Internal audit report- Enterprise Risk Management

As the internal audit officer was unable to be present, CEO Terry Brennan provided an overview of the internal audit report for Enterprise Risk Management. The audit focused on analysing the extent to which Council have implemented requirements of the internationally recognised risk management standard AS/NZS ISO 31000:2009 as per their adopted Enterprise Risk Management Policy. The internal audit identified that currently documented procedures, processes and practices do not fulfil all of the requirements of the standard. The report makes a number of recommendations including undertaking a gap analysis, updating the ERM policy, framework and guidelines, providing appropriate training to staff regarding risk management, developing processes to integrate risk management into Corporate and Operational Planning activities and establishing an Internal Risk Management Committee.

It was recommended that management review the Enterprise Risk Management Policy as a first step.

The QAO advised that they have a risk management maturity model that can be used by Council in working towards addressing some of the gaps identified during the internal audit.

The report from internal audit was noted by the Audit Committee.

9. General Business

Nil

Meeting Closure

Meeting Closed at:	3.08pm
Date of Next Meeting:	7 February, 2018 9:00 am-11:00am

Ian Jessup
Independent Chairman

4 REPORTS

4.1 Capital Projects Report for Period Ending 30 September 2017

Recommendation

That the Capital Projects Report for Period Ending 30 September be received.

Overview Of Council's Capital Projects

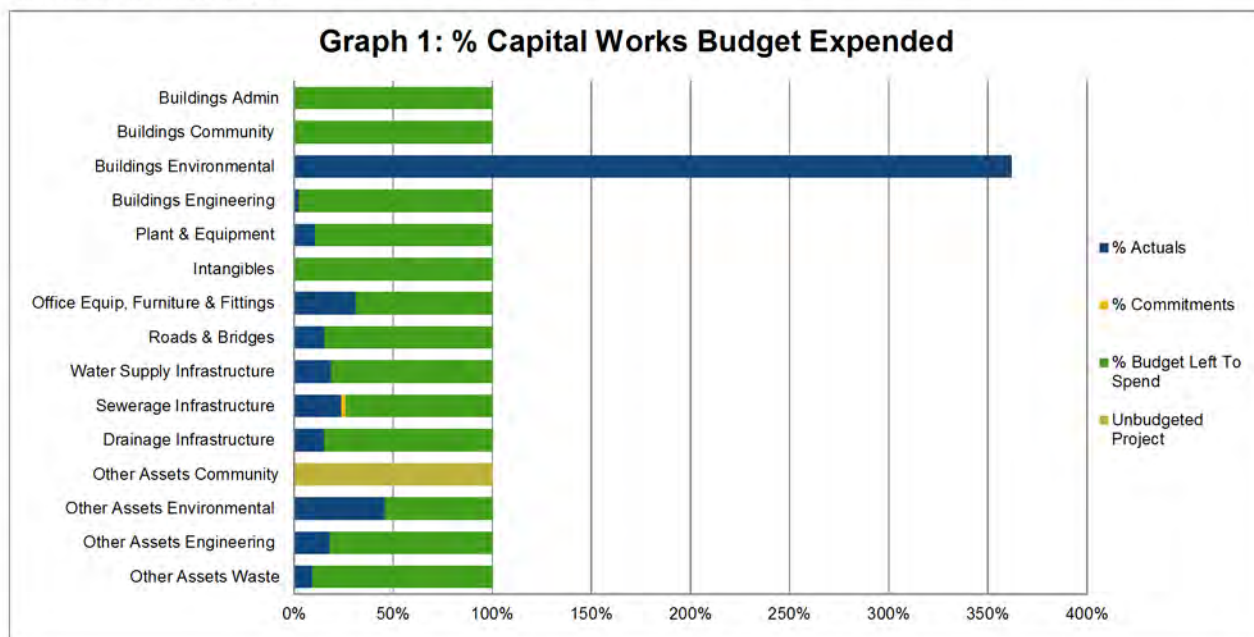
Capital expenditure incurred for the year to 30 September 2017, is shown by asset class in the table below.

Capital projects expenditure to 30 September 2017 is \$3,281,097. In addition to this, there is \$55,514 in commitments. Therefore bringing the total capital expenditure to \$3,336,611.

Table 1: Financial Overview by Asset Class

Asset Class	Original Budget	Actuals	Commitments	Total
Buildings Admin	\$ 715,000	\$ -	\$ -	\$ -
Buildings Community	\$ 255,000	\$ -	\$ -	\$ -
Buildings Environmental	\$ 175,000	\$ 632,824	\$ -	\$ 632,824
Buildings Engineering	\$ 30,000	\$ 690	\$ -	\$ 690
Plant and Equipment	\$ 1,590,000	\$ 168,155	\$ -	\$ 168,155
Intangibles	\$ 240,000	\$ -	\$ -	\$ -
Office Equip, Furniture and Fittings	\$ 243,300	\$ 75,846	\$ 196	\$ 76,042
Roads and Bridges	\$ 6,817,000	\$ 1,056,969	\$ -	\$ 1,056,969
Water Supply Infrastructure	\$ 1,490,000	\$ 279,510	\$ -	\$ 279,510
Sewerage Infrastructure	\$ 2,355,000	\$ 560,566	\$ 54,498	\$ 615,064
Drainage Infrastructure	\$ 670,000	\$ 100,911	\$ -	\$ 100,911
Other Assets Community	\$ -	\$ 1,960	\$ 820	\$ 2,780
Other Assets Environmental	\$ 844,000	\$ 386,152	\$ -	\$ 386,152
Other Assets Engineering	\$ 15,000	\$ 2,727	\$ -	\$ 2,727
Other Assets Waste	\$ 161,000	\$ 14,788	\$ -	\$ 14,788
TOTAL	\$ 15,600,300	\$ 3,281,097	\$ 55,514	\$ 3,336,611

The below graph shows, by Asset Class, how much Council has spent (including commitments) on Capital Projects, compared to each budget.



Carryover budgets are not included in the original budget - they will be included in the first budget revision. The above graph shows Buildings Environmental at 362% above budget. The Ayr Pool refurbishment project has a carryover budget of \$472,695 from 2016/17. When brought into the above figures, this changes the category Buildings Environmental to be at 98% of the budget.

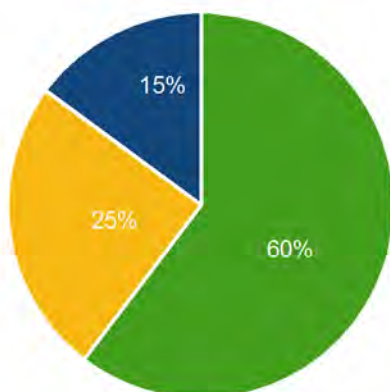
The Status of Council's Capital Projects

For the 2017/18 Financial year, there are currently 121 Capital Projects identified.

Table 2 provides a summary of how many projects are in each phase. Each phase is broken down into different statuses. Graph 2 shows that 15% of Council's projects are in the post construction phase, while 60% are still at pre-construction phase. Graph 3 illustrates the status of the 30 projects that are in the construction phase.

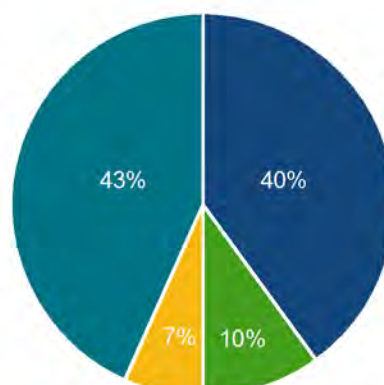
Table 2: Status of Projects	
	Number
Pre-Construction Phase	
Not Commenced	17
Project Deferred	2
Planning Phase	18
Design Phase	13
Orders Placed	4
Out to Tender/Quote	12
Tender/Quote Awarded	7
Sub-Total	73
Construction Phase	
Up to 25% Complete	12
25% to 50% Complete	3
50% to 75% Complete	2
75% to 99% Complete	13
Sub-Total	30
Post Construction Phase	
Complete	11
Capitalised	7
Sub-Total	18
Grand Total	121

Graph 2: Project Status Summary

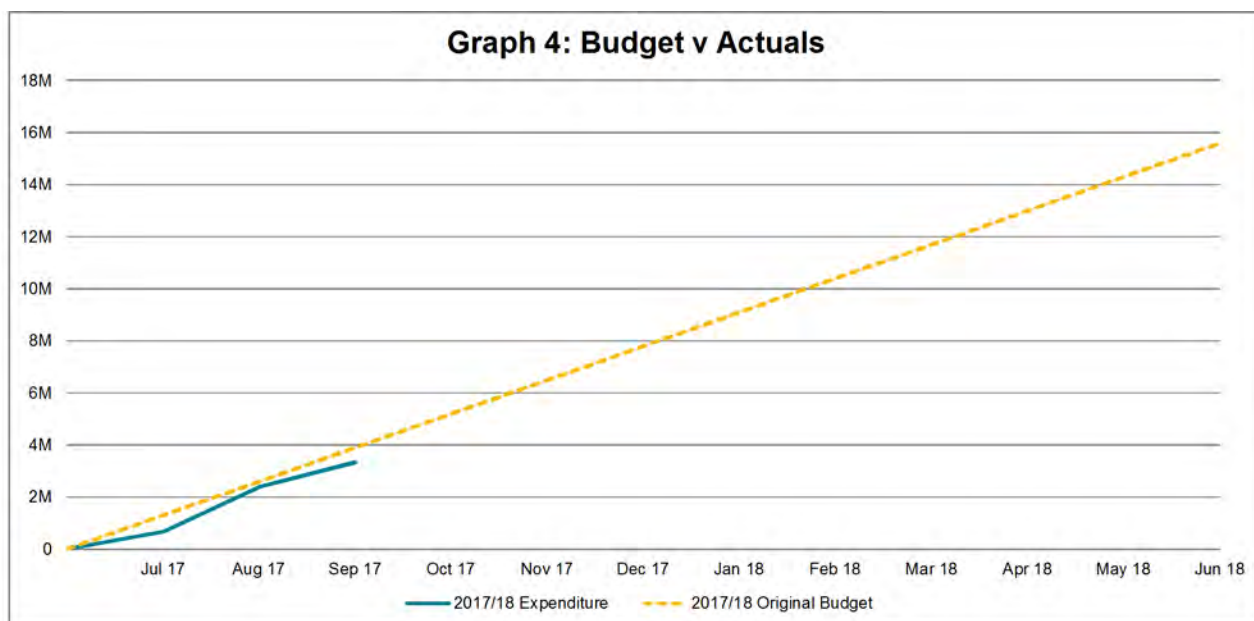


- Pre-Construction Phase
- Construction Phase
- Post Construction Phase

Graph 3: Construction Phase Summary



- Up to 25% Complete
- 25% to 50% Complete
- 50% to 75% Complete
- 75% to 99% Complete



Topical Projects

Sewerage Pump Station and Treatment Plants Switchboard Replacement Program

The tender for the fourth and final package of switchboards for sewage network pump stations has been awarded. This brings the total number of switchboards awarded to 30. Tenders for the final two switchboards at the Ayr/Brandon and Home Hill Wastewater Treatment Plants close on 11 October.

Ayr Skate Park - Installation of New Shade Cover

Installation of shade sails for the Ayr Skate Park will commence and be completed in October. As the quotations received have been under budget, Council can apply to expend additional money to install additional solar lights within the funding guidelines.

CCTV Pilot Program - up to 10 Cameras

Two workshops have been undertaken and officers have selected the most urgent areas for CCTV in the Burdekin, these being: Library, Theatre, Main Streets, and Public Toilets. The ICT team is currently investigating CCTV systems and will provide a report to Council in November.

Burdekin Library Amenities Upgrade

The drainage for the new toilet and kitchenette has been installed and the replacement floor has been poured. New access to the existing toilet has been created and the door into the staff area from the library has been moved. The walls for the rooms have been framed. Electrical work has commenced and the sheeting of the walls should be completed in October.

Shire Bridge Repairs 2017 - 2018

Following the withdrawal of the proposed contractor, tenders are to be called for the repair work to Council's concrete bridges.

Major Grant Funded Projects

Works For Queensland

There are 19 projects funded under this program. Three projects have been completed. The majority of projects are on track for completion in October or November. Due to quotes received being well above estimates, a decision has been made to reallocate funding from the Plantation Park Adventure Playground to two other projects. Further progress on the Adventure Playground will be considered in conjunction with Works for Queensland 2017-19 funding. One project to monitor is the shade cover for the Burdekin Theatre. Plans have now been received and quotes close on 17 October.

Upgrade Giru Water Facility

The installation of the new low level water tank and associated pipework was completed on 14 September. Erection of the new pump shed was completed on 18 September and commissioning of the new pressure pumps was carried out on 29 September. Installation of chlorination equipment and configuration of telemetry is scheduled to occur during October with project completion in early November.

Energy Efficiency Projects

The energy efficiency projects under the Works for Queensland funding can be broken up into 3 areas.

1. The reflectant roof painting is proposed for the various roofs at the Jones Street Depot, Burdekin Theatre, Burdekin Memorial Hall and the Council Administration building - All roofs are completed except for the Council Administration building.
2. LED lighting retrofitting is proposed for the Council Administration building, Ayr Library, Burdekin Theatre, Burdekin Memorial Hall and the Jones Street Depot - Burdekin Memorial Hall work is completed.
3. 30 kW Solar Panel at the Workshop building at Jones Street Depot – quotes close on 11 October.

Mount Inkerman Upgrade

Public Amenities (Works for Queensland Program)

The modular toilet block is due to arrive on site at the end of October. A builder has been engaged to install the toilet block by the end of November.

Roadwork (Significant Regional Infrastructure Projects Program)

The Mount Inkerman Road Upgrade project includes grant funding of \$541,000. The Program requires works to be completed by 31 March 2018. This funding is for road work and a walking trail. Additional funding of \$650,000 was approved by Council on 12 September. The tender has been awarded for the construction of widenings on Mount Inkerman Road. Tenders will be called in November for construction of the walking trail.

Lookout Upgrade (Scenic Lookout Upgrade Program)

Work is proceeding on the completion of the coloured concrete public concourse area between the new lookout structures. The final concrete pour is planned for 12 October. Work will then commence on the access ramp from the carparking area at the end of Mount Inkerman Road together with the rock retaining walls either side of the ramp. The final completion of the Lookout Upgrade is expected by the second week of November.

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
Buildings Admin				
200249	Council Chambers - Replacement of main air conditioning units (Administration and Engineering Sections)	Aug-17	Jun-18	Planning Phase
200277	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Council Chambers Building - Reflective roof coating and upgrade to LED lighting	Jun-17	Nov-17	Tender/Quote Awarded
200278	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Ayr Library Building - Upgrade to LED lighting	Jun-17	Nov-17	Tender/Quote Awarded
200280	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Burdekin Theatre Building - Reflective roof coating	Jun-17	Sep-17	Complete
Buildings Community				
200177	Burdekin Library - Design and renovation of staff amenities (i.e. kitchen) including second toilet	Sep-17	Nov-17	25% to 50% Complete
200193	Security upgrade for Burdekin Library, Ayr	Sep-17	Nov-17	Tender/Quote Awarded
200279	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Burdekin Memorial Hall Building - Reflective roof coating above Minor Hall, Kitchen and Bar Area	Jun-17	Sep-17	Complete
200288	Burdekin Memorial Hall - Replace Gable Roof	Sep-17	Jan-18	Out to Tender/Quote
200289	Burdekin Memorial Hall - Installation of Stairclimber to enable equal access to stage	Aug-17	Jan-18	Orders Placed
200290	Burdekin Memorial Hall - Replacement of vinyl floor covering in Minor Hall area	Aug-17	Jan-18	Out to Tender/Quote
200301	Ayr Racecourse - Main Hall - Replace Roof Sheetting and Refurbish Overhand/Soffit	Nov-17	Dec-17	Planning Phase
Buildings Environmental				
200028	Relocation of public convenience septic system at Groper Creek	Dec-16	Jun-18	Planning Phase
200197	Cromarty Creek Boat Ramp - replacement of existing public conveniences	Apr-17	Sep-17	Capitalised
200207	Home Hill Caravan Park - Upgrade of amenities building BD000066	May-17	Sep-17	Complete
200212	Ayr Swimming Pool - Refurbishment of pool as per GHD detail design	May-17	Aug-17	Complete
200234	Work for Queensland Program (WFQP) - Upgrade of existing toilet facilities at Funny Dunny Park, Wunjunga	May-17	Nov-17	Out to Tender/Quote
200236	Work for Queensland Program (WFQP) - Installation of toilet facilities at Mt Inkerman to compliment future improvements and enhanced public use	Jul-17	Nov-17	Orders Placed
200237	Work for Queensland Program (WFQP) - Refurbishment of public amenities at Ford Park, Home Hill	Sep-17	Nov-17	Out to Tender/Quote
Buildings Engineering				
200198	Water and Waste Water Office, Jones Street Depot - Fit-out with Laboratory	Apr-17	Oct-17	75% to 99% Complete
200281	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Jones Street Depot - Workshop Building - Installation of Solar Power	Oct-17	Nov-17	Out to Tender/Quote
Plant & Equipment				
200252	2017-2018 Light Vehicle Purchases	Oct-17	May-18	Planning Phase
200253	2017-2018 Truck Purchases	Oct-17	Mar-18	Out to Tender/Quote
200254	2017-2018 Machine Purchases	Oct-17	Feb-18	Out to Tender/Quote
200255	2017-2018 Plant and Equipment Purchases	Oct-17	May-18	Planning Phase
Intangibles				
200192	GIS spatial imagery replacement	Jun-16	Jun-18	25% to 50% Complete
200295	Virtual Desktop Infrastructure implementation for 25% of Council's personal computers - Licence and consultation	Nov-17	Jun-18	Not Commenced
200297	Technology One CI Anywhere Platform Implementation - Stage One	Oct-17	Jun-18	Not Commenced
200298	Technology One - Enterprise Budgeting	Oct-17	Jun-18	Planning Phase
200299	Quality Management System - Quality Assurance, Work Health and Safety and Audit	Oct-17	Jun-18	Planning Phase
200315	SharePoint - Supply and installation of a Controlled Document Management Solution (CDMS)	Sep-17	Jun-18	Tender/Quote Awarded

Asset Class/ Project No.	Project Narration	Estimated Start	Estimated Finish	Project Status
Office Equipmt, Furniture & Fittings				
200188	High speed network link for Home Hill Water and Waste Water Treatment Plant and second external site (Home Hill Library)	Apr-17	Aug-17	Capitalised
200256	Burdekin Library book purchases for 2017-2018	Jul-17	Jun-18	25% to 50% Complete
200259	2017-2018 Photocopier replacement program - Burdekin Theatre	Jul-17	Jan-18	75% to 99% Complete
200275	Burdekin Theatre - Purchase and installation of new electronic bar till system	Aug-17	Sep-17	Capitalised
200287	Burdekin Memorial Hall - Replace 80 Tables	Aug-17	Sep-17	Complete
200291	Burdekin Theatre - Replacement of the auditorium audio system	Aug-17	Oct-17	Out to Tender/Quote
200292	Burdekin Theatre - Replacement ClearCom Stage Communication Unit	Aug-17	Oct-17	Out to Tender/Quote
200293	CCTV Pilot Program up to 10 Cameras	Sep-17	Mar-18	Planning Phase
200294	Virtual Desktop Infrastructure implementation for 25% of Council's personal computers - Hardware only	Nov-17	Jun-18	Not Commenced
Roads & Bridges				
200010	Ayr Industrial Estate Expansion Project - Roadworks	Jan-18	Jun-18	Not Commenced
200062	Realignment and bitumen sealing of Corica Road to improve bends adjacent to Water Board channels	May-18	Jul-18	Not Commenced
200067	Reconstruction and bitumen seal of unsealed sections of Donadon Road	May-17	Oct-17	75% to 99% Complete
200145	Reconstruction of McDowell Road between Woods Road and Watt Road - RTR	Mar-18	May-18	Design Phase
200147	Construction or reconstruction of Shire Footpaths for 2016-2017	Jul-16	Jul-17	Capitalised
200149	Upgrade floodways along Kilrie Road	May-18	Aug-18	Design Phase
200152	Shire bridge repairs 2017-2018	Sep-17	Mar-18	Out to Tender/Quote
200153	Upgrade drainage at the intersection of Klondyke Road and Maidavale Road	Feb-18	May-18	Not Commenced
200155	Replacement of guardrails along Inkerman Hill Road	Feb-18	Apr-18	Planning Phase
200160	TIDS - Beach Road - Widening of existing carriageway to incorporate a turning lane for access to the Junior Soccer Grounds gravel car park	Apr-17	Jul-17	Capitalised
200168	Beach Road - Installation of concrete footpath from 122 Beach Road (Brice Residence) to Basilio Court, including road drainage and pedestrian bridges	Feb-17	Aug-17	Complete
200171	Mt Inkerman Nature Tourism Development (SRIPP - Significant Regional Infrastructure Projects Program Funding) - Upgrade carpark, road, drainage and install signs, concrete and gravel footpaths	Jun-17	Mar-18	Up to 25% Complete
200206	TIDS - Adelaide Street - Bitumen widening and installation of footpath and kerb and channel between Norham Road and Chippendale Street 212/LGSR/ - Be Active Trail extension	Jul-17	Oct-17	75% to 99% Complete
200211	TIDS - Brown Road - Reconstruction of remainder of Brown Road from CH 2628 to Pelican Road 212/LGSR/20 includes culvert upgrades	Jul-17	Jul-18	Up to 25% Complete
200215	South Ayr Drainage - Replacement of road culverts and cleaning of Depot drain to Muguira's property	Feb-18	Jun-18	Planning Phase
200228	Work for Queensland Program (WFQP) - Fourth Street and Fifteenth Avenue - Road reconstruction including kerb and channel and bitumen widening between Eleventh Avenue and Fifteenth Avenue and to Fords Gully	Aug-17	Nov-17	Up to 25% Complete
200233	Footpath - Construct footpath along Munro Street, Ayr from Coles access to Parker Street	Nov-17	Nov-17	Design Phase
200239	Construct roundabout at the intersection of Fiveways, Kelly, Kidd and Ivory Roads, Brandon	Jan-18	Jun-18	Design Phase
200240	Reconstruction of Lena Road from CH 917 to 1580	Oct-17	Dec-17	Design Phase
200241	Work for Queensland Program (WFQP) - Sealing of existing dirt roads and construction of carpark areas within Plantation Park, Ayr	Jul-17	Oct-17	75% to 99% Complete
200242	Mackenzie Street - Removal of trees, rehabilitation of pavement, profile and reseal with 45 mm asphalt between Munro Street and Graham Street	Jun-17	Jul-17	Capitalised
200243	Work for Queensland Program (WFQP) - Roundabout - Young Street and Macmillan Street intersection - Construction and lighting	Jul-17	Oct-17	75% to 99% Complete
200250	Beach Road - Installation of kerb and channel and associated bitumen widening from International Road to Junior Soccer entrance.	Jun-17	Sep-17	Capitalised
200260	Urban and rural reseal program for 2017-2018	Sep-17	Jun-18	Up to 25% Complete
200262	Work for Queensland Program (WFQP) - Replacement of existing footpaths for safety reasons	Jul-17	Nov-17	Up to 25% Complete
200263	Mitchell Road, Clare - Road reconstruction of failed sections	Mar-18	Jun-18	Planning Phase
200264	Hodel Road, Giru - Road reconstruction of concrete section	Apr-18	Sep-18	Planning Phase
200268	TIDS-Seventh Avenue, Home Hill - Construction of a 2.5 m wide concrete footpath from Sixteenth Street towards Milburn Road (approximately 1,000 m)	Nov-17	Jan-18	Design Phase
200269	Construction of footpath in International Park from Beach Road to Clayton Street, Ayr as part of the Burdekin Be-Active Trail	Feb-18	Jun-18	Planning Phase
200270	Reconstruction and bitumen sealing of road in front of 21-35 Albert Street, Ayr	Feb-18	Apr-18	Planning Phase
200272	Construction of footpath on Wilmington Street, Ayr from Coles to Parker Street	Nov-17	Dec-17	Design Phase
200273	Shire road drainage repairs 2017-2018	Sep-17	Jun-18	Up to 25% Complete
200314	Work for Queensland Program (WFQP) - Young Street - Reconstruction with asphalt overlay and tree surrounds between Burke Street and Wilmington Street, Ayr	Sep-17	Nov-17	Up to 25% Complete

Asset Class/ Project No.	Project Narration	Estimated Start	Estimated Finish	Project Status
Water Supply Infrastructure				
200012	Ayr Industrial Estate Expansion Project - Water	Jan-18	Jun-18	Not Commenced
200100	Home Hill Water Tower - Replacement of aerators	May-17	Jun-18	Tender/Quote Awarded
200178	South Ayr Water Treatment Plant - Design and construction costs to replace switchboards	Nov-16	Sep-17	Complete
200219	South Ayr Water Treatment Plant - Installation of two flowmeters and the construction of the associated pits	Mar-17	Oct-17	75% to 99% Complete
200220	Nelsons Lagoon - Installation of non-return valve and construction of pit	Mar-17	Oct-17	75% to 99% Complete
200230	Work for Queensland Program (WFQP) - Replacement of 1 x low level water storage tank, 2 x variable speed drive pressure pumps and pipes and valves at Giru Water Facility	Apr-17	Nov-17	75% to 99% Complete
200231	Airdmillan Road Water Pressure Upgrade - Install new 150mm dia water main along Airdmillan Road from Chippendale Street to Ferguson Road to increase pressure and meet fire service regulations	Jan-18	Mar-18	Design Phase
200304	Mt Kelly Water Rising Main - Replacement of 1350 metre section of main near bores on Ayr Dalbeg Road	Apr-18	Jun-18	Planning Phase
200305	Giru Water Tower - Structural refurbishment of high level tank	Nov-17	Jun-18	Not Commenced
200306	Ayr Water Tower - Replace Internal Ladders	Nov-17	Jun-18	Not Commenced
200307	South Ayr Water Treatment Plant - Detailed design for improvements to sedimentation, filtration and aeration of water	Jan-18	Jun-18	Not Commenced
Sewerage Infrastructure				
200011	Ayr Industrial Estate Expansion Project - Sewerage	Jan-18	Jun-18	Not Commenced
200092	Sewerage Pump Stations - Switchboard Design	Aug-16	Sep-17	Complete
200096	Upgrade sewerage telemetry for 18 x sites	Jul-17	Jun-18	Up to 25% Complete
200179	Sewerage Pump Station - Switchboard Replacement Program for a total of 32 pump stations as per GHD design (CP 200092)	Aug-16	Jun-18	50% to 75% Complete
200218	Ayr Sewerage Treatment Plant - Installation of two flowmeters and the construction of the associated pits	Jan-17	Oct-17	50% to 75% Complete
200247	Sewerage Treatment Plants - Switchboard Replacement Program as per GHD design (CP 200092)	Aug-17	Apr-18	Out to Tender/Quote
200248	Ayr Sewerage Pump Station No.01 - Refurbishment of wet well at Conley Street	Mar-17	Jul-17	Complete
200284	Home Hill Waste Water Treatment Plant - Replace Trickle Filter Arms	Sep-17	Dec-17	Orders Placed
200285	Ayr Sewerage Treatment Plant - replace arms on both primary and secondary trickle filters	Mar-18	Jun-18	Planning Phase
200308	Home Hill Sewerage Treatment Plant - refurbish secondary digester bridge	Feb-18	Jun-18	Design Phase
200309	Ayr Sewerage Treatment Plant - refurbish secondary clarifier bridge	Oct-17	Dec-17	Out to Tender/Quote
200313	Upgrade sewerage telemetry for 13 x sites	Aug-17	Jun-18	Orders Placed
Drainage Infrastructure				
200013	Ayr Industrial Estate Expansion Project - Drainage	Jan-18	Jun-18	Not Commenced
200139	Construct open drain channel from Unnamed Road to Woods Street, South Ayr (Micallef property)	Feb-18	Jun-18	Planning Phase
200209	TIDS - Adelaide Street - Culvert drainage between Norham Road and Chippendale Street 212/LGSR/	May-17	Aug-17	Complete
200251	Fourth Avenue - Installation of stormwater drainage pipe and acquisition of easement on 2RP741208 (27 Fourth Avenue, Home Hill)	Oct-17	Dec-17	Design Phase
200266	Work for Queensland Program (WFQP) - Roundabout - Young Street and Macmillan Street intersection - modifications to storm water drainage	Jul-17	Oct-17	75% to 99% Complete
200267	Work for Queensland Program (WFQP) - Fourth Street and Fifteenth Avenue - Stormwater drainage between Eleventh Avenue and Fifteenth Avenue and to Fords Gully	Aug-17	Nov-17	Up to 25% Complete
200274	Stormwater Drainage - Edward Street	Apr-18	Nov-18	Design Phase
Other Assets Community				
200074	Electrical upgrade of Ayr Aerodrome - Stage 2	Jun-17	Mar-18	Design Phase
200235	Work for Queensland Program (WFQP) - Installation of shade covers at the Burdekin Theatre Forecourt, Ayr	Aug-17	Nov-17	Design Phase

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
Other Assets Environmental				
200025	Supply and installation of park playground equipment and shade structures at various shire parks	Sep-17	Mar-18	Planning Phase
200148	Upgrade to electrical metered sites at Home Hill Caravan Park	May-17	Oct-17	75% to 99% Complete
200163	Install new fence at Home Hill Caravan Park	Oct-17	Nov-17	Not Commenced
200172	Mt Inkerman Lookout Upgrade (SLUP - Scenic Lookout Upgrade Program) Upgrade of viewing platforms, interpretive signage, decking and walkways	Jun-17	Nov-17	75% to 99% Complete
200195	Ayr Skate Park - Installation of new shade structure (Funding: Round 5 - Get Playing Places and Spaces)	Apr-17	Oct-17	Tender/Quote Awarded
200223	Work for Queensland Program (WFQP) - Design, manufacture and installation of Adventure Playground at Plantation Park	Feb-18	Sep-18	Project Deferred
200224	Work for Queensland Program (WFQP) - Installation of Park infrastructure (BBQs, picnic settings, shelters) at various locations	May-17	Oct-17	75% to 99% Complete
200225	Work for Queensland Program (WFQP) - Installation of solar lights throughout existing Burdekin Be-Active Trail and park areas	Jun-17	Sep-17	Complete
200229	Work for Queensland Program (WFQP) - Installation of shade covers at Home Hill and Giru Skate Parks	Aug-17	Oct-17	Up to 25% Complete
200282	Work for Queensland Program (WFQP) - Home Hill Caravan Park sealing of internal roads	Sep-17	Oct-17	Up to 25% Complete
200310	Supply and installation of park furniture at various shire parks	Oct-17	Jun-18	Not Commenced
200311	Home Hill Cemetery - Construction of entry statement for Fourth Street entrance	Feb-18	Apr-18	Not Commenced
Other Assets Engineering				
200286	Work for Queensland Program (WFQP) - Supply and construction of Ayr Industrial Estate Entrance Signage	Sep-17	Nov-17	Tender/Quote Awarded
Other Assets Waste				
200283	Work for Queensland Program (WFQP) - Ayr Transfer Station asphalt reseal to improve access and traffic management	Sep-17	Oct-17	Up to 25% Complete
200300	Work for Queensland Program (WFQP) - Home Hill Transfer Station asphalt reseal to improve access and traffic management	May-18	Sep-18	Project Deferred
200302	Ayr Transfer Station - Reconstruction of Greenwaste Pad	Nov-17	Dec-17	Not Commenced
200303	Home Hill Transfer Station - Reconstruction of Greenwaste Pad	Nov-17	Dec-17	Not Commenced

4.2 Council Workshops - September 2017

Document Information

Referring Letter No: N/A

File No: 1394

Name of Applicant: N/A

Location: N/A

Author and Title: Mr. Terry Brennan – Chief Executive Officer

Executive Summary

During the past month workshops were conducted by Council on 5 and 19 September 2017 to discuss a range of policy and operational issues, receive presentations and undertake inspections of community facilities.

A brief summary of the issues discussed at the September workshops is contained in the report.

Recommendation

That the report on the Council workshops held on 5 and 19 September 2017 be received and noted.

Background Information

Following the review of existing governance arrangements in late 2016 the Council agreed to adopt a fortnightly Council meeting cycle which commenced in February 2017. In conjunction with this change it was also agreed to conduct workshops with councillors on the alternate week to the fortnightly Council meetings.

During the past month two workshops were held on 5 and 19 September 2017 dealing with a range of policy and operational issues and to receive presentations by external parties. An inspection of community facilities was also undertaken in conjunction with meeting a group of community representatives.

A brief summary of the issues discussed at the workshops is as follows:

5 September 2017

- Progression of Arts Projects from 2017/18 Budget and Works for Qld funding
- Tenders for Adventure Playground project, Plantation Park

-
- Review of policies relating to
 - Entertainment and Hospitality
 - Revenue Financial Assistance (Interest Free Loans)
 - Social Media
 - Representatives of Collection House – Debt Collection services
 - Burdekin Tourism Association – Secretarial assistance
 - Site visit & meeting with Burdekin Machinery Preservationists Inc., Brandon

19 September 2017

- Sale of Land for arrears of rates
- Review of existing policies relating to community events and road closures
- Updating of Council's Community Christmas decorations
- Shade Sail options – area between Burdekin Theatre & Music Loft
- LGAQ – Qld Climate Resilient Councils briefing

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

Consultation

Consultation was undertaken with various parties both internal and external associated with the workshop topics.

Legal Authority or Implications

N/A

Policy Implications

Any policy proposals are subsequently referred to a Council meeting via a report for consideration and adoption.

Financial and Resource Implications

As highlighted in the workshop presentations.

Report prepared by:

Terry Brennan - Chief Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

Nil

4.3 Operational Monthly Report for Period Ending 30 September 2017

Recommendation

That the Operational Monthly Report for Period Ending 30 September 2017 be received.

Operational Report - September 2017



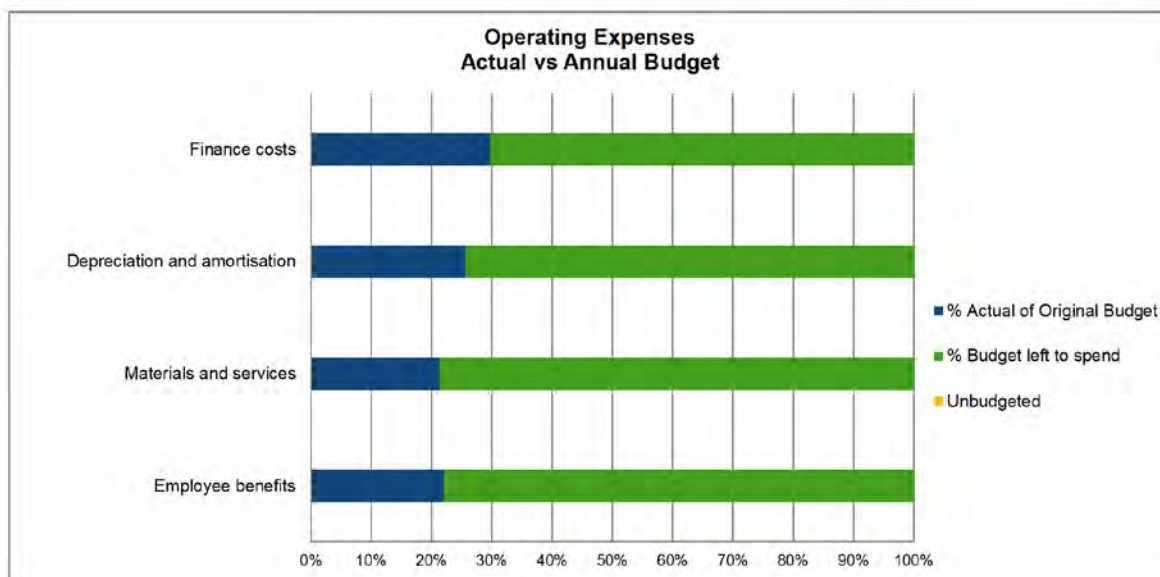
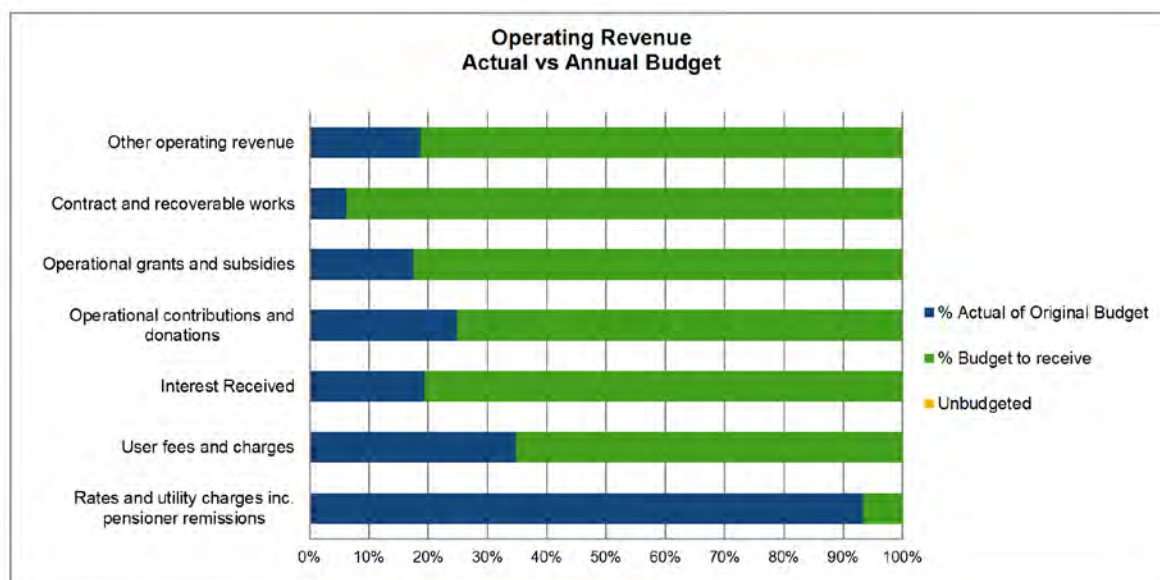
Burdekin
Shire Council

The following report provides a summary of Council's financial performance to 30 September 2017.

FINANCIAL STATEMENTS AT A GLANCE

As at 30 September 2017	Actual \$000	Annual Budget \$000	YTD Budget \$000	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Total Operating Revenue	37,447,125	47,542,799	40,472,124	-3,024,999	-7%
Total Operating Expenses	10,441,840	45,878,762	11,469,691	-1,027,850	-9%
Operating Position	27,005,285	1,664,037	29,002,433	-1,997,148	-7%
Capital Revenue	1,680,606	4,273,541	1,068,385	612,221	57%
Net Result	28,685,891	5,937,578	30,070,819	-1,384,928	-5%

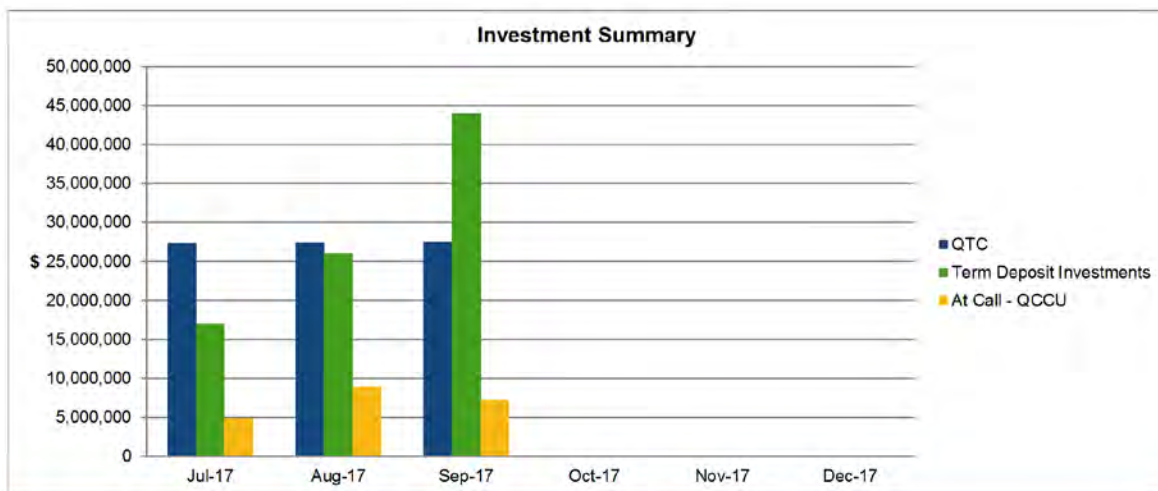
This report contains financial information for the period ending 30 September 2017. Council's operating position at month end is a \$27M surplus.



INVESTMENT PORTFOLIO

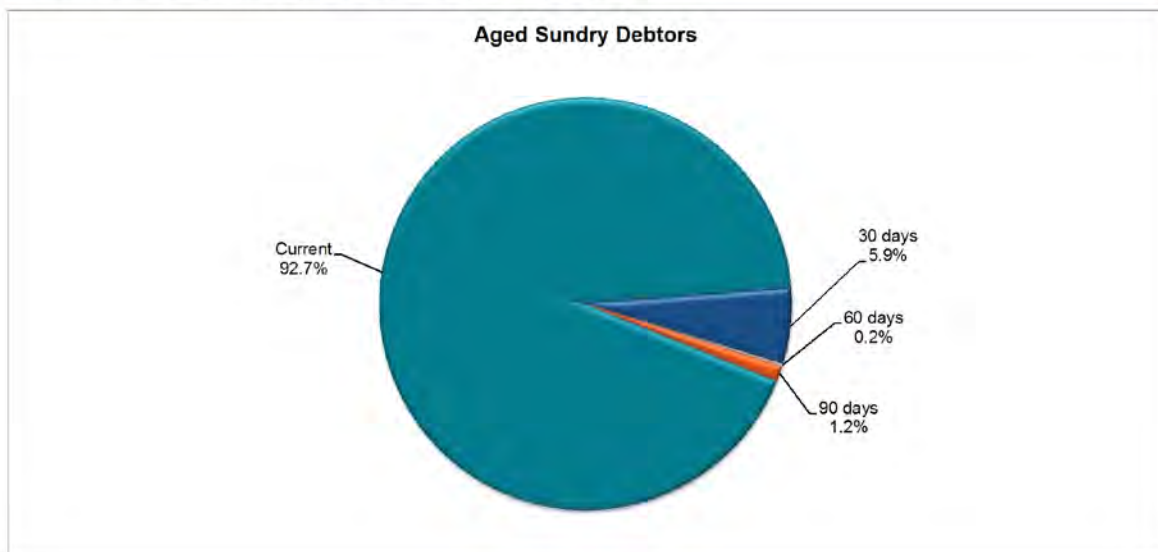
Investment Report as at 30 September 2017 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
Major Banks			
CBA	15,000,000	2.70%	19.1%
NAB	5,000,000	2.54%	6.4%
Westpac	19,000,000	2.65%	24.2%
Other			
AMP Bank (via RimSec)	3,000,000	2.75%	3.8%
Bendigo HH	2,000,000	2.50%	2.5%
QTC	27,461,335	2.47%	34.9%
QCCU General	7,192,758	2.80%	9.1%
Total Funds	\$78,654,093		



SUNDRY DEBTORS

Total outstanding sundry debtors as at 30 September 2017 are \$194,999.36.



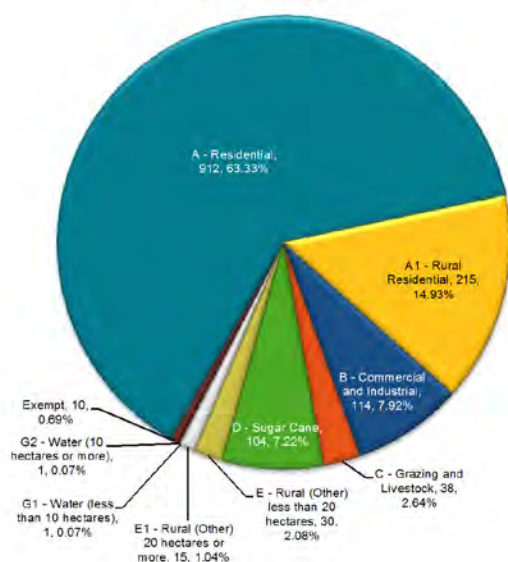
RATES

Arrears as at 1 July 2017		\$2,240,403
Levy and fees raised *	\$39,768,666	
Interest charged *	\$83,201	
Less Pensioner subsidy and rebate	<u>\$618,233</u>	\$39,233,634
Less Payments received		<u>\$36,181,490</u>
Arrears as at 30 September 2017		<u>\$5,292,547</u>
% Arrears September 2017		12.76%
% Arrears September 2016		13.15%
Pre-payments as at 30 September 2017		\$262,990
Pre-payments as at 30 September 2016		\$297,985

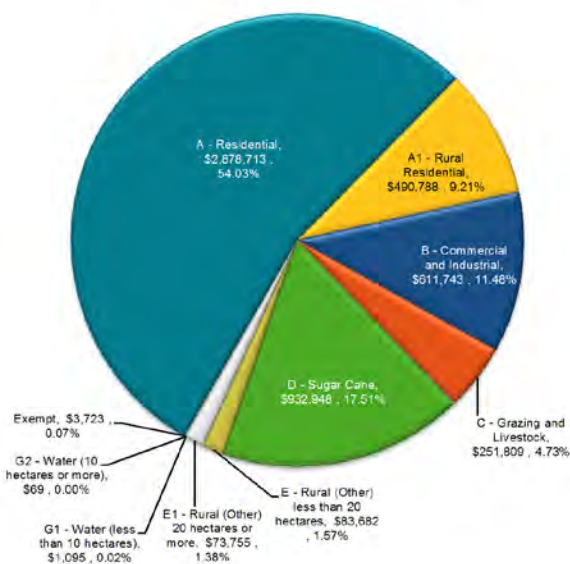
Comments: Annual Rate Levies were issued on the 4 August 2017, with a due date of the 4 September 2017.

* includes State Govt Emergency Management Levy

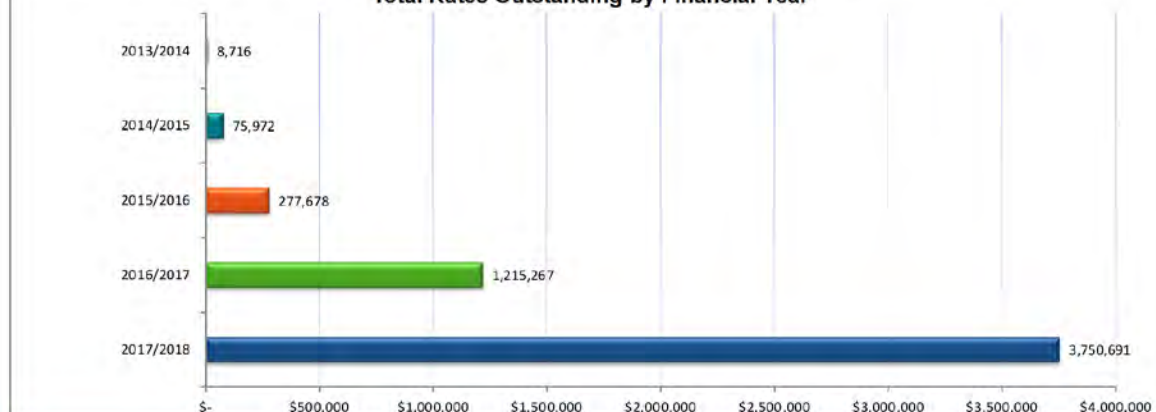
Number of Overdue Rates Properties by Rating Category



\$ Value of Outstanding Rates by Rating Category



Total Rates Outstanding by Financial Year



APPENDIX 1 - OPERATING STATEMENT BY MANAGER

Attached are the Operating Statement Reports by Manager - please refer to these report for individual comments.

APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

OPERATING STATEMENT
Period Ending 30 September 2017

Chief Executive Officer

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Total operating revenue	0.00	0.00	0	0	-
Operating Expenses					
Employee benefits	76,571.51	253,853.22	299,500	-45,647	-15%
Materials and services	12,380.13	30,710.44	34,438	-3,727	-11%
Total operating costs	88,951.64	284,563.66	333,938	-49,374	-15%
Surplus (deficit) from operating activities	-88,951.64	-284,563.66	-333,938	49,374	-15%
Net result for period	-88,951.64	-284,563.66	-333,938	49,374	-15%

Comments

Materials and services

Council connection page not invoiced for month of September.

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Client Services

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Operational grants and subsidies	1,335.90	1,335.90	6,250	-4,914	-79%
Other operating revenue	0.00	412.08	5,000	-4,588	-92%
Total operating revenue	1,335.90	1,747.98	11,250	-9,502	-84%
Operating Expenses					
Employee benefits	290,590.44	471,677.13	636,456	-164,778	-26%
Materials and services	25,799.69	113,136.50	179,485	-66,349	-37%
Total operating costs	316,390.13	584,813.63	815,941	-231,127	-28%
Surplus (deficit) from operating activities	-315,054.23	-583,065.65	-804,691	221,625	-28%
Net result for period	-315,054.23	-583,065.65	-804,691	221,625	-28%

Comments

Operational grants and subsidies

First instalment of Get Ready funding received - \$1,335.90. Still to receive QFES SES funding expected prior to December 2017.

Other operating revenue

Budgeted employee related income not yet received (includes Workcare reimbursement for wages).

Employee benefits

Budget for annual leave, long service leave, superannuation, statutory holidays and sick leave is for the whole organisation.

Sick Leave is over budget due to high volumes of sick leave taken across all areas of Council - over budget \$61,846. Will look at adjusting this figure in RBUD2 if required.

All other "leave" provisions are under budget. Management is looking at excess leave balances.

No statutory holidays have been taken at the time of this report.

Fringe Benefits tax is paid quarterly and is not yet due.

Workers Compensation premium is less than expected (based on workers compensation figures and statistics) and is \$184,230 instead of the budgeted \$205,000. This will be adjusted in RBUD2.

Materials and services

Training is \$41,964 under budget. Due to timings and availability of staff and training providers several large training programs have been booked and confirmed for October 2017 (First Aid, Traffic Management, ACDC, Safe Work near power lines, Fire Warden Training and Microsoft excel training).

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Community Development

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
User fees and charges	22,126.82	54,824.27	45,250	9,574	21%
Operational grants and subsidies	22,250.00	55,024.85	7,500	47,525	634%
Other operating revenue	2,864.07	11,854.36	5,200	6,654	128%
Total operating revenue	47,240.89	121,703.48	57,950	63,753	110%
Operating Expenses					
Employee benefits	114,114.77	381,054.30	387,850	-6,796	-2%
Materials and services	200,989.99	489,301.98	306,388	182,914	60%
Depreciation and amortisation	9,374.46	28,759.78	20,325	8,435	41%
Total operating costs	324,479.22	899,116.06	714,563	184,553	26%
Surplus (deficit) from operating activities	-277,238.33	-777,412.58	-656,613	-120,800	18%
 Capital grants and subsidies	 22,144.03	 22,144.03	 20,000	 2,144	 11%
Net result for period	-255,094.30	-755,268.55	-636,613	-118,656	19%

Comments

User fees and charges

Hire of Theatre, Burdekin Memorial Hall and Ayr Showgrounds, Library internet & photocopying income. Income is variable by month.

Operational grants and subsidies

Grant funding received so far include: Get Out, Get Active; Stage One Payment for Sport and Recreation Planning Program; and State Library of Queensland Tech Savvy Seniors. The Get Out, Get Active grant was not included in the Original Budget - this will be reviewed in the first budget revision.

Other operating revenue

Includes ticket sales for Theatre promotions and Theatre bar takings. Currently over budget due to the number of shows so far this year.

Materials and services

Over budget due to the 2017/18 Annual Standing Donations of sewerage charges and the Annual Donation to Burdekin Community Association occurring in September. Community grants to Wilmar Sugar Burdekin Blitz; Home Hill Harvest Festival; Flavours of the World; and Burdekin Water Festival have also occurred.

Depreciation and amortisation

Depreciation to be reviewed during first budget revision.

Capital grants and subsidies

1st Quarter of the 2017/18 Public Library Grant Allocation received from the State Library of Queensland.

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Economic Development

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Other operating revenue	18.18	372.73	0	373	-
Total operating revenue	<u>18.18</u>	<u>372.73</u>	<u>0</u>	<u>373</u>	<u>-</u>
Operating Expenses					
Employee benefits	21,060.63	64,657.43	70,075	-5,418	-8%
Materials and services	1,226.22	7,464.62	20,125	-12,660	-63%
Total operating costs	<u>22,286.85</u>	<u>72,122.05</u>	<u>90,200</u>	<u>-18,078</u>	<u>-20%</u>
Surplus (deficit) from operating activities	<u>-22,268.67</u>	<u>-71,749.32</u>	<u>-90,200</u>	<u>18,451</u>	<u>-20%</u>
Net result for period	<u>-22,268.67</u>	<u>-71,749.32</u>	<u>-90,200</u>	<u>18,451</u>	<u>-20%</u>

Comments

Employee benefits

Under budget due to changes not yet implemented with review of responsibilities for section.

Materials and services

Under budget as limited expenses for business breakfasts/networking activities incurred and no consultancy costs to date.

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Financial and Administrative Services

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Rates and Utility Charges	-0.97	24,929,475.54	26,442,531	-1,513,055	-6%
Pensioner remissions	-2,893.53	-309,470.28	-295,000	-14,470	5%
User fees and charges	1,993.43	21,889.03	19,013	2,877	15%
Interest Received	76,999.43	127,977.40	162,550	-34,573	-21%
Operational grants and subsidies	0.00	363,168.75	666,405	-303,236	-46%
Other operating revenue	0.00	54.22	9,000	-8,946	-99%
Total operating revenue	76,098.36	25,133,094.66	27,004,498	-1,871,403	-7%
Operating Expenses					
Employee benefits	120,605.14	405,346.93	435,800	-30,453	-7%
Materials and services	58,511.47	748,856.31	442,650	306,206	69%
Depreciation and amortisation	43,791.58	131,137.79	100,800	30,338	30%
Finance Costs	74,218.90	84,491.96	70,900	13,592	19%
Total operating costs	297,127.09	1,369,832.99	1,050,150	319,683	30%
Surplus (deficit) from operating activities	-221,028.73	23,763,261.67	25,954,348	-2,191,087	-8%
Capital grants and subsidies	1,500,000.00	1,500,000.00	289,250	1,210,750	419%
Other capital income (expense)	0.00	-388.20	0	-388	-
Net result for period	1,278,971.27	25,262,873.47	26,243,598	-980,725	-4%

Comments

Rates and Utility Charges

At the end of the financial year rates in advance revenue of approximately \$1.5M will be recognised.

User fees and charges

Annual Tramway Licence received in full.

Interest Received

Council has longer term investments which were selected based on more advantageous interest rates.

Operational grants and subsidies

Budget to be adjusted for prepayment of 2017/18 Financial Assistance Grant received in June 2017.

Other operating revenue

Fire Levy Collection Fee revenue still to be received.

Materials and services

Over the year to date budget due to annual payments for insurance, subscriptions and IT software maintenance contracts already processed in full.

Depreciation and amortisation

Amortisation of Intangible assets to be increased in first budget revision.

Finance Costs

QTC Loan interest is paid quarterly and the budget is calculated to reflect this. Bank charges are currently over budget due to increased charges during rating season.

Capital grants and subsidies

Budget is for 2016/17 Works for Queensland Funding which has not been received to date. Unbudgeted Works for Queensland 2017 - 2019 Funding was received this month, budget to be amended during first budget revision.

Other capital income (expense)

Loss on write off of office asset.

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Governance and Local Laws

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Rates and Utility Charges	-36.04	4,044,442.98	4,040,467	3,976	0%
Pensioner remissions	-474.78	-1,170.98	0	-1,171	-
User fees and charges	97,458.32	369,145.45	256,005	113,140	44%
Interest Received	24,674.37	41,952.76	51,275	-9,322	-18%
Operational contributions and donations	7,715.74	54,466.29	37,871	16,596	44%
Operational grants and subsidies	27,500.00	59,358.00	14,760	44,598	302%
Other operating revenue	2,690.88	11,561.81	8,588	2,974	35%
Total operating revenue	159,528.49	4,579,756.31	4,408,965	170,791	4%
Operating Expenses					
Employee benefits	165,236.55	484,356.69	500,013	-15,656	-3%
Materials and services	150,068.94	655,632.77	1,045,933	-390,300	-37%
Depreciation and amortisation	135,523.33	415,599.87	418,050	-2,450	-1%
Finance Costs	6,670.95	6,670.95	5,444	1,227	23%
Total operating costs	457,499.77	1,562,260.28	1,969,439	-407,179	-21%
Surplus (deficit) from operating activities	-297,971.28	3,017,496.03	2,439,526	577,970	24%
Other capital income (expense)	-12,271.01	2,092.63	0	2,093	-
Net result for period	-310,242.29	3,019,588.66	2,439,526	580,063	24%

Comments

User fees and charges

Annual animal registration fees received in July/August. Caravan Park income above budget due to seasonal variations.

Interest Received

Council has longer term investments which were selected based on more advantageous interest rates.

Operational contributions and donations

Rate of herbicide subsidy contributions from landowners above budget. Offset by Riparian Management Agreement contributions yet to be invoiced.

Operational grants and subsidies

Annual grant for PCYC operations received in full. Unbudgeted grant income from North Queensland Dry Tropics towards aquatic weed removal program.

Materials and services

Timing difference - major waste contract payment not yet paid. Council staff and contractor have reconciled details required and Council is now waiting on the invoice to be issued. Slightly offset by PCYC annual grant and insurances paid in full for year.

Finance Costs

QTC Loan interest is paid quarterly and the budget is calculated to reflect this.

Other capital income (expense)

Income received for improvements post sale of the Clare Hall. Write off of Cromarty Creek Public Conveniences.

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Operations

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Rates and Utility Charges	0.00	6,939,716.69	7,927,234	-987,517	-12%
Pensioner remissions	-468.61	-1,638.19	0	-1,638	-
User fees and charges	29,307.63	49,542.44	43,750	5,792	13%
Interest Received	97,643.71	162,980.76	215,625	-52,644	-24%
Operational contributions and donations	297.20	7,097.35	23,750	-16,653	-70%
Operational grants and subsidies	0.00	143,728.50	207,602	-63,873	-31%
Contract and recoverable works	400.38	400.38	10,000	-9,600	-96%
Other operating revenue	0.00	72.00	4,750	-4,678	-98%
Total operating revenue	127,180.31	7,301,899.93	8,432,711	-1,130,811	-13%
Operating Expenses					
Employee benefits	448,659.18	1,514,711.25	1,682,023	-167,311	-10%
Materials and services	464,513.63	1,436,744.69	1,743,322	-306,577	-18%
Depreciation and amortisation	195,718.73	600,167.60	609,725	-9,557	-2%
Total operating costs	1,108,891.54	3,551,623.54	4,035,069	-483,445	-12%
Surplus (deficit) from operating activities	-981,711.23	3,750,276.39	4,397,642	-647,365	-15%
Capital grants and subsidies	0.00	0.00	238,900	-238,900	-100%
Other capital income (expense)	-42,724.59	-42,724.59	0	-42,725	-
Net result for period	-1,024,435.82	3,707,551.80	4,636,542	-928,990	-20%

Comments**Rates and Utility Charges**

Difference is attributable to estimated revenue not yet collected for water consumption. First half water meter reading to commence October 17 with payment due February 18.

User fees and charges

Over budget due to timing of rental income received from Telco's for Ayr Water Tower and income received from property connections.

Interest Received

Council has longer term investments which were selected based on more advantageous interest rates.

Operational contributions and donations

Income received from Funny Dunny Park donations. Under budget as no developer infrastructure charges received to date and no septic pump out contributions received from Home Hill Boat Club.

Operational grants and subsidies

Budget to be adjusted for prepayment of 2017/18 Financial Assistance Grant received in June 2017.

Contract and recoverable works

Under budget as income from private and recoverable works is abnormally low for this time of year. Revenue estimate is based on historical averages.

Other operating revenue

Under budget. Income is variable throughout the year and \$10,000 BSRIT Engineering Retainer received annually in June.

Employee benefits

Under budget in water due to unfilled vacancies and resignation of plumber. Under budget in works section as no gravel production undertaken to date. Over budget roads maintenance. Employee benefits will be adjusted to reflect new forecast at revised budget.

Materials and services

Under budget road and drainage maintenance. Expenditure is variable throughout year and is influenced to a degree by seasonal factors.

Capital grants and subsidies

Budgeted capital grant income for sewage switchboard replacement program not claimed to date.

Other capital income (expense)

Write off of Giru Water main located within Wilmar Property - Invicta Mill.

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OPERATING STATEMENT
Period Ending 30 September 2017

Manager Planning and Development

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
User fees and charges	30,739.94	97,100.57	86,250	10,851	13%
Other operating revenue	0.00	49.40	0	49	-
Total operating revenue	30,739.94	97,149.97	86,250	10,900	13%
Operating Expenses					
Employee benefits	79,205.05	257,104.61	267,875	-10,770	-4%
Materials and services	11,502.24	30,097.46	59,192	-29,094	-49%
Total operating costs	90,707.29	287,202.07	327,067	-39,865	-12%
Surplus (deficit) from operating activities	-59,967.35	-190,052.10	-240,817	50,765	-21%
 Net result for period	 -59,967.35	 -190,052.10	 -240,817	 50,765	 -21%

Comments

User fees and charges

Revenue slightly higher than anticipated. Development applications received in September above average.

Materials and services

Consultants fees for LGIP and new PA planning scheme included in budget but not yet expended.

OPERATING STATEMENT
Period Ending 30 September 2017

Manager Technical Services

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
User fees and charges	11,735.38	77,534.04	30,500	47,034	154%
Operational grants and subsidies	9,623.00	28,855.00	26,250	2,605	10%
Contract and recoverable works	68,354.25	105,011.07	413,750	-308,739	-75%
Total operating revenue	89,712.63	211,400.11	470,500	-259,100	-55%
Operating Expenses					
Employee benefits	171,733.37	547,476.42	689,750	-142,274	-21%
Materials and services	-101,727.14	-304,713.61	-96,750	-207,964	215%
Depreciation and amortisation	519,598.93	1,587,543.27	1,540,325	47,218	3%
Total operating costs	589,605.16	1,830,306.08	2,133,325	-303,019	-14%
Surplus (deficit) from operating activities	-499,892.53	-1,618,905.97	-1,662,825	43,919	-3%
Capital contributions	0.00	813.64	0	814	-
Capital grants and subsidies	16,727.26	198,897.01	520,235	-321,338	-62%
Other capital income (expense)	-13,824.80	-228.52	0	-229	-
Net result for period	-496,990.07	-1,419,423.84	-1,142,590	-276,834	24%

Comments

User fees and charges

Annual trade waste permit fees raised in July with approx. 90% of total annual income collected from July to September.

Operational grants and subsidies

Monthly income from fuel tax credits varies depending on fuel usage.

Contract and recoverable works

Currently under budget due to timing of Road Maintenance Performance Contract (RMPC) claims. Monthly claims vary depending on the scheduling of projects.

Employee benefits

Under budget due to vacant positions, higher than expected leave taken, lower overtime and low expenditure on RMPC projects.

Materials and services

Under budget due to low expenditure on RMPC contract due to project timing and expenditure on fleet operations.

Capital grants and subsidies

The income received is dependent on the timing of projects. Edwards St Drainage, Mt Inkerman Road and the Roads to Recovery projects have not commenced, therefore no funding has been received.

Other capital income (expense)

Write off of roads reconstructed and gain from fleet replacements.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 30 September 2017

	Month of September Actual	Year to Date Actual	Year to Date Original Budget	\$ Variance YTD Actual to YTD Original Budget	% Variance YTD Actual to YTD Original Budget
Operating Revenue					
Rates and Utility Charges	-37.01	35,913,635.21	38,410,232	-2,496,597	-6%
Pensioner remissions	-3,836.92	-312,279.45	-295,000	-17,279	6%
User fees and charges	193,361.52	670,035.80	480,768	189,268	39%
Interest Received	199,317.51	332,910.92	429,450	-96,539	-22%
Operational contributions and donations	8,012.94	61,563.64	61,621	-57	0%
Operational grants and subsidies	60,708.90	651,471.00	928,766	-277,295	-30%
Contract and recoverable works	68,754.63	105,411.45	423,750	-318,339	-75%
Other operating revenue	5,573.13	24,376.60	32,538	-8,161	-25%
Total operating revenue	531,854.70	37,447,125.17	40,472,123.75	-3,024,999	-7%
Operating Expenses					
Employee benefits	1,487,776.64	4,380,237.98	4,969,341	-589,103	-12%
Materials and services	823,265.17	3,207,231.16	3,734,781	-527,550	-14%
Depreciation and amortisation	904,007.03	2,763,208.31	2,689,225	73,983	3%
Finance Costs	80,889.85	91,162.91	76,344	14,819	19%
	0.00	0.00	0	0	-
Total operating costs	3,295,938.69	10,441,840.36	11,469,690.50	-1,027,850	-9%
Surplus (deficit) from operating activities	-2,764,083.99	27,005,284.81	29,002,433	-1,997,148	-7%
Capital contributions	0.00	813.64	0	814	-
Capital grants and subsidies	1,538,871.29	1,721,041.04	1,068,385	652,656	61%
Other capital income (expense)	-68,820.40	-41,248.68	0	-41,249	-
Net result for period	-1,294,033.10	28,685,890.81	30,070,819	-1,384,928	-5%

5 GOVERNANCE & LOCAL LAWS

5.1 Council Meeting Dates - December 2017 and January 2018

Document Information

Referring Letter No:

File No:

Name of Applicant:

Location:

Author and Title: **Mr. Terry Brennan, CHIEF EXECUTIVE OFFICER**

Executive Summary

The Council's ordinary meeting cycle is normally varied in December/January each year to accommodate the absence of councillors and key staff during the period leading up to and after the Christmas/New Year period. It is proposed to hold only one ordinary meeting in December 2017 and also in January 2018. The workshop meeting cycle will also be varied during this period.

Recommendation

That only one Ordinary Council meeting be held in December 2017 and also in January 2018 on the following dates:

- Tuesday, 12 December 2017
- Tuesday, 23 January 2018

and the workshop meeting cycle also be varied during this period.

Background Information

The Council's normal meeting cycle of two ordinary meetings per month is usually adjusted during the period leading up to Christmas and then into the new year in order to accommodate the absence of councillors and key staff on leave over this period.

It is proposed to hold only one ordinary meeting during December and also one meeting in January, with the normal cycle of two meetings per month resuming in February 2018. The proposed meeting dates are as follows:

- December meeting – Tuesday, 12 December 2017
- January meeting – Tuesday, 23 January 2018

In a similar vein, the normal workshop cycle will be adjusted during this period, with only the one workshop scheduled in December on 5 December 2017 and in January on 30 January 2018.

It is requested that these proposed arrangements be confirmed.

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

5.3.3 Adhere to the governance framework and public reporting systems

Consultation

Internal consultation with the Mayor and the Manager, Planning and Development.

Legal Authority or Implications

Under Section 277 of the *Local Government Regulation 2012* Council is required to publish a public notice of the dates and times of its ordinary meetings.

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Terry Brennan – Chief Executive Officer

Report authorised by:

Terry Brennan – Chief Executive Officer

Attachments

Nil

5.2 Environmental Levy Application - Burdekin-Bowen Integrated Floodplain Management Advisory Committee (BBIFMAC)

Document Information

Referring Letter No: 1412396

File No: 342

Name of Applicant: Burdekin-Bowen Integrated Floodplain Management Advisory Committee (BBIFMAC)

Location: Various Sites

Author and Title: Linda Govan – Co-Ordinator Environment and Health

Executive Summary

Burdekin-Bowen Integrated Floodplain Management Advisory Committee (BBIFMAC) has applied for \$6,100 from the Environmental Levy fund to undertake a project to aid in the management of aquatic weed (*Salvinia molesta*) through the breeding and release of the biological control agent *Salvinia Weevil* (*Cyrtobagous salviniae*) in strategic areas throughout the Burdekin Area.

Recommendation

That Council approve the allocation of \$6,100 from the Environmental Levy fund to Burdekin-Bowen Integrated Floodplain Management Advisory Committee (BBIFMAC) to undertake a project to aid in the management of aquatic weed (*Salvinia molesta*) through the breeding and release of the biological control agent *Salvinia Weevil* (*Cyrtobagous salviniae*) in strategic areas throughout the Burdekin area.

Background Information

A request has been received for funding under Council's Environmental Levy program from BBIFMAC. The project has been assessed against the Environmental Levy criteria established by Council.

This project will aid in the management of aquatic weed (*Salvinia molesta*) through the breeding and release of the biological control agent *Salvinia Weevil* (*Cyrtobagous salviniae*) in strategic areas throughout the Burdekin Area which lie adjacent to the significant habitat of the Bowling Green Bay RAMSAR listed wetlands. BBIFMAC will manage the aquatic weed by breeding *Salvinia* control weevils at approved breeding sites, and then release them into target areas that are deemed suitable for weevil establishment. Current known sites of *salvinia* infestation that will be targeted for *salvinia* control include Ironbark Creek, Palm Creek, Healey's Lagoon, Kalamia Creek and Sheepstation Creek.

BBIFMAC will liaise with the Burdekin Shire Council, Lower Burdekin Landcare and NQ Dry Tropics to identify any additional high priority areas suitable for weevil release. Overall this project will assist in the reduction of *Salvinia molesta* infestation in local waterways and wetlands, leading to improved ecosystem health within these systems and in downstream environments.

Salvinia grows to form dense continuous mats across the water surface blocking light, interfering with oxygen exchange and contributing to fish kills. It limits access to open water for waterbirds and other animals and causes waterways to become stagnant and provides mosquito habitat. It also interferes with farm irrigation pump intakes by clogging foot valves. *Salvinia* weevils are proven to be one of the most effective controls for this highly invasive weed.

This project also aligns with a number of local and regional management plans:

1. Burdekin Shire Pest Management Plan
2. Burdekin Water Quality Improvement Plan
3. Regional Pest Management Strategy for the Burdekin Dry Tropics NRM Region 2014-2019
4. Burdekin Regional NRM Plan

Comments:

The weevils have formed part of the Council's water weed control program for the last few years, provided by BBIFMAC. It is a natural and cost effective way to control *Salvinia* in the Burdekin.

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

Nil

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

If application is approved funds of \$6,100 will be provided from the Environmental Levy fund.

Report prepared by:

Linda Govan – Co-ordinator Environment and Health

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

N/A

5.3 Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2017

Document Information

Referring Letter No: 1417051

File No: 412

Name of Applicant: N/A

Location: N/A

Author and Title: Terry Brennan - Chief Executive Officer

Executive Summary

The Legal Affairs and Community Safety Committee, a committee of Queensland Parliament, is undertaking examination of the *Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2017*, which was recently introduced into State Parliament. The objective of the Bill is to implement the State Government's response to the Independent Councillor Complaints Review Panel's report, *Councillor Complaints Review: A fair, effective and efficient framework*. This is to provide for a simpler, more streamlined system for making, investigating and determining complaints about councillor conduct in Queensland.

The deadline for the receipt of submissions to the Committee is 26 October 2017, as it must provide its report to Parliament by 27 November 2017.

Recommendation

That the report by the Chief Executive Officer on the *Local Government (Councillor Complaints) and Other Legislation Bill 2017* be noted.

Background Information

The Legal Affairs and Community Safety Committee, which is a committee of the Queensland Parliament, has recently had referred to it for detailed consideration the *Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2017*. This follows the introduction of the Bill into Parliament on 10 October 2017 by the Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships. The Committee has invited comments on the Bill with

submissions due by 26 October 2017, as it must provide its report to Parliament by 27 November 2017.

The objective of the Bill is to implement the government's response to the Independent Councillor Complaints Review Panel Report, *Councillor Complaints Review: A fair, effective and efficient framework*, to provide for a simpler, more streamlined system for making, investigating and determining complaints about councillor conduct in Queensland. The review was initiated by the State Government in response to concerns raised by both the LGAQ and LGMA about the effectiveness of the current framework.

To implement the Government's response to the review the Bill amends the *Local Government Act (LGA)* and the *Public Service Act 2008 (PSA)* to provide a simpler and more streamline system for making, investigating and determining complaints about councillor conduct in Queensland.

The Explanatory Notes to the Bill highlight the key provisions to achieve the policy objectives of the Bill and an extract from the Explanatory Notes is attached as Appendix A. The Bill itself is in excess of 100 pages and the Explanatory Notes approximately 90 pages so there has not been sufficient time to review the information in detail. It is anticipated that both the LGAQ and LGMA will be undertaking this analysis and providing comment on any areas of specific concern.

Link to Corporate/Operational Plan

5.3.3 Adhere to the governance framework and public reporting systems.

Consultation

The State Government has undertaken consultation with the LGAQ, LGMA and relevant state agencies in developing its response to the Complaints Review Panel report.

Legal Authority or Implications

If the Bill is passed it will result in amendments being made to the *Local Government Act* and the *Public Service Act*.

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Terry Brennan - Chief Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Attachment A – Extract from Explanatory Notes to the Bill.

Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2017

Explanatory Notes

Short title

The short title of the Bill is the Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2017.

Policy objectives and the reasons for them

The policy objective of the Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2017 (the Bill) is to implement the Government's response to the Independent Councillor Complaints Review Panel's Report '*Councillor Complaints Review: A fair, effective and efficient framework*' (the Councillor Complaints Report) to provide for a simpler, more streamlined system for making, investigating and determining complaints about councillor conduct in Queensland.¹

The purpose of the independent review was to examine the statutory provisions relating to complaints to assess the effectiveness of the current legislative and policy framework and make recommendations about policy, legislative and operational changes required to improve the system of dealing with complaints about councillors' conduct.

The review was initiated in response to concerns raised by the Local Government Managers Australia Queensland Inc (LGMA) and the Local Government Association of Queensland (LGAQ) about the effectiveness of the current framework. Concerns included the role of local government chief executive officers (CEOs) in assessing complaints, the inability to seek a review of decisions and the need to better ensure natural justice for all parties.

The review examined the councillor complaints provisions under the *Local Government Act 2009* (LGA) and the *City of Brisbane Act 2010* (COBA). The Councillor Complaints Report made 60 recommendations for change.

On 20 July 2017, the Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships tabled the Councillor Complaints Report and the Government's response in Parliament following the Estimates Hearing by the Infrastructure, Planning and Natural Resources Committee. The Government's response supports, partially supports or supports in principle 50 of the recommendations.

¹ *Councillor Complaints Review: A fair, effective and efficient framework* (the Councillor Complaints Report).

A copy of the report is available at:

<http://www.parliament.qld.gov.au/documents/tableOffice/TabledPapers/2017/5517T1073.pdf>

A copy of the Government's response is available at:

<http://www.parliament.qld.gov.au/documents/tableOffice/TabledPapers/2017/5517T1074.pdf>

The Government's response was developed by the Department of Infrastructure, Local Government and Planning (the department) in consultation with the LGAQ, LGMA, and state agencies including the Department of the Premier and Cabinet, Queensland Treasury and the Department of Justice and Attorney-General.

Achievement of policy objectives

To implement the Government's response, the Bill amends the LGA and the *Public Service Act 2008* (PSA) to provide a simpler, more streamlined system for making, investigating and determining complaints about councillor conduct in Queensland.

The Bill:

- establishes the Independent Assessor and the Office of the Independent Assessor to investigate and deal with the conduct of councillors where it is alleged or suspected to be inappropriate conduct, misconduct or, when referred to the assessor by the Crime and Corruption Commission (CCC), corrupt conduct
- provides for local governments to investigate and deal with suspected inappropriate conduct when referred to a local government by the assessor and to take disciplinary action against councillors for inappropriate conduct
- reallocates the functions of the current Local Government Remuneration and Discipline Tribunal (LGRDT) and the Regional Conduct Review Panels (RCRPs) by:
 - establishing the Councillor Conduct Tribunal to conduct hearings about a councillor's alleged misconduct, decide whether the councillor has engaged in misconduct and what, if any, disciplinary action to take, and at the request of a local government investigate the suspected inappropriate conduct of a councillor
 - establishing the Local Government Remuneration Commission to establish the categories of local governments, decide the category to which each local government belongs and decide the maximum remuneration payable to councillors
- deals with the conduct of councillors at local government meetings that contravene the behavioural standards (a 'local government meeting' is defined to mean a meeting of a local government or a committee of a local government)
- allows for decisions made as part of the new councillor complaints system to be subject to appeal (by repealing current section 176(9), refer also to section 244 of the LGA), and provides for an application to the Queensland Civil and Administrative Tribunal (QCAT) under the *Queensland Civil and Administrative Tribunal Act 2009* (QCAT Act) for a review of:
 - the tribunal's decisions (new section 150AQ) (other than a decision to recommend the councillor's suspension or dismissal, refer new section 150AR(1)(b)(xi), (xii))
 - a review decision made by the assessor about a decision to seize a thing (new section 150CQ)
- provides for administration and governance matters including requiring:
 - a code of conduct (made by the Minister) to set appropriate standards of behaviour for councillors in performing their functions
 - the department's chief executive to make model procedures for the conduct of meetings of a local government and its committees
 - local governments to maintain a councillor conduct register recording particular orders and decisions

- the assessor to give the Minister an annual written report about the operation of the Office of the Independent Assessor and for the Minister to table a copy of the report in the Legislative Assembly
- strengthens offences to support the new system, including providing protection from reprisal for local government employees and councillors who make complaints against councillors, discouraging frivolous and improper complaints and ensuring confidentiality of investigations
- provides for appropriate arrangements necessary for the transition to the new councillor complaints system.

Former councillors

The Bill new chapter 5A applies in relation to a person who was but is no longer a councillor if the person was a councillor when conduct the subject of a complaint or investigation is alleged to have happened (new section 150M).

Brisbane City Council (BCC)

The provisions of the Bill apply to all local governments other than the BCC.

Establishment

Independent Assessor

Currently, complaints about the conduct or performance of a councillor may be made to the local government, the department's chief executive, the mayor or the CEO of the local government. A preliminary assessment of the complaint is carried out by either the department's chief executive (if the complaint is made by the mayor or CEO) or the CEO (if the complaint is made by another entity).

The Councillor Complaints Report notes: "*Making such decisions can give rise to a clear conflict of interest for CEOs in assessing a complaint against one of their own councillors – one of their employers. Equally, assessment independent from the Department will more clearly separate the other oversight roles the Department has in dealing with offences under the LG Act. The Panel received overwhelming support for the proposition that this function should be transferred to an Independent Assessor.*"²

The Councillor Complaints Report recommendation 4.1 states "*The LG Act be amended to provide that the 'preliminary assessment' of any complaint against a councillor should be made by an Independent Assessor, and not by a council CEO, or the Department's chief executive (ss. 148H(2), 176B, 176C, 177 and 177A).*"

The Government's response to recommendation 4.1 at page 1 "*...supports the establishment of a statutory Independent Assessor to assess complaints and carry out investigations.*"

To implement the Government's response the Bill (new section 150CT) provides for the establishment of an Independent Assessor (the assessor). The Governor in Council may appoint

² *Councillor Complaints Review: A fair, effective and efficient framework* (the Councillor Complaints Report), page 11.

5.4 Reef Guardian Council Action Plan 2017-2020

Document Information

Referring Letter No: N/A

File No: 343

Name of Applicant: N/A

Location: N/A

Author and Title: Preeti Prayaga – Senior Environmental Health Officer

Executive Summary

Council is committed to protecting the Great Barrier Reef through its partnership with the Great Barrier Reef Marine Park Authority (GBRMPA) Reef Guardian Council Program. It is a requirement of the program that Council develop a Reef Guardian Action Plan.

Recommendation

That Council adopt the Burdekin Shire Council Reef Guardian Council Action Plan 2017-2020.

Background Information

The Reef Guardian Council Program focuses on improving land management practices and water quality in the Great Barrier Reef catchment.

The Action Plan records the diversity of Council actions and projects that contribute to reef health. It aligns with Queensland and Australian Government objectives to improve the long-term outlook for the reef.

The current action plan is for three years and describes all current and future projects and activities Council will undertake to support its status as a Reef Guardian Council.

The actions fall under the following categories: Climate Change, Land Management, Water Management, Waste Management and Community.

An annual Highlights Report is also produced to show the continuous improvements occurring across a range of Council activities.

Link to Corporate/Operational Plan

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

Consultation

N/A

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Programs are part of Council's annual budget.

Report prepared by:

Preeti Prayaga – Senior Environmental Health Officer

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

1. Burdekin Shire Council Reef Guardian Council Action Plan 2017-2020.

Burdekin Shire Council

Reef Guardian Council Action Plan

2017 – 2020

Reef Guardian Council program

The Reef Guardian Program is a stewardship program that encourages and supports councils, schools and industries to become actively involved in protecting the Great Barrier Reef.

The Reef Guardian Council program recognizes the good environmental work councils are achieving throughout the 42 million hectare Reef catchment.

Whether Reef Guardian Councils and their communities are large or small, they are making continuous improvements to help the Reef.

Action Plans

This Action Plan records the diversity of council actions and projects that contribute to Reef health. It aligns with Queensland and Australian Government objectives to improve the long-term outlook for the Reef.

The Action Plan is a powerful tool for the council to share its Reef management actions with the local community – and the rest of the world.

Milestone Reports

The Action Plan is reviewed and updated annually, and an annual Highlights Report is produced to show the continuous improvements occurring across a range of council activities.

Endorsement

The council recognises the importance of the Reef Guardian partnership and values the contributions made by staff and the community 'working together today for a healthier Reef tomorrow'.

LAND MANAGEMENT

Reef 2050 Objective – The Great Barrier Reef retains its integrity and system functions by maintaining and restoring the connectivity, resilience and condition of marine and coastal ecosystems.

What Councils can do

Help to restore catchments:

For example:

- Incorporate environmental mapping and priorities in planning schemes and development decisions
- Help to restore landscape and waterway connections and functions
- Use best practices in council and industry developments
- Manage weeds and pests and restore disturbed council land
- Establish beach management plans

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Beach Protection Program	Ongoing minor program to assist with fencing dunes and providing access points to the beaches at Alva and Wunjunga. Sand ladders, fencing, beach access and informative signage erected around sensitive beach dunes and vegetation.	Council Budget / Enviro Levy		Environment & Health	On track	BA5, 11
Beachmount Coastal Land Management Plan	Preparation of revegetation and dune restructuring plan for Charlie's Gap, Wunjunga Beach. To include use of excavators to build up sand dunes and the planting of native vegetation to hold dunes from erosion. Putting up fencing to stop traffic in dunes.	NQ Dry Tropics/ Enviro Levy	NQ Dry Tropics	Environment & Health	Development stage	BA5, 11

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Aquatic Weed Control – Riparian Management Agreements (RMA). Boat/aerial/ground spraying, weed harvester	Joint program between Council and landholders has been developed and implemented through Riparian Management Agreements. Objective is to control aquatic weeds in 9 lagoon and waterways to minimize downstream impacts on the Great Barrier Reef.	Environmental Levy, Landholders contribution, NQDT Funding	Landholders, Lower Burdekin Water, Sunwater, Wilmar	Environment & Health	Currently RMA with landholders in 9 lagoon systems in Shire.	EHA 10
Working with NQDT to develop mapping and improved monitoring of wetlands	Developing an online monitoring and recording of treatment of wetland and lagoons in coordination with NQDT to help in planning, decision making and future investment.	NQ Dry Tropics	NQ Dry Tropics	Environment & Health	Implementation stage	EHA 13, 15
Feral Pig Management	Reducing the environmental and economic impact of feral pigs using collaborative approach through the coastal area. Using different techniques like trapping, baiting, aerial shooting and ground shooting to control the number of pigs.	Council Budget, Project Grant	NQ Dry Tropics, Charters Tower Regional Council, Whitsunday Regional Council	Environment & Health	Project criteria and milestones set	EHA7, 13
Feral Deer Control	The drought has highlighted an isolated problem with deer in a section of the Shire. Council is working on a plan with landholders and other agencies to address the issue. Collaborative approach through regional pest management group.	Landholder, Council Budget/ Enviro Levy	Landholder	Environment & Health	Barrier Fence installed. Monitoring complaints.	EHA7,13
Wild Dogs Assistance Program	New policy has been developed by Council to help the landholders in controlling the wild dogs on their property. Council provides a maximum of \$500 pa assistance for any wild dog trapping undertaken by the landholders.	Council Budget	Landholder	Environmental Health	Implemented	EHA7, 13
Conservation Volunteer Agreement	Council is considering in having an MOU with volunteer shooters to help landholders in controlling wild animals.	NIL	Landholder, Conservation Volunteer groups	Environment and Health	Under consideration and research	EHA 7,13

Ongoing Activities

Project Name	Description	Financial/Resource Commitment	Reef 2050 Actions
Burdekin Shire Biosecurity Plan 2016-2020	Council is committed to regular activities as well as the innovative techniques to be introduced every year in their pest management approach. Council's Biosecurity Plan dealing with pest animals and plants, has identified actions for Council and partners to protect the environment including waterways.	Council Budget	EHA 7,13
Herbicide Subsidy Scheme	40% subsidy provided to landholders to assist with the cost of controlling pest weeds on their property. The budget commitment from Council has been increased this year.	Council Budget - Enviro Levy	EHA7, 13
Quick Spray, Trapping Unit Loan Programs	Council has feral pig traps and weed spray units available for loan to landholders to assist them in managing pest plant and animals on their property. Council has acquired two more feral pig traps to assist the community.	Council Budget	EHA7, 13
Environmental Management Plan - Landfill	Council's landfill has been constructed and is operated to reduce off site impacts. The landfill is located near the Burdekin River and it is important to maintain all runoff on site. A Site Based Management Plan and other environmentally relevant plans such as storm water and leachate management plans are in planning stage and will be developed in the near future.	Council Budget	EHA10
Management of Closed Landfills	Council has prioritized old landfills for remediation with a current focus on Plantation Park and Giru Landfill, Luxton Street.	Council Budget	WQA6,10,11 EHA27
Advice on Applications under Sustainable Planning Act	Advice is provided on environmental issues (vegetation management) on planning applications.	Council Budget	EHA 10
Construction and Planning	Ensure new roads, culverts and weirs don't block fish movements / remove existing barriers.	Council Budget	EHA 10

WATER MANAGEMENT

Reef 250 Objective – The quality of water from all sources including industrial, urban waste and stormwater sources has no detrimental impact on the health and resilience of the Great Barrier Reef.

What Councils can do

Continuously improve the quality of water entering the reef from wastewater and stormwater sources through urban water cycle initiatives:

- Promote water sensitive urban design in new developments
- Adopt best practice storm water management
- Monitor and if necessary upgrade sewerage treatment plants
- Provide collection facilities for chemicals, waste oil and other pollutants
- Protect and rehabilitate waterways

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Macro Algae Waste Water Treatment Process	BSC has a long-standing ERA which does not require us to treat wastewater for nitrogen and phosphorus, two nutrients which adversely affect the GBR. Considering potential changes brought on in response to the deterioration of reef health, Council has proactively partnered with JCU and MBR to seek State funding for the first full-scale trials of a macro-algal treatment process in municipal wastewater applications, to be carried out at the Ayr WWTP.	MBR, JCU and Council Budget	JCU, MBR	Water and Waste Water	In development stage	WQA11, EHA6
Fish population monitoring	In conjunction with NQ Dry Tropics, fish are stunned and counted in the Sheep Station Lagoon catchment in order to gain knowledge on the effectiveness of weed management in the system. Possibility for the same monitoring to be implemented in other systems.	NQ Dry Tropics Grant	NQ Dry Tropics	Environment & Health	Implementing monitoring	EHA8

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Waste Water Treatment Plant	Last year October 2016 implemented site based management and environment monitoring program for both the council operated sewage treatment plants. The discharged water is reused by farmers for their irrigation channel.	Council Budget	Lower Burdekin Water	Water & Waste water	The program is implemented. It is monitored and regularly evaluated for gaps or any efficiency gains.	WQA 10,11, EHA6
Develop planning controls for vegetated buffer strips along drainage lines during and post construction	Using stone filters and turfing to reduce sediment erosion and contamination of storm water in newly developed area where extension of drainage work is carried out.	Council Budget	Nil	Operations	75% work completed	WQA8,12
Storm Water Management	Storm water and drainage systems are annually cleaned and maintained, using chemical and mechanical techniques.	Council Budget	Nil	Operations	Annual cleaning and Crush pollutant cleaned and maintained.	WQA 8,10,12,13
Aquatic Weed Control – Riparian Management Agreements (RMA). Boat/aerial/ ground spraying, weed harvester	Joint program between Council and landholders has been developed and implemented through Riparian Management Agreements. Objective is to control aquatic weeds in 9 lagoon and waterways to minimize down- stream impacts on the Great Barrier Reef.	Council Budget – Enviro Levy, Landholders contribution, NQDT Funding	Landholders Lower Burdekin Water, Sunwater, Wilmar	Environment & Health	Currently RMA with landholders in 9 systems in Shire.	EHA 10
Working with NQDT to develop mapping and improved monitoring of wetlands.	Developing an online monitoring and recording treatment of wetland/lagoons in coordination with NQDT to help in planning, decision making and future Investment.	NQ Dry Tropics	NQ Dry Tropics	Environment & Health	Implementation stage	EHA 13,15
Environmental Management Plan	To proactively prevent storm water contamination run-off from all construction activities throughout the shire.	Council Budget	Nil	Environment & Health	Regular audits performed to ensure the environmental management plan is implemented	WQA12, 13

Ongoing Activities

Project Name	Description	Financial/Resource Commitment	Reef 2050 Actions
Waste Water Plant	Operating, monitoring and maintenance of Council sewage treatment plant.	Council Budget	EHA11,EHA6
Storm water maintenance	Regular maintenance and infrastructure upgraded as and when Identified.	Council Budget	WQA 8,10
Environmental training	Provide environmental and erosion and sediment control training for Council staff.	Council Budget	WQA12

WASTE MANAGEMENT

Reef 2050 Objective – Education an on-ground actions to target the source of marine debris and reduce the volume of debris entering the Great Barrier Reef

What Councils can do

Minimize waste entering the Reef from land-based sources:

- Control litter coming from landfills and public bins
- Introduce waste minimisation programs for Council and community
- Introduce littering and illegal dumping penalties
- Encourage community clean-ups before the wet season
- Install pollution traps on urban waterways

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Participate in North Queensland Waste Reduction and Recycling Plan (NQWRRP)	The objective of the NQWRRP plan is to provide a coordinated approach to promote waste avoidance and reduction, encourage efficiencies across council regions and modernize waste management.	Council Budget	Townsville CC, Hinchinbrook Shire and Charters Towers Regional Councils	Environment & Health	Plan is progressively implemented and is due for a review following release of State strategy.	EHA27
Updating of Landfill and Transfer Stations Green Waste Storage	Upgrade of green waste storage at Landfill and all Transfer Stations to capture run off.	Council Budget		Environment & Health	In planning stage	WQA6, 10, 11 EHA27
Landfill capping	Engaging consultants to design temporary capping for Kirknie Landfill waste cells and Closure and Aftercare Management Plan for closed Giru Landfill.	Council Budget		Environment & health	In planning stage	WQA6, 10, 11 EHA27

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Littering and Illegal Dumping	Targeting illegal dumping signage at local hotspots and inclusion of litter/illegal dumping education in existing waste education programs.	Council Budget	Community, schools	Environment & Health	Signage is up at six hotspots and education program being developed	EHA27, CBA12
Agricultural Plastic Recycling	Home Hill transfer station is now collection point for Agricultural Plastics at no cost	Council Budget	Local firm	Environment & Health	Implemented & monitoring for improvements	EHA27
Investigation and treatment of old Giru landfill.	Old Giru landfill is on the EMR and has been investigated. Plan to produce Site Management Plan and Site Suitability Statement to enable more appropriate use of the land.	Council Budget	Nil	Environment and Health	First stage of the project completed and analysis of the samples undertaken. Stage 2 will be implemented by 2018.	WQA6, 10, 11, EHA27
Upgrading of Waste Water facilities	Design and implementation of quick coliform detection unit for waste water plant in order to detect early stages of system failures	Council Budget		Water & Waste Water	In planning stage	
Assist with Community Clean Up Days	Australia clean-up day and Beach clean-up days	Council Budget	Community, Tangaroa Blue	Environment & Health	Planned	EHA27, CBA12
Install and Maintain Litter Catch Basins and Gross Pollutant Traps	Central business areas have gross pollutant traps spread throughout the zone to prevent the solid rubbish going into storm water. Gross pollutant trap is set up with trash cutters to prevent all the solid waste flowing through storm water contaminating the lagoon.	Council Budget	Nil	Council Operations	Currently 12 pollutant traps installed in Central Business precinct of Ayr and regularly serviced and monitored to maintain efficiency.	WQA12,EHA27

Ongoing Activities

Project Name	Description	Financial/Resource Commitment	Reef 2050 Actions
Landfill Management	Manage and monitor landfills/retired landfills for point-source discharge and other potential impacts.	Council Budget	WQA6, 10, 11, EHA27
DRUM Muster	Support and promote toxic waste collection programs such as Chem clear, Drum Muster, batteries, household chemicals.	Council Budget	EHA 27
Recycling Centres at Waste Management Facilities	Recycling facilities are provided at all transfer stations in the shire.	Council Budget	EHA 27
Kerbside Recycling	240L recycling bins maintained and waste recycled at contractor nominated material recycle facility.	Council Budget	EHA27
Kerbside Green Waste Recycling	Regular green waste collection carried out by contractors. Free green waste disposal at local transfer station and landfill sites which is then mulched and transported off site.	Council Budget	EHA27
Public Place Recycling Bins	Public place recycling implemented, recycling for events, recycling bins maintained and waste recycled.	Council Budget	EHA27
Management of Public Bins	Regular audit of public bin collection undertaken to prevent litter overflows and new installations where needed	Council Budget	EHA 27
Illegal Dumping Management	Education, one to one guidance, working with person to achieve compliance and finally evidence based fine	Council Budget	EHA27

COMMUNITY

What Councils can do

Celebrate community connections to the Reef and encourage stewardship:

- Introduce education campaigns to reduce impacts on the Reef
- Build community capacity to tackle threats to the Reef
- Form partnerships to achieve ongoing improvements to Reef health

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
School Recycling and Environmental Awareness Talks	Council provides education and support to schools with regard to recycling and environmental awareness. Recently a new model of the Burdekin area was designed and will be used at various school talks.	Council Budget	Local Schools	Environment & Health	Presentations and display at schools and kindergartens planned for Recycle Week	CBA11,12
Garage Trail Sale	Council is hosting where people can sell or give away unwanted reusable items. A stall will be set up to raise community awareness on waste reduce, reuse and recycle options.	Council Budget	Community Groups	Environment & Health, Community Development	22 October 2017 Ongoing annually	EHA27 CBA12
Community Water Weed Monitoring	Council has established a water weed monitoring program with landholders; It is a texting service to report water weeds. The trigger value for weed infestations is based on the width of water weed infestation (1.5m).	Council Budget	Landholders	Environment & Health	On going	WQA4

Ongoing Activities

Project Name	Description	Financial/Resource Commitment	Reef 2050 Actions
Support for Reef Guardian School	Council support for FLEC days and reef guardian school activities.	Council Budget	CBA12
Media Releases	Regular media releases.	Council Budget	CBA11
National Tree Day	Active participation and sausage sizzle sponsorship by Council for community tree planting day.	Council Budget	CBA12
The Great Northern Clean Up	Active participation and sausage sizzle sponsorship by Council.	Council Budget	EHA27, BA5, 11, CBA12
Environmental Talks	Talks at kindergartens teaching about recycling and worm farms.	Council Budget	CBA11, 12

CLIMATE CHANGE

Objective – Communities adapt and respond to a changing climate by taking action to avoid impacts on the Great Barrier Reef and coastal ecosystems

What Councils can do

Help Communities to mitigate and adapt to the impacts of a changing climate:

- Assess council and community risk and vulnerability due to a changing climate
- Prepare for and respond to climate change through planning and policies
- Introduce sustainability principles to council procurement
- Encourage efficient use of energy by council and community

Project Name	Description	Financial/Resource Commitment	Partnerships	Responsible Department/Position	Project Status	Reef 2050 Actions
Energy saving and sustainability	<p>Council has identified the implementation of various projects to reduce energy usage and/or increase energy efficiency.</p> <p>Typical projects include: supply and installation of solar PV systems; office lighting upgrades and retrofits with LED lighting; heat reflectant roof coatings; determining the efficiency of HVAC systems.</p>	Council Budget	Nil	Governance and Local Laws	<p>There are 2 stages to this project. Stage 1 involving project coordination and management services to assist Council in developing a coordinated and logical plan of energy efficiency initiatives to be investigated and implemented has been completed.</p> <p>Stage 2 is now ongoing. Includes awarding of contracts for reflectant roof coatings and LED lighting retrofits on various council buildings. Further work includes installation of solar panels on various buildings.</p>	CBA4

Q CRC Governance Program	Participation in the Queensland Climate Resilient Councils (Q CRC) Program. A 3 year program to strengthen internal council decision-making processes to climate change.	Council Budget	LGAQ	Whole of Council	Planning stage	CBA5 & 9
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Ongoing activities

Project Name	Description	Financial/Resource Commitment	Reef 2050 Actions

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

8.1 Hosting of Future Magical Parks in the Burdekin Shire

Document Information

Referring Letter No: Clause 14.3 Council Meeting 23 May, 2017

File No: N/A

Name of Applicant: N/A

Location: Shire Parks

Author and Title: Wayne Saldumbide – Manager Operations

Executive Summary

Following a trial of a geospatial augmented reality Magical Park in Plantation Park as part of Parks Week 2017 Council requested a report into the options available to host further Magical Parks at various Parks in the Burdekin Shire.

Recommendation

That Council agrees to set up and promote Magical Parks at four Shire parks during gazetted school holiday periods over the next twelve months at a cost of \$3,500 excluding GST.

At the end of the twelve month period a decision to continue the Magical Parks program be based on usage data provided by GEO A.R. Games and feedback from the Burdekin Shire Youth Council.

It should be noted that the intention is to have only one Magical Park operating at any one time.

Background Information

Parks and Leisure Australia in partnership with GEO A.R. Games offered an opportunity for Councils in Australia and New Zealand to participate in a two week trial of a Magical Park as part of Parks Week 2017. Burdekin Shire Council accepted

the offer and a Magical Park was established in Plantation Park, Ayr showcasing the “Augmentia” and “Prehistoria” digital playgrounds. Promotion of the initial trial was hampered by a short lead in time and an oversight by the Burdekin Advocate.

Since the initial trial GEO A.R Games has developed additional games such as Aliens, Christmas World, Easter, Halloween and Sharks in the Park that would be made available to match the appropriate holiday period.

The Burdekin Shire Youth Council participated in the initial trial. Feedback provided at their meeting of 29 May, 2017 suggested that if repeated, the virtual game should be held during school holidays as an exclusive, rare event as if held all year interest may be lost.

Based on this feedback a Council package offer was requested from GEO A.R Games and the following pricing options were tendered:

Council Package Options:

- 1) Annual licence of \$2,500 excl. GST for continuous operation over 12 months with the ability to shift the park to different locations over the year at \$150 excl. GST per move;
- 2) For additional parks running continuously at the same time an annual fee of \$1,500 excl. GST for 12 months with the ability to shift the park to different locations over the year at \$150 excl. GST per move;
- 3) Short term pop-up Magical Park with no annual licence fee @ \$750 excl. GST for 16 days;
- 4) An initial geospatial set up fee per park of \$500 excl. GST would be incurred as a once off cost for each new park area.

Given that Plantation Park has been set up as part of the initial trial the full cost of continuing with a twelve month school holiday implementation program with Magical Parks showcased in a further three shire parks for sixteen days at each site is \$3,500 excl. GST.

The three additional parks suggested are Anzac Park - Ayr, Memorial Park – Home Hill and Coutts Park - Ayr. Continuation of Magical Parks beyond the initial twelve month trial would allow expansion in to other suitable shire parks in less populated areas.

Link to Corporate/Operational Plan

Through previous community consultation activities and ongoing feedback from the community, Council has identified increased use of community facilities as a Community Priority in the 2017 – 2022 Corporate Plan.

Key Strategic Areas

Social Wellbeing

3.1 Safe, healthy, inclusive and socially engaged communities

3.1.7 Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing.

3.3 Creating places of community identity

3.3.1 Encourage increased use of community spaces and facilities

Consultation

The Burdekin Shire Youth Council participated in the initial Magical Park trial and support the proposal to host additional Magical Parks.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Costs associated with setting up and hosting Magical Parks are considered operational expenses and as such would be funded out of the Parks Operational budget.

Report prepared by:

Wayne Saldumbide – Manager Operations

Report authorised by:

Terry Brennan – Chief Executive Officer

Attachments

N/A

8.2 Purchase of Automated Microbiological Testing Machines for Use in Water Wastewater

Document Information

Referring Letter No: N/A

File No: 809, 810 & 771

Name of Applicant: N/A

Location: Water Wastewater Department

Author and Title: Mr. Wayne Saldumbide – Manager Operations

Executive Summary

As a registered service provider of water and wastewater services, Council is required to undertake extensive microbiological testing of drinking water supplied to consumers to confirm fitness for consumption. Council also undertakes microbiological testing of water samples collected at the discharge points of the Ayr/Brandon and Home Hill Wastewater Treatment Plants to ensure environmental licence compliance of water discharged from Councils wastewater treatment plants.

Currently these samples are packed and freighted to the Townsville City Council Douglas Water Treatment Laboratory for analysis. These tests currently cost \$33 per sample supplied. Significant operational savings can be achieved through the purchase of automated microbiological detection machines to test E.coli and Thermo-tolerant Faecal Coliforms in-house. After an initial capital outlay costs per test would reduce to \$14.30 per sample supplied.

Based on the current testing regime Council would recoup the initial capital outlay for two machines in 2.16 years and projected operational savings would equate to approximately \$205,000 over 8 years.

Recommendation

That Council approves the purchase of two automated microbiological testing machines for the Water and Waste Water Department, and provide an allocation of \$56,000 to cover the cost of this equipment.

Background Information

Council is a registered drinking water service provider under the Water Supply (Safety and Reliability) Act 2008 and holds environmental authorities to operate sewage treatment works at Ayr and Home Hill.

Council's approved Drinking Water Quality Management Plan requires water quality safety samples to be taken and tested for microbiological compliance on weekly, monthly and six monthly basis from predetermined locations in the four water supply service areas covered by Council. Environmental authorities to operate sewage treatment works also require water samples to be taken at various points within the treatment plant and other locations in the receiving environment for microbiological compliance with licence parameters.

Microbiological samples must be tested within 24 hours of sampling or resampling is required. Samples are currently sent to the Townsville City Council Douglas Water Treatment Laboratory for analysis which incurs both freight and laboratory costs.

The annual estimate of testing and freight costs incurred for both Water and Wastewater is \$51,513.00.

It will remain a requirement of the Department of Energy and Water Supply to have 10% of all samples tested in-house validated by a NATA Certified laboratory each year and these costs have been factored into business case estimates. It is estimated that Council will recoup the capital cost to purchase two machines through operational savings in 2.16 years.

Operational benefits include:

- More efficient turnaround from sample to analysis to result;
- Improved response capability for water quality incidents;
- Ability to perform analysis in-house during disaster events;
- Reduced staff time packing and freighting samples;
- Upskilling of staff in laboratory practices.

The estimated life of the machines is a minimum 7 years if run 24 hours a day, seven days a week. BSC requirements would necessitate operation for one to two days a week dependant on sampling cycle and as such estimated life would conservatively double.

Calibration can be performed in-house by Council staff and it is recommended to place the units into an annual maintenance agreement in line with other BSC laboratory equipment e.g. spectrophotometer etc.

Link to Corporate/Operational Plan

Key Strategic Areas

1 Infrastructure

1.5 Effectively employ technology

1.5.1 Support and improve Council's business performance through information and communication technologies

5 Organisational Sustainability

-
- 5.3 Commitment to continuous improvement, customer service and accountability
5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

Consultation

Department of Energy and Water Supply (Regulator)

Legal Authority or Implications

Water Supply(Safety and Reliability) Act 2008.
Environmental Protection Act 1994

Policy Implications

N/A

Financial and Resource Implications

The capital purchase for the equipment will be funded through and internal transfer from the water and sewerage reserves.
It is estimated that capital costs will be recouped through operational savings in 2.16 years.

Report prepared by:

Glenda Floriduz – Administrative Assistant – Water and Waste Water

Report authorised by:

Wayne Saldumbide – Manager Operations

Attachments

Nil

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

10.1 Development Application Material Change of Use for Vehicle Repair Workshop at 612 Old Clare Road (Lot 114 on GS479)

Document Information

Referring Letter No: 1396474

File No: 226, Cons17/0010

Name of Applicant: Suds Automotive

Location: 612 Old Clare Road (Lot 114 on GS479)

Author and Title: Mr. Shane Great – Manager Planning and Development

Executive Summary

An application has been received from Suds Automotive seeking approval for a Material Change of Use for Vehicle Repair Workshop at 612 Old Clare Road (Lot 114 on GS479). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

Recommendation

That Council approves the Development Application for a Material Change of Use for Vehicle Repair Workshop at 612 Old Clare Road (Lot 114 on GS479) subject to the following conditions:

General

- 1.1 A Site Based Management Plan (SBMP) shall be developed, implemented and complied with, which deals with controls on:
- External lighting;
 - Noise emissions;
 - Dust emissions; and
 - Odour emissions.

The SBMP will need to be submitted and approved by the Chief Executive Officer prior to commencement of any lawful use is to be carried out on the subject land.

- 1.2 An Environmental Management Plan (EMP) shall be developed, implemented and complied with, which deals with controls on:

-
- Liquid and solid waste;
 - Chemical storage and disposal;
 - The emission of odours from spray-painting; and
 - Maintenance of water quality in terms of ground water, surface water and stormwater runoff

The EMP will need to be submitted and approved by the Chief Executive Officer prior to commencement of any lawful use is to be carried out on the subject land.

- 1.3 The activities associated with the use may operate only between the hours of 8.00a.m. to 5.00p.m. Monday to Friday and 9.00a.m. to 1.00p.m. Saturday. There must be no operation on Sundays or public holidays.
- 1.4 The maximum number of employees allowed onsite during these hours of operation is two.
- 1.5 All deliveries associated with the operation of the business must occur during these hours.
- 1.6 The use of the development must not cause an unreasonable nuisance to the surrounding area.
- 1.7 The operator of the Automotive Workshop 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 operator relating to the use of the workshop; and
 - Any action or response taken by the operator to rectify or reasonably deal with the complaint.
- 1.8 A landscaping plan shall be submitted and approved by the Chief Executive Officer. This plan must be prepared by a suitably experienced person detailing the following;
 - the location of existing and proposed plantings;
 - proposed fencing and screens, including rubbish bin enclosures;
 - describe on-going maintenance tasks to be implemented for landscaped and turfed areas.

Approved Plans

2. (a) 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 applications supporting material, except where modified by the conditions of this Development Permit and any approval issued there under.

-
- (b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
 - (c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.

Compliance with conditions

- 3. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

Outstanding charges

- 4. All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.

Notice of Intention to commence the use

- 5. 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.

Public Utility Services/Damage

- 6.1 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.
- 6.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Building Work

- 7.1 A development permit for Building Works and final certificate or certificate of classification is to be obtained before any building works are carried out on the premise. Proposed buildings to be constructed within allowable setbacks must achieve acceptable solutions in accordance with the requirements of Section C; Building Code of Australia – (Siting provisions and fire resistance).
- 7.2 The applicant is to lodge the appropriate Development Application – Building Works (Change of Classification) to ensure existing buildings have the correct certificate of classification for the Automotive Workshop.

Access and Parking

-
- 8.1 The construction of any new crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
 - 8.2 Parking space and layout must be designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
 - 8.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all-weather low glare paving, exposed aggregate concrete or suitable dust suppressant material to the satisfaction of the Chief Executive Officer.

Drainage

- 9.1 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.
- 9.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

Operational Works

10. Where operational works are required to be carried out for the development, the developer must, within a period of two years from the date of this permit 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

- 11.1 No release of contaminants, including, but not limited to dust, fumes, odour or aerosols or emission of noise is to cause or be likely to cause an environmental nuisance beyond the boundaries of the premises to which this development permit relates.
- 11.2 Upon receipt of a complaint regarding the emission of dust, light, 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, and
 - b. implement abatement measures to minimise the emissions from the site.

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- 11.3 Where a complaint is made about noise from the activity, that is considered reasonable by an authorised officer and cannot be resolved by the operator of the activity subject of this approval, the emission of noise from the development must not result in levels greater than those specified in Table 1 until the circumstances which gave rise to the complaint are resolved.

Table 1: Noise Limits (dBA)

NOISE LIMITS MEASURED AT THE FACADE OF THE NEAREST NOISE SENSITIVE PLACE		
Period	Measured as L_{Aeq}	Measured as $maxL_{pA}$
7am – 6pm	55	60
6pm – 10pm	50	55
10pm – 7am	45	50

- 11.4 All spillage of waste, oils, chemicals or similar materials shall be cleaned up as soon as practical. Such spillage shall not be cleaned up by hosing, sweeping or otherwise releasing such wastes or contaminants to the land, stormwater or any roadside.
- 11.5 A spill kit must be maintained on site for use on spillages of any materials stored on site and be readily accessible at all times.
- 11.6 Chemicals must be stored in a bunded area undercover or other location whereby any spillage will not discharge to the ground or any area subject to stormwater or stormwater runoff.
- 11.7 Oils, fuels, other liquids must be stored in a bunded area undercover or other location whereby any spillage will not discharge to the ground or any area subject to stormwater or stormwater runoff. Any bunding provided shall be constructed and sized in accordance with AS 1940- The storage and handling of flammable and combustible liquids.
- 11.8 All repairs are to be conducted in a dedicated workshop area that has a sealed surfaced drained to a collection sump suitable for the collection of contaminants such as oils, fuels, coolants and chemicals.
- 11.9 All spray painting of vehicle and vehicle parts is to be conducted inside a spray painting booth compliant with Australian Standards 4114.1:2013 Design, Construction and Testing; and AS 4114.2.2013 Installation and maintenance.
- 11.10 All wash-down waters from the washing of vehicles, trailers, plant or equipment must be contained and collected and disposed of to an approved facility. Wash-down waters must not be discharged to stormwater or on land subject to stormwater runoff.
- 11.11 All solid wastes or other materials likely to produce contaminates shall be stored in bins with lids in a place to prevent the ingress of stormwater.

11.12 There shall be no release of litter or contaminates from the site to any roadside, drain or waters.

11.13 Lighting used to illuminate any areas of the premises shall be angled or shaded in such a way that lighting does not directly illuminate any nearby premises or roadways in such a manner as to constitute an environmental nuisance.

ADVICE (Note: These are not conditions).

- *General waste and recycling services must comply with Council's Waste Management Policy.*
- *Pursuant to the Environmental Protection Act 1994, all development involving the emission of noise and dust from building and/or construction activities must ensure that the emissions are in accordance the Environmental Protection (Noise) Policy 2008 and the Environmental Protection (Air) Policy 2008.*
- *Regulated wastes are to be removed for disposal by a licenced waste transporter*

The following comments are from the Manager of Planning & Development, Mr Shane Great:

Background Information

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application from Suds Automotive seeking approval for a Material Change of Use Vehicle Repair Workshop at 612 Old Clare Road (Lot 114 on GS479).

The subject site is located on land zoned 'Rural' with the proposal triggering an 'Impact Assessable' Development Application under the provisions of Council's IPA Planning Scheme (*the scheme*). The application will be assessed against the scheme in its entirety. Particularly the relevant sections of the scheme will include the Desired Environmental Outcomes, the Rural Zone code and Light Industry code.

The sight has no lawful existing use rights or development permits attached to the land. The proposed development has not triggered referral to any State technical agencies.

Application

The Applicant, Suds Automotive proposes to use the existing sheds located at the rear of the subject sites northern boundary to carry out an Automotive Workshop.

The applicant maintains in the supporting material with the application that a majority of the proposed activities are not very different to what was conducted on the site by the previous owners when utilised for a farm machinery workshop. The distinction

between the previous use and the proposed use is that the activities are offered to the general public on a commercial basis.

The following activities will be carried out as part of the business:

- (a) vehicle detailing, servicing, repairs and maintenance;
- (b) vehicle accessory manufacturing (including trays, toolboxes, side steps, water tanks and bull bars);
- (c) vehicle accessory fitting (suspension, tyres, bull bars, side rails and dual battery);
- (d) sale of oil, filters and batteries (for agricultural growers to collect supplies); and
- (e) panel beating and spray painting (an average of 60-80 litres of paint used per year).

Current hours of operation for the use are 8:00am to 5:00pm Monday to Friday and 9:00am to 1:00pm Saturday. Additional to the two owners of the business there are two employees. Conditions will ensure that the business can only operate within these criteria. Any activity outside of these constraints will not be permitted.

Site Description and Surrounding Land Uses:

The subject site is located to the south west of Ayr at 612 Old Clare Road, Airville, made up of a regularly shaped single parcel of land with a total area of 4046m². The site is currently improved with a dwelling house and several sheds, these sheds will contain the proposed development. The Lot has approximately 50m of frontage to Old Clare Road and 85m to Claussen Lane. Claussen Lane will be the main access point for the proposed development.

A mix of uses are conducted in the surrounding area including cane farming and other high intensity small crops which involves the use of chemical spraying, poisons and other dust and noise elements associated with the preparation and cultivation of the land in the area. Packing sheds and nurseries are also within close proximity as is a small cluster of smaller rural lots predominately used for residential purposes.

Old Clare Road is considered a major thoroughfare which has relatively high traffic flows including heavy farming machinery. Such machinery includes cane trains, haulout vehicles and a high frequency of double semi-trailers which frequent the De Domeinico farm opposite the subject land.

Scheme Assessment

The subject site is zoned 'Rural'. The proposed use triggered an 'Impact Assessable' Development Application requiring public notification. The application has been assessed against the relevant provisions of the Burdekin Shire Council's IPA Planning Scheme (*the scheme*).

In assessing the application, consideration has been given to all relevant components of the scheme including the Desired Environmental outcomes (DEO's) and Specific Outcomes of the Rural Zone Code. No overlays are specifically relevant to the proposal. The applicant has provided supporting material by way of an

assessment of the proposed development against the Specific Outcomes and Acceptable Solutions of the Rural Zone Code.

The Strategic Framework in the scheme sets the broader framework for the Shire based on Flooding and Coastal Processes, Integrated Catchment Management and Land and Water management. The conditions imposed will allow the proposed development to not be in any conflict with the Strategic Framework.

The proposed land use is generally in accordance with the relevant adopted Scheme DEO's. In particular 3(a) Economic Development (ii) 'facilitating opportunities for diversifying and broadening the rural economic base, which advance sustainable agricultural practices'; and (iii) 'facilitating the development of economic opportunities that value-add to primary industries'. No significant biodiversity areas are negatively affected by the development proposed and the site is generally free from constraining effects and flooding or inundation.

The proposed development is not considered an incompatible land use in the Rural Zone and does not conflict with the overall outcomes of the Rural Zone Code. Development conditions can be imposed to ensure that the development is managed to avoid significant compromising of the existing residential amenity of the surrounding area.

The supporting documentation contained in the application identifies that with compliance of development conditions the applicant will be able to comply with the relevant Specific Outcomes of this Code.

An example is Specific Outcome O1 Site layout, while the sheds containing the proposed development will not be able to meet the setbacks of Acceptable Solution S1. The 30m separation from the closest residential property and the openings of the sheds are facing away from the dwellings will achieve compliance with Specific outcome O1.

Given the farming nature on the surrounding area and existing buildings (farm sheds, small crop packing sheds) and the fact that the applicant's sheds have previously been used as a farm workshop, the scale and appearance of the buildings would achieve a standard of visual amenity that would be acceptable to the character of the surrounding area. It could be reasonably determined that the rural amenity of the surrounding area is maintained which would be in accordance with the requirements of Specific Outcome O11 Visual Amenity.

It is not considered that the proposed use operated in accordance with the supporting material and proposed development conditions would compromise the existing residential amenity of the surrounding area. All other identified 'Specific Outcomes' in the 'Rural' Zone Code are either 'not applicable' or the project complies with the 'Acceptable Solutions' contained in the code.

Although the proposal subject to development conditions is considered to be an acceptable land use in this particular zone, it is important to acknowledge the long term surrounding land uses and ensure that consideration has been given to ensure any potential negative impacts are minimised.

Comment on Submission

The development Application required public notification due to the proposed use (i.e. Vehicle Repair Workshop) triggering a Material Change of Use – Impact Assessable. At the closing date for submissions, 1 properly made submission was received from Groves and Clark Solicitors on behalf of nearby residences.

The submission received raised concerns about possible negative impacts the proposed development could have on their residence and lifestyle due to unacceptable levels of noise, dust and odour emissions. These valid concerns have been acknowledged by both the applicant and the assessment manager and every effort has been made to minimise any potential negative impacts.

The following are the main issues of concern raised within the submission.

- (a) Noise generated by the use of machinery and tools, high-pressure cleaners, spray paint booth and the constant arrival and departure of vehicles;
- (b) Hours of Operation, the business will operate in excess of the proposed hours nominated in the Development Application;
- (c) Dust generated by trucks and couriers using Claussen Lane to access the sheds on the land;
- (d) Odour generated by the spray painting activities;
- (e) The development activities being insufficiently setback from the adjoining residential dwellings;
- (f) Access – lack of suitable access to the development and manoeuvring area;
- (g) The sheds are structurally unsound;
- (h) Water quality impacts on the nearby watercourse and subsequently Plantation Creek; and
- (i) The failure to refer to and address any potential impacts on the nearby watercourse in the Development Application material.

The applicant has responded to the matters raised in the submission and states:

- (a) The type of work undertaken is not significantly different to that which would be undertaken by harvesting and haul out operations or machinery maintenance workshops which are carried out through the Shire and therefore noise is consistent with that expected in the area;
- (b) Claussen Lane is a sealed bitumen road through to the rear of the land (however it is noted that in the photograph provided in the Objection the road does not appear to be sealed) and thereby no dust will be generated in addition to what is already experienced in the area as a result of the surrounding farming operations. The lane is also used by a number of adjoining landowners not in connection with the Development Application;

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- (c) Spraying is carried out intermittent in the business and usage of paint is in the order of 80 litres of paint per annum. Further, it is submitted that the odour issues could be generated by the chemicals used at surrounding cane and small crop farms;
 - (d) The proximate waterway only contains water during periods of high rainfall and procedures for the storage of fuels and chemicals is in place and is common through the area given the nature of the surrounding uses; and
 - (e) That steps have been taken to minimise impacts on neighbours.

As part of the assessment process Council officers have liaised with the applicant to identify and assist in managing possible unacceptable noise, dust or odour emissions emanating from the property. Several abatement strategies are planned at the site and include:

- An upgrade to an existing Ergon energy transformer will reduce the likelihood of power fluctuations when compressor is engaged.
- Arrangements to have a 'no parking' sign attached to the neighbour's fence to direct customers away from this sensitive area.
- Rescheduling deliveries to ensure that no trucks are entering the property outside of allowable operating hours.

To ensure the best possible outcome for Council when making a decision on this particular Development Application, an independent legal advice was sought regarding whether or not a decision by Council to approve the Development Application on the land is supportable from a legal perspective. It was considered that:

'a decision to approve the application with reasonable and relevant conditions that mitigate impacts would, in their view, be defensible as a decision that does not conflict with Council's Planning Scheme'.

Furthermore:

'To the extent that there may be a conflict with Council's Planning Scheme, it is likely that the conflict would be on the minor side of the scale. Whilst there is no material prepared by a consultant as to the existence of any planning or economic need for the development, we expect that some potential public interest benefits are able to be shown. They would broadly relate to facilitating opportunities for diversifying and broadening the rural economic base of the locality and providing convenient access to the services required by residents in that relevant catchment.'

In considering the valid concerns raised by the submitter; the applicant's response; and the legal advice sought; it is not considered that the application is in substantial conflict with specific elements of the scheme that would warrant refusal or that could not be justified by reasonable planning grounds. Comprehensive development conditions have been proposed as part of the recommendation and are intended to minimise negative impacts to neighbouring properties.

Conclusion

After careful consideration of the application including historical land uses, all supporting material and information contained in the submission, Council's Development Assessment Team (DAT) have recommended that the proposal be approved. In support of this recommendation, assessment of the proposal against the planning scheme has demonstrated that the proposed development will generally comply. Specific reasonable and relevant development conditions of approval have been drafted to be included in any Decision Notice issued. This will ensure any potential negative impacts emanating from the proposal will be minimised.

Link to Corporate/Operational Plan

N/A

Consultation

The application was advertised in the Burdekin Advocate on Friday 28th July, 2017 and at the closing date for submissions on Friday 18th August, 2017. There was one properly made submission received.

All relative Council departments have been consulted, there was no external consultation required for this application.

Legal Authority or Implications

A potential risk is present in that any decision made by the Assessment Manager may attract an appeal in the Planning and Environment Court

Policy Implications

N/A

Financial and Resource Implications

Possible legal costs associated with any Planning and Environment Court appeal.

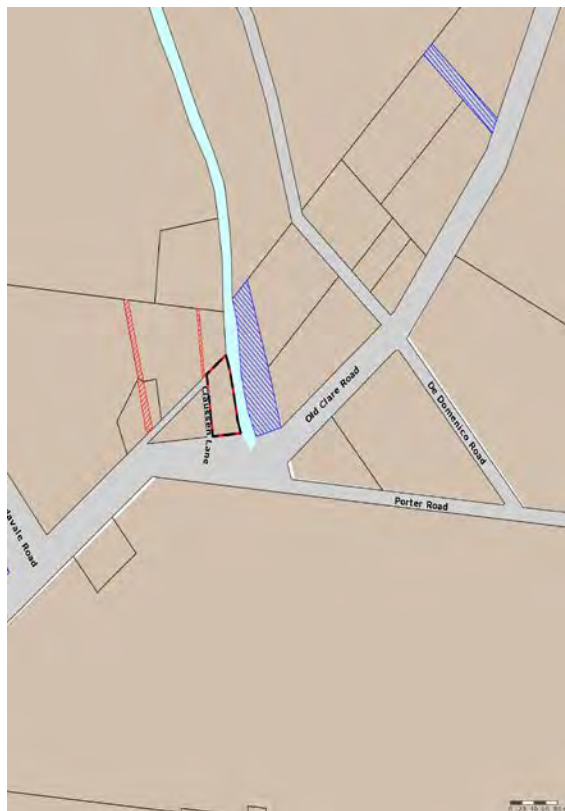
Report prepared by:

Marty Pearce – Planning Officer

Report authorised by:

Shane Great – Manager Planning and Development

Attachments



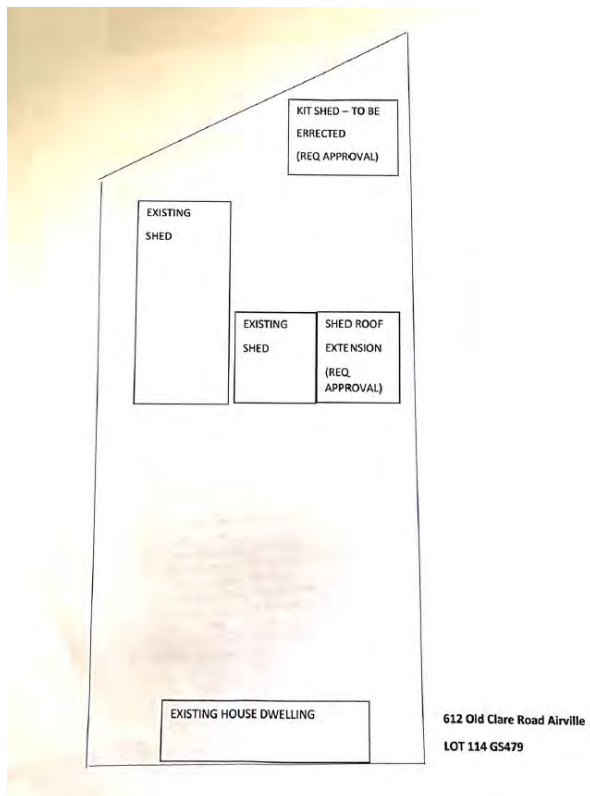
Rural
 Rural Nature Based Recreation Sub Area
 Rural Settlement Sub Area
 Residential

Residential Low Density Sub Area
 Retail and Commercial
 Industrial
 Extractive Industry Sub Area

Industry Investigation Sub Area
 Public Purpose
 Village
 Open Space & Recreation







10.2 Development Application - Material Change of Use for Multiple Dwelling Unit Development at 77-79 Norham Road, Ayr (Lot 12 on RP858286)

Document Information

Referring Letter No: 1392385, 1402452

File No: 226, Cons17/0007

Name of Applicant: Barry Jones

Location: 77-79 Norham Road, Ayr (Lot 12 on RP858286)

Author and Title: Shane Great – Manager Planning and Development

Executive Summary

An application has been received from Brazier Motti Pty Ltd on behalf of their client Barry Jones seeking approval for a Material Change of Use for Multiple Dwelling Unit (1 x 4 bedroom, 3 x 2 bedroom & 1 x 3 bedroom) at 77-79 Norham Road, Ayr (Lot 12 on RP858286). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

Recommendation

That Council approves the Development Application for a Material Change of Use for Multiple Dwelling Unit (1 x 4 bedroom, 3 x 2 bedroom & 1 x 3 bedroom) at 77-79 Norham Road, Ayr (Lot 12 on RP858286) 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 plans submitted as supporting material except where modified by the conditions of this Development Permit and any approval issued there under.

BUILDING WORK

2. A development permit for Building Works (including a change in classification) is to be obtained before any building works are carried out on the premise. Proposed buildings to be constructed within allowable setbacks must achieve acceptable solutions in accordance with the requirements of Section C; Building Code of Australia – (Siting provisions and fire resistance).

ROADWORKS

- 3.1 Construct a minimum 6m wide industrial crossover (150mm thick, 32 mPa concrete, F72 mesh) at the proposed entry point on Norham Road. The crossover is to be constructed from the invert of the existing kerb and channel to the property boundary and re-profile the footpath each side of the proposed driveway to comply with AS1428 – Design for access and mobility.
- 3.2 Provide to Council prior to the commencement of works section 1:50 natural scale from the centerline of Norham Road to the property boundary showing existing and design levels for the crossover in condition 3.1.

ACCESS AND PARKING

- 4.1 Parking shall be provided generally in accordance with the plans submitted as supporting material.
- 4.2 Parking space and layout must be designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
- 4.3 Access to the premises, driveway, car parking and manoeuvring areas must be constructed in an all-weather low glare paving, exposed aggregate concrete or similar material to the satisfaction of the Chief Executive Officer.
- 4.4 The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer

DRAINAGE

- 5.1 Stormwater drainage from paved/sealed and roofed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 5.2 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.
- 5.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

WATER SUPPLY

6. The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by council and at the full cost of the developer.

SEWERAGE SUPPLY

7. The development must be serviced by the Council's reticulated sewerage system. The sewerage connection is to be provided at a location approved by Council. The developer shall bear the costs of design and construction associated with such connections including any alterations or upgrades to Council's existing infrastructure.

EXTERNAL WORKS

8. 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.

OPERATIONAL WORKS

9. Where operational works are required to be carried out for the development, the developer must, within a period of two years from the date of this permit 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 a current Registered Professional Engineer of Queensland; and
 - (b) a 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.

AMENITY – SCREEN FENCING

10. A 1.8m high screen fence must be provided along the adjoining property boundaries (including driveway). The fence must be designed to achieve an adequate level of privacy for inhabitants and neighbours.

LANDSCAPING AND SCREENING

11. A landscaping plan shall be submitted and approved by the Chief Executive Officer. This plan must be prepared by a landscape architect or other 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 fencing and screens, including rubbish bin enclosures;
- location of public infrastructure.

DOMESTIC WASTE

12.1 Bins are to be kept in a bin enclosure that has the following:

- A floor which is raised, imperviously paved and suitably drained to Council's sewer;
- Be roofed to prevent ingress of stormwater;
- Sufficient in size to house all waste bins servicing the premises;
- Include a suitable hosecock with a hose attached.

12.2 All wash down waters from the car wash down bay must be contained and collected and disposed of to an approved facility or discharged to sewer in accordance with Council's Trade Waste Policy. Wash down waters must not be discharged to stormwater or on land subject to stormwater runoff.

ADVICE (Note: These are not conditions)

- *Waste bins shall be washed or cleaned only on the car wash bay which shall be constructed under separate approval and fitted with traps, diversion valves and other approved devices to prevent stormwater ingress into the sewerage system and to prevent the risk of release of contaminants to stormwater.*
- *Waste and recycling services must be provided in accordance with Council's Waste Management Policy.*
- *If the existing pool is to be used for communal use there may be a need for additional requirements to comply with QDC MP3.4 – Swimming Pool Barriers.*
- *Provide a suitably sized master meter at the water service and individual sub meters to each of the proposed units and existing dwelling in accordance with Part 4 of the Queensland Plumbing and Wastewater Code. The location of such meters shall be approved by the Chief Executive Officer and at the applicants full cost.*

Background Information

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application from Brazier Motti on behalf of their client Barry Jones. The application seeks approval for a Material Change of Use to convert an existing building into a Multiple Unit Development (1 x 4 bedroom, 3 x 2 bedroom & 1 x 3 bedroom units) at 77-79 Norham Road, Ayr (Lot 12 on RP858286). The land is zoned 'Residential with a Low Density Sub Area' under the provisions of Council's IPA Planning Scheme (*the scheme*). The proposal triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme.

Application

The applicant is seeking approval to allow the redevelopment of an existing building located at 77-79 Norham Road, Ayr into a multi-unit complex comprising, 1 x 4 bedroom, 3 x 2 bedroom & 1 x 3 bedroom units. Under the provisions of the Burdekin Shire Council's IPA Planning Scheme, (*the scheme*) a multiple unit complex is considered assessable development. The proposed use is Impact Assessable in the scheme's relevant Development Assessment Table therefore requiring public notification.

The proposed development is located on a 3795m² Lot with access and egress from the site by way of an 8 meter wide driveway fronting Norham Road. The site coverage of the completed development will be approximately 20%. The existing two story building has previously operated as a school and then in the early nineties was converted into a music school with part of the building converted into a caretaker's residence. It is considered that the proposal demonstrates sound planning principles with regard to appropriate in-fill development and also conforms to acceptable urban consolidation objectives due to better utilisation of available serviced residential land.

Site Description and Surrounding Land Uses:

The subject site is located on a 3795m² irregular shaped lot and is currently improved with an existing building. A section of this building is being used as a dwelling house. There are no easements associated with the property. The lot has a road frontage to Norham Road by way of an 8m driveway which runs for approximately 40m. The site is located at the eastern end of Norham Road. The surrounding area predominantly consists of residential dwellings.

Scheme Assessment

The subject site is zoned 'Residential' and has an additional designation of a 'Low Density Sub Area'. The proposed use to increase the scale of the pre-existing residential land use has triggered the need for an application to be lodged with Council and in accordance with **Schedule 1-Dictionary** of the scheme is defined as:

Multiple unit development – "*Premises comprising more than two dwelling units in one building or more than one building where more than two dwelling units are involved, together with any ancillary facilities and structures that are necessary for*

the use, whether or not the premises are subdivided afterwards by Community Title Plan or otherwise."

The term does not include "Duplex Units" or "Accommodation Building".

With particular reference to the Residential Zone Code, many examples of possible residential land uses exist. The following definition is further clarification on the intent of the residential zone and ensures development not only complies with, but also is consistent with, specific outcomes and acceptable solutions of the code.

Residential Buildings means a building (or part of a building) used to house people and includes any outbuildings or car parking structures associated with the residential use of the land. The term includes buildings used for:

- Accommodation building
- Dual occupancy
- Duplex units
- Dwelling house
- Multiple unit development
- Relatives' apartment; and
- Retirement Village

The proposed use fits within the definition of 'Multi Unit Development' in accordance with this definition. Depending on scale and potential number of persons to be housed, different residential buildings trigger different levels of assessment. In this particular case, a proposed Multiple Unit Development triggers impact assessment and therefore public notification was required.

In the assessment of this application, it is important to ensure that the proposal is in accordance with relevant provisions of the scheme including the Desired Environmental Outcomes (DEO's) and the Residential Zone Code.

An overall outcome for the Residential Zone Code states:

2. (x) 'A range of housing types are available to meet community needs including accommodation buildings, dwelling houses, dual occupancies, duplex units, multiple unit development, caravan parks, relative's apartment and retirement villages.'

The proposal conforms to this overall outcome given that the conversion of an underutilised building into a multiple unit development will offer residents a range of housing types. Additional elements that form part of the overall outcomes of the residential Zone Code include ensuring any proposal does not negatively impact on the amenity of the area and that design and siting of housing considers the location, flood potential, the surrounding land uses and the intensity of the proposed use. It is also considered that the convenience, privacy and safety of all residential activities will be protected and existing residential amenity will not be compromised by this project.

The applicant has submitted the following statements in support of the proposal to demonstrate compliance against the Residential Zone Code:

- The built area will not exceed 50% site coverage and is appropriately set back from the side and rear boundaries.

-
- The site is currently used for residential purposes and is currently serviced by water, sewer and road infrastructure.
 - Each proposed unit has access to covered parking and provision has been made for visitor parking and a wash down bay.

If the project was approved, a multiple unit development in a low density sub area designation increases the possibility of undesirable precedent. It will be important to include in the 'Statement of Reasons' that accompanies any decision notice issued specific reasons as to how this particular development does not compromise low density residential amenity. Specific site characteristics that would be considered relevant to include in any Statement of Reasons issued include:

- Less than 30% site coverage;
- Residential amenity will not be negatively impacted;
- Adequate setbacks have been achieved;
- Existing underutilised structure able to conform to Building Act 1975 requirements;
- Physical separation will ensure acceptable buffering is maintained;
- Privacy and safety of all residential activities is protected; and
- Serviceability with appropriate infrastructure can be achieved.

It is not considered that the application is in substantial conflict with any Specific Outcomes of the Residential Zone Code that would warrant refusal or that could not be justified by reasonable planning grounds, particularly the intended uses of the zone and for this type development.

Trunk Infrastructure Charges

This development application is to be assessed under the provisions of the Adopted Infrastructure Charges Resolution and have the relevant charge levied.

The infrastructure charge levied for each trunk infrastructure network is required to be calculated in accordance with the appropriate formula as identified in Table 2.2 of the Burdekin Shire Council Charges Resolution (No.1) 2015. The charge applicable to this particular proposal is based upon four of the five network criteria and includes transport, water supply, sewerage and stormwater).

An Infrastructure Charges Notice will be issued with the Decision Notice and the charge will be payable before the commencement of the use.

Conclusion

Assessment of the proposal against the planning scheme requirements has demonstrated that the proposed development will achieve compliance with relevant aspects of the scheme.

Council's Development Assessment Team members have assessed the application and in accordance with Section 345 of the Sustainable Planning Act (SPA), have included reasonable and relevant conditions as part of the recommended approval. Given that the proposal generally complies with the provisions contained in Council's

IPA Planning Scheme and other relevant planning instruments, it is recommended that Council approves the application subject to the abovementioned conditions.

Link to Corporate/Operational Plan

N/A

Consultation

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was publicly notified between 14th August 2017 and 5th September 2017. No properly made submissions were received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Mr. Marty Pearce – Planning officer

Report authorised by:

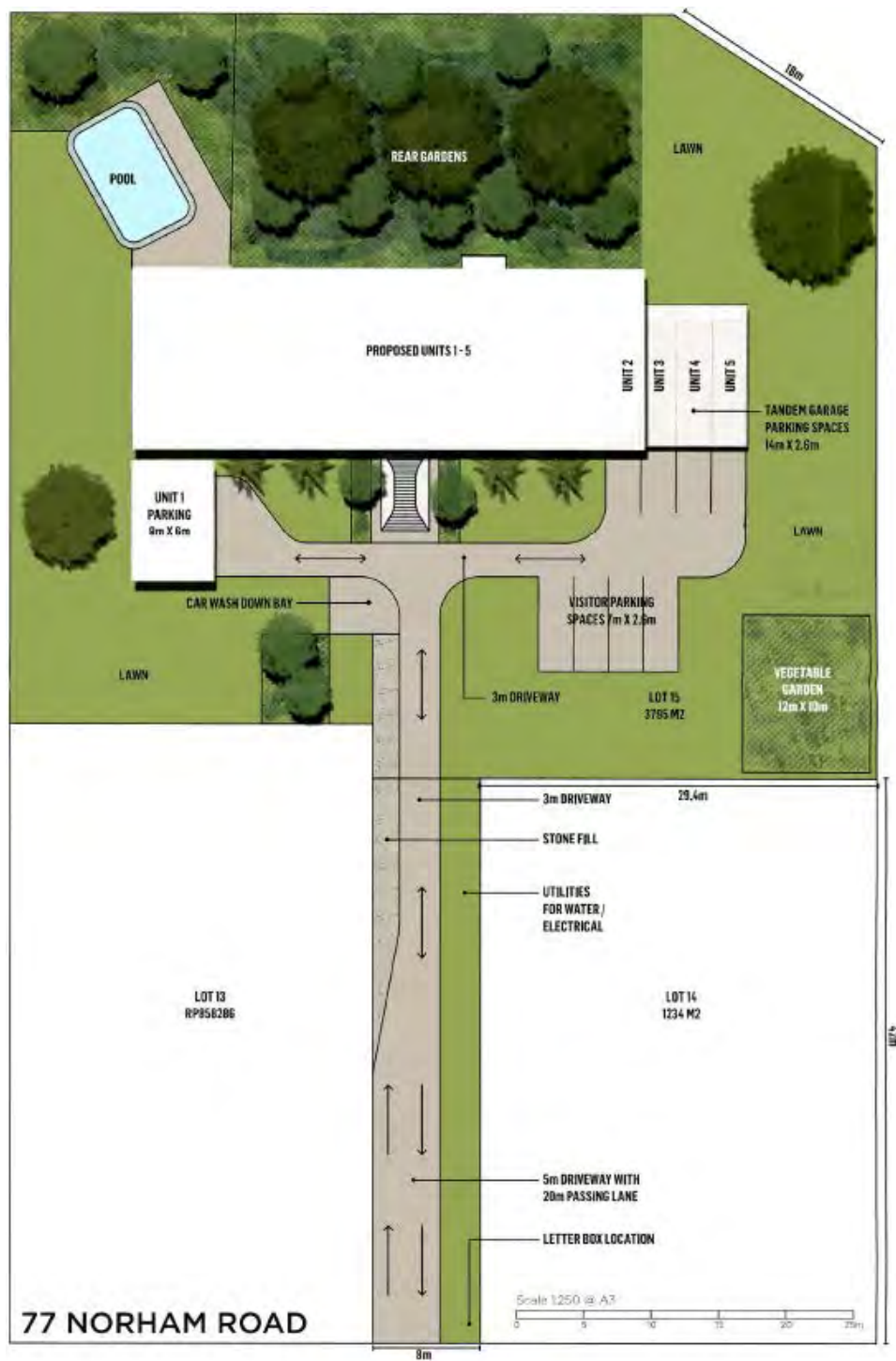
Mr. Shane Great – Manager Planning and Development

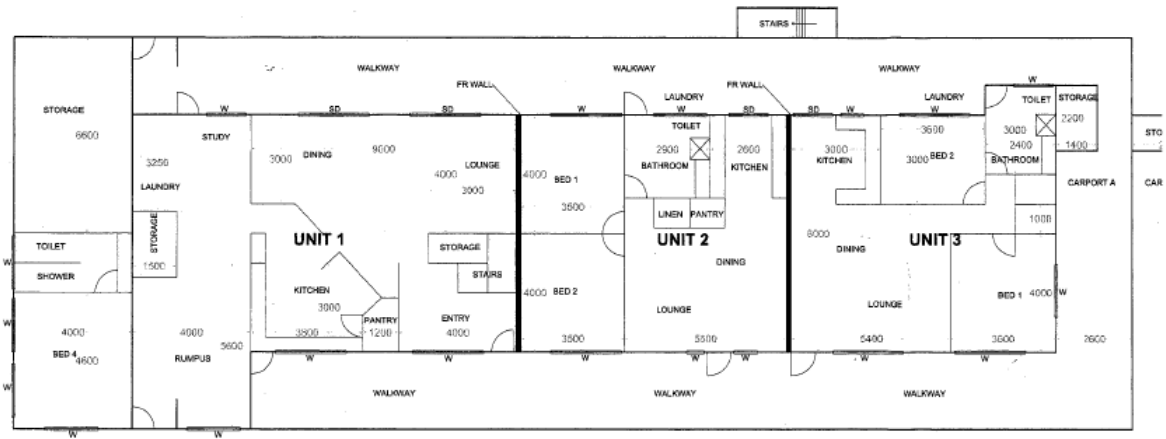
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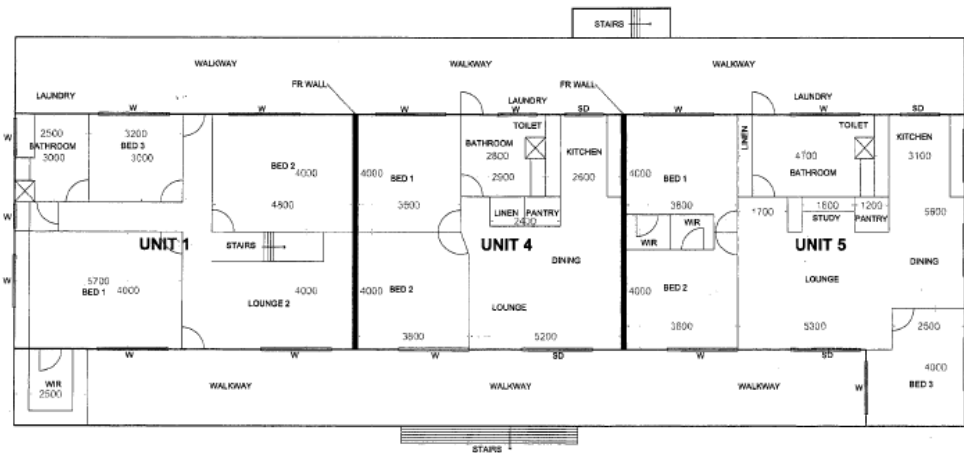
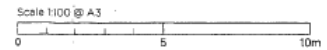
	Rural		Residential Low Density Sub Area		Industry Investigation Sub Area
	Rural Nature Based Recreation Sub Area		Retail and Commercial		Public Purpose
	Rural Settlement Sub Area		Industrial		Village
	Residential		Extractive Industry Sub Area		Open Space & Recreation



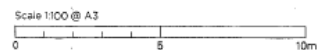




77 NORHAM ROAD - LEVEL 1a



77 NORHAM ROAD - LEVEL 2



10.3 Development Application - Material Change of Use for Solar Farm at Ayr Dalbeg Road, Mulgrave (Lot 22 on GS1042) - Cleangen Projects Pty Ltd

Document Information

Referring Letter No: 1476905

File No: Cons15/0028, 226

Name of Applicant: Cleangen Projects Pty Ltd

Location: Ayr Dalbeg Road, Mulgrave (Lot 22 on GS1042)

Author and Title: Shane Great – Manager Planning and Development

Executive Summary

Council has received a Development Application from Cleangen Projects Pty Ltd. for a Material Change of Use for Solar Farm at Ayr Dalbeg Road, Mulgrave (Lot 22 on GS1042).

The Material Change of Use proposal is for a non-defined use and triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (the scheme).

Recommendation

That Council approves the Development Application for a Solar Farm at Ayr Dalbeg Road, Mulgrave (Lot 22 on GS1042) subject to the following conditions:

Approved Plans/Staging

- 1.(a) 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 applications supporting material including all drawings/documents identified in the Table below, except as otherwise specified by any condition of this approval.

Document/Title	Reference	Revision	Date
Site Layout	UP-140-02		
Planning Report/Application			5 Nov 2017

- (b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.

-
- (c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.

Compliance with conditions

2. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

Outstanding charges

3. All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.

Notice of Intention to commence the use

4. 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.

Public Utility Services/Damage

- 5.1 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.
- 5.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Stormwater

- 6.1 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.
- 6.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

Road/Access

- 7.1 Upgrade the pavement width of the access road to be 6m. This will allow a 4m carriageway with 1m wide shoulders either side. The pavement thickness will be 175mm of type 2.4 gravel (or equivalent) with an evaluation required of the subgrade and gravel which forms the existing pavement. The track is to be constructed within the road corridor and to the satisfaction of the Chief Executive Officer;

-
- 7.2 Provide evidence that the applicant has an agreement from Sunwater to traverse the irrigation channel crossing on Woodhouse Road to gain access to the site.
- 7.3 The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

Operational Works

8. Where operational works are required to be carried out for the proposed solar farm, the developer must, within the timeframe required by the Sustainable Planning Act 2009 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) a 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;

On-site Sewerage Disposal

9. Prior to commencement of construction the development must be serviced by an appropriate sewerage disposal system.

Refuse Facilities

10. All waste generated as a result of the construction activities is to be effectively controlled and contained entirely within the boundaries of the site before disposal, unless otherwise approved by Council.

Management Plans

- 11.1 Prepare, implement and maintain a Construction Management Plan (CMP) for the subject site. The CMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ), submitted to the Council and available on site at all times. The CMP must include, but not be limited to, the following details for the construction phase of the approved development:
- a) a description of all relevant activities to be undertaken on the site during construction including the anticipated staging for bulk earthworks and the construction works program
 - b) a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and

sub-contractors are aware of their environmental and compliance obligations under these conditions of approval

- c) details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented
- d) statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies
- e) details of how the environmental performance of construction will be monitored, and what actions will be taken to address identified potential adverse environmental impacts including soil and water impacts and dust emissions
- f) emergency management measures including measures to control bushfires.

11.2 Prior to the commencement of construction, the applicant must submit to the Council a Traffic Management Plan (TMP) prepared and certified by a Registered Professional Engineer of Queensland (RPEQ). The TMP must include, but is not limited to:

- a) details of how construction of the project will be managed in proximity to local and regional roads
- b) details of traffic routes for heavy vehicles, including any necessary route for oversized loads
- c) details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase
- d) procedures for informing the public where any road access will be restricted as a result of the project
- e) dilapidation report for Mitchell Road
- f) details of access from Mitchell to project site

11.3 No later than one month prior to the decommissioning of the project, or otherwise agreed to by the Chief Executive Officer, the applicant is to submit to the Council a Decommissioning and Rehabilitation Management Plan prepared and certified by a suitably qualified person. The plan must include but is not limited to:

- a) identification of structures, including but not limited to all solar panels, the substation, the control and facility building and electrical infrastructure, including underground infrastructure to be removed, except where the

substation, control room or overhead electricity lines are transferred to or in control of the local electricity network operator, and how they will be removed

- b) measures to reduce impacts of the development on the environment and surrounding land uses
- c) details of how the land will be rehabilitated back to its predevelopment condition, including slope and soil profile.

Decommissioning/Post Operations

12.1 If the solar farm is not used for the generation of electricity for a continuous period of 12 months, the use shall be considered decommissioned, and the site shall be returned as far as practical, to its condition prior to the commencement of the use, unless otherwise agreed by the Chief Executive Officer.

12.2 Within 18 months of the site being decommissioned the site shall be returned as far as practicable to its condition prior to the commencement of construction. All solar panels and associated above ground structures including but not necessarily limited to, the substation, the control and facilities building and electrical infrastructure, including underground infrastructure shall be removed from the site unless otherwise agreed by the Chief Executive Officer, except where the substation, control room or overhead electricity lines are transferred to or in the control of the local electricity network operator.

Advice;

- *Given that the site is located in a cyclonic region defined as C2, it will be necessary for all buildings and for the solar panel supporting framework (Special structures) to be designed assessed and constructed in accordance with relevant Building Regulations.*
- *All waste is to be disposed of in accordance with the Environmental Protection (Waste Management) Regulation 2000.*

Background Information

Burdekin Shire Council acting as the Assessment Manager has received a Development Application for a Material Change of Use to establish a Solar Farm at Ayr Dalbeg Road, Mulgrave (Lot 22 on GS1042). The proposal is for a non-defined use and triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (*the scheme*)

The proposal is located on land zoned 'Rural'. The application has been assessed against the relevant sections of the scheme including the "Rural Zone" code.

The Application:

The applicants' intent is to develop a large scale Solar PV facility with a developable footprint of 227Ha. The facility at maximum capacity will generate up to 222GWh of clean, renewable solar power, enough to power over 14,3000 homes and displace 182,000 tonnes of carbon emissions from the atmosphere each year. The proposed solar farm will be 75-90MW (AC) in capacity made up of solar PV modules and single axis trackers. It will connect to one of two local 132/66kV terminal stations within 7km at Clare and Clare South.

The applicant is in negotiations to connect to Powerlink's 66KV transmission line located on the north east of the site. A perimeter security fence will be constructed with an additional 2-3 metre screening planted around the solar farm fence. The built form of the developed site will consist of a site office with amenities, laydown area, car park, fencing and solar panels.

The solar farm will have a proposed operational lifespan of approximately 30 years. The construction phase of the project will require up to 140 workers on site. Once constructed and fully operational, there will be approximately 4 fulltime and 8 part-time staff. No workers accommodation will be available on site.

Site Description and Surrounding Land Uses:

The subject site is located on flat grazing land approximately 43 kilometres south west of the major township of Ayr and falls within the Burdekin Shire Council area. The proposed development footprint for the project is an area of approximately 227 hectares of the larger parcel of 4224ha rural land currently used for grazing purposes. Access to the site is via Mitchell Road and Ayr-Ravenswood Road with the current access road requiring an upgrade to a 4m wide as indicated by Council in the pre-lodgement advice.

The project will require a formal access agreement with SunWater as the applicant will need to traverse the existing Sunwater channel in order to access the site. Due to Sunwater having existing infrastructure underneath the ground, a bridge of specific design will be required and the applicant is in discussions with Sunwater regarding this proposal.

Surrounding land uses consist of similar sized rural lots being used for both grazing and intensive agricultural activities.

Scheme Definition:

There is no specific definition for 'Solar Farm' in the scheme. As such, the development falls within the 'Use not defined' use definition, which is defined as:

"A development use not defined in this Schedule 1 will be considered to have its ordinary meaning and will be assessed as impact assessable development."

As the proposed use is presently undefined, the application will be assessed against the entire scheme and in particular, the "Rural Zone Code".

In the new Planning Act 2016 scheme it is intended to include a new definition:

“Renewable Energy Facility” – Premises used for the generation of electricity or energy from renewable (naturally occurring) sources such as solar or wind power”.

Scheme Assessment

Council's current IPA Planning Scheme has very limited content that facilitates assessment outcomes for a Renewable Energy Facility or solar farm. The proposed use is not referenced or included in any component of the scheme. In assessing the application, consideration has been given to all relevant components of the scheme including the Desired Environmental Outcomes (DEO's), Specific Outcomes and Acceptable Solutions in the 'Rural Zone Code' and the 'Reconfiguring a Lot Code'. Given the nature of the proposal, general compliance with the overall schemes objectives can be achieved and are summarised as follows:

- *Desired Environmental Outcomes* – The proposed land use is generally in accordance with the adopted DEO's. In particular, the proposal will provide opportunities for diversification, economic gain and renewable energy infrastructure. The project also seeks to retain natural biodiversity through specific design elements including appropriate setbacks and minimising clearing of vegetation.
- *Visual amenity*- the proposed solar PV modules are designed to absorb sunlight rather than reflect it. The site will be fully fenced and surrounded by 3-4m high hedges. Setbacks from road frontages and adjoining properties have also been incorporated in the design to further mitigate the visual scale and appearance of the solar panels.
- *Water Quality Maintenance*-All potential impacts to groundwater, waterways and surface water will be managed through the implementation of a Construction Management Plan (CMP). The plan will need to detail methods for minimising sediment-laden runoff in accordance with best practice guidelines.
- All other identified 'specific outcomes' in the 'Rural' zone code are either 'not applicable' or the project complies with the 'acceptable solutions' contained in the code.

As previously stated, the proposed use is considered to be a relatively new industry (i.e. *renewable energy resource*). From a State's perspective, 'Renewable Energy Facilities' are recognised in the new Queensland Planning Provisions (QPP) by way of a new definition.

“Premises used for the generation of electricity or energy from renewable (naturally occurring) sources.”

This initiative by the state indicates that these new uses are not only a recognised use but also an acceptable one. Obviously, this depends on the ability of the proposal to meet the adopted requirements of the Local Authority and the State.

The applicant has submitted the following statements in support of the proposal:

- *The solar farm will generate a clean and renewable energy and present a positive diversification of the local economy*
- *The solar farm will greatly benefit the local economy through the creation of up to 140 jobs during the construction phase, up to 6-8 ongoing jobs during the operational phase and indirect benefits to local businesses, contractors and suppliers*
- *The project meets the intent and desired outcomes of the Burdekin Shire IPA Planning Scheme 2011*
- *The proposal is consistent with the applicable codes of the planning scheme*
- *Overall, the proposed temporary works will not negatively impact the character and amenity of the site and the adjoining land uses.*

It is not considered that the application is in substantial conflict with any planning scheme Desired Environmental Outcome (DEO's) or Specific Outcomes of the Rural Zone Code that would warrant refusal or that could not be justified by reasonable planning grounds. In particular, the potential economic and community benefit of producing a clean green alternate energy supply this project could deliver to the Burdekin Shire.

Good Quality Agricultural Land (GQAL)

Another important issue for Council to consider when assessing this application is the potential impact on existing GQAL and the obligations Council has to ensure that protection of GQAL is highly regarded.

Burdekin Shire is surrounded by GQAL and apart from the built environment, encompasses much of the shire. Uses such as a solar farm require large land areas situated in suitable areas. The applicant has chosen the subject land because of its many positive attributes that meet many of the criteria needed to ensure a successful project is delivered. Historically, the subject land has not been used for any form of intensive agricultural use.

The proposed use does not compromise the long term productive capacity of the land nor does it negatively impact on current soil classes.

The land is not being converted or changed to a state that would negatively impact on its future productive capabilities. If the solar farm becomes unviable or past its operational lifespan, the land can be converted back to agricultural land unencumbered. The long term GQAL preservation objectives will not be compromised.

Conclusion

Assessment of the proposal against the planning scheme requirements has demonstrated that the proposed development will achieve compliance with all relevant aspects of the scheme.

Recommendations including conditions have been based on the overall impact the proposed use may have considering the schemes DEO's, Zone Codes and State Interests.

Council's Development Assessment Team members have assessed the application and in accordance with relevant planning legislation, included reasonable and relevant conditions as part of the recommended approval. Given that the proposal generally complies with the provisions contained in Council's IPA Planning Scheme and other relevant planning instruments, it is recommended that Council approves the application subject to the abovementioned conditions.

Link to Corporate/Operational Plan

The proposal relates to the newly adopted Corporate Plan in that it meets several of the objectives identified in 'Key Strategic Areas' including Infrastructure, Economic Development and Environment.

Consultation

The application was publicly notified between 1st and 25th September, 2017. There were no properly made submissions received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

In accordance with the requirements of the Sustainable Act 2009, the application was referred to NQSARA, with the Department of Transport and Main Roads (DTMR) and Department of Natural Resources and Mines (DNRM) being the two technical agencies. Comments and /or development conditions will be included as part of any Decision Notice issued.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

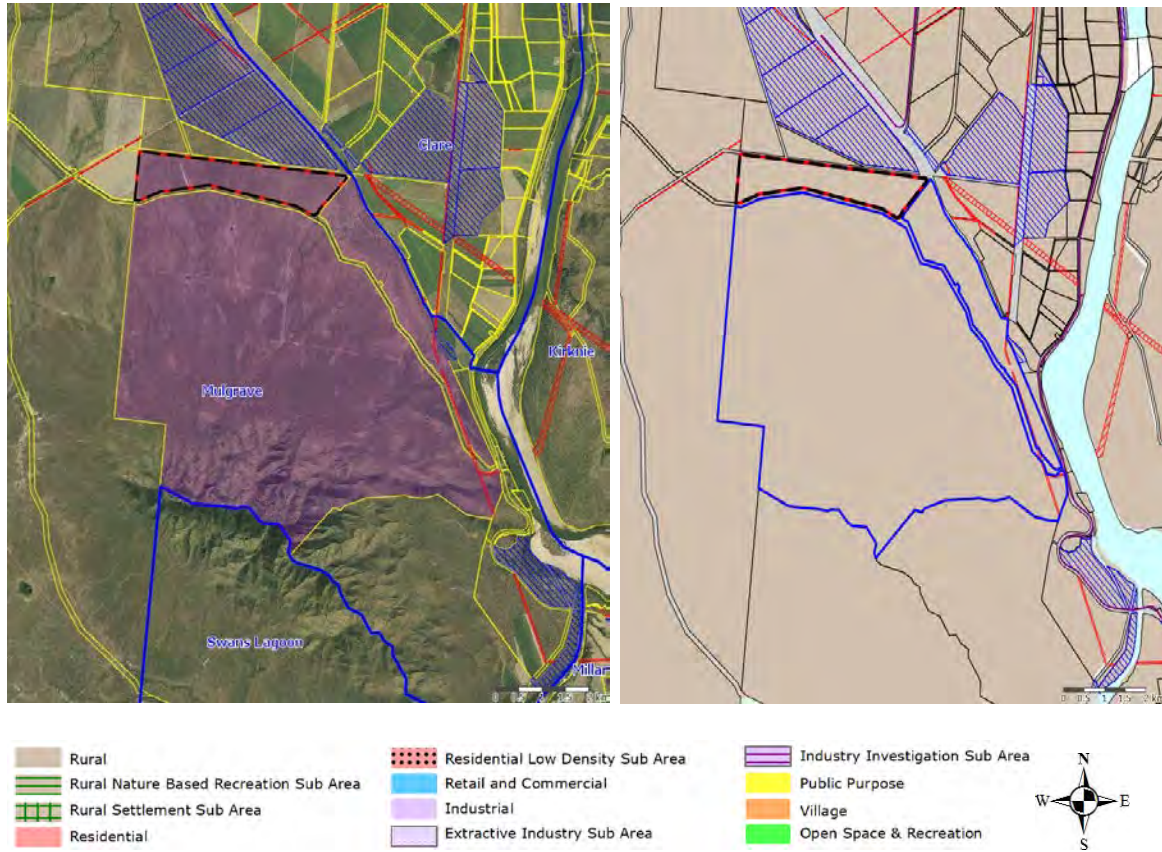
Report prepared by:

Megan Bradford – Planning Officer

Report authorised by:

Shane Great – Manager Planning and Development

Attachments



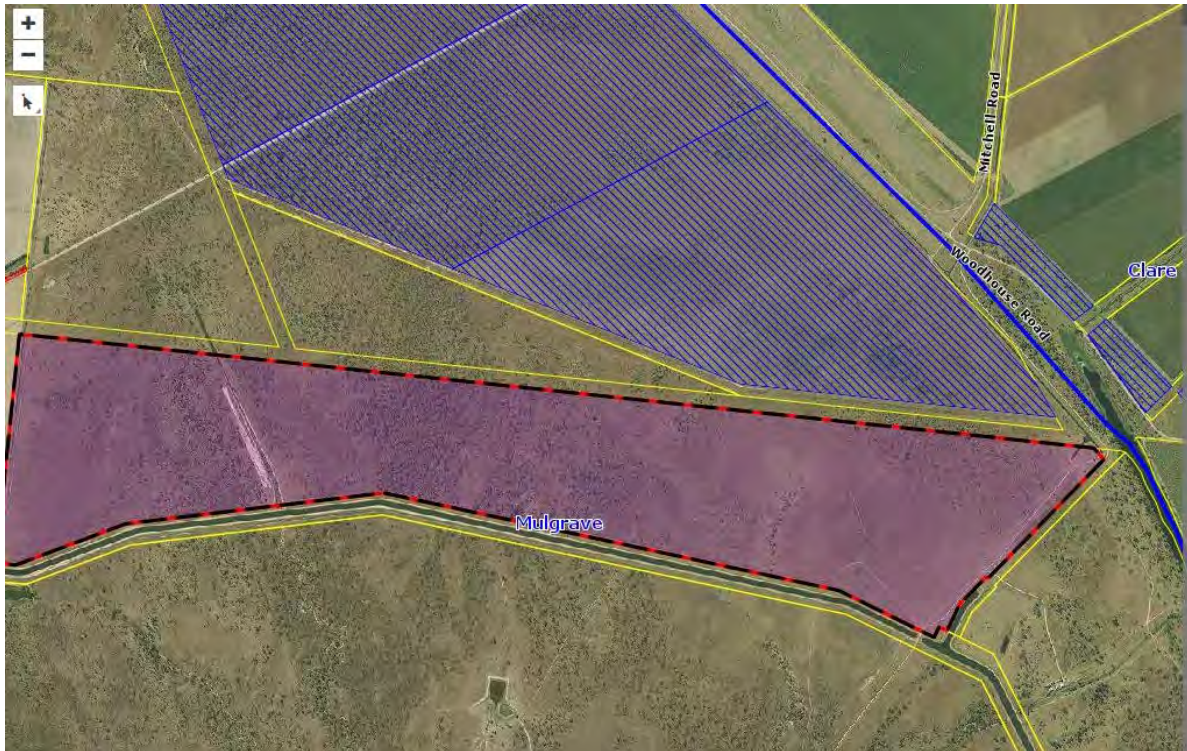


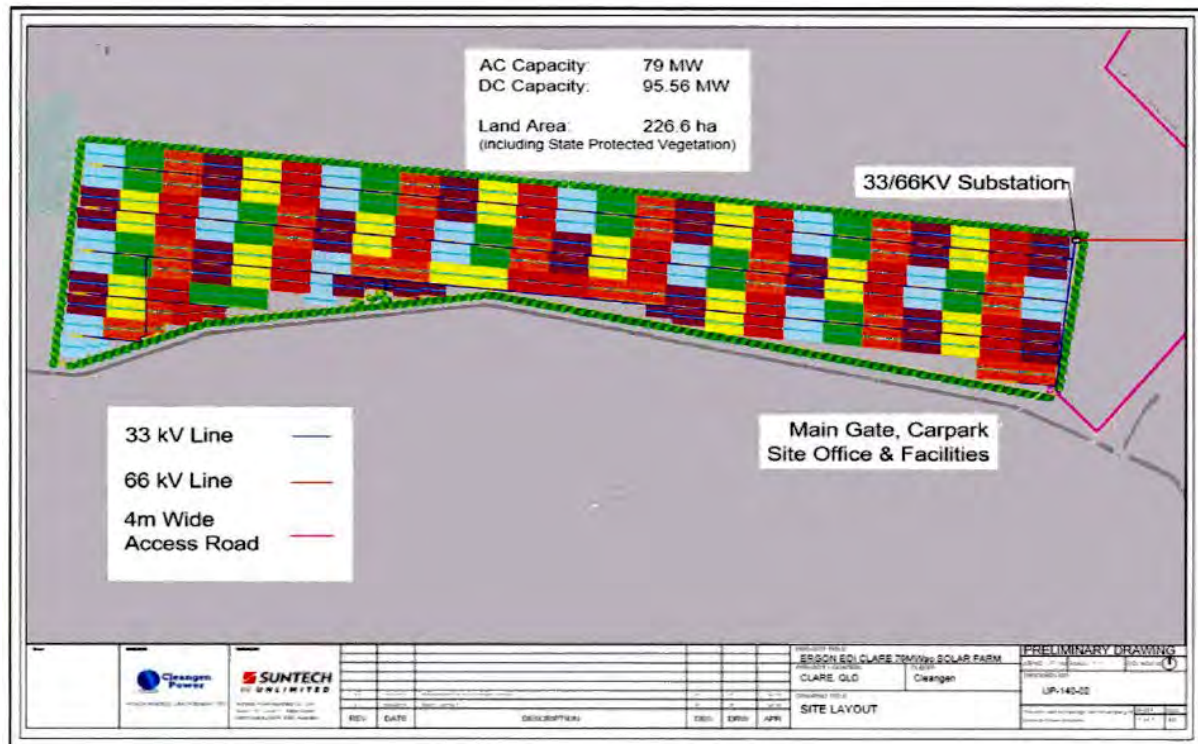
Figure 3 Entry Gate on the South Eastern part of the Property



Figure 2 Trees to be cleared



Site Layout Design



11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

12.1 Burdekin Tourism Plan Funding

Document Information

Referring Letter No: 1417178

File No: 262

Name of Applicant:

Location: Burdekin Shire

Author and Title: Ms. Lucy Poppi – Community and Economic Development Support Officer

Executive Summary

Council was recently successful in obtaining funding from the Federal Government under the Building Better Regions Fund to develop a Tourism Plan for the Burdekin Shire. The grant provides Council with \$15,000 in funding on the condition that Council contributes \$5,000 towards the project.

The Grant Agreement, which must include details of eligible project costs and organisation contribution amounts, has to be executed and submitted before 21 November 2017.

Based on recent advice and information obtained from suitably qualified consultants the amount required to develop a Tourism Plan generally costs between \$25,000 and \$30,000 (including GST).

Recommendation

That Council agree to provide an additional \$10,000 towards the cost of developing a new Burdekin Tourism Plan. The total amount of funds contributed by Council will be \$15,000 with the balance of costs being met from the Federal Government Building Better Regions Fund.

Background Information

Council has identified that in order to take a strategic approach towards Tourism and achieve sustainable outcomes there needs to be a future Tourism Plan for the Shire. The last Tourism Plan Council adopted was the Burdekin Tourism Plan 2007-2011.

Individual aspects of this plan have been actioned or completed but a current Tourism Plan is needed in order to grow the Tourism Industry in the Burdekin and diversify the local economy.

A new Tourism Plan will provide an opportunity to consider and define the strengths and challenges of the Burdekin as a tourism destination and to determine appropriate, strategic priorities that will achieve sustainable outcomes.

The Tourism Plan will define the Burdekin's current core strengths and challenges, its assets, category opportunities, the quality and improvement opportunities for its visitor experience, transport and access, accommodation facilities and community and business support for tourism.

The Strategy should align with the Townsville, North Queensland Destination Tourism Plan and the Tourism and Events Queensland Plan.

The process will involve a review and assessment of the Burdekin's current visitor offering across the areas of tourism infrastructure, products/services/experiences, events and tourism operators, with consideration given to:

- The quality and competitiveness of the offering
- Its current contribution to the local visitor economy
- Suitability relative to current and emerging target markets
- Future potential

The Tourism Plan will identify the Burdekin's hero and/or signature tourism experiences (both current and potential) and identify any gaps in tourism products/experiences that need to be addressed.

The Council applied for funding under the Building Better Regions Fund to undertake preparation of a Tourism Plan. The maximum funding available under the funding guidelines was \$20,000 and in order to prepare a suitable Tourism Plan additional funds will need to be allocated for the project.

Link to Corporate/Operational Plan

Council has identified Tourism Development as a Community Priority in the 2017 – 2022 Corporate Plan.

Key Strategic Areas

Infrastructure

1.1 Infrastructure for future needs

- 1.1.1 Plan, build and maintain infrastructure that enhances community assets

Economic development

2.2 Encourage Innovation

- 2.2.5 Encourage and support the development of tourism product

Social Wellbeing

-
- 3.3 Creating places of community identity
 - 3.3.1 Encourage increased use of community spaces and facilities
 - 3.3.2 Highlight the benefits of living, working and playing in the Burdekin
 - 3.3.3 Encourage creative and cultural pursuits that enhance the community identity
 - 3.3.4 Welcome visitors to the Burdekin

Consultation

Key stakeholders such as the Burdekin Tourism Association, local tourism operators and the regional tourism organisation, Townsville Enterprise Limited are all in support of the Burdekin Shire Council developing a future Tourism Plan.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

The additional funds required to develop the Tourism Plan can be sourced from the Strategic Project component of the Recurrent Maintenance Reserve.

Report prepared by:

Ms. Lucy Poppi

Report authorised by:

Terry Brennan

Attachments

N/A

13 GENERAL BUSINESS

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 NOTICES OF MOTION

16 URGENT BUSINESS

17 CLOSED MEETING ITEMS

1. Giru Land Reserve Contamination

18 DELEGATIONS

18.1 Presentation - Burdekin Chaplaincy

10.00am - Presentation by Rhonda Williams, Chairperson of the Burdekin Chaplaincy Committee

