



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 14 November 2017

COMMENCING AT 9:00AM



TUESDAY 14 NOVEMBER 2017

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 24 October 2017	1
3.2	Special Council Meeting - 7 November 2017	2
3.3	Aerodrome Advisory Group Meeting Minutes - 30 August 2017	2
3.4	Burdekin Be Active Committee Meeting Minutes - 20 September 2017	2
3.5	Burdekin Cultural Advisory Group Meeting Minutes - 25 September 2017	3
3.6	Burdekin Shire Youth Council Meeting Minutes - 9 October 2017	3
3.7	Local Disaster Management Group Meeting Minutes - 27 October 2017	3
4	REPORTS	4
4.1	Council Workshops - October 2017	4
4.2	Operational Plan 2017/2018 End of First Quarter Comments	4
5	GOVERNANCE & LOCAL LAWS	5
5.1	Amendment to Local Law No. 1 (Administration) 2012	5
5.2	Lower Burdekin Landcare Association Inc - Proposal to Lease Former Brothers Clubhouse - International Drive	6
5.3	Adoption of Entertainment and Hospitality Policy	6
5.4	Adoption of Revised Flag Policy	7
6	CLIENT SERVICES	7
6.1	Guardian Dashboard Presentation	7



7	FINANCIAL & ADMINISTRATIVE SERVICES	8
7.1	First Amended Budget for 2017/2018	8
6	CLIENT SERVICES	9
6.1	Guardian Dashboard - Installation and Setup of the QIT Plus Disaster Dashboard	9
6.1	Guardian Dashboard - Annual Maintenance	9
8	OPERATIONS	9
9	TECHNICAL SERVICES	10
9.1	Rescission of Obsolete Technical Services Policies	10
9.2	Request for Helipad - Jerona Township - Jerona Citizens Association	10
9.3	Request for Shared Use Zone - Jerona Township - Jerona Citizens Association	11
9.4	Maintenance on Jerona Rock Protection - The Esplanade Jerona	11
10	PLANNING & DEVELOPMENT	12
10.1	Development Application - Material Change of Use for Home Occupation (Building Design Office) at Unit 2, 177 Chippendale Street, Ayr (Lot 2 on SP222941)	12
10.2	Development Application - Material Change of Use for Retirement Village at 18A-36A Chippendale Street, Ayr (Lot 29 on SP227211)	13
11	COMMUNITY DEVELOPMENT	21
12	ECONOMIC DEVELOPMENT	21
13	NOTICES OF MOTION	21
14	CORRESPONDENCE FOR INFORMATION	22
14.1	2018 Brisbane International LGA Networking Breakfast and Information Session - Tennis Queensland - 3 January 2018 - Brisbane	22
14.2	Gala Dinner and Charity Auction - Palm Island Centenary 2018 - 9 December 2017 - Townsville	22
9	TECHNICAL SERVICES	22
9.4	Maintenance on Jerona Rock Protection – The Esplanade Jerona	22



15	GENERAL BUSINESS	23
15.1	LGAQ Tourism Roundtable - 14 December 2017 - Brisbane	23
15.2	Report - Watsons Green Footpath and Three Phase Power	23
15.3	Acknowledge Congratulations from Home Hill Harvest Festival Committee	23
15.4	Approved Leave of Absence - Councillor Bawden	23
15.5	Proposed Artwork - Giru	24
15.6	Approved Leave of Absence - Councillor Goddard	24
15.7	Load Curtailment Proposal - Ergon Energy	24
15.8	Purchase of Christmas Decorations 2017	24
15.9	Change of Date - Ordinary Council Meeting - 28 November 2017	25
15.10	Request - Use of Council Bus - Brandon State School - Lower Burdekin Home for the Aged Christmas Carols	25
15.11	Support – Video Conference – Bowen-Burdekin Local Marine Advisory Group	25
16	CLOSED MEETING ITEMS	25
16.1	Camera Surveillance for Public Safety and for the Investigation and Prosecution of Criminal Offences	27
16.2	Additional Funding Sought for Design, Documentation and Repair of the Ayr Swimming Pool Scum Gutter	27
16.3	Request for Rates Exemption - Home Hill Bowls Club	28
16.4	Adoption of Revised Organisational Structure	28
16.5	Request for Approval for Additional FTE for Waste Function	29
17	DELEGATIONS	29

ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services
Mrs. E. Robinson – Manager Client Services

Minutes Clerk – Mrs. S. Saunders

1 PRAYER

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

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 24 October 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 24 October 2017 be received and confirmed.

Resolution

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

CARRIED

3.2 Special Council Meeting - 7 November 2017

Recommendation

That the minutes of the Special Council Meeting held on 7 November 2017 be received and confirmed.

Resolution

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

CARRIED

3.3 Aerodrome Advisory Group Meeting Minutes - 30 August 2017

Recommendation

That the minutes of the Aerodrome Advisory Group Meeting held on 30 August 2017 be received and confirmed.

Resolution

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

CARRIED

3.4 Burdekin Be Active Committee Meeting Minutes - 20 September 2017

Recommendation

That the minutes of the Burdekin Be Active Committee Meeting held on 20 September 2017 be received and adopted.

Resolution

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

CARRIED

Noting an amendment to Clause 2, 10 000 Steps, correcting the date for the conclusion of the activity from 19 October 2017 to 19 November 2017.

3.5 Burdekin Cultural Advisory Group Meeting Minutes - 25 September 2017

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 25 September 2017 be received and adopted.

Resolution

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

CARRIED

3.6 Burdekin Shire Youth Council Meeting Minutes - 9 October 2017

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 9 October 2017 be received and adopted.

Resolution

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

CARRIED

Noting the correction of a spelling error in Clause 8.

3.7 Local Disaster Management Group Meeting Minutes - 27 October 2017

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 27 October 2017 be received and confirmed.

Resolution

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

CARRIED

4 REPORTS

4.1 Council Workshops - October 2017

Executive Summary

During the past month a workshop was conducted by Council on 3 October 2017 to discuss a range of policy and operational issues, and an inspection of economic development projects in the Shire was undertaken on 31 October 2017.

A brief summary of the issues discussed at the workshop and inspections undertaken is contained in the report.

Recommendation

That the report on the Council workshop and inspections undertaken during October 2017 be received and noted.

Resolution

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

CARRIED

4.2 Operational Plan 2017/2018 End of First Quarter Comments

Executive Summary

The end of first quarter comments for the 2017/2018 Operational Plan have been prepared and are now presented to Council in line with reporting requirements in the Local Government Regulations. Council's Senior Leadership Team, along with a number of other key personnel have prepared comments on progress towards achieving the activities detailed in the adopted Operational Plan 2017/2018. A traffic light reporting system has also been included to provide an "at a glance" view of operational plan activities. For activities that have not yet commenced or are not yet "active" a "clear" traffic light is present. Green represents activities that are on target or above target, amber represents activities that are progressing and red represents that activities are below target.

Recommendation

That Council receives the attached end of first quarter comments report for the 2017/2018 operational plan.

Resolution

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

CARRIED

5 GOVERNANCE & LOCAL LAWS

5.1 Amendment to Local Law No. 1 (Administration) 2012

Executive Summary

Council has completed its consultation process with regard to its proposal to amend *Local Law No. 1 (Administration) 2012* to achieve the objective of making it an offence for any person to threaten, insult or use abusive language in relation to a Council officer. One submission was received.

Recommendation

Council resolve to:

1. Make *Administration (Amendment) Local Law (No 1) 2017* as advertised.
2. Pursuant to section 32 of the Local Government Act 2009, adopt a consolidated version of *Local Law No 1 (Administration) 2012*, inclusive of the amendments identified in part 2 of *Administration (Amendment) Local Law (No 1) 2017*.
3. Respond to the submission received advising of Council's decision to make *Administration (Amendment) Local Law (No 1) 2017*.

Resolution

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

CARRIED

5.2 Lower Burdekin Landcare Association Inc - Proposal to Lease Former Brothers Clubhouse - International Drive

Executive Summary

Correspondence has been received from The Lower Burdekin Landcare Association Inc asking Council to consider a proposal for the Association to lease the former Brothers Clubhouse on International Drive to provide the space and facilities needed for its operations.

The land in question is freehold land in the name of the Council and it is recommended that expressions of interest be called to determine the full extent of the interest in the land and building from any community organisation in the Shire.

Recommendation

That Council invite expressions of interest to lease, in an "as is" condition, the former Brothers Clubhouse and surrounding land of total area 1.61 hectares and described as part of Lot 24 on SP156119 located on International Drive, Ayr, in part or in whole.

Resolution

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

CARRIED

5.3 Adoption of Entertainment and Hospitality Policy

Executive Summary

Council is required to adopt an Entertainment and Hospitality Policy as a financial management requirement under the *Local Government Regulation 2012*. Officers have reviewed the policy and have workshopped the proposed changes and amendments with Council at a workshop on 5 September, 2017. The revised policy is attached to this report.

Recommendation

That Council adopts the amended Entertainment and Hospitality Policy as attached to this report.

Resolution

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

CARRIED

5.4 Adoption of Revised Flag Policy

Executive Summary

Council flies the national, state and shire flag at various sites in the shire at certain times throughout the year. Council also flies other flags, such as the Aboriginal and Torres Strait Island flags on special occasions.

It is important for Council to ensure that proper protocols are followed whenever any flag is flown and for this reason, a policy has been in place since 2003 promoting a consistent approach for the use of flags by Council.

As part of Council's ongoing review of Council policies, the Flag Policy has been updated and converted to the new policy template. Links to relevant reference documents have been updated and the policy is now presented to Council for readoption.

Recommendation

That Council adopts the revised Flag Policy as attached to this report.

Resolution

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

CARRIED

6 CLIENT SERVICES

6.1 Guardian Dashboard Presentation

Executive Summary

Chris Madsen from QIT Plus to present to the Council re: QIT Plus Disaster Management Dashboard.

The DM Dashboard is an interactive "live" feed software platform which displays current information to the Community during a disaster. The Dashboard can be used all year round and contains information and live feeds in regards to the following:

- Weather Updates
- Power Interruptions and outages
- Road Closures
- Evacuation Centres
- Current Media releases

Recommendation

Council consider approving the one off purchase price for installation and setup of the Disaster Management Dashboard (styling, branding, live feeds and set up to Council requirements) and ongoing yearly maintenance costs (to be included in the annual subscription for Guardian – Council's current DM software).

It was agreed that the report lay on the table until later in the meeting, awaiting further details on the cost of Dashboard and redrafting of the recommendation.

7 FINANCIAL & ADMINISTRATIVE SERVICES

7.1 First Amended Budget for 2017/2018

Executive Summary

In accordance with the Local Government Act 2009 and the Local Government Regulation 2012, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed the budget revision for 2017/18 and the next two financial years.

Management have completed a review of the 2017/18 budget based on results to the end of September and estimated transactions for the remainder of the financial year. The first amended budget includes carryover projects and funding.

An amended budget for the 2017/18 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30th June, 2018 as tabled be adopted.

Resolution

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

CARRIED

10.34am – The meeting broke for Morning Tea.

10.55am – The meeting resumed.

6 CLIENT SERVICES

6.1 Guardian Dashboard - Installation and Setup of the QIT Plus Disaster Dashboard

Councillors considered the report on the Disaster Management Dashboard that had laid on the table earlier in the meeting and noted the revised recommendations.

Recommendation 1

That Council approve the installation and setup of the QIT Plus Disaster Dashboard (styling, branding, live feeds and set up to Council requirements) to the Council website at a cost of \$8,000 (excluding GST) with funding being provided from the Get Ready Queensland grant funding received by Council for the 2017/18 financial year.

Resolution

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

CARRIED

6.1 Guardian Dashboard - Annual Maintenance

Recommendation 2

That Council approve the annual maintenance cost for the Burdekin Disaster Dashboard of \$4000 (excluding GST) per annum with this cost to be included in the annual subscription for the Guardian Disaster Management software and met from the ICT software Maintenance budget.

Resolution

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

CARRIED

8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Rescission of Obsolete Technical Services Policies

Executive Summary

Council has undertaken a full review of all policies and has been progressively workshopping each of the existing Council policies. As part of the review, a number of policies within the Technical Services area have been identified as being obsolete and therefore require formal rescission by Council.

The Major Plant and Equipment policy is no longer required as it has been replaced by the Non- Current Asset Policy and the Asset Management Policy.

The Policy on Water Charges for Fire Hose Reels and the policy on Water Supply for Multiple Residential Developments are considered to be redundant as the provisions are now included in the Revenue Statement which is adopted by Council annually.

The naming of Roundabouts Policy is no longer practiced and is considered to be obsolete.

Recommendation

That Council rescinds the following obsolete policies:

Major Plant and Equipment Policy
Policy on Water Charges for Fire Hose Reels
Policy on Water Supply for Multiple Residential Development
Naming of Roundabouts Policy

Resolution

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

CARRIED

9.2 Request for Helipad - Jerona Township - Jerona Citizens Association

Executive Summary

Jerona Citizens Association has requested an area to be designated for the purpose of an Emergency Helicopter Landing Pad at Jerona.

Recommendation

That Council designate an area for the purpose of an Emergency Helicopter Landing Pad on Lot 68 on GS851. The Jerona Citizens Association is to advise Council of the preferred site from the 2 options identified.

Resolution

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

CARRIED

9.3 Request for Shared Use Zone - Jerona Township - Jerona Citizens Association

Executive Summary

Residents of Jerona have requested changes to the existing traffic environment at Jerona Township to a “Shared Zone” with 10 km/h speed limit.

Recommendation

That Council decline the request for a Shared Zone at Jerona.

Resolution

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

CARRIED

9.4 Maintenance on Jerona Rock Protection - The Esplanade Jerona

Executive Summary

To minimise erosion on The Esplanade at Jerona, maintenance is required on the existing rock protection.

Recommendation

That Council repair approximately 80 metres of the existing rock wall at Jerona on the western bank of Barratta Creek at an estimated cost of \$50,000.

It was agreed that the recommendation lay on the table until later in the meeting, pending the receipt of further information.

10 PLANNING & DEVELOPMENT

10.1 Development Application - Material Change of Use for Home Occupation (Building Design Office) at Unit 2, 177 Chippendale Street, Ayr (Lot 2 on SP222941)

Executive Summary

An application for a Material Change of Use has been received from Ultimate Design Solutions, seeking approval to establish a Home Occupation business for Building Design Office at Unit 2, 177 Chippendale Street, Ayr (Lot 2 on SP222941). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme (*the scheme*).

Recommendation

That Council approves the Development Application - Material Change of Use for a Home Occupation (Building Design Office) at Unit 2, 177 Chippendale Street, Ayr (Lot 2 on SP222941) subject to the following conditions:

GENERAL

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 The Home Occupation can only be operated strictly in accordance with the supporting material and approved plans submitted with the application and can only be conducted by a person resident therein.
- 1.3 No source of power other than one or more single phase electric motors having a total connected load of not more than 2.2 kilowatts is used.
- 1.4 The floor area used (whether temporarily or permanently) does not exceed more than one-third of the total floor area of the dwelling house, except with and in accordance with the conditions of an express permission of the Council.
- 1.5 No load is imposed on any local utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated.
- 1.6 No machinery or apparatus causing interference with reception of radio or television signals is used or operated.
- 1.7 There is no public display of goods on the premises.
- 1.8 Only one sign with a maximum face area of 0.5 m² and bearing only the name of the person carrying out the business and the type of business is to be provided on the premises.

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- 1.9 The activity does not cause any injury to or have a prejudicial effect on the amenity of the locality in which it is carried out due to the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste products, or anything whatsoever.
 - 1.10 The approved use shall be undertaken so that no undue disturbance is caused to neighbouring properties by virtue of noise, bright lights, traffic movements or interference with radio and television reception.

BUILDING WORK

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

EXTERNAL WORKS

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

STORMWATER

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

ADVICE (Note: These are not conditions)

- The footpath between the kerb and property boundary is to be kept clear of parked vehicles.

Resolution

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

CARRIED

10.2 Development Application - Material Change of Use for Retirement Village at 18A-36A Chippendale Street, Ayr (Lot 29 on SP227211)

Executive Summary

An application has been received from MasterPlan Town and Country Planners seeking approval for a Material Change of Use for Retirement Village at 18A-36A Chippendale Street, Ayr (Lot 29 on SP227211). 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 a Retirement Village at 18A-36A Chippendale Street, Ayr (Lot 29 on SP227211) subject to the following conditions:

General

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and construction 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 approved plans listed below submitted as part of the application; except where modified by the conditions of this Development Permit and any approval issued there under.

Document	Drawing No.	Date
Concept Plan – Retirement Village	HM:40019B	June 2017

- 1.4 The site must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the internal road frontages or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.

Building Work

2. A development permit for Building Works 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)

Notice of Intention to commence the use

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

External Works

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

Access and Carparking

- 5.1 Parking space and layout must be designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
- 5.2 Access to the premises, 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.
- 5.3 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.
- 5.4 On-street parking along Chippendale Street must be provided in the form of 45° rear-angle parking complete with line-marking along the full Chippendale Street frontage of the development. The proposed parking lot along the Chippendale Street frontage will not be permitted.
- 5.5 A Traffic Impact Assessment approved by a suitably qualified professional must be provided.

Roadworks

- 6.1 The developer shall provide stand-up kerbing and channelling for the full Chippendale Street frontage of the development on an alignment approved by Council.
- 6.2 The developer shall provide bitumen widening from the edge of existing bitumen to the proposed kerbing and channelling. Such widening shall comply with Queensland Transport pavement design manual guidelines and be no less than 150mm thick compacted type 2.2 gravel with a two coat bitumen seal.
- 6.3 Provide a 1.5m wide (100mm thick, F62 mesh, 25mpa) concrete footpath for the full Chippendale Street frontage of the development. The footpath is to be connected to the existing footpath at the western boundary of the proposed development.

Drainage

- 7.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 7.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system, and located within drainage easements.
- 7.3 Width of drainage easements shall be the width of the constructed drain plus a minimum of 1m each side of the top of the drain, pipe or culvert with a minimum width of 4m.

Stormwater Management

- 8.1 A detailed Soil Erosion and Sediment Control Plan for the development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in the State Planning Policy.
- 8.2 A Stormwater Management Plan for the development must be provided as part of Operational Works application which demonstrates;
- The proposed stormwater drainage layout, for the completed development, including both surface and underground drainage structures.
 - The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 8.3 A Stormwater Quality Management Plan for the development, which addresses the performance outcomes stated in the State Planning Policy, must be provided as part of Operational Works application.
- 8.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities
- These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.
- 8.5 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed.
- 8.6 All stormwater generated onsite shall be conveyed to and discharged at the point of lawful discharge being Easement U on SP251214. Or alternative point of discharge approved by the Chief Executive Officer.
- 8.7 The proposed drainage shall ensure that there is no detrimental effect to upstream and downstream catchments. Any upgrades required to the downstream stormwater infrastructure due to increased flows must be provided at the cost of the developer.

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- 8.8 Drainage reserves and easements shall be provided as required by the stormwater design. The developer must at its own cost grant and register all such easements on the title document. Land within proposed reserves shall be transferred to the Burdekin Shire Council upon registration of the Survey Plan.

Street Lighting

9. Provide street lighting along the full frontage of Chippendale Street in accordance with A.S. 1158.3.11 - Road Lighting (Lighting Category P4). The consent of Council's Chief Executive Officer will need to be gained before the final designs are adopted.

Sewerage Supply Works

- 10.1 A sewerage network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
- 10.2 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 and integration with Council's SCADA system to accommodate the proposed developments. In particular;
- (a) The site is to be serviced by a new sewerage pump station. The design and specification of the proposed sewerage pump station including electrical switchboard and telemetry shall be approved by Council and satisfy current regulatory requirements and Codes of Practice;
 - (b) The proposed pump station shall be located within a separate freehold lot. The lot shall be fronting Chippendale Street and measure 6m along Chippendale Street frontage and 9m into the lot, with the ownership transferred to the Burdekin Shire Council on registration of the title;
 - (c) The developer must carry out sewerage works external to the development to connect the development to Council's existing network.

Water Supply Works

11. 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.
- (a) A water network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works;
 - (b) The water network analysis must demonstrate that for the entire proposed development minimum pressure (head) of 22m is available, and that there is no detrimental effect on pressures in the surrounding network;

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- (c) The developer must carry out water supply works external to the development to connect the development to Council's existing networks, including any upgrades to the water main identified by the water network analysis from the proposed connection to the existing trunk main, and at full cost to the developer.
 - (d) Any new hydrants must meet the requirements of AS2419 (greater than 200kPa residual pressure at 10L/s flow rate), and the water network analysis must demonstrate that there is no detrimental effect on flows at any existing hydrants in the surrounding network;
 - (e) All water meters must be installed in accordance with Council's current standards, including remote reading capabilities, at full cost to the developer.

Operational Works

- 12.1 Where operational works are required to be carried out for the proposal, the developer must, within the timeframe required by the Planning Act 2016 and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
 - (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;
 - (c) a letter from the Electricity Service Provider stating that electricity can be readily supplied to the development;
- 12.2 No work must be commenced prior to issue of a development permit for operational works.

As - Constructed Plans

13. The developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q

Amenity – Screen Fencing

14. A 1.8m high screen fence must be provided along the adjoining property boundaries. The fence must be designed to achieve an adequate level of privacy for inhabitants and neighbours. The type and design must be submitted and approved by the Chief Executive Officer prior to construction of the screen fence.

Landscaping and Screening

15. 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;

Environmental and Health

- 16.1 The on-site waste bin storage area must be of suitable size to store the number of mobile garbage bins required to service this site including all waste, recycling and greenwaste bins. The enclosure must have:
- A floor which is raised, imperviously paved and suitably drained to Council's sewer, via an approved bucket trap;
 - Be enclosed with walls to a height of approximately 1.2m;
 - Provide an individual area of not less than 550mm wide by 750mm deep for each wheelie bin;
 - Be roofed to prevent ingress of stormwater. If not, a first flush diversion valve shall be fitted; and
 - Include a suitable hosecock with hose attached, located on an external front corner of the enclosure with dual check valve backflow prevention (RMC No. 7 or equivalent).
- 16.2 All washdown waters from any proposed car/vehicle wash down facilities must be contained and collected and disposed of to an approved facility or discharged to sewer in accordance with Council's Trade Waste Policy. Washdown waters must not be discharged to stormwater or on land subject to stormwater runoff.
- 16.3 All waste generated within the site must be disposed of via a private contractor at no cost to Council. The loading and/or unloading of waste collection vehicles must be limited between the hours of 7:00am and 7:00pm Monday to Saturday.

Construction and Traffic Management Plans

- 17.1 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,

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- 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.

17.2 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) The installation of temporary signs, road markings, lighting and safety barriers,
- f) The design, construction, maintenance and removal of any necessary temporary roadways and detours.

ADVICE (Note: These are not conditions)

- **Earthworks**

If the development of the subject property requires soil to be imported or exported, the developer must identify the allotments which would be used for borrowing or filling and must obtain Council approval for such works in addition to engineering approval for the development. In this regard, the developer must obtain Council approval for the route of transport, the period and time of transport during the construction phase of the development.

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- **Swimming Pool**
The licencing and operation of the proposed swimming pool must comply with the requirements of Burdekin Shire Council's local law No. 1 (Administration) 2012 and the subordinate local law No. 1.10 (Operation of Public Swimming Pools) 2012.
 - **Hours of Work**
It is the applicant/owner's responsibility to ensure compliance with Section 440R of the Environmental Protection Act 1994, which prohibits any construction, building and earthworks activities likely to cause nuisance noise (including the entry and departure of heavy vehicles) between the hours of 6:30pm and 6:30am from Monday to Saturday and at all times on Sundays or Public Holidays.
 - **Waste**
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.*
 - **Dust Control**
It is the applicant/owner's responsibility to ensure compliance with Section 319 General Environmental Duty of the Environmental Protection Act 1994, which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.

Resolution

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

CARRIED

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

14.1 2018 Brisbane International LGA Networking Breakfast and Information Session - Tennis Queensland - 3 January 2018 - Brisbane

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council approve the attendance of Councillor Perry at the 2018 Brisbane International LGA Networking Breakfast and Information Session in Brisbane on the 3 January 2018 noting expenses to attend will be met by Councillor Perry as she will be in Brisbane attending the Brisbane International at this time.

CARRIED

14.2 Gala Dinner and Charity Auction - Palm Island Centenary 2018 - 9 December 2017 - Townsville

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council approve the attendance of Councillor McLaughlin at the Gala Dinner and Charity Auction in support of Palm Island Centenary 2018 events in Townsville on the 9 December 2017 noting that any expenses to attend the Gala Dinner and Charity Auction will be met by Councillor McLaughlin.

CARRIED

9 TECHNICAL SERVICES

9.4 Maintenance on Jerona Rock Protection – The Esplanade Jerona

Councillors considered the recommendation laid on the table earlier in the meeting relating to this item and noted the information provided on who had funded the original works.

Recommendation

That Council repair approximately 80 metres of the existing rock wall at Jerona on the western bank of Barratta Creek at an estimated cost of \$50,000.

Resolution

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

CARRIED

15 GENERAL BUSINESS

15.1 LGAQ Tourism Roundtable - 14 December 2017 - Brisbane

Resolution

Moved Councillor Liessmann, seconded Councillor Bonanno that Council approve the attendance of Councillor Woods at the LGAQ Tourism Roundtable on behalf of the Northern Alliance of Councils Inc. in Brisbane on the 14 December 2017 and any expenses to attend the forum be met by Council.

CARRIED

15.2 Report - Watsons Green Footpath and Three Phase Power

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council Officers prepare a report on options for the existing fence on the footpath in front of the outdoor stage area at Watsons Green, Home Hill and the possible provision of three phase power adjacent to the stage area.

CARRIED

15.3 Acknowledge Congratulations from Home Hill Harvest Festival Committee

Councillor Woods, President of the Home Hill Harvest Festival Committee congratulated Council staff on their efficient clean up after the Harvest Festival on Saturday and thanked them for their support in staging the festival.

15.4 Approved Leave of Absence - Councillor Bawden

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council approve leave of absence for Councillor Bawden from 15 November 2017 to 16 November 2017 and from the 18 November 2017 to the 26 November 2017.

CARRIED

15.5 Proposed Artwork - Giru

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that Council support the proposed public artwork project at Giru as outlined in the submission tabled by Councillor Liessmann with support from the RADF Advisory Group at a cost of \$8000, with the project to be funded from Council's budget allocation for public art works in the 2017/18 Budget.

CARRIED

15.6 Approved Leave of Absence - Councillor Goddard

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council approve leave of absence for Councillor Goddard from 15 November 2017 to 18 November 2017.

CARRIED

15.7 Load Curtailment Proposal - Ergon Energy

Resolution

Moved Councillor Liessmann, seconded Councillor Perry that Council support participation in the Ergon Energy Load Curtailment project noting the twelve proposed sites where back-up generation capacity exists as presented by Mr. W. Saldumbide, Manager Operations, and an update be provided at regular intervals.

CARRIED

15.8 Purchase of Christmas Decorations 2017

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council accept the quotation from Pure Events, Townsville for the supply of the decorations identified in the plan prepared by the Council Christmas Decorations Working Group for the amount of \$20,945.40 (excluding GST) and the cost of the decorations be met from funds set aside in the Recurrent Maintenance Reserve for Christmas Decorations.

CARRIED

15.9 Change of Date - Ordinary Council Meeting - 28 November 2017

The CEO highlighted the planned change of date for the next Ordinary Council Meeting from Tuesday 28 November 2017 to Monday 27 November 2017.

CARRIED

15.10 Request - Use of Council Bus - Brandon State School - Lower Burdekin Home for the Aged Christmas Carols

Resolution

Moved Councillor Woods, seconded Councillor Bawden that Council support the Brandon State School through in-kind support by providing the use of Council's bus on 5 December 2017 to transport students from Brandon State School to the Lower Burdekin Home for the Aged, Ayr and Home Hill.

CARRIED

15.11 Support – Video Conference – Bowen-Burdekin Local Marine Advisory Group

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council support the video conference of meetings of the Bowen-Burdekin Local Marine Advisory Group being held in the Council Offices.

CARRIED

16 CLOSED MEETING ITEMS

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

Resolution

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

- 275(1)(b) industrial matters affecting employees;
- 275(1)(c) the Council's budget;
- 275(1)(d) rating concessions;

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:

- Camera Surveillance for Public Safety and for the Investigation and Prosecution of Criminal Offences
- Additional Funding Sought for Design, Documentation and Repair of the Ayr Pool Scum Gutter
- Request for Rates Exemption – Home Hill Bowls Club
- Adoption of Revised Organisational Structure
- Request for Approval for Additional FTE for Waste Function

CARRIED

During discussion of the confidential items in closed session the meeting broke for lunch at 1.15pm and resumed at 2.15pm. Councillor Bonanno returned to the Closed Meeting discussions at 2.35pm.

Council Meeting opened to Public

Resolution

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

CARRIED

16.1 Camera Surveillance for Public Safety and for the Investigation and Prosecution of Criminal Offences

Executive Summary

Requests have been received from Queensland Police Service (QPS), the Manager Community Development and Manager Operations to provide additional camera surveillance and to replace existing camera surveillance systems in the Ayr CBD, the Burdekin Cultural Complex and at ANZAC Park. The intended purpose of the camera surveillance is to improve public safety and for the investigation and prosecution of criminal offences including anti-social behaviour and vandalism.

Resolution

Moved Councillor Bawden, seconded Councillor Goddard that Council approve the recommended locations for the camera surveillance pilot project in this financial year and approve an application being submitted under the "Safer Communities Fund" federal grant for funding to extend the CCTV pilot project.

CARRIED

16.2 Additional Funding Sought for Design, Documentation and Repair of the Ayr Swimming Pool Scum Gutter

Executive Summary

During the recent refurbishment works carried out at the Ayr Swimming Pool, it became known that the scum gutters were in need of repair and/or replacement. Short term repair of known deterioration was completed. Timing issues prevented a longer term repair to be completed. The recommendation provided allows for the longer term repair to be adequately designed, documented and quotations called for work to be undertaken in the next closed season for the pool.

Resolution

Moved Councillor Perry, seconded Councillor Bawden that Council approves the additional budget allocation of \$91,200 to complete the design, documentation and construction works to repair the scum gutters at the Ayr Pool and approves to engage GHD Pty Ltd under Local Buy Contract No BUS 226-0212 to undertake the design and documentation of the repair works.

CARRIED

16.3 Request for Rates Exemption - Home Hill Bowls Club

Executive Summary

The Home Hill Bowls Club has requested that Council waive the General Rate component of the club's annual Rate Notice. These rates are levied on land described as Lot 1 H 61649. This is a State Government Term Lease, number 239754. The lease was renewed on 8 May 2017 and extends for a term of 30 years.

The Local Government Act provides guidelines to determine which land is exempt from rating or when concessions may be granted.

Resolution

Moved Councillor Bawden, seconded Councillor Goddard that Council not grant any rate concession on property leased by the Home Hill Bowls Club Inc. on the basis that the entity does not qualify as an automatic exemption under the Local Government Act and to avoid the creation of a precedent.

CARRIED

16.4 Adoption of Revised Organisational Structure

Executive Summary

The Council adopted a new organisational structure in July 2014. The adopted structure resulted in the loss of the director level positions from the organisation. It is considered that this has diminished the strategic capacity of the organisation and placed a significant workload on the first level Managers to manage both day to day operational issues and progress longer term strategic issues.

A review of the organisational structure has been undertaken and it is proposed to adopt a structure based on a two director model. Implementation of the new structure will not result in any job losses and it seeks to place inter-related functions together to maximise efficiency and effectiveness.

There are a number of anticipated benefits of the proposed change from the perspective of the organisation, Managers and the CEO. Consultation has been undertaken in the development of the structure through discussions with the Council and the Senior Leadership Group, and the provision of information on the structure to staff that may be directly affected by the proposed changes, along with relevant unions.

It is recommended that Council adopt the proposed structure at a broad level to allow some flexibility for adjustments and that the recruitment process for the two director positions be commenced.

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council adopt the Organisational Structure by section as set out in Attachment 1 to the report and the Full Time Equivalent (FTE) staff allocation as set out in Attachment 2 to the report noting that there is scope for the CEO and Directors to adjust the FTE staff allocation between programs in a Department, but not to exceed the total approved FTE, in order to meet organisational needs; and commence the recruitment process for the appointment of the two Director positions contained in the structure.

FOR: Councillors Woods, Bonanno, Goddard, Perry and McLaughlin

AGAINST: Councillors Liessmann and Bawden

5/2

CARRIED

16.5 Request for Approval for Additional FTE for Waste Function

Executive Summary

The Council's Waste Function is manned by up to 2 personnel. Current employees are not restricted to waste activities and also perform other relevant environment and health duties. It is recommended that an increase in staff is required for a period of time to adequately and effectively meet current and future projects, maintain and improve customer service and improve strategic direction.

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that Council approves the allocation of an additional 1 FTE to the Waste Function for a period of 3 years based on the following grounds:

- Increased workload to comply with existing and future DEHP licence requirements;
- Future workload for treating legacy landfills;
- Improved customer service;
- Improved strategic direction.

CARRIED

17 DELEGATIONS

There being no further business the meeting closed at 2.48pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 27 November 2017.

MAYOR

