



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 27 November 2017

COMMENCING AT 9:00AM

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TUESDAY 28 NOVEMBER 2017

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes -14 November 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 14 November 2017 be received and confirmed.



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

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ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
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;

-
- (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,

-
- 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.

- **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

3.2 Community Grants Panel Meeting - Community Drought Funding - 7 November 2017

Recommendation

That the minutes of the Community Grants Panel Meeting held on 7 November 2017 be received and confirmed.

MINUTES
COMMUNITY GRANTS PANEL MEETING – COMMUNITY DROUGHT FUNDING

HELD AT JOHN HY PEAKE ROOM

On 7 November 2017

COMMENCING AT 11.35am

ATTENDANCE

Cr. Lyn McLaughlin (Mayor)

Cr. John Bonanno

Mrs. Janice Horan – Grants and Property Officer

Cr. Uli Liessmann

Minutes Clerk – Miss Lucy Poppi

2 COMMUNITY GRANTS FOR COUNCIL CONSIDERATION

Applicant	Project	Letter No	Requested Funding	Requested In-Kind Funding	Recommended Funding
Burdekin Singers & Theatre Co	Community Drought Funding Application - The Christmas Spectacular is a free event showcasing the theatre production Elf to be held on the 21 and 22 December 2017. The event is the first of its kind in the Burdekin and provides an opportunity for Burdekin youth to engage in theatre culture as well as an inclusive forum for the community to socially connect and engage at a time of year when people can feel socially disconnected and alone.		\$4,817.89	Nil	\$4,817.89

3 RECOMMENDATIONS FOR COMMUNITY GRANTS FUNDING 2017/2018

The Community Grants Panel recommends that Council adopt funding of community projects as it appears in Clause 2 for the 2017/2018 financial year.

Note: This funding is to be allocated from the Community Drought Funding which Council received from the Department of Communities, Child Safety and Disability Services. The balance of the Community Drought Funding will also be allocated to the Christmas Spectacular but expended by Councils Community Development Department. An application had to be completed by Burdekin Singers & Theatre Co in order to comply with the funding plan Council submitted to Department of Communities, Child Safety and Disability Services.

There being no further business, the meeting closed at 11.42am.

Lyn McLaughlin
CHAIRPERSON

3.3 Burdekin Senior Advisory Group Meeting Minutes - 8 November 2017

Recommendation

That the minutes of the Burdekin Senior Advisory Group Meeting held on 8 November 2017 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Senior Advisory Group Meeting held on 8 November 2017

Held at John Drysdale Chambers
The meeting commenced at 10.15am

CLAUSE 1

ATTENDANCE

Cr. Ted Bawden
Melissah Lammon
Graham Andersen
Tom Callow
Glenis Cislowski
Dr. Brian Glover
Robert Lesca
John Rowan

APOLOGIES

Tony Vaccaro
June Bosel

CLAUSE 2

DISABILITY RAMP UPDATE

Cr. Ted Bawden advised the disability ramp in front of Snap Fitness has been installed, however the hand rails are yet to be installed. The disability ramp will make it more accessible for clients in a wheelchair when attending the Burdekin Community Association.

CLAUSE 3

GENERAL BUSINESS

6.1 FREE CHRISTMAS MORNING MELODIES

Melissah Lammon advised the Free Christmas Morning Melodies, *Sentimental Journey featuring Vov Dylan and Glenn Amer* is on this Friday, 10th November. Tickets are free however you still need to reserve a ticket.

6.2 CHRISTMAS CAROLS SPECTACULAR

Melissah Lammon advised the Christmas Spectacular is a free event that will be held on Thursday, 21st and Friday, 22nd December at the Burdekin Theatre with Christmas activities and entertainment commencing from 5pm in the Theatre Forecourt. From 7pm the Elf production directed by Pat Nuttall will commence in the Burdekin Theatre Auditorium. Although tickets are free you will still need to reserve a ticket. Tickets are available from 9am today.

6.3 STREET SCAPING

Cr. Ted Bawden advised Graham Anderson has been invited to attend the next Council workshop being held on Tuesday, 21st November to discuss his issues/concerns regarding lack of street scaping and present recommendations to improve the look of our streets.

6.4 HELL HOLE CREEK BOAT RAMP UPDATE

John Rowan advised a number of people have approached him to say how wonderful the new boat ramp is at Hell Hole Creek, however their only issue is there is no anchor point to tie the boat up. Cr. Ted Bawden said he would discuss this with Mr. Wayne Saldumbide. It was suggested for John Rowan to draft a letter to Department of Natural Resources & Mines (DNRM) and Melissah Lammon will type the letter.

6.5 SUGGESTED TOPICS AND GUEST SPEAKERS FOR 2018

The group suggested to invite the following guest speakers to attend a meeting in 2018:

Jim Collins – discuss Aged Care
Debra Cochran – discuss BCA services available
Ayr Police Officer – discuss what Seniors can do to ensure there house is safe and secure
Telstra – free NBN information session (open to public) – proposed date Wednesday, 14th February 2018. Melissah Lammon will organise.

Meeting closed: 11.40am

Meeting Notes taken by Melissah Lammon

NEXT MEETING – Wednesday, 14 February 2018 in the John Hy Peake room.

ACTION ITEMS

Action required	Person/s responsible	Status
Send Robert Lesca the 'Be Scam Smart' poster for him to include in the Round-a-bout Magazine.	Melissah Lammon	COMPLETED
Draft suitable 'Seniors Community Issues' notice to go in Round-a-bout Magazine in 2017	Robert Lesca Cr. Ted Bawden	
Draft letter to Dale Last RE: Curfew Law for Children	Graham Anderson/Melissah Lammon	
Liaise with Jaye Christensen and Aicey Zaro regarding activities for Seniors eg. Seniors Book Club and Seniors Painting Group	Melissah Lammon	
Organise NBN Information Follow-up Session for February 2018	Melissah Lammon	
Draft letter to DNRM regarding anchor point for boats at Hell Hole Creek	John Rowan	

4 REPORTS

4.1 Capital Projects Report for Period Ending 31 October 2017

Recommendation

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

Overview Of Council's Capital Projects

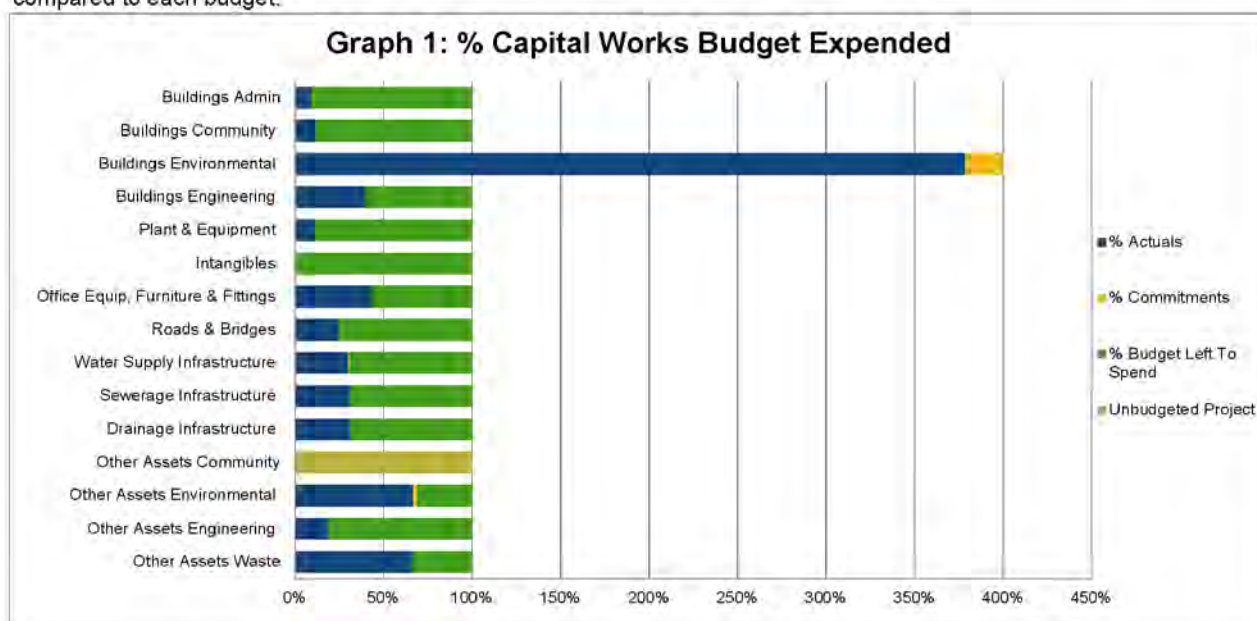
Capital expenditure incurred for the year to 31 October 2017, is shown by asset class in the table below.

Capital projects expenditure to 31 October 2017 is \$4,815,268. In addition to this, there is \$86,430 in commitments. Therefore bringing the total capital expenditure to \$4,901,697.

Table 1: Financial Overview by Asset Class

Asset Class	Original Budget	Actuals	Commitments	Total
Buildings Admin	\$ 715,000	\$ 65,925	\$ -	\$ 65,925
Buildings Community	\$ 255,000	\$ 30,790	\$ -	\$ 30,790
Buildings Environmental	\$ 175,000	\$ 662,275	\$ 37,033	\$ 699,308
Buildings Engineering	\$ 30,000	\$ 11,968	\$ -	\$ 11,968
Plant and Equipment	\$ 1,590,000	\$ 169,055	\$ -	\$ 169,055
Intangibles	\$ 240,000	\$ -	\$ -	\$ -
Office Equip, Furniture and Fittings	\$ 243,300	\$ 106,087	\$ -	\$ 106,087
Roads and Bridges	\$ 6,817,000	\$ 1,692,718	\$ 16,645	\$ 1,709,363
Water Supply Infrastructure	\$ 1,490,000	\$ 449,102	\$ 13,332	\$ 462,434
Sewerage Infrastructure	\$ 2,355,000	\$ 737,259	\$ 420	\$ 737,679
Drainage Infrastructure	\$ 670,000	\$ 208,422	\$ -	\$ 208,422
Other Assets Community	\$ -	\$ 9,826	\$ -	\$ 9,826
Other Assets Environmental	\$ 844,000	\$ 562,376	\$ 18,999	\$ 581,375
Other Assets Engineering	\$ 15,000	\$ 2,871	\$ -	\$ 2,871
Other Assets Waste	\$ 161,000	\$ 106,596	\$ -	\$ 106,596
TOTAL	\$ 15,600,300	\$ 4,815,268	\$ 86,430	\$ 4,901,697

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 400% of the 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 108% of the budget.

The Status of Council's Capital Projects

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

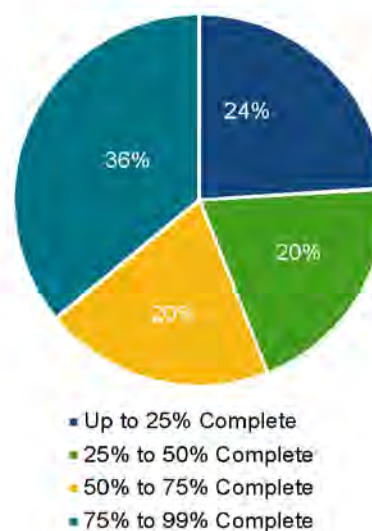
Table 2 provides a summary of how many projects are in each phase. Each phase is broken down into different statuses. Graph 2 shows that 25% of Council's projects are in the post construction phase, while 54% are still at pre-construction phase. Graph 3 illustrates the status of the 25 projects that are in the construction phase.

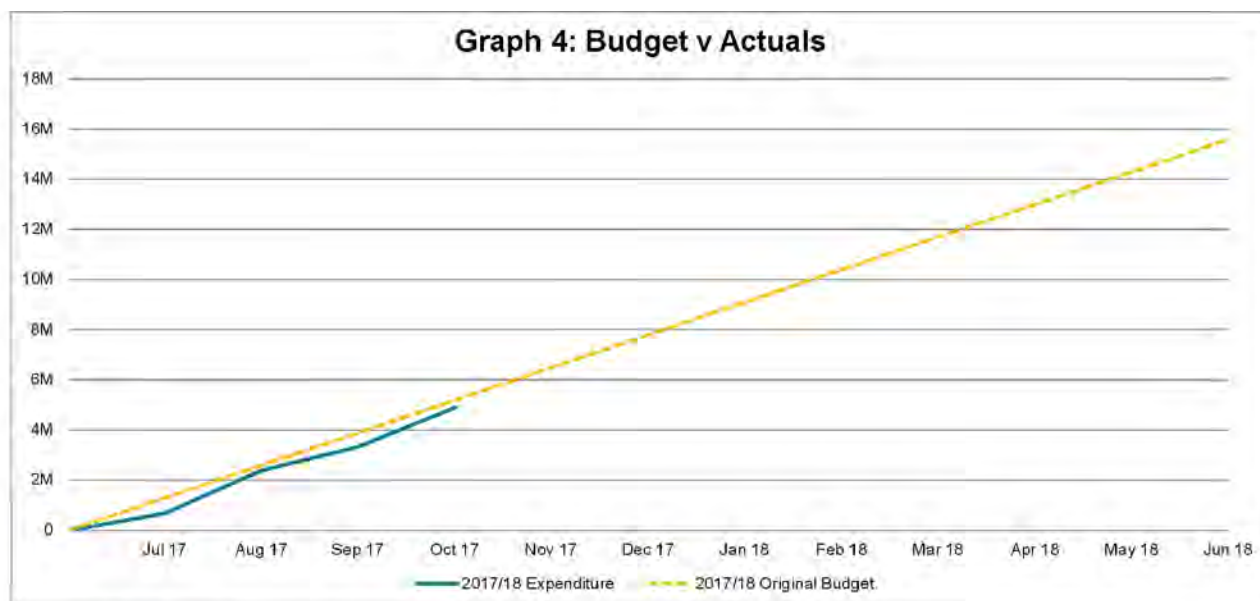
Table 2: Status of Projects	
	Number
Pre-Construction Phase	
Not Commenced	13
Project Deferred	5
Planning Phase	20
Design Phase	11
Orders Placed	4
Out to Tender/Quote	3
Tender/Quote Awarded	9
Sub-Total	65
Construction Phase	
Up to 25% Complete	6
25% to 50% Complete	5
50% to 75% Complete	5
75% to 99% Complete	9
Sub-Total	25
Post Construction Phase	
Complete	21
Capitalised	10
Sub-Total	31
Grand Total	121

Graph 2: Project Status Summary



Graph 3: Construction Phase Summary





Topical Projects

Upgrade Sewerage Telemetry for 13 Sites

The replacement of existing analogue telemetry equipment at 13 sewage pump stations will complete the upgrade to digital technology to the entire sewerage network. These telemetry hardware upgrades will deliver improved monitoring reliability in the pump station network and are the pre-cursor to software/programming upgrades which will add critical remote control capabilities. The equipment has been delivered and will be installed prior to the disaster season.

Burdekin Library Amenities Upgrade

The sheeting of the walls has been completed and painting has commenced, with the new floor covering being put down. The new network communications cabinet has been installed, equipment has been moved, and the old tower cabinet has been removed. The LED lighting panels have replaced the ceiling fluorescent lights. Finishes have been chosen for the kitchen cabinetry. The majority of the security system is complete - still waiting on some doors and appropriate locks to be fitted.

CCTV Pilot Program - up to 10 Cameras

The full list of proposed CCTV locations has been developed in consultation with the Managers and requests from QPS via Councillor Goddard. A recommended list of sites proposed for implementation this financial year was decided at a meeting held 8 September 2017 and attended by Wayne Saldumbide, Dan Mulcahy, Tony Vaccarro, Councillor Tony Goddard, Eileen Robinson and Ross Hodder.

The locations are being reviewed to determine the approximate number of cameras that will be required, the infrastructure that is available or needed at the location (e.g. power, network and poles etc), the infrastructure required for centralised recording and approximate upfront and ongoing costs.

This information will be summarised in a meeting report and presented to the Councillors on 14 November 2017 for consideration.

A new "Safer Communities Fund" grant opportunity has also become available. Applications for the grant close on the same day the report is presented to the Councillors. The intention is to submit an application for the grant as part of the report to Council.

Major Grant Funded Projects

Works For Queensland

There are now 21 projects funded under this program, 8 projects have been completed and 6 projects are close to completion. Remainder of projects are planned to be completed by the end of November. Closer monitoring of project expenditure and estimates will be undertaken in mid November to determine final expenditures required for balancing projects of footpath replacement and re-sheeting.

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 has been completed for the Jones Street Depot, Burdekin Theatre, Burdekin Memorial Hall and the Council Administration building.
2. LED lighting retrofitting is completed for Burdekin Memorial Hall and Jones Street Depot. Still needs to be completed is the Council Administration building, Ayr Library and Burdekin Theatre.
3. 30 kW Solar Panel at the Workshop building at Jones Street Depot – installation to commence early November.

Mount Inkerman Upgrade

Public Amenities (Works for Queensland Program)

Due to manufacturing issues, the delivery of the modular toilet block has been delayed until mid – November. 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. Construction has commenced on two passing bays with the majority of excavation completed by the end of October. Tenders will be called in November for construction of the walking trail.

Lookout Upgrade (Scenic Lookout Upgrade Program)

The coloured concrete public concourse area between the new lookout structures is complete. Work has commenced 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. An issue arose during the excavation of the ramp with extensive solid rock requiring removal and resulting in a variation to the project cost. The completion of the Lookout Upgrade is expected by the second week of December.

Works Capital Report

Period Ending 31 October 2017



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	75% to 99% Complete
Buildings Community				
200177	Burdekin Library - Design and renovation of staff amenities (i.e. kitchen) including second toilet	Sep-17	Nov-17	50% to 75% Complete
200193	Security upgrade for Burdekin Library, Ayr	Sep-17	Nov-17	75% to 99% Complete
200278	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Ayr Library Building - Upgrade to LED lighting	Jun-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
200280	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Burdekin Theatre Building - Reflective roof coating	Jun-17	Sep-17	Complete
200288	Burdekin Memorial Hall - Replace Gable Roof	Sep-17	Jan-18	Tender/Quote Awarded
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 Sheeting and Refurbish Overhand/Soffit	Nov-17	Dec-17	Orders Placed
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	Tender/Quote Awarded
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	Tender/Quote Awarded
200237	Work for Queensland Program (WFQP) - Refurbishment of public amenities at Ford Park, Home Hill	Sep-17	Nov-17	Up to 25% Complete
Buildings Engineering				
200198	Water and Waste Water Office, Jones Street Depot - Fit-out with Laboratory	Apr-17	Oct-17	Complete
200281	Work for Queensland Program (WFQP) - Energy Efficiency Initiatives - Jones Street Depot - Workshop Building - Installation of Solar Power	Oct-17	Nov-17	Tender/Quote Awarded
Plant & Equipment				
200252	2017-2018 Light Vehicle Purchases	Oct-17	May-18	25% to 50% Complete
200253	2017-2018 Truck Purchases	Oct-17	Mar-18	Tender/Quote Awarded
200254	2017-2018 Machine Purchases	Oct-17	Feb-18	Tender/Quote Awarded
200255	2017-2018 Plant and Equipment Purchases	Oct-17	May-18	Up to 25% Complete
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	Planning Phase
200296	GIS LiDAR data replacement (Light Detection and Ranging)	Jun-18	Jun-18	Project Deferred
200297	Technology One CI Anywhere Platform Implementation - Stage One	Oct-17	Jun-18	Planning Phase
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	25% to 50% Complete
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	50% to 75% Complete
200259	2017-2018 Photocopier replacement program - Burdekin Theatre	Jul-17	Oct-17	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	Capitalised
200291	Burdekin Theatre - Replacement of the auditorium audio system	Aug-17	Dec-17	Design Phase
200292	Burdekin Theatre - Replacement ClearCom Stage Communication Unit	Aug-17	Dec-17	Design Phase
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	Planning Phase
200316	Purchase of water testing equipment for the Chambers Vector Office and Laboratory for the testing of the swimming pools water	Oct-17	Oct-17	Complete

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
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	Project Deferred
200067	Reconstruction and bitumen seal of unsealed sections of Donadon Road	May-17	Oct-17	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	Project Deferred
200152	Shire bridge repairs 2017-2018	Jan-18	Mar-18	Planning Phase
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	25% to 50% 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	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	50% to 75% 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	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	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	75% to 99% 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	Complete

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	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	Complete
200220	Nelsons Lagoon - Installation of non-return valve and construction of pit	Mar-17	Dec-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	Apr-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

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
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
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	Dec-17	50% to 75% Complete
200247	Sewerage Treatment Plants - Switchboard Replacement Program as per GHD design (CP 200092)	Aug-17	Jun-18	Out to Tender/Quote
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	Up to 25% Complete
200266	Work for Queensland Program (WFQP) - Roundabout - Young Street and Macmillan Street intersection - modifications to storm water drainage	Jul-17	Oct-17	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	75% to 99% Complete
200274	Stormwater Drainage - Edward Street	Apr-18	Nov-18	Planning 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	Tender/Quote Awarded
Other Assets Environmental				
200148	Upgrade to electrical metered sites at Home Hill Caravan Park	May-17	Oct-17	Complete
200163	Install new fence at Home Hill Caravan Park	Nov-17	Dec-17	Not Commenced
200172	Mt Inkerman Lookout Upgrade (SLUP - Scenic Lookout Upgrade Program) Upgrade of viewing platforms, interpretive signage, decking and walkways	Jun-17	Dec-17	75% to 99% Complete
200195	Ayr Skate Park - Installation of new shade structure (Funding: Round 5 - Get Playing Places and Spaces)	Apr-17	Dec-17	75% to 99% Complete
200223	Work for Queensland Program (WFQP) - Design, manufacture and installation of Adventure Playground at Plantation Park	Feb-18	Oct-18	Project Deferred
200224	Work for Queensland Program (WFQP) - Installation of Park infrastructure (BBQs, picnic settings, shelters) at various locations	May-17	Oct-17	Capitalised
200225	Work for Queensland Program (WFQP) - Installation of solar lights throughout existing Burdekin Be-Active Trail and park areas	Jun-17	Sep-17	Capitalised
200229	Work for Queensland Program (WFQP) - Installation of shade covers at Home Hill and Giru Skate Parks	Aug-17	Oct-17	Complete
200282	Work for Queensland Program (WFQP) - Home Hill Caravan Park sealing of internal roads	Sep-17	Nov-17	75% to 99% 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
200312	Supply and installation of playground equipment and shade covers at various shire parks	Sep-17	Apr-18	Planning Phase
Other Assets Engineering				
200286	Work for Queensland Program (WFQP) - Supply and construction of Ayr Industrial Estate Entrance Signage	Sep-17	Nov-17	25% to 50% Complete
Other Assets Waste				
200283	Work for Queensland Program (WFQP) - Ayr Transfer Station asphalt reseal to improve access and traffic management	Sep-17	Oct-17	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	Mar-17	Not Commenced
200303	Home Hill Transfer Station - Reconstruction of Greenwaste Pad	Nov-17	Mar-17	Not Commenced

4.2 Operational Monthly Report for Period Ending 31 October 2017

Recommendation

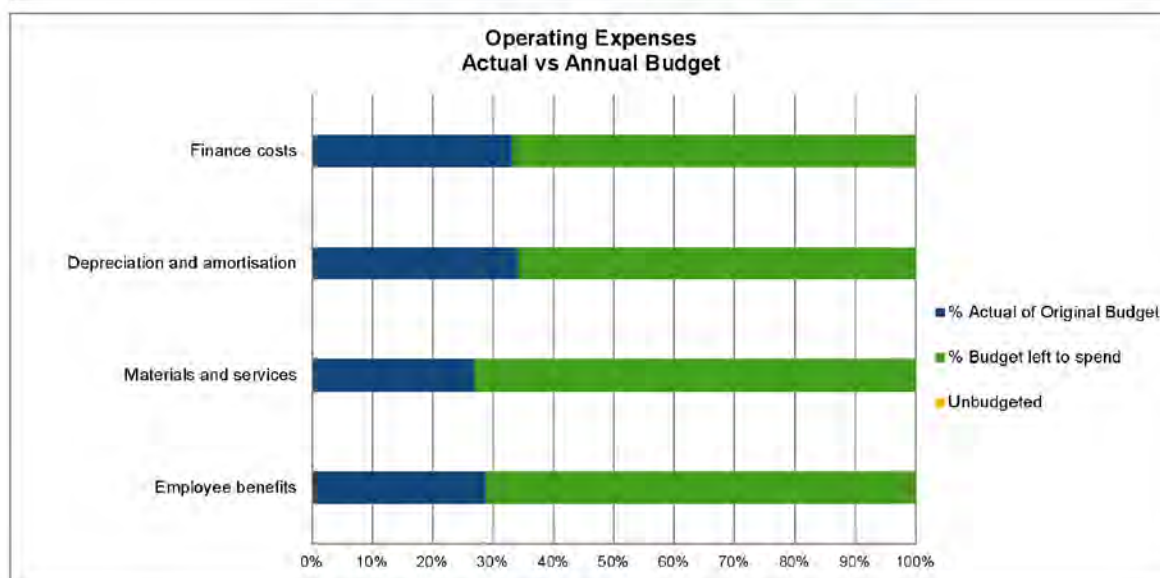
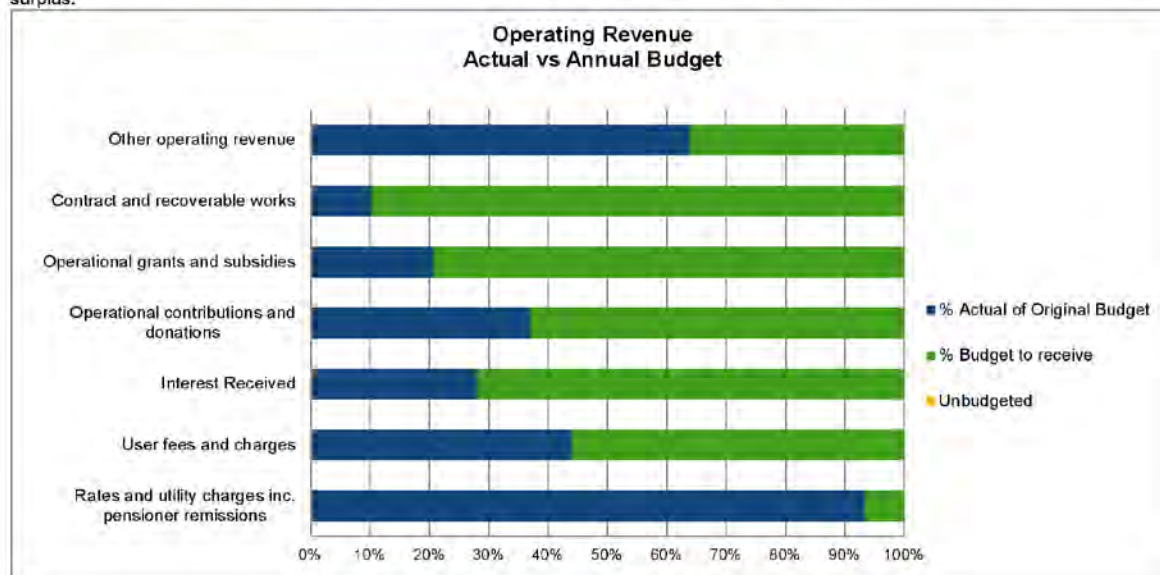
That the Operational Monthly Report for Period Ending 31 October 2017 be received.

The following report provides a summary of Council's financial performance to 31 October 2017.

FINANCIAL STATEMENTS AT A GLANCE

As at 31 October 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	38,051,462	47,542,799	41,257,754	-3,206,292	-8%
Total Operating Expenses	13,554,923	45,878,762	15,267,473	-1,712,550	-11%
Operating Position	24,496,539	1,664,037	25,990,282	-1,493,743	-6%
Capital Revenue	1,775,580	4,273,541	1,424,514	351,067	25%
Net Result	26,272,119	5,937,578	27,414,795	-1,142,676	-4%

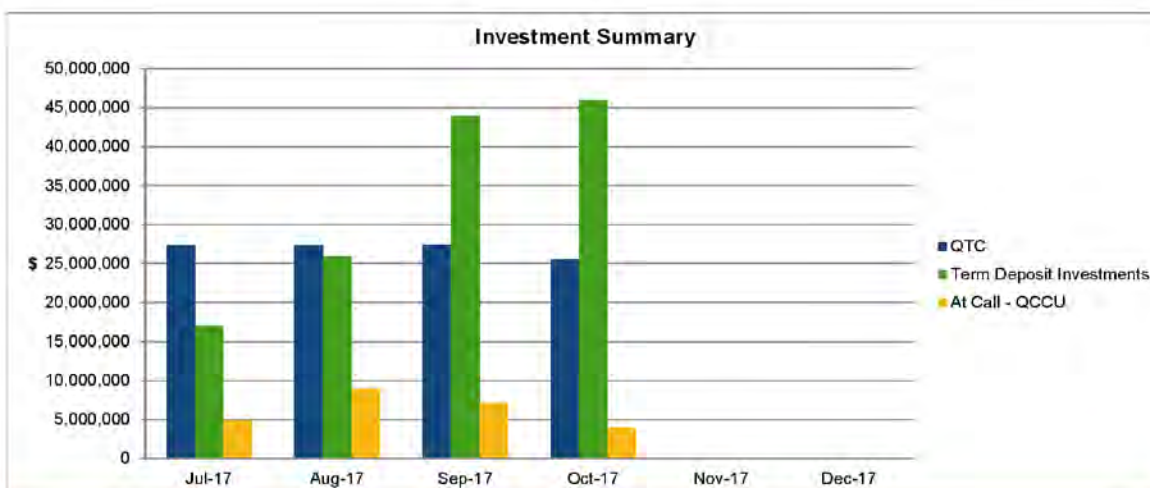
This report contains financial information for the period ending 31 October 2017. Council's operating position at month end is a \$24.5M surplus.



INVESTMENT PORTFOLIO

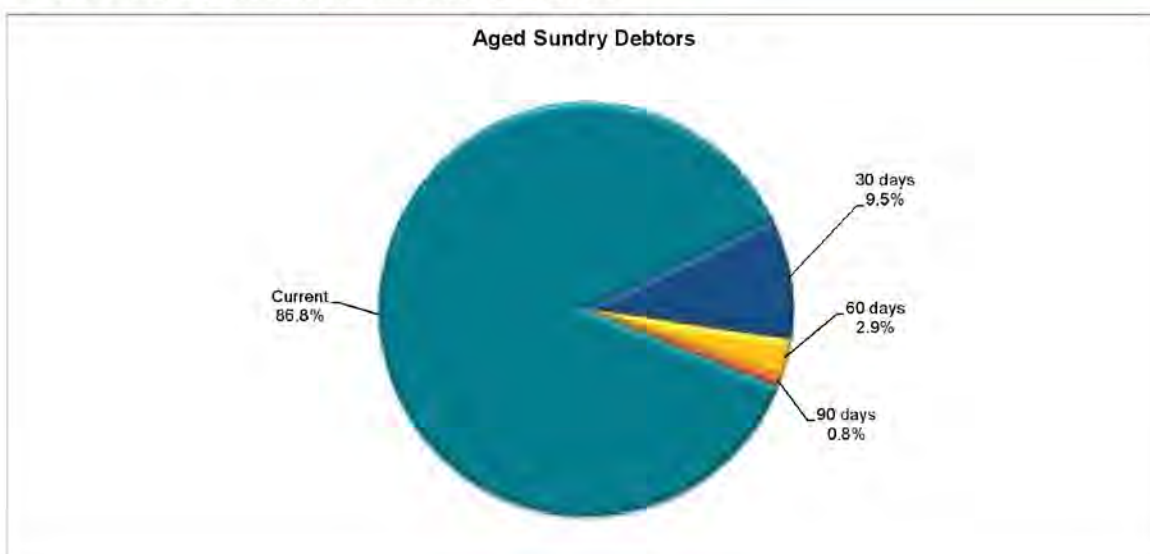
Investment Report as at 31 October 2017 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
Major Banks			
CBA	15,000,000	2.70%	19.9%
NAB	5,000,000	2.54%	6.6%
Westpac	19,000,000	2.65%	25.2%
Other			
AMP Bank (via RimSec)	5,000,000	2.70%	6.6%
Bendigo HH	2,000,000	2.50%	2.7%
QTC	25,513,766	2.60%	33.8%
QCCU General	3,949,220	2.80%	5.2%
Total Funds	\$75,462,986		



SUNDRY DEBTORS

Total outstanding sundry debtors as at 31 October 2017 are \$178,822.37



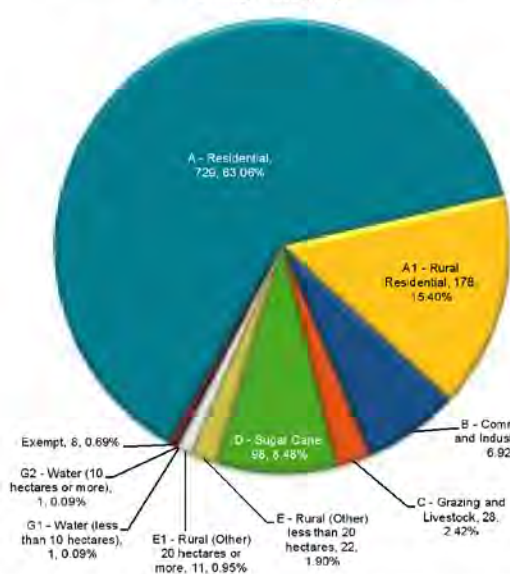
RATES

Arrears as at 1 July 2017		\$2,240,403
Levy and fees raised *	\$39,768,343	
Interest charged *	\$126,663	
Less Pensioner subsidy and rebate	<u>\$618,233</u>	\$39,276,772
Less Payments received		<u>\$37,043,832</u>
Arrears as at 31 October 2017		<u>\$4,473,343</u>
% Arrears October 2017		10.77%
% Arrears October 2016		11.44%
Pre-payments as at 31 October 2017		\$324,478
Pre-payments as at 31 October 2016		\$339,799

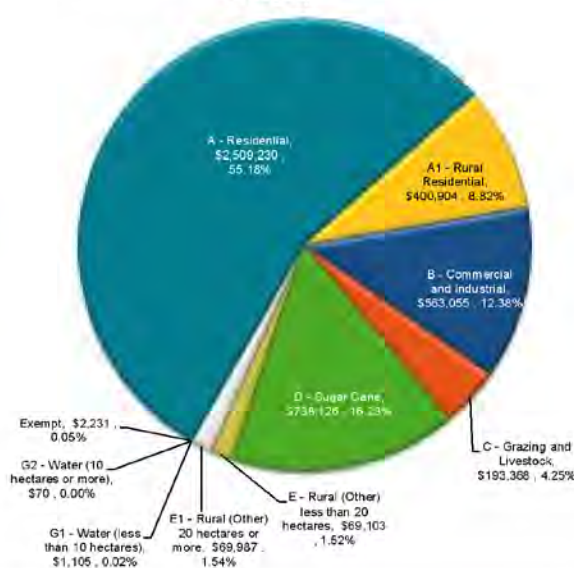
Comments: Annual Rate Levies were issued on the 4 August 2017, with a due date of the 4 September 2017.

* includes State Govt Emergency Management Levy

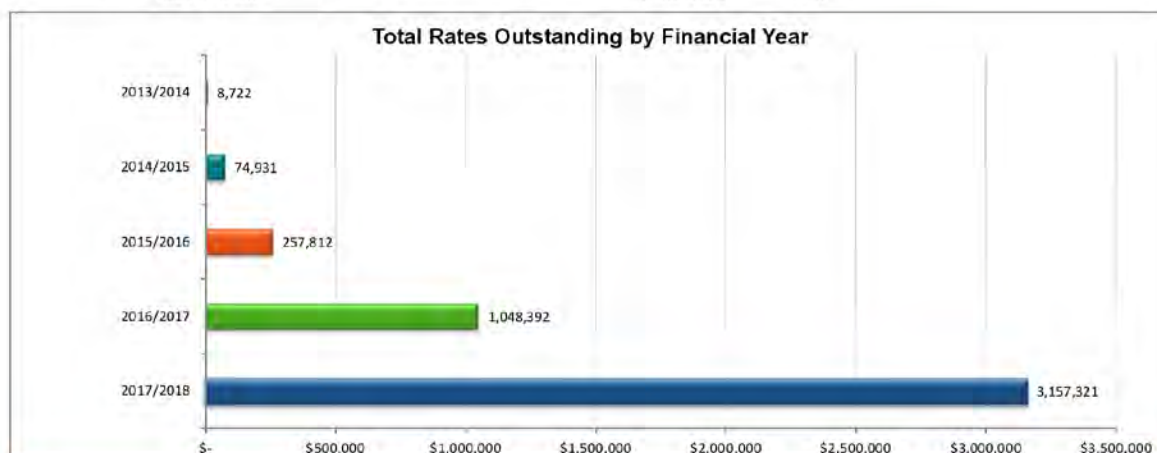
Number of Overdue Rates Properties by Rating Category



\$ 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 31 October 2017

Chief Executive Officer

	Month of October 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	83,184.48	337,037.70	399,333	-62,296	-16%
Materials and services	9,006.56	39,717.00	45,917	-6,200	-14%
Total operating costs	92,191.04	376,754.70	445,250	-68,495	-15%
Surplus (deficit) from operating activities	-92,191.04	-376,754.70	-445,250	68,495	-15%
Net result for period	-92,191.04	-376,754.70	-445,250	68,495	-15%

Comments**Materials and services**

Council Connection page not invoiced for month of October.

OPERATING STATEMENT
Period Ending 31 October 2017

Manager Client Services

	Month of October 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	11,358.00	12,693.90	8,333	4,361	52%
Other operating revenue	13,206.20	13,618.28	6,667	6,952	104%
Total operating revenue	24,564.20	26,312.18	15,000	11,312	75%
Operating Expenses					
Employee benefits	130,669.44	602,346.57	848,607	-246,261	-29%
Materials and services	37,453.78	150,590.28	239,313	-88,723	-37%
Total operating costs	168,123.22	752,936.85	1,087,921	-334,984	-31%
Surplus (deficit) from operating activities	-143,559.02	-726,624.67	-1,072,921	346,296	-32%
Net result for period	-143,559.02	-726,624.67	-1,072,921	346,296	-32%

Comments**Operational grants and subsidies**

Have received the final payment for Get Ready 2016/2017 funding after its acquittal. In October received a 90% pre-payment for Get Ready 2017/2018 funding.

Other operating revenue

Includes Long Service transfer from another Council for current BSC Employee and a reimbursement of tuition fees for an employee on successful completion of training.

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 \$74,572. Sick leave has slowed down and the budget to actuals variance has reduced from September 2017.

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

First quarter of Fringe Benefits tax has been paid - \$23,336

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

All departments are under for the quarter. Training is the biggest variance being \$47,581 under year to date budget. The Training Department expensed \$23,287 worth of training for October 2017, with more training scheduled for November 2017.

OPERATING STATEMENT
Period Ending 31 October 2017

Manager Community Development

	Month of October 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	12,559.59	67,383.86	60,333	7,051	12%
Operational grants and subsidies	0.00	55,024.85	10,000	45,025	450%
Other operating revenue	1,551.89	13,406.25	6,933	6,473	93%
Total operating revenue	14,111.48	135,814.96	77,267	58,548	76%
Operating Expenses					
Employee benefits	107,078.79	488,133.09	517,133	-29,000	-6%
Materials and services	103,033.92	592,335.90	408,517	183,819	45%
Depreciation and amortisation	9,686.94	38,446.72	27,100	11,347	42%
Total operating costs	219,799.65	1,118,915.71	952,750	166,165	17%
Surplus (deficit) from operating activities	-205,688.17	-983,100.75	-875,484	-107,617	12%
 Capital grants and subsidies	 0.00	 22,144.03	 26,667	 -4,523	 -17%
Net result for period	-205,688.17	-960,956.72	-848,817	-112,140	13%

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 Stage One Payment for Sport and Recreation Planning Program was not included in the Original Budget - this will be reviewed in the first budget revision.

Other operating revenue

Include 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, and a donation to the Burdekin School Chaplaincy, have also occurred. Also included are consultancy fees for 10 year Sport and Recreation Plan.

Depreciation and amortisation

Depreciation to be reviewed during first budget revision.

Capital grants and subsidies

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

OPERATING STATEMENT
Period Ending 31 October 2017

Manager Economic Development

	Month of October 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	472.73	845.46	0	845	-
Total operating revenue	<u>472.73</u>	<u>845.46</u>	<u>0</u>	<u>845</u>	<u>-</u>
Operating Expenses					
Employee benefits	23,266.91	87,924.34	93,433	-5,509	-6%
Materials and services	2,718.98	10,183.60	26,833	-16,650	-62%
Total operating costs	<u>25,985.89</u>	<u>98,107.94</u>	<u>120,267</u>	<u>-22,159</u>	<u>-18%</u>
Surplus (deficit) from operating activities	<u>-25,513.16</u>	<u>-97,262.48</u>	<u>-120,267</u>	<u>23,004</u>	<u>-19%</u>
Net result for period	<u>-25,513.16</u>	<u>-97,262.48</u>	<u>-120,267</u>	<u>23,004</u>	<u>-19%</u>

Comments

Other operating revenue

Revenue received in October for registrations for Burdekin Industry Breakfast.

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 31 October 2017

Manager Financial and Administrative Services

	Month of October 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	-42.92	24,929,432.62	26,442,531	-1,513,098	-6%
Pensioner remissions	2,164.20	-307,306.08	-295,000	-12,306	4%
User fees and charges	3,938.19	25,827.22	25,350	477	2%
Interest Received	59,405.29	187,382.69	216,733	-29,351	-14%
Operational grants and subsidies	65,000.00	428,168.75	888,539	-460,371	-52%
Other operating revenue	31,888.63	31,942.85	12,000	19,943	166%
Total operating revenue	162,353.39	25,295,448.05	27,290,154	-1,994,706	-7%
Operating Expenses					
Employee benefits	133,773.31	539,120.24	581,067	-41,946	-7%
Materials and services	138,930.47	887,786.78	590,200	297,587	50%
Depreciation and amortisation	44,173.58	175,311.37	134,400	40,911	30%
Finance Costs	10,333.93	94,825.89	70,900	23,926	34%
Total operating costs	327,211.29	1,697,044.28	1,376,566	320,478	23%
Surplus (deficit) from operating activities	-164,857.90	23,598,403.77	25,913,587	-2,315,183	-9%
Capital grants and subsidies	0.00	1,500,000.00	385,667	1,114,333	289%
Other capital income (expense)	-6,565.41	-6,953.61	0	-6,954	-
Net result for period	-171,423.31	25,091,450.16	26,299,254	-1,207,804	-5%

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. In October Council received 2017/2018 "Skilling Queenslanders for Work - First Start" Grant.

Other operating revenue

Over year to date budget due to annual Fire Levy Collection Fee received in October.

Materials and services

Over the year to date budget due to annual payments for insurance, subscriptions, and IT software maintenance contracts already processed. Also includes the purchase of four new photocopiers at different locations throughout Council, budget to be amended during the first budget revision for inclusion of this cost.

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 EFTPOS fees 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 in September, budget to be amended during the first budget revision.

Other capital income (expense)

Loss on write off of photocopiers.

OPERATING STATEMENT
Period Ending 31 October 2017

Manager Governance and Local Laws

	Month of October 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	-36.25	4,044,406.73	4,040,467	3,940	0%
Pensioner remissions	260.07	-910.91	0	-911	-
User fees and charges	88,183.05	457,328.50	341,340	115,989	34%
Interest Received	19,146.81	61,099.57	68,367	-7,267	-11%
Operational contributions and donations	10,735.11	65,201.40	50,494	14,707	29%
Operational grants and subsidies	34,000.00	93,358.00	19,680	73,678	374%
Other operating revenue	2,947.83	14,509.64	11,450	3,060	27%
Total operating revenue	155,236.62	4,734,992.93	4,531,798	203,195	4%
Operating Expenses					
Employee benefits	163,519.93	647,876.62	666,683	-18,807	-3%
Materials and services	158,821.19	814,453.96	1,394,577	-580,123	-42%
Depreciation and amortisation	140,039.43	555,639.30	557,400	-1,761	0%
Finance Costs	0.00	6,870.95	5,444	1,227	23%
Total operating costs	462,380.55	2,024,640.83	2,624,104	-599,464	-23%
Surplus (deficit) from operating activities	-307,143.93	2,710,352.10	1,907,694	802,658	42%
Capital grants and subsidies	0.00	0.00	0	0	-
Other capital income (expense)	0.00	2,092.63	0	2,093	-
Net result for period	-307,143.93	2,712,444.73	1,907,694	804,751	42%

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 pro rata budget. Offset by Riparian Management Agreement contributions to be invoiced in February.

Operational grants and subsidies

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

Other operating revenue

Transfer Station Revenue above budget.

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 invoices to be issued.

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 31 October 2017

Manager Operations

	Month of October 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	-1,620.74	6,938,095.95	7,927,234	-989,138	-12%
Pensioner remissions	377.52	-1,260.67	0	-1,261	-
User fees and charges	24,579.19	74,121.63	58,333	15,788	27%
Interest Received	72,007.77	234,988.53	287,500	-52,511	-18%
Operational contributions and donations	19,087.74	26,185.09	31,667	-5,482	-17%
Operational grants and subsidies	0.00	143,728.50	276,802	-133,074	-48%
Contract and recoverable works	600.34	1,000.72	13,333	-12,333	-92%
Other operating revenue	8,675.32	8,747.32	6,333	2,414	38%
Total operating revenue	123,707.14	7,425,607.07	8,601,203	-1,175,596	-14%
Operating Expenses					
Employee benefits	460,426.75	1,975,138.00	2,242,697	-267,559	-12%
Materials and services	399,482.41	1,836,227.10	2,324,429	-488,202	-21%
Depreciation and amortisation	202,776.96	802,944.56	812,967	-10,022	-1%
Total operating costs	1,062,686.12	4,614,309.66	5,380,092	-765,782	-14%
Surplus (deficit) from operating activities	-938,978.98	2,811,297.41	3,221,111	-409,813	-13%
Capital contributions	909.10	909.10	0	909	-
Capital grants and subsidies	100,630.55	100,630.55	318,533	-217,903	-68%
Other capital income (expense)	0.00	-42,724.59	0	-42,725	-
Net result for period	-837,439.33	2,870,112.47	3,539,644	-669,532	-19%

Comments**Rates and Utility Charges**

Difference is attributable to estimated revenue not yet collected for water consumption. First half year water meter reading commenced October 2017 with payment due February 2018.

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

Under forecast budget. Revenue stream is dependent to some extent on developer contributions to infrastructure. Income to date is from Funny Dunny Park camping donations, Home Hill Boat Club septic disposal charges, and contributions towards electricity.

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

Over budget due to recent scrap metal sales from Depot. \$10,000 BSRIT Engineering Retainer received annually in June.

Employee benefits

Under budget Parks Operations, Works Section, Water and Sewerage Admin. Under budget in works section as no gravel production undertaken to date. Employee benefits will be adjusted to reflect new forecast at revised budget. Any wage adjustments for EBA will occur once resolved.

Materials and services

Under budget Roads and Drainage Maintenance, Sewerage Treatment, Water Production, and Parks Operations. Expenditure on roads and drainage maintenance is variable throughout year and is influenced by seasonal factors.

Capital grants and subsidies

Income from progress claim sewerage switchboard replacement program. Project will be finalised in June 2018.

Other capital income (expense)

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

OPERATING STATEMENT
Period Ending 31 October 2017

Manager Planning and Development

	Month of October 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	37,828.89	134,929.46	115,000	19,929	17%
Other operating revenue	0.00	49.40	0	49	-
Total operating revenue	37,828.89	134,978.86	115,000	19,979	17%
Operating Expenses					
Employee benefits	83,625.66	340,730.27	357,167	-16,436	-5%
Materials and services	20,654.35	50,751.81	78,922	-28,171	-36%
Total operating costs	104,280.01	391,482.08	436,089	-44,607	-10%
Surplus (deficit) from operating activities	-66,451.12	-256,503.22	-321,089	64,586	-20%
Net result for period	-66,451.12	-256,503.22	-321,089	64,586	-20%

Comments

User fees and charges

Revenue slightly higher than expected due to increased development applications.

Materials and services

Budget will remain under budget until such time as consultants are engaged to prepare new planning scheme.

OPERATING STATEMENT
Period Ending 31 October 2017

Manager Technical Services

	Month of October 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	8,683.50	86,217.54	40,667	45,551	112%
Operational grants and subsidies	7,981.00	36,836.00	35,000	1,836	5%
Contract and recoverable works	69,289.90	174,300.97	551,667	-377,366	-68%
Other operating revenue	108.00	108.00	0	108	-
Total operating revenue	86,062.40	297,462.51	627,333	-329,871	-53%
Operating Expenses					
Employee benefits	173,050.35	720,526.77	919,667	-199,140	-22%
Materials and services	-57,772.04	-362,485.65	-129,000	-233,486	181%
Depreciation and amortisation	535,146.68	2,122,689.95	2,053,767	68,923	3%
Total operating costs	650,424.99	2,480,731.07	2,844,433	-363,702	-13%
Surplus (deficit) from operating activities	-564,362.59	-2,183,268.56	-2,217,100	33,831	-2%
Capital contributions	0.00	813.64	0	814	-
Capital grants and subsidies	0.00	198,897.01	693,647	-494,750	-71%
Other capital income (expense)	0.00	-228.52	0	-229	-
Net result for period	-564,362.59	-1,983,786.43	-1,523,453	-460,333	30%

Comments**User fees and charges**

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

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 lower expenditure on fleet operations.

Capital contributions

Manager contribution for accessory on salary sacrifice vehicle.

Capital grants and subsidies

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

Other capital income (expense)

Expense for write off of transport assets \$21,750 and income from sale of fleet assets \$21,522.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 October 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	-1,699.91	35,911,935.30	38,410,232	-2,498,297	-7%
Pensioner remissions	2,801.79	-309,477.66	-295,000	-14,478	5%
User fees and charges	175,772.41	845,808.21	641,023	204,785	32%
Interest Received	150,559.87	483,470.79	572,600	-89,129	-16%
Operational contributions and donations	29,822.85	91,386.49	82,161	9,226	11%
Operational grants and subsidies	118,339.00	769,810.00	1,238,355	-468,545	-38%
Contract and recoverable works	69,890.24	175,301.69	565,000	-389,698	-69%
Other operating revenue	58,850.60	83,227.20	43,383	39,844	92%
Total operating revenue	604,336.85	38,051,462.02	41,257,754.33	-3,206,292	-8%
Operating Expenses					
Employee benefits	1,358,595.62	5,738,833.60	6,625,787	-886,954	-13%
Materials and services	812,329.62	4,019,560.78	4,979,708	-960,148	-19%
Depreciation and amortisation	931,823.59	3,695,031.90	3,585,633	109,399	3%
Finance Costs	10,333.93	101,496.84	76,344	25,153	33%
	0.00	0.00	0	0	-
Total operating costs	3,113,082.76	13,554,923.12	15,267,472.75	-1,712,550	-11%
Surplus (deficit) from operating activities	-2,508,745.91	24,496,538.90	25,990,282	-1,493,743	-6%
Capital contributions	909.10	1,722.74	0	1,723	-
Capital grants and subsidies	100,630.55	1,821,671.59	1,424,514	397,158	28%
Other capital income (expense)	-6,565.41	-47,814.09	0	-47,814	-
Net result for period	-2,413,771.67	26,272,119.14	27,414,795	-1,142,676	-4%

5 GOVERNANCE & LOCAL LAWS

5.1 Adoption of Revised Public Access to Computers and Internet at Shire Libraries Policy

Document Information

Referring Letter No: N/A

File No: 1749

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Stockdale - Executive Officer

Executive Summary

Council provides public access computers along with internet access as a service at both of the shire libraries. Computer and internet access are viewed as necessary services to fulfil the information, education, recreation and cultural needs and requirements of residents of Burdekin Shire. Council first adopted a policy for the public access to the internet at shire libraries in 1997. The policy has been reviewed and updated to provide a formally endorsed framework for computer, internet and WIFI services provided at Burdekin Shire Libraries.

Recommendation

That Council adopts the Public Access to Computers and Internet at Shire Libraries Policy as attached to this report.

Background Information

Council first adopted a "Policy for Public Access to the Internet at Shire Libraries" in 1997. Council have been undertaking a full policy review throughout 2017 and the policy has been updated to reflect current practices and changes in this area of service delivery.

Link to Corporate/Operational Plan

3.1.3 Encourage equitable access to facilities

3.3.1 Encourage increased use of community spaces and facilities

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

Consultation

Council discussed this policy at a workshop on 7 November, 2017. Library Manager, Alexis Adams was also involved with the review of this policy.

Legal Authority or Implications

Legal considerations such as Copyright and Censorship are covered in the policy.

Policy Implications

This is a revised policy and will replace the existing “Policy for Public Access to the Internet at Shire Libraries”. The policy will be updated in Council’s policy register and published to Council’s website.

Financial and Resource Implications

There is no additional financial implication through the adoption of this policy. Computer and Internet services costs are included in the annual budget.

Report prepared by:

Rebecca Stockdale - Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Public Access to Computers and Internet at Shire Libraries Policy

Policy Type	Corporate
Function	Arts and the Library
Policy Owner	Manager Community Development
Policy Contact	Manager Library
Review Schedule	36 Months
Resolution No.	Enter Resolution Number

1. Purpose

This policy provides a formally endorsed framework for Computer, Internet and WIFI services provided through the Burdekin Shire Council Libraries.

2. Scope

This policy applies to all people at Council's libraries accessing the public computers, WIFI service, or internet service.

3. Exceptions

Nil

4. Definitions

Libraries – any library facility managed by Burdekin Shire Council

Public computers – any fixed or moveable device accessing internet content and other computing services managed for public use by the Libraries.

Internet service includes internet access provided by the Libraries through WIFI or networked computers

WIFI – a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area. For this policy WIFI will mean the Burdekin Shire Council Library WIFI.

5. Objectives

The objective of this policy is to promote responsible and equitable use of computers and Internet in the Burdekin Libraries being consistent with library policies and National, State and Local laws.

6. Policy Statement

To ensure equitable access to the Internet and efficient use of resources, Burdekin Library reserves the right to establish terms and conditions for this use and to modify these terms and conditions when and where appropriate.

By using the Library's Computer or Internet service, users agree to these terms and conditions contained in the "Terms and Conditions for Computer and Internet Access" available to the user prior to accessing the services.

By using the Library's electronic resources including the Internet service, users release and discharge the Burdekin Shire Council and its employees from any liability which might arise including, but not limited to, loss of data, loss of privacy, offensive or inaccurate material, or damage from viruses and malicious code.

Users should be aware that the downloading of illegal information from the Internet could lead to prosecution.

6.1 Censorship

In line with the statement by the Australian Library and Information Association on online content regulation, Burdekin Libraries do not filter or censor internet content. Powers of censorship are vested with Australian Federal and State governments. Any complaints about internet content must be addressed to the Australian Communications and Media Authority.

6.2 Copyright

Much of the material (including software) available on the Internet is under copyright. Users should be aware that, unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright subsists (including digital copying) may infringe the copyright in that work. A copyright owner is entitled to take legal action against a user who infringes his or her copyright.

6.3 Risks of Access

- The Libraries are not responsible for filtering Internet content or supervising Internet use. Some material available on the Internet is unsuitable for minors. When a user is under the age of 18 years, supervision or restriction of a child's access to the Internet is the responsibility of the parent/caregiver.
- The internet enables access to material that is offensive and objectionable to many members of the public. The library service cannot protect clients from information they may deem offensive. The library seeks to address community concerns by placing public computers in full public view.
- The internet is a largely unpoliced domain and internet services are not secure. Therefore, users should exercise caution when submitting personal details or other information that could have the potential to be misused.
- Users should be aware that communications over a wireless network are not secure. Information sent from or to a wireless connected device can be captured by anyone else with a wireless device and appropriate software.
- The Libraries cannot guarantee the quality of information on the Internet. It is the responsibility of the user to determine the validity, quality and relevancy of the information accessed.
- Data downloaded from the Internet may contain viruses. Every user is responsible for maintaining virus-checking software on their home computing or portable equipment.

6.4 Conduct

Any computer issues should be reported to Library staff immediately. Users should not attempt to 'repair' hardware or software issues.

Unacceptable conduct may lead to the suspension of Library Internet privileges.

Unacceptable conduct includes, but is not limited to:

- Destruction or damage to Library equipment or software
- Licence infringement
- Attempting to modify or gain access to files, passwords or data belonging to others
- Executing unauthorised software on the Library computers.
- Display or downloading of offensive or inappropriate material
- Behaviour that causes disruption to other users including not using headphones when accessing sites with sound.
- Illegal, criminal or anti-social (intimidation, harassment, bullying) internet use
- Use of the Libraries' facilities to conduct a business
- Use of the Libraries' facilities for any illegal activity
- Abuse of, or threats to library staff
- Refusal to vacate a public computer when a booking has expired.

Abuse of posted terms and conditions will be subject to sanctions at the discretion of the Library Manager. Library staff will determine what constitutes a violation of this policy or the posted terms and conditions.

6.5 Fees and charges

Council may from time to time levy charges for use by non-members. Charges may be levied for printing and other consumables. Fees and charges are reviewed annually and are available from library staff or in the Burdekin Shire Council Schedule of Fees and Charges on the Council's website.

6.6 Privacy

The State Government's *Information Privacy Act 2009* requires the Burdekin Library to uphold the privacy of clients. We therefore do not actively monitor information or sites accessed by users of Burdekin Library's Internet connection. Personal information gathered by Burdekin Library is used only for the purposes for which it was originally gathered and is not disclosed to any external party, unless this is lawfully required or unless such disclosure is necessary to counter a serious threat to individual or public safety.

7. Legislation

Local Government Act 2009

Information Privacy Act 2009

Copyright Act 1968

Broadcasting Services Act 1992

8. Related Documents

Document Title	Description

9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
2.0	Revised Draft	Executive Officer- Rebecca Woods	N/A	23/06/2017
3.0	Revised draft	Library manager – Alexis Adams	N/A	20/09/2017

5.2 Adoption of Revenue Assistance (Interest Free Loans) Policy

Document Information

Referring Letter No: N/A

File No: 1690

Name of Applicant: N/A

Location: N/A

Author and Title: Vicki Walker – Governance and Property Officer

Executive Summary

The Revenue Assistance (Interest Free Loans) Policy provides corporate guidelines on the provision of interest free financial assistance to sporting, cultural and community organisations to upgrade their facilities on Burdekin Shire Council owned or controlled land and for the purchase of large items of specialised plant valued at over \$5,000.

A review has been undertaken of the policy and the revised version is attached for consideration and adoption.

Recommendation

That Council adopt the attached revised Revenue Assistance (Interest Free Loans) Policy.

Background Information

Council's Revenue Assistance (Interest Free Loans) Policy encourages the ongoing social, cultural and sporting development within the Burdekin Shire Council area by supporting community initiatives.

This policy applies to incorporated and not-for-profit sporting, cultural or community organisations that hold lease agreements with Burdekin Shire Council for occupation of Council owned or controlled land. However, Council reserves the right to exercise its discretion in considering and approving applications from incorporated and not-for-profit organisations that do not hold lease agreements with the Council.

Link to Corporate/Operational Plan

3.4.1 Encourage active communities through the provision and maintenance of recreational facilities.

3.4.2 Support sporting organisations in providing opportunities for physical activity.

Consultation

Council reviewed this policy at a workshop on 5 September 2017.

Legal Authority or Implications

Nil

Policy Implications

This policy will replace the existing Revenue Assistance (Interest Free Loans) Policy that was adopted on 22 November 2010.

Financial and Resource Implications

Funding allocated in the annual budget.

Report prepared by:

Vicki Walker – Governance and Property Officer

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

1. Revenue Assistance (Interest Free Loans) Policy

Policy Type	Corporate
Function	Community Assistance
Policy Owner	Manager Community Development
Policy Contact	Manager Community Development
Review Schedule	24 Months
Resolution No.	Enter Resolution Number

1. Purpose

The purpose of this policy is to provide guidelines on the provision of interest free financial assistance to sporting, cultural and community organisations to upgrade their facilities on Burdekin Shire Council owned or controlled land.

2. Scope

This policy applies to incorporated and not-for-profit sporting, cultural or community organisations that hold lease agreements with Burdekin Shire Council for occupation of Council owned or controlled land.

The Council reserves the right to exercise its discretion in considering and approving applications from incorporated and not-for-profit organisations that do not hold lease agreements with the Council

3. Exceptions

This policy excludes loans for maintenance, minor repairs and moveable items (excluding items of specialised plant to a value greater than \$5,000).

4. Objectives

The objectives of this policy are:

- 4.1 To circulate interest free loans to eligible applicants within Council's budget allocation and to set a combined limit of \$650,000 for all interest free loans currently outstanding at any point in time.
- 4.2 To encourage applicants to make funding applications other than to Council, such as to the State and Federal Governments. The rationale for this is to maximise funding received into the Burdekin Shire from external sources.
- 4.3 To encourage the ongoing social, cultural and sporting development within the Burdekin Shire Council area by supporting community initiatives.

5. Principles

- 5.1 All applications for interest free loans will be assessed by merit against the eligibility criteria in an equitable and transparent process.
- 5.2 The loan term and repayments are to be determined by negotiation between the Council and the applicant. Please note that there are restrictions set for the maximum loan amount and maximum loan term set by the Treasurer. Refer Section 7 – Legislation.
- 5.3 Should there be any default in repayment of the loan the Council may charge interest at the rate of 15% per annum.
- 5.4 Council will undertake a due diligence and probity check, in conjunction with Council's Auditors if required, to establish the ability of the applicant to service loan principal repayments.

6. Policy Statement

Eligibility Criteria

- 6.1 Applicants must be an incorporated and not-for-profit organisation.
- 6.2 Applicants must have a lease arrangement with the Council for occupation of the land in respect of the proposed project to be undertaken.
- 6.3 Applicants are required to demonstrate that they have made application for funding for the project to other funding sources to the satisfaction of Council.
- 6.4 Applications can be for projects that create permanent improvements or items considered to be fixed to a structure erected on Council owned or controlled land. This includes structural improvements of a fixed nature.
- 6.5 Applications can be for projects to purchase large items of specialised plant to a value greater than \$5000, such as tractor mowers and the like, to be used for the purpose of enhancing the activity of the sporting/cultural/community organisation.
- 6.6 Applicants must provide a full description of the project for which the interest free loan is sought and include with the application the following:
 - An audited Annual Income and Expenditure Statement and Balance Sheet for the past 2 years
 - A copy of the community group or organisation's constitution
 - A copy of the minute passed at a meeting of the community group or organisation seeking the interest free loan from Council.

Conditions for the Purchase of Plant

- 6.7 In respect of financial assistance provided for the purchase of plant, for the period of time during which monies are outstanding to the Council under an agreement made under this policy, the following conditions will apply:
 - 6.7.1 The applicant shall keep, repair and maintain the said plant in good repair and condition
 - 6.7.2 That if any monies that are due and payable to the Council are in default and if the Council demands, the applicant shall forthwith deliver the item of plant to the Council for any action that it deems fit, including the sale thereof. If the sale proceeds are greater than the monies due and payable to the Council, together with the costs associated with the sale, the amount of surplus will be returned to the applicant.

- 6.7.3 The applicant indemnifies and agrees to keep indemnified the Council against any claim arising out of or in any way connected with this transaction from the date of provision of the interest free loan, or any activity associated with the use of the item of plant (all referred to as "the indemnified acts or omissions") save to the extent that the claim arises as a result of any negligent act or omissions of the parties, however any negligent act or omissions of one of the parties does not negate the indemnity to the other parties. The applicant releases and discharges the Council from any claim relating to the indemnified acts or omissions.
- 6.7.4 The applicant shall during the term of this agreement until such time as all monies due and payable to the Council have been received by the Council, insure and keep insured in some public insurance office, the item of plant against loss or damage by fire, storm, tempest and theft to its full insurable value and will cause all monies received by virtue of such insurance to be forthwith laid out in re-instating the said item of plant so destroyed or damaged as aforesaid.
- 6.7.5 The applicant must have in place a public liability insurance policy in the amount of \$10,000,000 (\$10 million) in respect of any liability at law, for any loss of or damage to any property or for the injury (including death) to any person arising out of anything done or omitted in respect of the use of the item of plant and against any claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof.
- 6.7.6 The Council shall have the right from time to time personally or by their duly authorised agent or agents to enter upon land occupied by the applicant and all reasonable times to view and examine the condition of the item of plant and may give to the applicant not less than 48 hours' notice in writing, specifying any repairs necessary to be done and requiring the applicant forthwith to execute the same and if the applicant shall not proceed diligently with the execution of such repairs, the Council may after the expiration of the period of notice enter upon the said land and execute such repairs and the costs thereof shall be a debt due from the applicant to the Council and be forthwith recoverable by action.

7. Legislation

Local Government Act 2009

Local Government Regulation 2012

Statutory Bodies Financial Arrangements Act 1982

The provision of loans to eligible organisations by local governments is captured under the above Act and, as such, require the Treasurer's approval. The Department of Local Government, Infrastructure and Planning has obtained from the Treasurer, on behalf of all local governments, a general approval for the provision of loans to community groups. The following conditions are attached to this approval:

- *The maximum loan amount for each community organisation will be the lesser of the amount set out in a local government's policy on financial assistance or \$120,000.*
- *The maximum repayment term for each loan will be the lesser of the term set out in a local government's policy on financial assistance or ten years.*
- *The total value of outstanding loans to community organisations provided under this approval does not exceed \$2 million at any time for an individual local government.*

For any loans that fall outside the above limits, the normal approval process through the Department is required.

8. Related Documents

Document Title	Description
Interest Free Loans Application Form	

9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1.0	Adopted	General Council Meeting	N/A	8/4/1999
1.1	Amended	Finance Meeting	N/A	21/8/2003
1.2	Amended	Ordinary Council Meeting	N/A	22/11/2010
1.3	Revised draft. Amended wording and updated to new policy template	Rebecca Woods Executive Officer	N/A	18/8/2017

Effective Date: [Select Effect Date](#)

PROTECTIVE MARKING

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Documents are considered uncontrolled when printed or removed from their source location

5.3 Notices of Intention to Resume - Bruce Highway (Ayr - Townsville) Haughton River Floodplain Upgrade Project

Document Information

Referring Letter No: 1414464, 1414466, 1414467, 1414468, 1414469, 1414476, 1414477

File No: 158

Name of Applicant: N/A

Location: N/A

Author and Title: Vicki Walker - Governance and Property Officer

Executive Summary

Seven Notices of Intention to Resume have been served upon Council by the Department of Transport and Main Roads in relation to the proposed Bruce Highway (Ayr-Townsville) Haughton River Floodplain Upgrade Project.

The Notices have been served in accordance with the Acquisition of Land Act 1967, Transport Infrastructure Act 1994 and the Transport Planning and Co-ordination Act 1994.

Recommendation

That in relation to the Notices of Intention to Resume received from the Department of Transport and Main Roads (the Department), as constructing authority for the State of Queensland with regard to the Bruce Highway (Ayr-Townsville) Haughton River Floodplain Upgrade Project:

1. Council offer no objection to the resumption of drainage easements and freehold land as notified by the Department, and listed below:
 - Easement in Gross No 601024671 (N783488) burdening the land (Lot 8 on RP859475 – 33115 Bruce Highway, Horseshoe Lagoon) over Easement K on RP730113 to Council of the Shire of Ayr. (*Resuming part of Easement K*)
 - Easement in Gross No 601024671 (N783488) burdening the land (Lot 1 on RP731511 – 8 Bartlett Road, Horseshoe Lagoon) over Easement M on RP30113 to Council of the Shire of Ayr. (*Resuming whole of Easement M*)
 - Easement in Gross No 601025236 (N835801) burdening the land (Lot 48 on RP886329 – 7 Bartlett Road, Horseshoe Lagoon) over Easement N on RP31511 to Council of the Shire of Ayr. (*Resuming part of Easement N*)

- Including Easement in Gross No 601024671 (N783488) burdening the land Lot 47 on RP731511 over Easement M on RP30113 to Council of the Shire of Ayr. *(Resuming whole of Lots 46 & 47 on RP731511(.05 metre wide access restriction strips – Council freehold) and whole of Easement M)*
 - Easement in Gross No 601024671 (N783488) burdening the land (Lot 90 on RP730435) over Easement L on RP30113 and Easement in Gross No 601094300 (N835802) burdening the land over Easement P on RP31513 to Council of the Shire of Ayr. *(Resuming whole of Easement L and part of Easement P)*
 - Easement in Gross No 601025236 (N835801) burdening the land (Lot 49 on RP886329 – 11 Bartlett Road, Horseshoe Lagoon) over Easement N on RP31511 to Council of the Shire of Ayr. *(Resuming part of Easement N)*
 - Interest in road side advertising sign on Lot 21 on RP907993 (300 Woodstock Giru Road, Mount Surround) to Burdekin Shire Council.
2. Confirmation be sought that all costs associated with the relocation of the Burdekin Shire Council “Giru” sign located on Lot 21 on RP907993 will be borne by the Department.

Background Information

The Haughton River Floodplain (HRF) Bruce Highway Upgrade Project is located on the Bruce Highway midway between Ayr and Townsville. The project scope is a 13.47km section of the Bruce Highway, from just south of Trembath Road to just north of Mailman Road.

The project will include:

- new drainage infrastructure
- a new Haughton River Bridge
- two highway overpasses of the existing cane-tramway open-level crossings at the Hodel Road/Upper Haughton Road/Bruce Highway intersection and the Shirbourne Road/Bruce Highway intersection
- roadway to 11.5m width and embankments to provide a higher-level highway
- Upgrading of nine rural intersections with the Bruce Highway, to channelised intersections, to improve safety.
- Adequate waterway area (through a series of new, wider, higher-level bridges and culverts) to provide improved flood immunity.

It is expected that the project will significantly reduce the frequency and duration of road closures on the Bruce Highway at Horseshoe Lagoon, Haughton River, Pink Lily and the Reed Beds.

The Department of Transport and Main Roads has undertaken extensive consultation with all identified stakeholders for this project. All stakeholders impacted by land resumptions individually met in Giru to discuss the resumption process with Department representatives.

The Notices of Intention to Resume served on Council are in relation to drainage easements (whole and part) along the Bruce Highway, access restriction strips (Council freehold) along the boundaries of two lots, and a road side sign (Giru sign with “waves” logo) located on Lot 21 on RP907993 near the Woodstock Giru Road intersection.

Under the resumption process, affected parties may claim compensation. A claim for compensation may be made within 3 years after the day the land is taken. Taking into account the type of land to be resumed and the purposes for which the land is used, it is not recommended that any claim be made.

Manager Technical Services, Kevin Byers has reviewed the notices and provided the following comments:

- No objection to the loss of the drainage easements due to the additional drainage that will be provided across the highway as part of the project.
- The access restriction strips (.05 metre wide strips - total area of 412m²) are not required.
- No objection to the relocation of the road side sign. TMR is to advise if the sign is required to be relocated within the new road reserve and provide Council with all necessary approval to have the sign in the reserve. All costs for any modifications to be borne by TMR.

Mr. Byers will provide an overview to Council on the location of the proposed resumptions when this report is tabled for consideration.

Link to Corporate/Operational Plan

Co-operate with state and federal government to enhance the transport network

Consultation

Manager Technical Services – Kevin Byers
Department of Transport and Main Roads

Legal Authority or Implications

Acquisition of Land Act 1967, Transport Infrastructure Act 1994, Transport Planning and Co-ordination Act 1994.

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Vicki Walker – Governance and Property Officer

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

NIL

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

8.1 Calling of Tenders to Establish a Register of Pre-qualified Suppliers for Bore and Pump Maintenance Services

Document Information

Referring Letter No: 1417173 & 1417174

File No: 805,807 & 808

Name of Applicant: N/A

Location: N/A

Author and Title: Gary Keane – Manager Contracts

Executive Summary

Tenders for TBSC/17/022 – Register of Pre-Qualified Suppliers – Bore and Pump Maintenance Services closed at 12 noon on the 16th October, 2017.

Six (6) sets of documents were requested and issued to prospective tenderers.

Two tenders were received at the nominated closing time.

Recommendation

That Council accepts the tenders submitted by Ayr Boring Company Pty. Ltd. and B & M Drilling Pty. Ltd. for the purpose of establishing a Register of Pre-qualified Suppliers – Bore and Pump Maintenance Services.

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

Background Information

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

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

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

Tenders were evaluated by a panel of two officers from the Department of Operations. The key selection criteria consisted of Experience, Key Personal, Resources, Understanding, Local Content & Price.

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

Link to Corporate/Operational Plan

1. Infrastructure

- 1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.
- 1.4.2 Increase water supply network reliability.

2. Economic development

- 2.2.3 Support the development and expansion of existing business.

5. Organisational Sustainability

- 5.3.2 Ensure Council's financial position is effectively managed.
- 5.3.3 Adhere to the governance framework and public reporting systems.

Consultation

Tenders for the above, closing at 12 noon on the 16th October 2017 were advertised in The Burdekin Advocate on the Wednesday 20th September 2016.

A non-mandatory meeting of prospective tenderers was held at the council chambers at 5.30 pm Wednesday 4th October, 2017 to explain the purpose of the tender and permit prospective tenderers to ask questions. One prospective tenderer attended the meeting.

Legal Authority or Implications

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

Burdekin Shire Council Procurement Policy 2017/2018.

Policy Implications

The establishment of a Register of Pre-qualified Suppliers is consistent with the Burdekin Shire Council Procurement Policy 2017/2018 as follows:

Clause 3 Objectives states:

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

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

Clause 5 Principles states:

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

(a) Value for money

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

- (i) contribution to the advancement of Council's priorities; and
- (iv) internal administration costs; and

(b) Open and effective competition

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

(c) The development of competitive local business and industry

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

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

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

7.5 Exceptions

Local Government Regulation 2012 Chapter 6 Contracting, Part 3 Default contracting procedures at Division 3 (Sections 229-235) identifies exceptions for medium-sized and large-sized contracts. If one of the exceptions applies, Council may enter into:-

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

The exceptions are summarized as follows:

Section 232 – Register of pre-qualified suppliers

Financial and Resource Implications

Council's expenditure on bore and pump maintenance services is variable year to year. Expenditure on these services is budgeted in both capital and operational budgets depending on the nature of works performed.

Report prepared by:

Gary Keane – Manager Contracts

Report authorised by:

Wayne Saldumbide – Manager Operations

Attachments

NIL

8.2 Rescission of Operational Policy - No Requirement for Drainage Grates in Car Parks and Driveways less than 500sq meters

Document Information

Referring Letter No: N/A

File No: 1579

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Stockdale - Executive Officer

Executive Summary

Council first adopted a policy relating to requirements for drainage grates in carparks and driveways in 1999. Through the course of the ongoing review of all Council Policies, Council have discussed this policy at a recent workshop and have been advised by relevant council officers that the policy is no longer relevant. Issues of this nature are now commonly dealt with through the conditions applied to Development Permits and there is no need for a Council policy for this issue.

Recommendation

That Council rescinds the existing No Requirement for Drainage Grates in Carparks and Driveways Less than 500sq meters Policy.

Background Information

Council adopted the policy “No Requirement for Drainage Grates in Carparks and Driveways Less than 500sq meters” was first adopted by Council in November 1999. The Policy has not been formally reviewed since its adoption. It is now the practice of Council that these matters are dealt with through conditioning development approvals.

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

Consultation

Council discussed this policy at a workshop on 19 September. Manager of Operations, Wayne Saldumbide and Manager of Planning and Development, Shane Great, have both provided their advice regarding the rescission of this policy.

Legal Authority or Implications

N/A

Policy Implications

This policy, upon rescission by Council, will be removed from Council's website and will be recorded as rescinded in the policy register.

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Stockdale - Executive Officer

Report authorised by:

Wayne Saldumbide- Manager Operations

Attachments

1. N/A

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

- Staff Accrued Annual Leave and Long Service Leave Entitlements Report

17 DELEGATIONS

