



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 13 April 2021

COMMENCING AT 9:00AM

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the *Information Privacy Act 2009* to protect the privacy of personal information.

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Burdekin Shire Council

TUESDAY 13 APRIL 2021

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 23 March 2021

Recommendation

That the minutes of the Ordinary Council Meeting held on 23 March 2021 be received as a true and correct record.



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 23 March 2021

COMMENCING AT 9:00AM



Burdekin Shire Council

TUESDAY 23 MARCH 2021

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ATTENDANCE

Councillors L.A. McLaughlin (Mayor), S.P. Perry (Deputy Mayor), K.D. Boccalatte, J.T. Bonanno, M.J. Detenon, J.A.G. Furnell and M. Musumeci

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor – Director Corporate and Community Services
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services
Mrs. K. Olsen – Manager Financial and Administrative Services (Part)
Mr. D. Cornwell – Manager Community Services (Part)
Mr. S. Great - Manager Planning and Development (Part)
Mr. K. Byers - Manager Technical Services (Part)
Mr. G. Stockdale – Design Office Coordinator (Part)
Mrs. J. Thomasson – Revenue Coordinator (Part)
Ms. K. Flanagan – Rates Officer (Part)
Mrs. M. Bunyan – Rates Officer (Part)
Mrs. M. Horan – Rates Officer (Part)
Mrs. K. McDonnell – Rates Officer (Temporary) (Part)

Minutes Clerk – Miss. M. Price-Wilson

1 PRAYER

The meeting prayer was delivered by Pastor Gavin Henderson of the Presbyterian Church.

9.04am Mr. Cornwell entered the meeting.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor McLaughlin advised she had a Declarable Conflict of Interest in relation to Item 3.3 – Community Grants Program Panel Meeting Minutes – 15 March 2021 as her nephew Mark Vass is President of the Home Hill Harvest Festival Committee which requested grant funding for the 2021 Home Hill Harvest Festival. Councillor McLaughlin advised of her intention to leave the meeting during this discussion.

Councillor Musumeci advised he had a Declarable Conflict of Interest in relation to Item 3.3 – Community Grants Program Panel Meeting Minutes – 15 March 2021 as his wife Shannon Musumeci was Treasurer of the East Ayr State School P&C at the time of the Community Grants Program Panel Meeting for which they requested grant funding for the Shrek Musical. Councillor Musumeci advised of his intention to leave the meeting during this discussion.

Mr. Brennan advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 - Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 as his wife Vicky Brennan is an employee at Curves Ayr which is owned by Joanne and Mario Barbagallo. Mr. Barbagallo is an adjoining landowner to the proposed crossing. Mr. Brennan advised of his intention to leave the meeting during this discussion.

Mr. Wellwood advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 - Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 as he is family friends with an adjoining land owner to the proposed crossing, Mr. Mario Barbagallo. Mr. Wellwood advised of his intention to leave the meeting during this discussion.

Councillor Musumeci advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 - Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 as he is a Director of Pioneer Canegrowers Organisation which Peter Bugeja and Lyndel Owens are members of. Lyndel Owens, Director of Bohle Grazing Pty Ltd and Peter Bugeja are the applicants for the matter before Council. Councillor Musumeci advised of his intention to leave the meeting during this discussion.

12 DELEGATIONS

12.1 Presentation - Burdekin Chaplaincy - Annual Donation

A cheque was presented by Mayor McLaughlin to Ms. Rhonda Williams of the Burdekin Community Church on behalf of Burdekin Shire Council for the Annual Donation to the Burdekin Chaplaincy Committee.

3 MINUTES AND BUSINESS ARISING

9.17am Mr. Great entered the meeting.

3.1 Ordinary Council Meeting Minutes - 9 March 2021

Recommendation

That the minutes of the Ordinary Council Meeting held on 9 March 2021 be received as a true and correct record.

Resolution

Moved Councillor Detenon, seconded Councillor Furnell that the recommendation be adopted noting that Council has received formal correspondence to withdraw the application for the Interest Free Loan from Home Hill Cricket Club as the funding is no longer required.

CARRIED

9.25am Mr. Byers entered the meeting.

3.2 Burdekin Shire Youth Council Meeting Minutes - 22 February 2021

Summary of recommendations and actions for consideration and adoption:

Item 6 – Giru Outdoor Movie Night – Friday, 5 March 2021

That Council note the involvement of Youth Council in promoting of the Giru Outdoor Movie Night to be held on Friday, 5 March 2021.

Item 7 – Fast Track Talent Showcase – Saturday, 20 March 2021

That Council note the involvement of the Youth Council in the running of the Fast Track Talent Showcase to be held on Saturday, 20 March 2021.

Item 5 – Arts & Cultural Strategy Consultation Meeting

That Council note the involvement of the Youth Council in the Arts and Cultural Strategy Consultation Meeting to be held on 15 March 2021.

Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 22 February 2021 be noted; and
2. the actions as detailed in the minutes and summarised above be adopted.

Resolution

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

CARRIED

3.3 Community Grants Program Panel Meeting Minutes - 15 March 2021

9.28am Councillor McLaughlin left the meeting at the commencement of this discussion as she advised she had a Declarable Conflict of Interest in relation to Item 3.3 – Community Grants Program Panel Meeting Minutes – 15 March 2021 as her nephew Mark Vass is President of the Home Hill Harvest Festival Committee which requested grant funding for the 2021 Home Hill Harvest Festival.

Councillor Perry assumed the chair.

9.29am Councillor Musumeci left the meeting at the commencement of this discussion as he advised he had a Declarable Conflict of Interest in relation to Item 3.3 – Community Grants Program Panel Meeting Minutes – 15 March 2021 as his wife Shannon Musumeci was Treasurer of the East Ayr State School P&C at the time of the Community Grants Program Panel Meeting for which they requested grant funding for the Shrek Musical.

Summary of recommendations and actions for consideration and adoption:

Item 1 – Consideration of Grants Applications Round 3 – 2020/2021 Financial Year

No.	Applicant	Recommended Funding	Recommended In-kind Support
1.1	Rotary Club of Ayr		\$ 500.00
1.2	Burdekin Road Runners & Walkers Club		\$ 1,100.00
1.3	Lower Burdekin Ski Club Inc.	\$ 4,720.00	\$ 350.00
1.4	Burdekin Cruisers Car Club Inc.	\$ 2,000.00	\$ 708.00
1.5	Home Hill Harvest Festival	\$ 5,000.00	\$ 1,000.00
1.6	Home Hill Tennis Association		\$ 2,600.00
1.7	Rock Solid Boxing Club & Burdekin Baptist Church	\$ 3,500.00	
1.8	East Ayr State School P & C	\$ 0.00	
1.9	Burdekin BMX Club Inc.	\$ 1,140.00	\$ 604.00

Recommendation

That:

1. the minutes of the Community Grants Program Panel Meeting held on 15 March 2021 be noted;
2. the funding recommendations as detailed in the minutes and noted in Item Number 1.1 to Item Number 1.9 above be adopted;
3. it be noted that the Burdekin Readers and Writers Festival approved in Round 3 – 2019/2020 Financial Year did not proceed and \$5,000.00 was refunded to Burdekin Shire Council. This allowed for the Community Grants cash pool for Round 3 – 2020/2021 Financial Year to have \$26,000.00 available;
4. it be noted that the remaining funds from the 2020/2021 Financial Year after disbursement of Round 3 approvals will be \$9,640.00; and
5. it be noted that there will be potential further refunds from funding which was provided for events which did not proceed in 2020 due to COVID-19.

Resolution

Moved Councillor Furnell, seconded Councillor Boccalatte that the recommendation be adopted.

CARRIED

9.34am Councillor McLaughlin returned to the meeting and assumed the chair.

9.35am Councillor Musumeci returned to the meeting.

9.35am Mr. Stockdale entered the meeting.

3.4 Remaining 2020/2021 Funds - Community Grants Fund

Resolution

Moved Councillor Perry, seconded Councillor Furnell that the remaining Community Grants Funds from 2020/2021 Financial Year be carried over or constrained for 2021/2022 Financial Year due to an anticipated increase in the number of applications for assistance due to the effects of COVID-19 leading to the cancellation of events in the past year.

CARRIED

9.40am Mr. Cornwell left the meeting.

4 EXECUTIVE

4.1 CEO

4.2 ECONOMIC DEVELOPMENT

5 CORPORATE AND COMMUNITY SERVICES

5.1 CLIENT SERVICES

5.2 COMMUNITY DEVELOPMENT

9.40am Mr. Brennan left the meeting.

5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

5.3.1 Monthly Financial Report for Period Ending 28 February 2021

9.42am Mr. Brennan returned to the meeting.

Recommendation

That the Monthly Financial Report for Period Ending 28 February 2021 be received.

Resolution

Moved Councillor Detenon, seconded Councillor Boccalatte that the recommendation be adopted.

CARRIED

9.50am Mrs. Olsen left the meeting.

5.4 GOVERNANCE

5.4.1 Queensland Reconstruction Authority - Recovery and Resilience Grant

Executive Summary

A program of works is required for projects to be undertaken from a \$857,000.00 grant for funding support made available through the National Drought and North Queensland Flood Response and Recovery Agency.

Recommendation

That Council submit for approval by Queensland Reconstruction Authority the following projects to be funded from an \$857,000.00 grant made available through the National Drought and North Queensland Flood Response and Recovery Agency, noting that additional projects may be added at a later date to expend the full amount of funds available:

Installation of Bypass Pipeline – Home Hill Water Tower: \$303,050.00

Refurbishment of Ayr SES Headquarters: \$60,000.00

Installation of Cyclone Shutters for Local Disaster Co-Ordination Centre: \$12,500.00

Multi-Year Funding towards Sweet Days Hot Nights Festival: \$30,000.00

Relocation of Giru Helipad to near SES building: \$50,000.00

Burdekin Community Builders Program (to develop and deliver targeted community resilience and organisational capacity building training to support Burdekin's not for profit community, cultural and sporting organisations): \$300,000.00

Resolution

Moved Councillor Perry, seconded Councillor Furnell that the recommendation be adopted noting the amendment to the name 'Burdekin Community Builders Program' to 'Community Capacity Building Program'.

CARRIED

6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

6.1 ENVIRONMENTAL AND HEALTH SERVICES

6.2 OPERATIONS

6.3 PLANNING AND DEVELOPMENT

10.06am Mr. Byers left the meeting.

6.3.1 Development Application for Reconfiguring a Lot (1 into 2 Lots) at 219 Colevale Road Brandon (Lot 28 on SP175531)

10.09am Mr. Byers returned to the meeting.

Executive Summary

A Development Application has been received from Atkinson Booy Surveys on behalf of their client Kent Olsen seeking approval for Reconfiguring a Lot (1 into 2 Lots) at 219 Colevale Road, Brandon (Lot 28 on SP175531).

A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire Council's Integrated Planning Act (IPA) Planning Scheme. Given the 'Rural' zoning, it is considered that the application is contrary to achieving the purpose of the IPA Planning Scheme. Refusal of the application is recommended.

Recommendation

That Council refuse the Development Application for Reconfiguring a Lot (1 into 2 Lots) at 219 Colevale Road, Brandon (Lot 28 on SP175531) based on the following grounds:

- The proposed development compromises the achievement of specific Desired Environmental Outcomes (DEOs) contained within the Burdekin Shire Council's IPA Planning Scheme.
- The development proposed has not demonstrated sufficient grounds to justify or override the identified conflicts with the Burdekin Shire Council's IPA Planning Scheme and in particular the Reconfiguring a Lot Code.
- The development proposed is not located in an area planned to benefit from all relevant urban infrastructure and current planning assumptions. Consequently, the proposal conflicts with the provisions of the scheme.

Resolution

Moved Councillor Boccalatte, seconded Councillor Musumeci that the recommendation be adopted noting the amendment of Lot 28 on SP175531 to Lot 8 on SP175531 within the report.

FOR: Councillors Furnell, Boccalatte, Perry and McLaughlin

AGAINST: Councillors Musumeci, Detenon and Bonanno

4/3

CARRIED

6.4 TECHNICAL SERVICES

6.4.1 Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012

10.28am Mr. Brennan left the meeting at the commencement of this discussion as he advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 - Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 as his wife Vicky Brennan is an employee at Curves Ayr which is owned by Joanne and Mario Barbagallo. Mr. Barbagallo is an adjoining landowner to the proposed crossing.

10.29am Councillor Musumeci left the meeting at the commencement of this discussion as he advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 - Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 as he is a Director of Pioneer Canegrowers Organisation which Peter Bugeja and Lyndel Owens are members of. Lyndel Owens, Director of Bohle Grazing Pty Ltd and Peter Bugeja are the applicants for the matter before Council.

10.30am Mr. Wellwood left the meeting at the commencement of this discussion as he advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 - Application to Carry Out Works in a Road Reserve Over Bill Britt Road Upper Haughton Under Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 as he is family friends with an adjoining land owner to the proposed crossing, Mr. Mario Barbagallo.

Executive Summary

Council is required to assess an application under *Local Law No.1 (Administration) 2012 (LL1)* and *Subordinate Local Law No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012 (LL 1.15)* for a prescribed activity. The proposal seeks to undertake works within the western part of Bill Britt Road reserve, Upper Haughton to effectively create a ramp, side batters and an area gated off from public access to allow for cane haulage access across a low-level crossing of the Upper Haughton River for the benefit of the Applicant, Bohle Grazing Pty Ltd, the registered owner of Lot 96 on SP143120.

The approval required is unusual and is undertaken to complete obligations binding on the Applicant pursuant to a historical subdivision for cane harvesting purposes on the Eastern side of the Haughton River in 1996. Council is now bound by mandatory assessment criteria and the approvals regime under LL1 however.

As the works proposed within Council's road reserve may represent an additional risk to the public and additional costs to the rate payer, given the extensively engineered works required to access the crossover, external assessment together with Council's Officers' consideration supports conditions being imposed to ensure public safety and maintenance risks are mitigated for Council to issue an approval as recommended.

Recommendation One

It is recommended:

That the Application for approval of works within Bill Britt Road Reserve, Upper Haughton pursuant to *Local Law No.1 (Administration) 2012* for the prescribed activity of Carrying out Works on a Road or Interfering with a Road or its operation, under *Subordinate Local Law 1.15* is approved, subject to the following conditions:

Initial Works Approved

1. Subject to other conditions of this approval, the Applicant must carry out the prescribed activities generally in accordance with the below plans, as amended by these conditions of approval:

Drawing Number	Issue	Sheet Name	Date
TUR0019/01	P7	Layout Plan and Longitudinal Section	15 September 2020
TUR0019/02	P6	Cross Sections	15 September 2020
TUR0019/03	P6	Intersection Layout Plan, Typical Sections and Construction Details	15 September 2020
TUR0019/04	P5	Stormwater and Culvert Layout Sections and Constructions Details	23 June 2020
TUR0019/05	P6	Road Signage Layout Plan	23 June 2020
TUR0019/06	P2	Haughton River Overall Sections	23 June 2020
TUR0019/A01	P1	Layout Plan	4 February 2020
TUR0019/Q01	P7	Soil Erosion & Sediment Control Layout Plan (Sheet 1 of 2)	15 September 2020
TUR0019/Q02	P5	Soil Erosion & Sediment Control Layout Plan (Sheet 2 of 2)	15 September 2020
TUR0019/V01	P6	Vehicle Movement Plan Design – 19m Semi-Trailer	15 September 2020
TUR0019/V02	P6	Vehicle Movement Plan Design – 19m Semi-Trailer	15 September 2020

2. This approval only relates to works and ongoing interference with the operation of the Bill Britt Road reserve, Upper Haughton. This approval does not extend to any works outside of the Bill Britt Road reserve, Upper Haughton, whether connected to works in the reserve or not. For clarity, this includes any works within the Haughton River and on the western side of the River, which are the sole responsibility of the Applicant.
3. The approved plans must be amended to restrict batter slopes within the existing road reserve to a maximum of 1:1.5 as per attached drawing BUR-0024-SKC01/Rev 1. Attachment 1.
4. If the Applicant requires other licenses, approval or permits for the use of the Haughton Riverbed crossing, the Applicant must always maintain such approvals.

Additional Roadworks

5. The Applicant must upgrade the existing unsealed section of Bill Britt Road, Upper Haughton to a minimum 6.6 metre wide road with a two (2) coat bituminous surface and include a bitumen sealed turnaround area (minimum 8 metre radius) adjacent to the Eastern side of the proposed gate. The final pavement design proposed must be certified by a Registered Professional Engineer of Queensland (RPEQ) and be submitted to and approved by Council for approval *prior to the commencement of any works on site*.

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6. No works must restrict reasonable access to and from Lot 7 on RP 117628.

Safety Gate

7. Prior to installation, the Applicant must provide details of the gate identified on the approved plans to the Council for approval. Submission requirements must include:
- a) the design and operating parameters of the gate;
 - b) its material of construction and installation; and
 - c) the locking and approval mechanism to ensure that at all time, except when in use by the Applicant and its authorised users, access to the cross over by public vehicles is restricted.
8. The Applicant must ensure the gate is closed at all times to all traffic once the low-level crossing is inundated with water, and ensure that it remains closed until the water level drops below the low-level crossing and the inspections approved under the Operational Management Plan (Condition 21) have occurred and any damage or maintenance carried out to a safe standard.
9. Maintenance of the gate is the responsibility of the Applicant.
10. The Applicant is to install appropriate signage on Bill Britt Road, Upper Haughton to alert road users to the presence of the gate, in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
11. The Applicant must install signage adjacent to the gate stating, "Private Access – No Through Road".

Geotechnical Report/Batter Stability

12. Prior to commencement of works, the Applicant is to provide a Report from a Qualified Geotechnical Engineer (RPEQ) certifying the short term and long term stability of the batters as proposed by the approved plans and identify any additional treatments which may be required to provide reasonable bank stability. This report should, without limitation:
- a) consider rock armouring to the toe of the Eastern bank similar to the recommendation for rock armouring to the toe of the western bank as described (Section 3.2) in the Alluvium Report submitted with the application, to prevent possible scouring of the lower areas of the road reserve; and
 - b) certify the inspection and maintenance plan to be submitted with the Operational Management Plan (OMP) below for the batter works.
13. The Applicant must provide updated plans to the Council for approval, accepting any recommendations from this Geotechnical Report.

Revegetation Plan

14. Prior to commencement of works, the Applicant must prepare and submit to Council for approval a detailed specification/program from a specialist erosion and sediment control consultant/contractor for the batter re-vegetation works that includes:
- a) evidence of the successful use of the vetiver grass in a natural riverside environment assessment of whether any other native species will be more suitable; and

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- b) a plan for establishment and maintenance of the vegetation including but not limited to, timing of the revegetation, source of irrigation water, watering regime, required monitoring and inspection programs and intervention triggers.

The approved vegetation plan must always be reasonably maintained by the Applicant at all times.

Construction Management Plan

15. The Applicant must prepare a Construction Management Plan (CMP) for the subject site and works. The CMP must be prepared and certified by a Registered Professional Engineer of Queensland and be submitted to and approved by Council for approval *prior to the commencement of any works on site*.
16. The submitted 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; and
 - f) emergency management measures including measures to control bushfires.
17. The final CMP and any conditions or amendments thereto approved by Council must be implemented and maintained by the Applicant at all times. A copy of the CMP must always be available on site and any subcontractor or other worker involved in the works must be made aware of its terms, requirements and the approved recommendations being implemented.

Traffic Management Plan

18. The Applicant must prepare a Traffic Management Plan (TMP) for the subject site. The TMP must be prepared and certified by a Registered Professional Engineer of Queensland and be submitted to and approved by Council for approval *prior to the commencement of any works on site*.
19. The submitted TMP must include, but not be limited to, the following details for the construction phase of the approved development:
 - 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 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.
20. The final TMP and any conditions or amendments thereto approved by Council must be implemented and maintained by the Applicant at all times during construction. A copy of the TMP must always be available on site and any subcontractor or other worker involved in the works must be made aware of its terms, requirements and the approved recommendations being implemented.

Operational Management Plan

21. The Applicant must prepare an Operational Management Plan (OMP) for the management and maintenance of that part of the road reserve to which public access is restricted by the gate (the limited access area).
22. The OMP must be prepared and certified by a Registered Professional Engineer of Queensland for those parts of the OMP that deal with the ongoing maintenance of the works within the limited access area, the gate and its operation by authorised users. The draft OMP must be submitted to and approved by Council *prior to the commencement of any works on site*.
23. The submitted OMP must include, but not be limited to, the following details for the use of the works within the road reserve by the Applicant to access the River cross over:
- a) a description of all relevant users of the limited access area, the purpose of use and the timing (for example, contracted cane haulage drivers during harvesting season);
 - b) identification of a process by which such users will be authorised by the Applicant over time;
 - c) how the gate will be operated and maintained by the Applicant and its authorised users, including emergency vehicle access arrangements;
 - d) an annual program of inspection of the works, including triggers for site inspection after rainfall and flood events and periods of high usage; and
 - e) intended maintenance program to ensure:
 - i) maintenance of the road surface and batters;
 - ii) batter vegetation as required by the reports submitted with the application is maintained; and
 - iii) operation of the gate.
24. In the event the Applicant seeks renewal or extension of this approval for the prescribed activity, Council will seek confirmation and evidence of compliance with the approved OMP during any previous term of approval.

25. The final OMP and any conditions or amendments thereto approved by Council must be implemented and maintained by the Applicant at all times.

26. For clarity, the Applicant will not be responsible for maintenance of the road surface of Bill Britt Road reserve, Upper Haughton outside of the limited access area.

Public Utility Services/Damage

27. The Applicant 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 of the approved works.

28. Any damage which is caused to Council's infrastructure because of the proposed works must be repaired immediately.

Stormwater

29. The approved works must not interfere with the natural flow of stormwater in the locality in such a manner as to cause unreasonable ponding or concentration of stormwater on adjoining land or roads.

30. Any external catchments discharging to the road reserve must be accepted and accommodated within the final design of the road works.

Decommissioning

31. Subject to any application for renewal or extension being applied for, no later than one (1) month prior to any expiry of this approval or the termination of the use of the crossing, or otherwise agreed to by the Chief Executive Officer, the applicant is to submit to the Council a Decommissioning and Rehabilitation Management Plan prepared and certified by suitably qualified person/s.

32. The plan must include but is not limited to:

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

Insurance and Indemnity

33. The applicant must take out a Public Liability Insurance Policy to the value to \$10 million dollars with the Burdekin Shire Council being endorsed as an insured party.

34. The Applicant must enter into a binding agreement with the Burdekin Shire Council to indemnify the Burdekin Shire Council against claims (including claims made against the Applicant by Burdekin Shire Council) for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the permit.

35. Such agreement must be signed and provided to Council prior to the commencement of works.

36. Preparation of the agreement is at the applicants cost.

ADVICE NOTES

1. This approval is granted under LL1. Pursuant to section 10 of that Local Law, unless sooner cancelled or suspended it only remains in force for one year from the date of grant.
2. The Applicant will be required to renew or extend this approval pursuant to Section 14 of LL1, annually.
3. Failure to hold an approval for this prescribed activity will breach section 75 of the *Local Government Act 1994*.

Recommendation Two

That the Chief Executive Officer (CEO) be delegated authority to commence the process to close in part, Bill Britt Road, Upper Haughton.

Resolution

Moved Councillor Detenon, seconded Councillor Boccalatte that recommendations one and two be adopted.

FOR: Councillors Bonanno, Furnell, Boccalatte, Perry and Detenon

AGAINST: Councillor McLaughlin

5/1

CARRIED

10.41am Mr. Brennan, Mr. Wellwood and Councillor Musumeci returned to the meeting.

10.42am Mr. Great left the meeting.

10.43am Mr. Byers and Mr. Stockdale left the meeting.

10.45am Meeting adjourned for morning tea.

11.00am Meeting resumed.

11.01am Mrs. Thomasson, Ms. Flanagan, Mrs. Bunyan, Mrs. Horan and Mrs. McDonnell entered the meeting.

11.05am Mrs. Olsen returned to the meeting.

7 NOTICE OF MOTION

8 RECEIPT OF PETITIONS

9 CORRESPONDENCE FOR INFORMATION

10 GENERAL BUSINESS

11 CLOSED BUSINESS ITEMS

Council Meeting closed to Public under *Section 254J of Local Government Regulation 2012*

Resolution

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

254J(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or State.

For the purpose of discussing:

1. Presentation on Annual Valuation Data by representative of the Office of Valuer-General

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

11.1 Presentation - Office of Valuer-General - Annual Valuation Data

Mr. Peter Simmonds and Mr. Ryan Rickards of the Office of Valuer-General delivered a presentation to brief Council on Annual Valuation Data for Burdekin Shire Council, which will go on public display at the end of March.

12 DELEGATIONS

There being no further business the meeting closed at 12.07pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 13 April 2021.

MAYOR

3.2 Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 9 December 2020

File Reference	691
Report Author	Mrs. Anne-Maree Dale – Administration and Records Coordinator
Authoriser	Mr. Kevin Byers – Manager Technical Services
Meeting Date	13 April 2021

Purpose

This report provides the Minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 9 December 2020.

Summary of recommendations and actions for consideration and adoption:

Item 6.2 – It's All Good Campaign, Planning for Success, Seniors on the Road and Caravanning Expo

That Council support the Department of Transport and Main Roads by sharing information about these initiatives in the Burdekin Community.

Item 6.8 – Noise Complaints – Seventh Avenue, Home Hill

That Council Officers investigate truck air-breaking road signage near the Queensland Railway Line crossing Seventh Avenue, Home Hill and upgrade as necessary.

Recommendation

That:

1. the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 9 December 2020 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 6.2 and 6.8 above be adopted.

Attachments

1. Minutes – Burdekin Road Safety Advisory Committee Meeting – 9 December 2020.



Meeting Minutes

Meeting	Burdekin Shire Road Safety Advisory Committee Meeting		
Date	Wednesday, 9 December 2020	Time	10.30 AM
Core Attendees	<ul style="list-style-type: none">✓ Councillor Max Musumeci – Burdekin Shire Council✓ Kevin Byers – Manager Technical Services – Burdekin Shire Council✓ Glen Stockdale – Design Office Coordinator – Burdekin Shire Council✓ Senior Sergeant Steve Barton – Officer in Charge – Queensland Police Service Ayr✓ Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service Ayr✓ Kevin Riseley - Technical Officer (Road Safety) Northern District - Department of Transport and Main Roads✓ Tosin Faniran – Senior Engineer (Civil) Traffic - Department of Transport and Main Roads✓ Erin Bell – Senior Advisor (Road Safety) Community Engagement Northern Region – Department of Transport and Main Roads (Teleconference)✓ John Tait – Cane Supply Manager – Wilmar Sugar Australia Limited		
Advisor Attendees	<ul style="list-style-type: none">✓ Barb Stockdale – Transport and Main Roads Project Officer – Burdekin Shire Council		
Apologies	<ul style="list-style-type: none">✓ Brett Maguire – Officer in Charge – Queensland Ambulance Service Ayr✓ Rachel Coulson – Manager (Road Safety) Northern Region – Department of Transport and Main Roads		
Chairperson	Councillor Max Musumeci		
Minutes Clerk	Anne-Maree Dale		
Location	John Hy Peake Heritage Room - 145 Young Street, Ayr		

2. Minutes Received

MINUTES OF THE BURDEKIN SHIRE ROAD SAFETY ADVISORY COMMITTEE MEETING HELD ON 17 JUNE 2020

Moved Glen Stockdale, seconded Kevin Byers that the flying minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on Wednesday, 17 June 2020 be accepted.

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3. Business Arising

- ✓ Nil

4. Review Action Items List

- ✓ Refer to Action Items List

5. Correspondence for Information

- ✓ Nil

6. General Business

6.1 Kevin Byers – Burdekin Shire Council - Draft – Burdekin Shire Road Safety Advisory Committee Charter 2020

- ✓ The Draft Charter was sent out to members prior to the meeting for review.
- ✓ Sections such as Conflicts of Interest and Confidentiality were discussed in more detail.
- ✓ Members had no additional information to include or amendments to make to the Draft Charter.

6.2 Erin Bell - Department of Transport and Main Roads

✓ It's All Good Campaign

Our new drink-driving campaign 'All good, All bad' is now live.

The campaign aims to influence the friends / mates of young men to 'call them out' if they are going to drink then drive. It encourages real alternatives to driving after drinking relevant for both metro and regional areas including: catching public transport, crashing on the couch, getting a lift, or calling a taxi.

You will see the campaign on a range of media channels including: TV, Outdoor, Radio / Spotify, BWS stores, convenience advertising (pubs/clubs), social / digital and promotion during the Big Bash Cricket season at the Gabba will promote the campaign throughout Queensland.

Radio / Spotify / Social and some outdoor will commence from today with the rest of the campaign rolling out over the Christmas / New Year period and during Summer.

Any assistance you could give in sharing information about these initiatives would be greatly appreciated.

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✓ **Planning for Success**

TMR has developed a 'Planning for Success' workshop for parents/caregivers of Learner Drivers aimed at providing advice to assist learners, as they progress towards attaining their licence. Learner Drivers would also be welcome to attend this workshop, alongside their parents/caregivers.

The presentation would be provided by a qualified TMR Driving Examiner and there would be opportunities for asking questions throughout. These presentations have been found to be very beneficial for students, especially in assisting them to feel more confident about sitting for their Provisional licence and making them less susceptible to nerves on the big day!

We also use this as an opportunity to reinforce road safety messaging to both the students and the parents/caregivers, as young drivers are sadly over represented in our state's road toll. Important themes such as driver distraction, speeding and drink/drug driving will be discussed.

If you know of any school or organisation that is interested in hosting a 'Planning for Success' workshop, please let me know and we can discuss a suitable time. These workshops are typically held afterhours for the convenience of Driving Examiners as well as working parents/caregivers.

✓ **Seniors on the Road**

TMR offers a presentation for senior drivers called 'Seniors on the Road', which provides a road rules refresher, as well as an overview of topics specific to older drivers. This presentation would be provided by a Driving Examiner, who is happy to answer any questions the group may have about road rules or licensing. This presentation is provided at no cost and is a wonderful opportunity to refresh skills and improve the road safety awareness of our senior drivers.

✓ **Caravanning Expo**

TMR will be hosting a stall at a caravanning expo next year, where people can learn more about towing caravans and trailers safely. The details are below. We'll have a presence at the Cairns and Townsville expos.

The banner features three event logos: Cairns Expo (7-9 May 2021), Townsville Expo (14-16 May 2021), and Mackay Expo (21-23 May 2021). Each logo includes icons for a house, caravan, boat, and 4x4. Below the logos is the Australian Events logo with the tagline 'SPECIAL EVENT SPECIALISTS'. To the right, contact information is provided: Freecall 1800 671 588, P (07) 4634 7288, and F (07) 4634 7266.

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6.3 Glen Stockdale – Burdekin Shire Council

- ✓ A local school and daycare centre have requested installation of zebra crossings in the school vicinity. Erin Bell of TMR provided an email address that the parties can contact to gain further information in regard to their request.
- ✓ It was reported by a resident that there was potential speeding occurring on Tomlin Hill in Ayr. It was suggested that enforcement patrol this area.

6.4 Kevin Riseley – Department of Transport and Main Roads

- ✓ An update was provided on the Haughton Bridge Project and shutdown over the Christmas and New Year period.
- ✓ Temporary structures in the river have been removed in preparation for the wet season.
- ✓ The Haughton Bridge Project is on schedule to be completed in July 2021.
- ✓ The old Haughton Bridge structure will be demolished after the road has opened in approximately August 2021.

6.5 Kevin Byers – Burdekin Shire Council

- ✓ Requested members submit specific projects eligible for the Regional Road Safety Grant.
- ✓ It was reported that there is a heavy focus on education and the community awareness for the Grant Program.
- ✓ Potential Project ideas raised:
 - Education on quad bike usage
 - Driving with caravans – loading tare weights etc.
 - Driver awareness for driving in the wet and driving in the heat (mirage)
 - Councillor Musumeci declared a potential conflict of interest as he is a member of the board of Bendigo Bank, who provide funding for driver awareness education to youth in the Burdekin Shire.
- ✓ TMR advised that there is a free weighbridge North of Rolling Stone where the public can weigh the load – both full weight and split axels weights.
- ✓ Traffic Count Data was analysed for Nineth and Eleventh Avenues, Home Hill following a previous report of corridor speeding along these Avenues. The data identified that there was not a high-risk speeding issue.

6.6 Barb Stockdale – Burdekin Shire Council

- ✓ Continuing to liaise with contractors regarding speed limits along the highway between Ayr and Home Hill.
- ✓ Road works between Rossiters Hill and Giddy Road have been completed.
- ✓ More road works to continue from Giddy Road to the Burdekin Bridge.

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6.7 John Tait – Wilmar Sugar Australia Limited

- ✓ Staff have been trained to conduct Australian Level Crossing Assessment Model (ALCAM) Assessments.
- ✓ Have received numerous complaints regarding visibility with cane along the roadside.
- ✓ Guided by Manual of Uniform Traffic Control Devices (MUTCD)
- ✓ Berryman Road Crossing and Beck Road Crossing have been identified as risks.
- ✓ Discussions occurred regarding the rules, regulations, suitability, and feasibility of convex mirrors. It was determined that they were not suitable for primary indication especially in rural areas.
- ✓ Ten incidents have been reported – majority originating from the Inkerman Mill.
- ✓ Eight more cameras will be fitted next season – three cameras will be on Inkerman locomotives.
- ✓ Defensive driving will be built into driver training in the future.
- ✓ Council to be provided with Wilmar Railway Crossing Audit Review Data.

6.8 Councillor Max Musumeci – Burdekin Shire Council

- ✓ Noise complaints have been received regarding trucks air-breaking on Seventh Avenue, Home Hill prior to the Queensland Rail Crossing. Possible upgrade in signage may be needed in this area.

There being no further business, the meeting closed at 11:57am.

The next meeting will be held on Wednesday 17 February 2021 at 10.30am.

Councillor M. Musumeci

Chairman

Actions from Previous Meeting

	Action Item	Responsible Officer	Due Date	Status
1	Wilmar to Conduct Audit on Railway Crossings	John Tait - Wilmar		Pending - This is a minimum 12-month project. John to share data with Council.
2	Parking Bays – Home Hill Surgery	Barb Stockdale		Council to investigate parking bay obstruction to steps onto footpath in front of Home Hill Surgery.

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Burdekin
Shire Council

Burdekin Shire Road Safety Advisory Committee Meeting

3	TMR Road Safety Campaigns	Nathan Toll		Promote Road Safety Campaigns through Council Social Media.
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3.3 Burdekin Shire Youth Council Meeting Minutes - 22 March 2021

File Reference	137
Report Author	Mrs. Tammy Quagliata – Community Development Support Officer
Authoriser	Mr. David Cornwell – Community Services Manager
Meeting Date	13 April 2021

Purpose

This report provides the Minutes of the Burdekin Shire Youth Council Meeting held on 22 March 2021.

Summary of recommendations and actions for consideration and adoption:

That Council note the newly elected 2021 Youth Council Executive:

Youth Mayor – Xavier Wood
Deputy Youth Mayor – Gracie Hosie
Secretary – Layla Kelly

Item 7 – Arts and Cultural Strategy Youth Consultation

That Council notes the participation of Youth Council Members who contributed to consultation discussions regarding the Arts and Cultural Strategy and notes that all Youth Council Members have been invited to complete the online youth strategy survey.

Item 9 – Cultural and Community Development Advisory Groups

That Council notes that members of the Youth Council have been encouraged to consider nominating for a position on the Cultural Advisory Group and the Community Development Advisory Group.

Item 10 – Proposed Family Skate Night

That Council acknowledge the Youth Council's proposal to assist in hosting a Family Skate Night in Term Two (2) of this calendar year with support from Council's Community Development Team and Burdekin PCYC.

Item 11 – Proposed Public Speaking Program for Youth Council Members

That Council acknowledge the proposed participation by Youth Council Members in a public speaking program to be delivered by Joanne Keune from Speakeze during 2021.

Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 22 March 2021 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items 7, 9, 10 and 11 above be adopted.

Attachments

1. Minutes – Burdekin Shire Youth Council Meeting – 22 March 2021.

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 22 March 2021	Time	3:30 PM
Attendees	Zavier Wood – Youth Mayor Gracie Hosie – Deputy Youth Mayor Layla Kelly – Secretary Chelsea O'Shea – Ayr State High School Eddie Jones – Ayr State High School Emily Holmes – Burdekin Christian College Georgia Tomasetig – Ayr State High School Joshua Machin – Home Hill State High School Jack Roveglia – Burdekin Catholic High School Lily-Anna Schultz - Home Hill State High School Mikayla McDonnell – Ayr State High School Michael Lindley – Ayr State High School Vaylee Grabs – Ayr State High School Tammy Quagliata – Burdekin Shire Council Cr. Lyn McLaughlin – Mayor, Burdekin Shire Council Cr. John Furnell – Burdekin Shire Council		
Apologies			
Chairperson	Emily Holmes, Zavier Wood		
Minutes Clerk	Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. Welcome & Introductions

Tammy Quagliata welcomed new and existing members and gave a brief overview of the roles, aims and responsibilities of the Burdekin Shire Youth Council. Members were invited to introduce themselves to the group.

2. Minutes of 22 February 2021 Meeting Received

Moved Zavier Wood, seconded Michael Lindley that the minutes of the Burdekin Shire Youth Council Meeting held on 22 February 2021 be received.

CARRIED

3. Business Arising from the Minutes

Clause 6 – It was noted that no Youth Council representatives were able to attend the Giru Outdoor Movie Night held on 5 March 2021. Cr. Lyn McLaughlin has attended the event and gave a brief overview from the event noting that approximately 50 people were in attendance.

Clause 8 – Tammy Quagliata reminded members of the Free START Online Suicide Prevention Training and encouraged members to take part in this important 1.5-2 hour training. An email would be circulated, and members should register via the Burdekin Centre for Rural Health. Members under the age of 16 years will need to have parental permission to undertake the training.

4. Correspondence

NIL

5. Voting on 2021 Youth Council Executive

Tammy Quagliata thanked the 2020 Youth Council Executive for their hard work and efforts in 2020 and declared all Youth Council executive positions vacant.

Cr. McLaughlin and Tammy Quagliata outlined the roles and expectations of the Youth Council Executive positions.

A secret ballot vote was conducted for each of the 2020 Youth Council Executive Positions.

YOUTH MAYOR

Youth Mayor Nominees:

Mikayla McDonnell – moved Mikayla McDonnell, seconded Xavier Wood

Xavier Wood – moved Xavier Wood, seconded Mikayla McDonnell

Michael Lindley – moved Michael Lindley, seconded Xavier Wood

Eddie Jones – moved Eddie Jones, seconded Michael Lindley

Zavier Wood was appointed to the position of Youth Mayor for 2021.

DEPUTY YOUTH MAYOR

Deputy Youth Mayor Nominees:

Michael Lindley – Moved Michael Lindley, seconded Layla Kelly

Eddie Jones – moved Eddie Jones, seconded Chelsea O'Shea

Mikayla McDonnell – moved Mikayla McDonnell, seconded Michael Lindley

Gracie Hosie – moved Gracie Hosie, seconded Michael Lindley

Gracie Hosie was appointed to the position of Deputy Youth Mayor for 2021.

SECRETARY

Secretary Nominees:

Jack Roveglia – moved Jack Roveglia, seconded Eddie Jones
Layla Kelly – moved Layla Kelly, seconded Georgia Tomasetig
Michael Lindley – moved Michael Lindley, seconded Layla Kelly
Mikayla McDonnell – moved Mikayla McDonnell, seconded Michael Lindley
Eddie Jones - moved Xavier Wood, seconded Layla Kelly

Layla Kelly was appointed to the position of Secretary for 2021.

6. Motion to Destroy the Ballot Papers

Moved Michael Lindley, seconded Jack Roveglia that the ballot papers be destroyed.

CARRIED

7. Feedback from Arts & Cultural Strategy Youth Consultation Meeting held on Monday 15 March

Discussions were held regarding the recent Arts and Cultural Strategy consultation that youth members took part in. Members provided a brief overview of the discussions held at the meeting, including the following:

- Highlighted need for a local public speaking competition or program
- Members noted there was lots of cultural activities/events for younger children, and adults but the missing gap was for older high school students
- No youth hang out zone/area in the Burdekin e.g., Library, PCYC
- Event ideas included – beach party for youth & a family skate night

Members who had not already completed the survey were reminded to, with the link being forwarded via email.

8. Feedback from Fast Track Talent Showcase held on 20th March 2021

Tammy Quagliata thanked the many Youth Council volunteers who assisted with the running of Fast Track over the weekend. A special thanks was given to Mikayla McDonnell who assisted backstage through all the heats and the final showcase.

Members provided feedback on the event, noting that there was a lot of positive feedback throughout the community. Participants and spectators had enjoyed the event and there was positive feedback from the workshop participants also.

It was noted that just under 50 acts took part in the event, including participants from Mackay to Townsville as well as one entrant from Sydney, with a significant increase in regional participants this year. It was noted that just over 350 tickets were sold for the event, which was a slight decrease to previous years due, however it is thought this was due to the large number of other events that were also being held over the same weekend. The Fast Track team agreed the event was a great success and noted this was their first live show since COVID-19.

Tammy Quagliata advised that there would be media coverage in both the Burdekin Local News and Townsville Bulletin, as well as WIN News during the week.

9. Seeking Youth Representatives for Burdekin Shire Council Cultural and Community Development Advisory Groups

Tammy Quagliata advised that Council were still currently seeking nominations for representatives on its new Cultural Advisory Group and Community Development Advisory Group. A youth community representative was required on each group, and members were asked to consider nominating. Nomination forms were circulated.

10. Update on Proposed Family Skate Night

Tammy Quagliata provided an update on the proposed Family Skate Night. It was noted that both Ayr State High School and Burdekin Basketball had allowed the use of their large areas to host the event. Members discussed pros and cons and agreed that Burdekin Basketball might be the best location to trial the event. It was noted that Council officers would undertake site inspections of each location. It was agreed that a Saturday Night during Term 2 of school would be best to host the event, and Youth Council members agreed to assist with supervision and the running of some games for the event. The event would be coordinated by Council's Community Development team together with Burdekin and Bowen PCYC.

Tammy Quagliata undertook to keep members updated on the progress of this event.

11. Public Speaking Workshops

Following discussions at previous meetings regarding Youth Council members undertaking public speaking coaching/workshops, Tammy Quagliata reported that she had followed up with a Townsville provider.

It was advised that Joanne Keune, a communication coach from Speakeze in Townsville was able to provide youth council members with 2 afternoons of public speaking training for the cost of \$500. Members agreed they would like to take part in such a program.

Further discussions were held regarding public speaking competitions that were being run locally and the need for other programs or competitions in the Burdekin Shire. Tammy Quagliata undertook to follow up with local high schools as to what is currently being offered for youth.

12. Other General Business

- Tammy Quagliata advised that the Burdekin Show was to be held on 23 June 2021 and the committee were seeking ideas and suggestions for the Show. Members were asked to provide feedback at the next meeting.
- Cr. Lyn McLaughlin provided information on the new ninja park that was being constructed in Watson's Green, Home Hill. A plan of the ninja park was tabled for viewing.

13. Next Meeting – Monday 19 April 2021

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

Actions Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Complete Arts & Cultural Strategy Survey	All members	ASAP	
	Consider nominating for Council's Cultural or Community Development Advisory Groups	All members	26 March 2021	
	Liaise with Joanne Keune from Speakeze to coordinate a public speaking program for Youth Council Members	Tammy Quagliata	30 April 2021	
	Liaise with Burdekin PCYC, Council's Community Development Officers and Burdekin Basketball re the proposed Family Skate Night	Tammy Quagliata	30 April 2021	

Recommendations for Council Consideration

	Recommendation	Minutes Item No

4 EXECUTIVE

4.1 CEO

4.1.1 Council Workshop - March 2021

File Reference 1394

Report Author Mr. Terry Brennan – Chief Executive Officer

Authoriser Mr. Terry Brennan – Chief Executive Officer

Meeting Date 13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.1 Demonstrate open and transparent leadership

Executive Summary

The Council conducted two (2) Workshops during the past month on 2 and 16 March 2021 with a range of policy and operational issues discussed by Councillors and staff.

A brief summary of the items discussed at the Workshops is outlined in the report.

Recommendation

That the report on the Council Workshops held on 2 and 16 March 2021 be received and noted.

Background

Council has adopted governance arrangements which are based on it holding Council Meetings on a fortnightly basis each month, with the exception of December and January each year. In conjunction with these arrangements, it holds Workshops with Councillors on the alternate week to scheduled Council Meetings.

During the past month, Workshops were held on 2 and 16 March 2021 covering a range of policy and operational issues. Presentations by external parties also occurred.

A brief summary of the issues discussed at the workshops is outlined below:

2 March 2021

- Rate Arrears Issue;
- Development Application Process;
- Commercial in Confidence Briefing;
- Fencing on Road Reserve – The Esplanade, Jerona;
- Interest Free Loan Application – Home Hill Cricket Club;
- Update on Advanced Manufacturing Hub Concept by Growcom;
- Tree Damage to Ayr Town Drain;
- Pool Operating Hours and Admission Fees;
- Review of Existing Waste Management Policy;
- Possible Projects under Queensland Reconstruction Authority (QRA) Recovery and Resilience Grant;

-
- Proposed Burdekin Spray Park – Communications Plan; and
 - Verbal Report on Townsville Enterprise Limited (TEL) Canberra Delegation.

16 March 2021

- Filling of Rural Land and Excavation;
- Development Application – Colevale Road, Brandon;
- Wunjunga TV Aerial;
- Proposed Approach to Developing New Corporate Plan;
- Request for Pontoon at Cromarty Creek Boat Ramp; and
- Proposed Private Access Works – Bill Brit Road, Upper Haughton.

Consultation

Consultation was undertaken with various parties in the presentation of the Workshop topics.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Any policy proposals are subsequently referred to a Council Meeting via a report for consideration and if approved, formal adoption.

Risk Implications (Strategic, Operational, Project Risks)

Strategic Risk due to possible reputation damage if policies are not effectively developed with input and support from Councillors.

Attachments

Not Applicable.

4.2 ECONOMIC DEVELOPMENT

5 CORPORATE AND COMMUNITY SERVICES

5.1 CLIENT SERVICES

5.2 COMMUNITY DEVELOPMENT

5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

5.3.1 Adoption of 2021/2022 Revenue Policy

File Reference 1194

Report Author Mrs. Jacqui Thomasson – Revenue Coordinator

Authoriser Mrs. Kim Olsen – Manager Financial Administrative Services

Meeting Date 13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.2 Ensure Council's financial position is effectively managed

5.3.3 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with state regulations

Executive Summary

Under the *Local Government Act 2009*, Council is required to prepare, and by resolution, adopt a revenue policy for each financial year.

The policy identifies the principles Council intends to apply in relation to levying rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost-recovery methods.

Recommendation

That Council adopts the attached 2021/2022 Revenue Policy.

Background

Councils are required to produce a revenue policy and a revenue statement. The difference between the two (2) documents is as follows:

A revenue policy is adopted annually in advance of the budget and clearly sets out the principles to be used by a Local Government for setting rates and charges, cost-recovery methods and funding of infrastructure for new development.

A revenue statement is an explanatory statement that outlines and explains the revenue measures that are implemented to give effect to the principles of the revenue policy and other revenue decisions made. The revenue statement must form part of the budget.

The process of adopting a revenue policy in advance of the budget is designed to better inform the public about Council's underlying revenue raising principles and will provide a strategic document for raising revenue in the budget process.

Consultation

The Draft Policy was reviewed with Councillors in a Council Budget workshop held on 25 February 2021.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

A Local Government revenue policy must comply with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

The Regulation requires that a Local Government must prepare and, by resolution, adopt a revenue policy for each financial year.

The Local Government must adopt the revenue policy in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Policy Implications

This replaces the 2020/2021 Revenue Policy and will be updated in Council's Policy Register and published to Council's website.

Risk Implications (Strategic, Operational, Project Risks)

This policy helps to mitigate the risk of non-compliance with legislation. Further, the policy enhances Council's position to realise the benefits of transparency, consistency, equity and flexibility and promotes the image of Council as both efficient and fair.

Attachments

1. 2021/2022 Revenue Policy

Policy Type	Statutory
Function	Financial Management
Policy Owner	Manager Financial and Administrative Services
Policy Contact	Manager Financial and Administrative Services
Effective Date	1 July 2021

Purpose

The Revenue Policy identifies the principles that Council intends to apply in the preparation and adoption of the 2021/2022 budget.

Scope

This policy will identify the principles Council intends to apply for:

- levying rates and charges;
- granting concessions for rates and charges;
- recovering overdue rates and charges; and
- cost-recovery methods.

The policy also addresses:

- the purpose for concessions; and
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

Policy Statement

Principles used for levying rates and charges

In levying rates and charges Council will apply the principles of:

- **Clarity** – making clear Council's and each ratepayer's responsibility to the rating regime;
- **Simplicity** – making the levying system simple and inexpensive to administer; and
- **Equity** – through flexible payment arrangements for ratepayers with a lower capacity to pay.

Making rates and charges

In making rates and charges, Council will raise an amount of revenue appropriate to maintain and improve assets and provide services to the Shire as a whole. In deciding how that revenue is raised, Council will take into account the following factors:

- the rateable value of land, including valuation relativities among land, and the rates that would be payable if only one general rate was adopted; and
- the level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate; and
- the use of the land in so far as it relates to the extent of utilisation of Council services; and
- the relative economic value of different land uses within the Shire; and
- location and access to services; and

- with an extensive road network, particularly in rural areas of the Shire and demands on Council to upgrade the standard of roads for harvesting, transportation of rural products, processing and services associated with the sugar, grazing, horticulture and aquaculture industries, Council considers those areas benefiting from access to improved road and infrastructure standards should contribute appropriately to Council's revenue base to maintain the high level of road services expected; and
- at the same time, Council acknowledges and again has taken into account that improved services including but not limited to: recreation and sporting, swimming pools, community, cultural, library, welfare services, public halls, environmental health services and amenities, parks and playgrounds, cemeteries, Council's public buildings, Council's economic development initiatives, improvements and development work in the Council's principal towns are local government services that should be met by the whole community.

Valuations and General Rates

The Council is of the opinion that a system of differential general rating will achieve a fairer and more equitable distribution of the rating burden, rather than if only one general rate was adopted. A differential general rate system will exhibit the following features:

- Flexible – so that Council can adapt its rating system to the economic circumstances of the community's rateable properties as a whole and/or the circumstances of particular sectors;
- Equitable – in relation to the benefits rateable properties receive from expenditure of rates;
- Simple and easily understood;
- Economical to administer, relative to the revenue derived; and
- Ensures that similar rateable properties are treated in a like manner.

In determining the rating burden to be shared by the differential rating categories, the Council acknowledges the following:

- New valuations issued from time to time may produce a shift in relativities between the various differential rating categories in respect of their share of the rating burden;
- New valuations may also lead to shifts in relativities between properties within the differential rating categories;
- New valuations issued from time to time may also result in a differential rating category contributing less of the rating burden than in the preceding year.

Council proposes to continue to levy differential general rates to ensure that the rate burden is distributed in a fair and equitable way. Council will continue to gather data to further consider and refine this process.

Minimum General Rates

The Council considers that each property in the Shire benefits to some extent from the facilities and services provided by the Council, including the governance costs in administering the Shire. Such expenditure is limited to that funded by the general rate.

Therefore, minimum general rates are made and levied to recover the costs of such services and facilities.

Charges

In general, Council will be guided by the 'user pays' principle in the making of charges to minimise the impact of rating within the local economy.

Council will have regard to the principles of:

- **Transparency** – in the making of charges;
- **Simplicity** – having in place a charging regime that is simple and inexpensive to administer;
- **Flexibility** – to take into account local economic conditions; and
- **Full cost recovery** – of associated expenses, including a reasonable return on capital.

Council will charge for water services under a two-part consumption based pricing policy. The outcomes of this form of water supply demand management are aimed at community benefit from:

- Establishment of a charging system more closely aligned to the principles of user pays;
- Reduced water consumption resulting in:
 - reduced operational costs;
 - deferment of future augmentation works for water treatment plants and delivery systems; and
 - an improved environmental balance of ground water reserves for future generations.

Council will eliminate any concessions for any section of the community in respect of consumption based charging.

Special Charges

When providing services or undertaking activities that can reasonably be seen to benefit only a part of the rate base, the Council considers it advantageous to recover those costs from those properties. To facilitate this principle, special charges are used to recover the costs for these services or activities.

Separate Charges

The Council acknowledges that there are various service provisions and infrastructure that the cost recovery of would seem to be unfair if made in accordance with property valuation and are more closely aligned with the concept of equal benefit per property. As a consequence, separate charges are used so that each property in the Shire, regardless of size, pays the same amount towards cost recovery. Separate charges are used to recover costs for these service provisions or infrastructure.

Interest

Council ensures that the interests of ratepayers in general are protected by charging interest, under the *Local Government Regulation 2012*, on rates and utility charges that remain overdue immediately after the due date for payment on the rates notice.

Principles used for granting rebates and concessions

In considering the application of concessions, Council will be guided by the principles of:

- **Equity** – by having regard to the different levels of capacity to pay among the lands of the local community;
- **Consistency** – in treatment for ratepayers receiving concessional rating; and
- **Transparency** – by making clear the requirements necessary to receive concessions.

In accordance with the above principles, Council has developed procedures in respect of the Pensioner Rebate rate concession for pensioners.

Council accepts that certain classes of pensioners have contributed rates over a period of time and/or are restricted by a fixed income and should be afforded a concession in respect of rates and charges.

Council also recognises that there are organisations which operate for the general benefit of the community with limited financial resources including private schools, churches, welfare, youth organisations and sporting organisations. Such organisations may receive a donation based on their sewerage charges.

Notwithstanding the above, individual cases will arise and Council has the discretion to consider each case on its merits.

Principles used for recovery of unpaid rates and charges

Council will exercise its rate recovery powers in order to treat all ratepayers equitably. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting it to meet its financial obligations;
- **Simplicity** – making the processes used to recover overdue rates and charges clear, simple to administer and cost effective;
- **Capacity to pay** – in determining appropriate arrangements for ratepayers; and
- **Equity** – by treating all ratepayers in similar circumstances in the same way.

Principles used for cost-recovery methods

Council recognises the validity of fully imposing the user pays principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environment and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Shire's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

Funding of infrastructure for new development

Mechanisms for the planning and funding of infrastructure for urban growth are contained within the *Planning Act 2016* (PA).

The statutory framework enables Council to fund the establishment cost of trunk infrastructure associated with those trunk infrastructure networks covered by the Council's infrastructure planning instruments. This is achieved through the levying of charges for development infrastructure on development.

Pursuant to the provisions of the PA, and Council's relevant planning instruments, developers are required to pay costs associated with the following:

- Any increased demand upon the available capacity of existing trunk infrastructure due to any new development; and/or
- Any additional trunk infrastructure required due to any new development; and
- Where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new development.

Procedures

Procedures arising from this policy are contained in Council's Revenue Statement for 2021/2022.

Risk Management

As a statutory policy, this policy helps to mitigate the risk of non-compliance with legislation. Further, the policy enhances Council's position to realise the benefits of transparency, consistency, equity and flexibility and promotes the image of Council as both efficient and fair.

Applying a differential general rating system mitigates the risks of an unfair distribution of the rating burden which would be caused if only one general rate was applied.

By defining the principles to be applied for the recovery of unpaid rates, the policy mitigates the risk to ratepayers of acquiring a level of unachievable debt in cases where they are unable to pay rates and charges within the specified time period.

By granting rebates and concessions for eligible ratepayers, the policy mitigates the risk of inequity regarding the different levels of capacity to pay among the community.

Legislation

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Definitions and Abbreviations

Refer to dictionary schedules located in the *Local Government Act 2009* and *Local Government Regulation 2012*.

Document History and Version Control

Title of Document	Revenue Policy
Document Reference Number	FIN-POL-0003 Rev 2
Review Schedule	12 months
Council Meeting Date	13 April 2021
Council Resolution Number	To be advised

5.3.2 Second Amended Budget for 2020/2021

File Reference 2254

Report Author Ms. Fiona Smith – Financial Accountant

Authoriser Mrs. Kim Olsen – Manager Financial and Administrative Services

Meeting Date 13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.2 Ensure Council's financial position is effectively managed

5.3.3 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

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 a budget revision for 2020/2021 and the next two (2) financial years.

Management has completed a review of the 2020/2021 budget based on results to the end of February and estimated transactions for the remainder of the financial year.

An amended budget for the 2020/2021 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30 June 2021 as tabled be adopted.

Background

The amended budget is based on best estimates of expenditure and income as provided by the relevant Managers.

Financial Analysis

The original budget operational deficit of \$304,107.00 has increased to \$2,175,705.00 in the second budget revision. This increase is mainly attributable to the prepayment in 2019/2020 of half of the 2020/2021 Financial Assistance Grant of \$1,881,806.00. Both the General Fund and Sewerage Fund have an operational deficit in this revision.

In the current economic climate, there has been ongoing low interest rates, which has had a significant impact on Council's interest earnings, reducing by \$654,900.00 from the original budget. This has affected all funds within Council – General, Waste, Sewerage and Water.

The reduction in interest revenue has also impacted the future years, with both 2021/2022 and 2022/2023 resulting in projected operational deficits.

Rates and Utility Charges have decreased from the original budget by \$131,471.00, which is mainly due to property amalgamations undertaken by the Department of Environment and Resource Management.

Both Employee Benefits and Materials and Services have decreased from the original budget. Employee Benefits has decreased by \$444,874.00 due to vacant positions, the capitalisation of wages for design projects, and the timing of completion of works for Disaster Recovery Funding Arrangements (DRFA). Materials and Services has decreased by \$223,544.00, with the majority relating to DRFA, along with a reduction in standing donations (offset by a reduction in Rates and Utility Charges in Sewerage), as well as savings across various Council sections.

Other Capital Expenses has a budget of (\$3,257,310.00) which includes actual write off of assets to end of February, along with an estimate to the end of June. The majority of this budget will be write offs in the Transport asset class as the road reconstruction projects are capitalised.

The 2020/2021 Capital Works Program budget has decreased by \$7.1 million from the first revision, to a total of \$21.9 million. A large portion of this decrease is the timing of completion of the Home Hill 5ML Water Storage Reservoir, and the Ayr Water Supply Projects funded by the \$10 million Special Purpose Grant from the Department of Local Government, Racing and Multicultural Affairs.

The following project budget allocations have been deferred to future years:

\$3,010,000.00	Ayr Water Supply, South Ayr 10ML Water Storage Reservoir
\$2,047,911.00	Home Hill 5ML Water Storage Reservoir
\$1,724,000.00	Ayr Water Supply Duplicate Trunk Main, South Ayr
\$ 425,000.00	Home Hill Water Supply Inline Ultra Violet Disinfection (Includes \$75,000 reallocated from other Works for Queensland COVID-19 Funded Projects)
\$ 65,000.00	South Ayr Water Treatment Plant Install Generator Load Bank Protection
\$ 50,000.00	Ayr Industrial Estate Expansion Project - Access

Increased allocations for projects are detailed below, offset by savings in other Capital Projects including Allen Road (\$220,000.00), Barratta Road (\$250,000.00), and South Ayr Drainage and Roadworks (\$200,000.00):

\$ 412,000.00	Queen Street, Ayr - Parker Street, Ayr to Soper Street. Ayr Drainage
\$ 140,000.00	McAllister Road, Ayr Reconstruction
\$ 118,000.00	Conley Street Ayr Drainage Upgrade

Consultation

The amended budget has been collated and presented by the Finance and Administrative Services Department from estimates provided by Managers, in consultation with the Chief Executive Officer and Director Corporate and Community Services.

Budget & Resource Implications

Refer to content of report.

Legal Authority & Implications

Local Government Act 2009

Chapter 4 Finances and accountability

Local Government Regulation 2012

Section 170 Adoption and amendment of budget

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Councils operational risk register for Finance includes Ineffective Financial Management and Poor Budget Control. This budget review is a control measure listed in our risk register and helps to control risk by using a collaborative approach, management oversight, and transparent reporting to Council and the wider community.

Attachments

1. Second Revised Budget Including Financial Sustainability 2020/2021

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Comprehensive Income
For the periods ending 30 June

	Original Budget 2020/21 \$	Revised Budget 2020/21 \$	Forecast 2021/22 \$	Forecast 2022/23 \$
Revenue				
Rates and utility charges	40,337,955	40,206,484	41,191,896	42,178,222
Less Pensioner remissions	(320,000)	(342,738)	(342,738)	(342,738)
Net rates and utility charges	40,017,955	39,863,746	40,849,158	41,835,484
User fees and charges	2,392,822	2,622,348	2,590,948	2,642,764
Contributions	268,738	234,325	269,320	275,276
Operating grants and subsidies	5,059,738	2,999,528	4,105,351	4,045,068
Interest revenue	1,160,700	505,800	505,800	505,800
Sales of contract and recoverable works	1,924,000	1,829,000	1,905,000	1,943,100
Other income	342,970	515,002	404,313	412,397
TOTAL OPERATING REVENUES	51,166,923	48,569,749	50,629,890	51,659,889
Expenses				
Employee benefits	(22,021,768)	(21,576,894)	(22,186,192)	(22,631,817)
Materials and services	(16,773,102)	(16,549,558)	(15,637,843)	(15,787,397)
Depreciation and amortisation	(12,594,900)	(12,542,600)	(12,941,878)	(13,246,157)
Finance costs	(81,260)	(76,402)	(73,440)	(74,908)
TOTAL OPERATING EXPENSES	(51,471,030)	(50,745,454)	(50,839,353)	(51,740,279)
Operating surplus (deficit)	(304,107)	(2,175,705)	(209,463)	(80,390)
Capital income and expenditure:				
Capital grants and subsidies	11,739,403	9,400,159	14,654,359	6,134,158
Other capital expenses		(3,257,310)		
Net result for the period	11,435,296	3,967,144	14,444,896	6,053,768

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Financial Position
As at the periods ending 30 June

	Original Budget 2020/21 \$	Revised Budget 2020/21 \$	Forecast 2021/22 \$	Forecast 2022/23 \$
Current Assets				
Cash and deposits	54,006,419	58,441,225	54,494,065	55,139,566
Receivables	2,820,908	1,955,570	1,955,570	1,955,570
Inventories	533,911	524,225	524,225	524,225
Contract Assets		146,711		
Other assets	1,014,426	1,683,350	1,683,350	1,683,350
	<u>58,375,664</u>	<u>62,751,081</u>	<u>58,657,210</u>	<u>59,302,711</u>
Non-Current Assets				
Receivables	342,260	342,783	342,783	342,783
Property, plant and equipment	541,009,813	532,017,127	550,588,302	554,726,021
Intangible assets	476,324	479,893	417,917	343,241
Capital work in progress	8,045,003	8,668,825	8,668,825	8,668,825
Other assets	33,709	38,470	38,470	38,470
	<u>549,907,109</u>	<u>541,547,098</u>	<u>560,056,297</u>	<u>564,119,340</u>
TOTAL ASSETS	<u>608,282,773</u>	<u>604,298,179</u>	<u>618,713,507</u>	<u>623,422,051</u>
Current Liabilities				
Trade and other payables	3,982,165	5,654,325	5,654,325	5,654,325
Provisions	5,607,322	5,702,147	5,816,189	5,932,512
Contract liabilities		278,243	158,189	158,189
Other	1,735	2,714	2,714	2,714
	<u>9,591,222</u>	<u>11,637,429</u>	<u>11,631,417</u>	<u>11,747,740</u>
Non-Current Liabilities				
Provisions	18,610,788	20,452,009	20,428,453	18,966,906
	<u>18,610,788</u>	<u>20,452,009</u>	<u>20,428,453</u>	<u>18,966,906</u>
TOTAL LIABILITIES	<u>28,202,010</u>	<u>32,089,438</u>	<u>32,059,870</u>	<u>30,714,646</u>
NET COMMUNITY ASSETS	<u>580,080,763</u>	<u>572,208,741</u>	<u>586,653,637</u>	<u>592,707,405</u>
Community Equity				
Asset revaluation reserve	312,775,138	315,584,389	315,584,389	315,584,389
Accumulated surplus/(deficiency)	267,305,625	256,624,352	271,069,248	277,123,016
TOTAL COMMUNITY EQUITY	<u>580,080,763</u>	<u>572,208,741</u>	<u>586,653,637</u>	<u>592,707,405</u>

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Cash Flows
For the periods ending 30 June

	Original Budget 2020/21 \$	Revised Budget 2020/21 \$	Forecast 2021/22 \$	Forecast 2022/23 \$
Cash Flows from Operating Activities:				
Receipts				
Net rates and utility charges	40,017,955	39,863,746	40,849,158	41,835,484
Total fees and charges	2,392,822	2,622,348	2,590,948	2,642,764
Sales of contract and recoverable works	1,924,000	1,829,000	1,905,000	1,943,100
Interest revenue	1,160,700	505,800	505,800	505,800
Contributions	268,738	234,325	269,320	275,276
Government subsidies and grants	5,059,738	3,124,419	4,252,062	4,045,068
Other Income	342,970	515,002	404,313	412,397
	<u>51,166,923</u>	<u>48,694,640</u>	<u>50,776,601</u>	<u>51,659,889</u>
Payments				
Employee benefits	(21,820,104)	(21,397,561)	(22,065,706)	(22,508,921)
Materials and services	(16,773,102)	(16,549,558)	(15,637,843)	(15,787,397)
Finance costs	(81,260)	(76,402)	(73,440)	(74,908)
	<u>(38,674,466)</u>	<u>(38,023,521)</u>	<u>(37,776,989)</u>	<u>(38,371,226)</u>
Cash provided by / (used in) operational activities	12,492,457	10,671,119	12,999,612	13,288,663
Cash Flow from Investing Activities:				
Proceeds from sale of capital assets	380,000	345,000	450,000	450,000
Government grants and subsidies	11,739,403	9,538,441	14,654,359	6,134,158
State government subsidies and grants arising from contract assets and liabilities		(3,250,421)	(120,054)	
Payments for property, plant and equipment	(24,231,853)	(21,730,760)	(31,888,377)	(17,759,200)
Payments for rehabilitation work			(30,000)	(1,468,120)
Payments for intangibles	(40,000)	(151,097)	(12,700)	
Net cash provided by investing activities	<u>(12,152,450)</u>	<u>(15,248,837)</u>	<u>(16,946,772)</u>	<u>(12,643,162)</u>
Cash Flow from Financing Activities:				
Repayment of borrowings	(349,352)	(346,051)		
Net cash provided by financing activities	<u>(349,352)</u>	<u>(346,051)</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Cash Held	(9,345)	(4,923,769)	(3,947,160)	645,501
Cash at beginning of reporting period	<u>54,015,764</u>	<u>63,364,994</u>	<u>58,441,225</u>	<u>54,494,065</u>
Cash at end of Reporting Period	54,006,419	58,441,225	54,494,065	55,139,566

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Changes in Equity
For the periods ending 30 June

	Original Budget 2020/21 \$	Revised Budget 2020/21 \$	Forecast 2021/22 \$	Forecast 2022/23 \$
TOTAL COMMUNITY EQUITY				
Balance at the beginning of period	568,645,467	568,241,597	572,208,741	586,653,637
Increase (decrease) in net result	11,435,296	3,967,144	14,444,896	6,053,768
Balance at the end of period	580,080,763	572,208,741	586,653,637	592,707,405
 Retained Surplus/Deficit				
Balance at the beginning of period	255,870,329	252,657,208	256,624,352	271,069,248
Increase (decrease) in net result	11,435,296	3,967,144	14,444,896	6,053,768
Balance at the end of period	267,305,625	256,624,352	271,069,248	277,123,016
 Asset Revaluation Surplus				
Balance at the beginning of period	312,775,138	315,584,389	315,584,389	315,584,389
Increase (decrease) in net result				
Balance at the end of period	312,775,138	315,584,389	315,584,389	315,584,389

BURDEKIN SHIRE COUNCIL
Measures of Financial Sustainability
For the year ended 30 June

	Original Budget 2020/21 %	Revised Budget 2020/21 %	Forecast 2021/22 %	Forecast 2022/23 %
Operating Surplus Ratio				
<u>Net operating surplus</u>	-0.6%	-4.5%	-0.4%	-0.2%
Total operating revenue				

The extent to which operating revenue covers operational expenses.

Target: Between 0% and 10% per annum (on average over the long term)

Asset sustainability ratio

<u>Expenditure on replacement assets</u>	132.3%	162.3%	121.6%	110.3%
Depreciation expense				

The extent to which the infrastructure assets are being replaced as they reach the end of their useful lives.

Target: >90% per annum (on average over the long term)

Net Financial Liabilities Ratio

<u>Total liabilities - current assets</u>	-59.0%	-63.1%	-52.5%	-55.3%
Operating revenue				

Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues.

Target: <60% per annum (on average over the long term)

Net rates and utility charges original budget prior year	39,999,369	39,999,369	40,017,955	40,849,158
Net rates and utility charges budgeted for current year	40,017,955	39,863,746	40,849,158	41,835,484
Change rates and utility changes net of discounts	18,586	-135,623	831,203	986,326
Percentage change	0.0%	-0.3%	2.1%	2.4%

5.4 GOVERNANCE

5.4.1 Agreement for Use - Storage Shed at Ayr Showgrounds - Lions Club of Home Hill Incorporated

File Reference 2295

Report Author Ms. Tamara Bateman – Governance and Property Officer

Authoriser Mr. Nick O'Connor – Director Corporate and Community Services

Meeting Date 13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

2.5.1 Review land supply and uses as required to meet community and business needs

Executive Summary

Council approval is requested to consent to entering into an Agreement for Use as follows:

User:	Lions Club of Home Hill Incorporated
Premises:	Ayr Showgrounds 9-21 Edwards Street, Ayr (Lot 45 on Crown Plan GS490)
Facility:	Shed
Permitted Use:	Storage
Term:	Five (5) years
Rent:	\$0.10 per annum if demanded

Recommendation

That Council:

1. Agree to enter into an Agreement for Use with the Lions Club of Home Hill Incorporated for a five (5) year term

Background

The Lions Club of Ayr Inc. historically used the Facility however, the Lions Club of Ayr Incorporated advised that it no longer has any members. The Lions Clubs of Ayr Inc. wrote to Council seeking support for the Facility to be relinquished to the Lions Club of Home Hill Incorporated.

Council met with representatives of the Lions Club of Home Hill Incorporated and discussed the terms of the proposed Agreement for Use.

The Facility is shown as the hatched area on the attached plan.

Consultation

Not Applicable.

Budget & Resource Implications

Staff resources will be utilised to prepare all relevant documentation.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

1. Plan showing the Facility as hatched area.


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						Level Book No.	
					Design	Date	
					Drawn	TH	08/04/2021
					File Name	Survey File	
A			ORIGINAL ISSUE				

AYR SHOWGROUNDS

LIONS STORAGE SHED
LAYOUT PLAN



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Project Number	Plan Number	Revision
		A

6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

6.1 ENVIRONMENTAL AND HEALTH SERVICES

6.1.1 Animal Management (Amendment) Subordinate Local Law (No. 1) 2021

File Reference 414

Report Author Ms. Stevie Moffat – Governance Support Officer

Authoriser Mr. Dan Mulcahy – Manager Environmental and Health Services

Meeting Date 13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations

Executive Summary

The purpose of the amending Subordinate Local Law is to amend *Subordinate Local Law No. 2 (Animal Management) 2012* ('the Subordinate Local Law') to the extent that it regulates the keeping of a horse (including a racehorse), mule, ass, donkey, cow, bull, buffalo or camel in the Local Government area of Council by prescribing prohibitions, approval requirements and minimum standards for the keeping of animals.

Recommendation

That Council resolves to propose to make *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*.

Background

Council has recently been made aware of an anomaly under *Subordinate Local Law No. 2 (Animal Management) 2012*. The current Subordinate Local Law allows horses to be kept on an allotment greater than 10,000m² without any approval. There is no further explanation or restriction on the shape of the allotment which could allow horses to be in close contact with neighbouring premises.

The minimum standards within the Subordinate Local Law also prescribe relevant minimum distances that appear to be too close for a residential area.

Council has considered the matter and is of the opinion that the anomalies should be addressed so that there is a greater separation between horses and neighbouring residents.

Council Officers have now consulted with King & Company Solicitors to commence the Local Law amendment process. King & Company Solicitors have subsequently provided an amending *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* ('the amending Subordinate Local Law') for Council's consideration (attached). In accordance with section 29(5) of the *Local Government Act 2009*, King & Company Solicitors have drafted the proposed amending Subordinate Local Law in compliance with the guidelines issued by the Parliamentary Council under section 9 of the *Legislative Standards Act 1992*. *Local Law No. 2 (Animal Management) 2012* authorises the making of the amending Subordinate Local Law.

The purpose and general effect of the amending Subordinate Local Law is to regulate the keeping of a horse (including a racehorse), mule, ass, donkey, cow, bull, buffalo or camel in the Local Government area of Council by amending the provisions which regulate prescribing prohibitions, approval requirements and minimum standards for the keeping of animals.

Council has considered the issue of the inclusion of anti-competitive provisions in the amending Subordinate Local Law; however no anti-competitive provisions were identified (attached). There is no requirement for Council to consult with the State Government regarding the content of the amending Subordinate Local Law.

The adoption of this resolution is the first step in the making of the amending Subordinate Local Law. Following are the remaining steps:

1. Consult with the public for at least 21 days ("Consultation Period") with Draft Public Notice (attached);
2. Accept and consider all properly made submissions to Council by close of the Consultation Period;
3. By resolution, decide whether to:
 - a. proceed with the making of the Subordinate Local Law, with or without amendments; or
 - b. not proceed with making of the amending Subordinate Local Law.

Consultation

Discussion at Council Workshops held on 8 December 2020 and 2 February 2021.

Legal advice obtained from King & Company Solicitors.

Budget & Resource Implications

The preparation, adoption and implementation of the amending Subordinate Local Law will incur legal fees and staff resource allocation.

Legal fees associated with the amending Subordinate Local Law are estimated to be approximately \$4,000.00 (excluding GST).

Staff resource allocation will be absorbed and prioritised into existing duties.

Legal Authority & Implications

Legal Authority:

Legislative Standards Act 1992 (Qld) s 9.

Local Government Act 2009 (Qld) s 29, 29A, 38.

Local Government Regulation 2012 (Qld) s 15.

Local Law No. 2 (Animal Management) 2012

Subordinate Local Law No. 2 (Animal Management) 2012

Legal Implications:

There are no implications at this stage of the process as this is the first step of proposing a change to the Subordinate Local Law.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The amending Subordinate Local Law aims to amend the provisions which regulate prescribing prohibitions, approval requirements and minimum standards for the keeping of animals. Effective implementation of the recommendations will eliminate the anomaly identified in the Subordinate Local Law.

However, if the amending Subordinate Local Law is in place, Council will have an obligation, subject to existing resources and priorities, to take appropriate action in accordance with the amending Subordinate Local Law. Ineffective implementation of enforcement action may place Council in a litigious situation.

Attachments

1. Animal Management (Amendment) Subordinate Local Law (No. 1) 2021.
2. List of Likely Anti-Competitive Provisions.
3. Draft Public Notice.

Burdekin Shire Council

Animal Management (Amendment) Subordinate Local Law

(No. 1) 2021

Contents

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 2 (Animal Management) 2012*.

Part 2 Amendment of subordinate local law

3 Amendment of sch1 (Prohibition on keeping animals)

- (1) Schedule 1, item 3, column 2, ‘2,000m²’—
omit, insert—
‘4,000m²’.
- (2) Schedule 1, from ‘A prohibition’ to ‘local law.’—
omit.

4 Amendment of sch2 (Requirement for approval to keep animal)

- (1) Schedule 2, item 3, column 2, paragraphs (a) and (b)—
omit, insert—
‘(a) 2 animals to which this item 3 applies on an allotment with an area between 4,001m² and 10,000m².
(b) More than 2 animals to which this item 3 applies on an allotment with an area between 10,001m² and 20,000m².’.
- (2) Schedule 2, after item 6—
insert—
‘The approval requirement prescribed in this schedule, item 3, does not apply to the keeping of an animal or animals to which item 3 applies on premises from the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* to the day 1 year after the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* if—
(a) the animal or animals were kept on the premises before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*; and
(b) either—
(i) no approval requirement was prescribed under the authorising local law in respect of the keeping of the animal or animals on the premises before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*; or

- (ii) an approval requirement was prescribed under the authorising local law in respect of the keeping of the animal or animals on the premises before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* and the animal or animals were being kept on the premises in compliance with the approval requirement.’.

5 Amendment of sch4 (Minimum standards for keeping animals generally)

- (1) Schedule 4, paragraph (h), ‘10m’—
omit, insert—
‘30m’.
- (2) Schedule 4, from ‘A person’ to ‘7a.m.’—
renumber as section 1.
- (3) Schedule 4, after section 1—
insert—
 - 2 The minimum standard prescribed in this schedule, section 1(h), does not apply to the keeping of an animal on premises from the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* to the day 1 year after the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* if—
 - (a) the animal was kept on the premises before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*; and
 - (b) the keeping of the animal on the premises immediately before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* did not contravene the minimum standard prescribed in this schedule, paragraph (h), before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*.
 - 3 Also, from the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* to the day 1 year after the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*, if section 2 applies to the keeping of an animal on premises, the animal may be kept on the premises as if *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* had not commenced.’.

6 Amendment of sch5 (Minimum standards for keeping particular animals)

- (1) Schedule 5, item 3, paragraph (a), ‘10m’—
omit, insert—
‘30m’.
-

(2) Schedule 5, after item 9—

insert—

- ‘1 The minimum standard prescribed in this schedule, item 3(a), does not apply to the keeping of an animal on premises from the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* to the day 1 year after the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* if—
- (a) the animal was kept on the premises before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*; and
 - (b) the keeping of the animal on the premises immediately before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* did not contravene the minimum standard prescribed in this schedule, item 3(a), before the commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*.
- 2 Also, from the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* to the day 1 year after the day of commencement of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021*, if section 1 applies to the keeping of an animal on premises, the animal may be kept on the premises as if *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* had not commenced.’.

7 Amendment of sch13 (Dictionary)

Schedule 13, definition ***residence***—

omit, insert—

‘residence—

- (a) for schedule 5, item 3—
 - (i) means a building, or part of a building, on premises that is—
 - (A) fixed to land; and
 - (B) a self-contained unit used by, or intended for the exclusive residential use of, one household; and
 - (ii) includes any ancillary area or building on the premises, for example, a pergola, outdoor recreation area or shed, that is fixed to land, regardless of whether the ancillary area or building is used, or intended for, residential use or not;
- (b) otherwise, means a building, or part of a building, that is—
 - (i) fixed to land; and
 - (ii) a self-contained unit used by, or intended for the exclusive residential use of, one household.’.

This and the preceding 4 pages bearing my initials is a certified copy of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2021* made in accordance with the provisions of the *Local Government Act 2009* by Burdekin Shire Council by resolution dated the day of 2021.

.....
Chief Executive Officer

1040092_1

ANIMAL MANAGEMENT (AMENDMENT) SUBORDINATE LOCAL LAW (NO. 1) 2021
LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Subordinate Local Law: Animal Management (Amendment) Subordinate Local Law (No. 1) 2021

Purpose: The purpose of the subordinate local law is to amend *Subordinate Local Law No. 2 (Animal Management) 2012* to the extent that it regulates the keeping of a horse (including a racehorse), mule, ass, donkey, cow, bull, buffalo or camel by prescribing a prohibition, approval requirements and minimum standards.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provision identified		

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DRAFT PUBLIC NOTICE

Local Government Act 2009

1. Burdekin Shire Council (“Council”) has proposed to make Animal Management (Amendment) Subordinate Local Law (No. 1) 2021 (the “amending subordinate local law”).
2. *Local Law No. 2 (Animal Management) 2012* authorises the making of the amending subordinate local law. The amending subordinate local law amends *Subordinate Local Law No. 2 (Animal Management) 2012*.
3. The purpose and general effect of the amending subordinate local law is to regulate the keeping of a horse (including a racehorse), mule, ass, donkey, cow, bull, buffalo or camel in the local government area of Council by prescribing prohibitions, approval requirements and minimum standards for the keeping of the animals.
4. Written submissions by any person in support of, or objecting to, the amending subordinate local law are invited for a 21 day period commencing on (*insert date for start of public consultation period*) and ending on (*insert last day of 21 clear day public consultation period*) (the “consultation period”).
5. During the consultation period Council will make available for inspection and purchase at Council’s public office at (*insert address*) copies of the amending subordinate local law.
6. Submissions must be received on or before (*insert last day of the 21 clear day public consultation period*) stating—
 - (a) the grounds of the submission; and
 - (b) the facts and circumstances relied on in support of the grounds.

.....
Chief Executive Officer

Draft Public Notice.DOCX

6.1.2 Future Treatment of Wunjunga TV Reception Infrastructure

File Reference	395
Report Author	Mr. Dan Mulcahy – Manager Environmental and Health Services
Authoriser	Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services
Meeting Date	13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

1.2 Management and maintenance of community assets

5.3.2 Ensure Council's financial position is effectively managed

Executive Summary

Council has maintained and repaired the TV reception infrastructure at Wunjunga for a number of years since 1987/1988 under different cost sharing models. Currently Council is bearing the cost of any repairs and maintenance. New technologies have been developed that now allow Wunjunga residents to obtain certain free to air channels.

A recommendation is provided for the future treatment of the Wunjunga TV Reception Infrastructure.

Recommendation

That Council hand back the responsibility of the repair and maintenance of the Wunjunga TV Reception Infrastructure to the Wunjunga Progress Association (WPA), effective from the next instance of equipment breakdown.

Background

History

- It is believed that the Wunjunga Progress Association were the original owners of the equipment. This is based on a Council resolution in 1998 requesting that investigations be undertaken into Council obtaining ownership of the television signal facility at Wunjunga, with a levy being imposed on the Wunjunga landholders on a benefited area basis for the maintenance of the facility.
- The Wunjunga SBS Translator Special Charges began in 1987/1988 (See Appendix A for charges history).
- The Special Charges have covered the cost of the initial loan to purchase the equipment, electricity supply and repairs.
- The Special Charge was discontinued from the 2017/2018 financial year.
- It is believed that the equipment was erected to supply the SBS channel as indicated in the Special Charge description.
- At some later point other TV channels became available.
- Actual operating expenses from 2004/2005 are shown in Appendix B.

How Does it Work?

- A Receiver Pole receives the TV signals from Mount Inkerman.
- Underground or overhead cables send the signal from the Receiver Pole to the Transmitter Pole which is located near the town. Cables are presently overhead.
- The Transmitter Pole transmits the signal to the houses.

Options

Council has a number of options to consider regarding the future treatment of the TV Reception Infrastructure.

1. Continue with the status quo – no Special Charge and Council arranges for repairs and maintenance and pays for electricity.
2. Reinsert the Special Charge (resolution required at a Budget Meeting) - Council arranges for repairs and maintenance and pays for electricity.
3. Responsibility for repairs and maintenance be handed back to the Wunjunga Progress Association. Repairs and maintenance can be intermittent. The WPA may be able to undertake a survey to determine which residents still require the service and/or what alternatives are available.
4. Wunjunga residents provide their own TV reception via new technology and products, for example VAST system – estimated costs include dish \$300.00 - \$500.00 (same satellite as Foxtel); decoder \$300.00; no ongoing costs; five (5) major channels available. See Appendix C.

Note: Some residents may already have a VAST system or other in place.

Consultation

Council discussed this matter its Workshop Meeting held on 16 March 2021.

Budget & Resource Implications

Adoption of the recommendation will result in small operational savings as indicated in Appendix B in addition to unknown administrative savings in dealing with the matter.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable

Risk Implications (Strategic, Operational, Project Risks)

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

Strategic, operational and project risks in relation to operating and maintaining the equipment appear to be minor. A strategic risk may exist in the creation of precedent of supplying a similar service to other communities.

Attachments

Appendix A

Wunjunga SBS Translator Special Charges				
Financial Year	Levy	Description of Levy	Est Expense	
1987/88	\$35.00	Interest and Redemption on Loan	\$1,540.00	
1988/89	\$65.00	Interest and Redemption on Loan	\$2,860.00	
1989/90	\$65.00	Interest and Redemption on Loan	\$2,860.00	
1990/91	\$79.50	Interest and Redemption on Loan	\$3,498.00	
1991/92	\$79.50	Interest and Redemption on Loan	\$3,498.00	
1992/93	\$79.50	Interest and Redemption on Loan	\$3,498.00	
1993/94	\$79.50	Interest and Redemption on Loan	\$3,498.00	
1994/95	\$73.14	Interest and Redemption on Loan	\$3,218.16	
1995/96	\$73.14	Interest and Redemption on Loan	\$3,218.16	
1996/97	\$2.15	Electricity supply to SBS Television Translator	\$94.60	
1997/98	\$73.14	Interest and Redemption on Loan	\$3,218.16	
1998/99	\$2.15	Electricity supply to SBS Television Translator	\$94.60	
1999/00	\$2.15	Electricity supply to SBS Television Translator	\$94.60	
2000/01	\$2.15	Electricity supply to SBS Television Translator	\$94.60	
2001/02	\$51.17	Electricity & also to meet cost of repairs and maintenance	\$2,251.48	
2002/03	\$26.20	Electricity & also to meet cost of repairs and maintenance	\$1,152.80	
2003/04	\$2.27	Electricity & also to meet cost of repairs and maintenance	\$99.88	
2004/05	\$2.27	Electricity & also to meet cost of repairs and maintenance	\$99.88	
2005/06	\$4.75	Electricity & also to meet cost of repairs and maintenance	\$209.00	
2006/07	\$4.75	Electricity & also to meet cost of repairs and maintenance	\$209.00	
2007/08	\$20.18	Electricity & also to meet cost of repairs and maintenance	\$887.92	
2008/09	\$5.12	Electricity & also to meet cost of repairs and maintenance	\$225.28	
2009/10	\$5.48	Electricity & also to meet cost of repairs and maintenance	\$241.12	
2010/11	\$10.46	Electricity & also to meet cost of repairs and maintenance	\$460.24	
2011/12	\$14.32	Electricity & also to meet cost of repairs and maintenance	\$630.08	
2012/13	\$4.52	Electricity & also to meet cost of repairs and maintenance	\$198.88	
2013/14	\$4.07	Electricity & also to meet cost of repairs and maintenance	\$179.08	
2014/15	\$4.07	Electricity & also to meet cost of repairs and maintenance	\$179.08	
2015/16	\$40.00	Electricity & also to meet cost of repairs and maintenance	\$1,760.00	44 props
2016/17	\$5.68	Electricity & also to meet cost of repairs and maintenance	\$249.92	44 props

Appendix B

Operating Expenses by Financial Year					
Sum of Amount 1 Column Labels					
Row Labels	Electricity	Plant & Equipme	Trade/Contract	Other Expenses	Grand Total
2004/05	179.65				179.65
2005/06	184.39		281.82		466.21
2006/07	153.91		653.18		807.09
2007/08	200.86				200.86
2008/09	212.52				212.52
2009/10	229.55		240.86		470.41
2010/11	246.37			899.00	1,145.37
2011/12	179.32				179.32
2012/13	177.09				177.09
2013/14	203.63				203.63
2014/15	216.95			1,501.82	1,718.77
2015/16	246.95				246.95
2016/17	281.74		227.27	115.00	624.01
2017/18	292.86	261.12	1,817.00		2,370.98
2018/19	300.36		690.00		990.36
2019/20	346.29				346.29
2020/21	203.71		929.00		1,132.71
Grand Total	3,856.15	261.12	4,839.13	2,515.82	11,472.22

Last year of separate charge

Appendix C

Satellite TV – VAST

Viewer access satellite television (VAST) is available if you live in a region with poor free TV coverage.

VAST is funded by the Australian Government.

Channels available are indicated below. The latest channels can be determined from the internet site—<http://www.sattvguide.com.au/?id=1+target%3D%5C%5C&providset1=VASTQLD&timezoneset=EDST>

- Southern Cross Media and Imparja are broadcasting the full range of digital commercial television channels in standard definition (with programming from the 7, 9 and 10 networks) and the high-definition channels One HD, 7mate and GEM.
- VAST also provides all the standard and high-definition channels from ABC and SBS.
- The local news content from regional broadcasters is also available on a dedicated local news channels exclusive to VAST.

6.1.3 Proposed Fruit and Vegetable Stall - Plantation Park, Ayr

File Reference	652 and 649
Report Author	Mr. Chris Gallyer – Environmental Health Project Officer
Authoriser	Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services
Meeting Date	13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

2.1.1 Acknowledge the contribution of individuals and business to developing the Burdekin Community

2.2.3 Support the development and expansion of existing business

Executive Summary

A written request has been made by Ms. Sisay McLearn to operate a fruit and vegetable stall at Plantation Park and a recommendation on the request is provided. Ms. McLearn had previously been approved to operate on the Bruce Highway side of Plantation Park, Ayr however in November 2019, was advised to relocate due to safety reasons.

Council has recently considered a Draft Policy for vending on council owned and controlled land and the conditions outlined herein conform with the Draft Policy.

Recommendation

That Council approves the request from Ms. Sisay McLearn to operate a fruit and vegetable stall on the left side of the shelter which is adjacent to the sign as you enter Plantation Park, Ayr from the Bruce Highway. This is subject to the following conditions:

1. The applicant is to complete and submit an application for Commercial Use of Local Government Controlled Areas and Roads.
2. Conditions of approval will include:
 - a. The conduct of the approved use must be in accordance with the application submitted and any supporting documentation, except as otherwise specified by any conditions of approval;
 - b. The preparation, handling and serving of food and drinks are to be conducted in accordance with the requirements of the *Food Act 2006* and *Food Standards Australia and New Zealand (FSANZ) Food Standards Code*;
 - c. Compliance with the *Environmental Protection (Noise) Policy 2019*;
 - d. Hold public liability insurance in an amount not less than \$10 million against claims for personal injury and property damage resulting from the approved use;
 - e. Indemnify the Council and the State Government (in respect of State owned land) against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the Council or the State as a result of the activity;
 - f. Restricted to the designated site as approved by Council;
 - g. If the approval holder or the holder's employee or agent intentionally or negligently damages the Council controlled area, it must pay to the Council the amount it would cost to rectify the damage;

-
- h. Mobile vendor vehicles are to be roadworthy vehicles that are licenced by the Department of Transport and Main Roads;
 - i. Ensure that the vehicle and all equipment used in the operation of the activity are maintained in good working order and in a clean and sanitary condition at all times;
 - j. No obstruction to pedestrian flow or vehicular traffic;
 - k. Only serve customers from the non-traffic side of the vehicle used in the operation of the activity;
 - l. Compliance with existing parking restrictions which apply to the area at all times;
 - m. The activity must not have an unreasonable detrimental effect on the amenity of the surrounding area;
 - n. Litter is to be cleared at all times from in and around the vendor site by the operator;
 - o. Appropriate rubbish bins are to be provided by the operator in numbers adequate to service the patrons and removed, along with all rubbish from the site at the end of each trading day;
 - p. Not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the *Water Supply (Safety and reliability) Act 2008*;
 - q. Trees and other significant streetscape elements such as benches, pergolas and rubbish bins are not to be obstructed, covered, removed, relocated or modified;
 - r. Permanent structures are not permitted;
 - s. Any temporary fixtures (such as umbrellas, bins and stools) are to be safe to use and removed at the end of trading. The use of and location of these fixtures must be approved;
 - t. Fixtures are not to be placed where they present a barrier or danger to pedestrians or vehicles;
 - u. Not place a sign or device advertising the activity on any Council owned or controlled area or road without approval;
 - v. Must provide own power supply;
 - w. Mobile vehicle to be removed at the end of trading each day;
 - x. The approval is not valid for events on at the approved location unless specifically approved by the event organiser;
 - y. Comply with any conditions imposed by the Department of Transport and Main Roads; and
 - z. The approval may be revoked at any time.

Background

(This section is Mandatory - Provide background to support recommendation)

Council has received a request in relation to a proposed fruit and vegetable stall operating at Plantation Park, Ayr from Wednesday to Saturday on a weekly basis from 10.00am to 5.00pm daily.

The applicant has nominated a site adjacent to the sign as you enter Plantation Park, Ayr from the Bruce Highway. The plan attached shows the general location marked with a red circle.

There is one current approval for a coffee van to operate adjacent to the playground, Plantation Park, Ayr which is where there is existing parking.

The applicant does not currently require a Food Business Licence under the *Food Act 2006* for this activity.

Council has also considered a Draft Policy for vending on Council owned or Controlled Land. The conditions outlined in the recommendation conform with the conditions provided in the draft policy.

The proposed location of the Fruit Stall is approximately 90 metres from the Gudjuda Café and approximately 270 metres (as the crow flies) from the next nearest fixed premises which sell or offer for sale, the same of similar goods or services.

Approval of the activity may enhance the use, amenity and enjoyment of the park area by park users and visitors to the Information Centre, Plantation Park, Ayr.

It is therefore recommended that the applicant be granted approval subject to appropriate conditions.

Consultation

Not Applicable.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable as the conditions of approval reflect the Draft Policy on vending on Council owned Controlled Land.

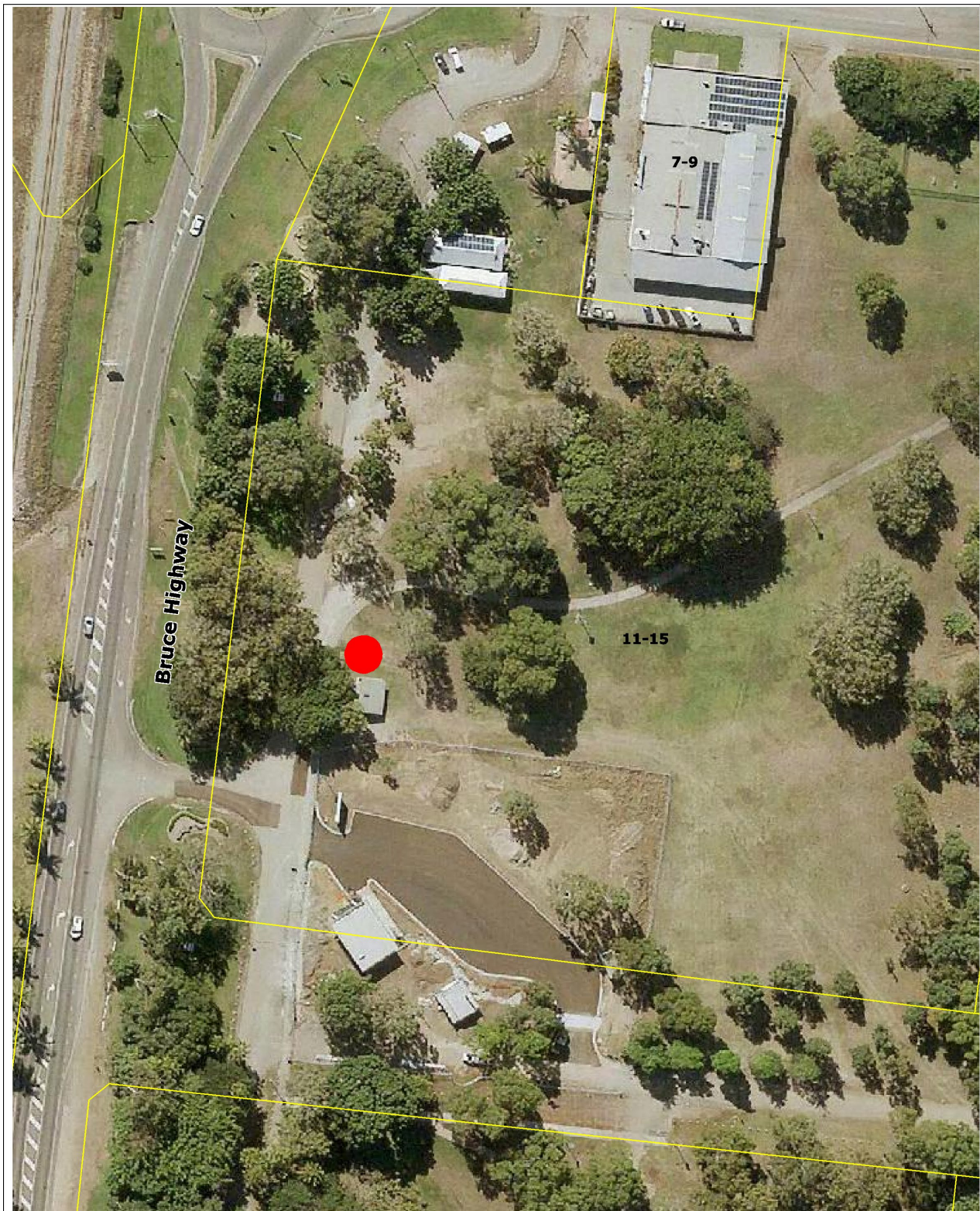
Risk Implications (Strategic, Operational, Project Risks)

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

Operational risks are minimised by the setting of appropriate conditions. The conditions also take into account nearby fixed premises which may feel aggrieved by Council approving such a use.

Attachments

1. Plan of Proposed Location.



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 E-mail: burdekinsc@burdekin.qld.gov.au

Council Chambers,
 145 Young Street,
 Ayr, Qld, 4807

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6.2 OPERATIONS

6.3 PLANNING AND DEVELOPMENT

6.3.1 Development Application Material Change of Use for Vehicle Servicing and Mechanical Workshop (Vehicle Repair Station) at 11 Ross Street, Ayr (Lot 55 on RP709781)

File Reference 226 (MCU21/0001)

Report Author Mr. Shane Great – Manager Planning and Development

Authoriser Mr. Nick Wellwood – Director Infrastructure, Planning and Environmental Services

Meeting Date 13 April 2021

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

2.5.1 Review land supply and uses as required to meet community and business needs

2.4.4 Support development, diversification, sustainability and expansion of the economic base

Burdekin Shire Council Operational Plan 2020/2021

PD2 Provide for the needs of the community by delivering appropriate land use outcomes including development approvals that are considered sustainable, achievable, and cost effective

PD5 Provide Development Assessment Services which ensure; land uses comply with the Planning Act 2016, Planning Scheme, Council Policies applicable standards and conditions of approval; assess development applications and undertake land use compliance inspections

Executive Summary

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application from G & K Wassmuth seeking a Development Permit for Material Change of Use for Vehicle Servicing and Mechanical Workshop (Vehicle Repair Station) at 11 Ross Street, Ayr (Lot 55 on RP709781).

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

Recommendation

That Council approves the Development Application for a Material Change of Use for Vehicle Servicing and Mechanical Workshop (Vehicle Repair Station) at 11 Ross Street, Ayr (Lot 55 on RP709781), subject to the following conditions:

General

- 1.1 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building

on the premises must be generally in accordance with the applications supporting material including all drawings/documents, except where modified by the conditions of this Development Permit and any approval issued there under.

- 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.3 The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.
- 1.4 Prior to commencement of the use a Site Based Management Plan (SBMP) shall be developed, implemented and complied with, which deals with controls on:
 - External lighting;
 - Noise emissions;
 - Dust emissions; and
 - Odour emissions.

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

- 1.5 All activities including deliveries associated with the use may operate only between the hours of 7.00am to 6.00pm Monday to Friday and 8.00am to 1.30pm Saturday. There must be no operation on Sundays or Public Holidays.
- 1.6 The maximum number of employees allowed onsite during these hours of operation is five (5).
- 1.7 The use of the development must not cause an unreasonable nuisance to the surrounding area.
- 1.8 The operator of the Mechanical Workshop must keep a Complaints Register on the land at all times, for the inspection of an authorised office of the Council identifying:
 - The time, date and detail of any complaint made to the operator relating to the use of the workshop; and
 - Any action or response taken by the operator to rectify or reasonably deal with the complaint.
- 1.9 Proposed landscaping is to be in accordance with the supporting material and completed prior to commencement of use.

Approved Plans

- 2.(a) The proposed development must be completed and maintained generally in accordance with the drawing/documents identified in the Table below, except as otherwise specified by any condition of this approval.

Drawing Title	Drawing/Revision	Date
Proposed Site Development and Floor Plan	TFBD-20037 A02 P3	22.10.2020

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

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- (d) The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.

Compliance with Conditions

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

Outstanding Charges

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

Notice of Intention to Commence the Use

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

Public Utility Services/Damage

- 6.1 The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.
- 6.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Building Work

- 7.1 A development permit for Building Works is to be obtained before any building works are carried out on the premise. (including demolition)
- 7.2 All structures are to be built in accordance with Council's "Erection of Structures Over or Adjacent to Sewers or Water Mains Policy".
- 7.3 Provide evidence that the proposed Workshop Building has had a classification approval granted under the provisions contained in the *Building Act 1975* and subordinate legislation prior to the commencement of the intended use.

Access and Parking

- 8.1 The construction of any new crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
- 8.2 Parking space and layout must be designed in accordance with the provisions contained in the supporting material included in the plans submitted with the application by 'Tony Ferraris Consulting Building Design'.
- 8.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all-weather low glare paving, exposed aggregate concrete or suitable dust suppressant material to the satisfaction of the Chief Executive Officer.

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- 8.4 The existing crossover access onto Ross Street must be removed and the kerb and channel is to be reinstated to the approval of the Chief Executive Officer.
 - 8.5 Provide line marked parking spaces adjacent to the property on Ross Street, in accordance with AS 2890.5

Drainage/Stormwater

- 9.1 A grated trench drain is to be installed at the property boundary to catch stormwater before crossing the footpath. The stormwater is to be conveyed to the kerb, under the footpath, in a suitable sized conduit as approved by Council.
- 9.2 Stormwater drainage from any new paved/sealed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 9.3 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 9.4 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

Operational Works

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

Amenity - Lighting

11. Any night and outdoor lighting must be designed, conducted and operated in accordance with 'AS 4282 – Control of the obtrusive effects of outdoor lighting'.

Environment and Health

- 12.1 All activities must be carried out within the confines of the workshop.
- 12.2 Any storage of flammable and/or combustible liquids must comply with the minor storage provision of *Australian Standard AS: 1940 The Storage and Handling of Flammable and Combustible Liquids*.
- 12.3 Any hazardous materials (e.g. oil and fuel) must be stored in a covered and bunded area.

- 12.4 Any liquid spills must be cleaned up immediately and disposed of in an appropriate manner that ensures environmental harm does not occur. An appropriate spill kit for the management of wastes and hazardous liquids associated with the activity must be readily available at the site. Anyone operating under this approval must be trained in the use of the spill kit.
- 12.5 The operator must investigate and address all environmental nuisance and/or environmental harm complaints. The following details must be recorded and provided to Council upon request:
- a) time, date, name and contact details of the complainant;
 - b) reasons for the complaint;
 - c) any investigations undertaken;
 - d) conclusions formed; and
 - e) any actions taken.

When requested by Council, an assessment, including monitoring and/or sampling must be undertaken by a suitably qualified person(s) to investigate any complaint of environmental nuisance and/or environmental harm (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief). Upon completion of the assessment, the results must be submitted to Council within 10 business days. This must be undertaken in accordance with any direction given by Council at the time.

If the results of the assessment indicate, or where it is determined by an authorised person, that environmental nuisance and/or environmental harm is being caused, abatement or control measures must be implemented as recommended by a suitably qualified person and/or Council.

- 12.6 No change, replacement or operation of any plant or equipment is permitted if the change, replacement or operation of the plant or equipment increases, or is likely to substantially increase, the risk of environmental nuisance and/or environmental harm above that expressly provided by this development approval/ environmental authority.
- 12.7 The washing down of the workshop, the cleaning of waste containers or the washing of any other items that generate contaminated water is not permitted unless the contaminated water is directed to an approved wastewater treatment system prior to release.
- 12.8 Regulated wastes are to be removed for disposal by a licenced waste transporter.
- 12.9 Where a complaint is made about noise from the activity, that is considered reasonable by an authorised officer and cannot be resolved by the operator of the activity subject of this approval, the emission of noise from the development must not result in levels greater than those specified in Table 1 until circumstances which gave rise to the complaint are resolved.

Table 1: Noise Limits (dBA)

NOISE LIMITS MEASURED AT THE FACADE OF THE NEAREST NOISE SENSITIVE PLACE		
Period	Measured as LAeq,	Measured as maxLpA
7.00am – 6.00pm	55	60
6.00pm – 10.00pm	50	55
10.00pm – 7.00am	45	50

12.10 Spray painting is not permitted to be conducted at the site other than for minor touch-ups.

12.11 Abrasive blasting is to be conducted within a fully enclosed chamber, vented to the atmosphere through an effective dust extraction system and designed to enable frequent or continuous recovery of spent abrasives.

ADVICE (Note: These are not conditions).

- *There must be no release that has been in contact with any contaminants at the site to any waters, watercourse, roadside gutter or stormwater drain.*
- *General waste and recycling services must comply with Council's Waste Management Policy.*

Background

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application from G & K Wassmuth seeking approval for a Material Change of Use Vehicle Repair Workshop at 11 Ross Street, Ayr (Lot 55 on RP709781).

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

This application also requires public notification and given that the application is 'Impact Assessable', a resolution of Council.

The Application

The proposed Vehicle Servicing and Mechanical Workshop Business is to be located on land zoned 'Residential'. The application has been assessed against the relevant sections of Council's scheme including the Desired Environmental Outcomes and the Residential Zone Code.

The applicant, G & K Wassmuth proposes to demolish the existing dwelling and construct a new 240m² shed on the subject site to carry out a Mechanical Workshop. The proposed use will include the following activities: vehicle servicing and mechanical repairs, sale of goods and services related to the above activities such as packaged oil and lubrication products and spare parts for motor vehicles. On-site parking is included in the proposal which ensures greater safety and security for clients and occupants. The applicant has advised that access to and within the site will be fully compatible for people with disabilities and that the proposed built form would be in harmony with neighbouring commercial buildings.

The applicant maintains in the supporting material with the application that a majority of their proposed activities are not very different to what was conducted on their neighbouring site of 9 Ross Street, East Ayr (minus the smash repairs business).

Proposed hours of operation for the use are 7.00am to 6.00pm Monday to Friday and 8.00am to 1.30pm Saturday. Additional to the two (2) owners of the business there are three (3) employees. Conditions will ensure that the business can only operate within these criteria. Any activity outside of these constraints will not be permitted.

The location of the new building along with the proposed new parking and access/egress arrangements will improve vehicle movements and provide adequate onsite parking.

Site Description/Surrounding Land Uses

The subject site is located on Ross Street in East Ayr. The site is currently improved with a dwelling. It is intended to demolish this dwelling and replace it with the workshop. The lot has a 25 metre road frontage to Ross Street, East Ayr and an area of approximately 1195m².

There are a variety of different land uses located within the surrounding area of the proposed development. These uses include an auto electrician workshop, commercial premises, light industrial uses, East Ayr State School, several multiple dwelling unit complexes and dwelling houses. The adjoining properties to the subject site are currently used for the applicants existing automotive business as well as a plumbing and commercial wholesale goods business and residential units to the rear of the site that are separated from the site by a Council stormwater drain.

Planning Scheme Assessment

The subject land is zoned 'Residential', with the proposal triggering an 'Impact Assessable' Development Application. The application has been assessed against the relevant provisions of the Burdekin Shire Council's IPA Planning Scheme and as identified above triggers impact assessment under Table 2 – Assessment Categories for the Residential Zone – Making a Material Change of Use.

In assessing the application, consideration has been given to all relevant components of the scheme including the Desired Environmental Outcomes (DEO's), Specific Outcomes in the 'Residential Zone Code'.

The proposed use is described as a '*Vehicle Repair Station*' as defined in the scheme:

Vehicle Repair Station

"Premises used for the repair of vehicles, plant and machinery, including such activities as panel beating, spray painting and the machining and reconditioning of automotive or machinery parts."

The applicant has provided supporting material by way of a planning report detailing how they believe the proposal will achieve compliance with the relevant components of the scheme and includes information addressing important planning matters such as design specifications, site characteristics, sewer main alignment and vehicle access.

Given the nature of the proposal, general compliance with the relevant components of the scheme can be achieved and are summarised as follows:

Desired Environmental Outcomes

The proposal does not compromise the relevant DEO's of the scheme having regard to each in balance. In particular:

- *Economic Development* – The applicant submits that the proposed development will enable G & K Wassmuth to provide a new improved workshop and rental of their existing neighbouring workshop to another business. In doing so will contribute to the local economy with minimal negative effects on the surrounding area.
- *Biodiversity and Conservation Areas* – Due to the premise being unaffected by any natural constraints, no adverse impacts are envisaged because of the development.
- *Urban Development and Infrastructure* – the proposal will utilise the existing water and sewerage infrastructure. The proposed automotive workshop will blend with the surrounding commercial area.
- *Community Well Being* – the development will respond to the community needs and interests in the provision of business/commercial services in the automotive industry.

Residential Zone Code

Specific Outcomes and Acceptable Solutions for the Relevant Zone Codes have been carefully considered noting that not all the specific outcomes within these codes are applicable to this proposal (see Specific Outcomes O2, O4, O6, O9, and O10 of the Residential Zone Code).

As the proposal is to remove the existing dwelling and construct a new Workshop with sealed hardstand/carparking area, the specific outcomes relating to site areas, density and infrastructure provision can be complied with. The supporting material notes that the development only has a site coverage of less than 21% and is a single-story building.

Traffic movements associated with car parking onsite and access/egress arrangements to and from the site were also identified as part of achieving compliance with the Car Parking and Access Specific Outcomes for the code. Development Assessment Officers have considered future traffic arrangements in the area and the proposed improvements to car parking both onsite and on the street will assist in ensuring that any negative impacts because of the proposed use will be minimal. The applicants existing mechanical workshop on 9 Ross Street will be discontinued and if an alternative business is to commence from this abandoned site they will need to discuss with Council as additional development approvals may be required.

It is considered that the application is not in substantial conflict with the remaining Specific Outcomes of the Residential Zone Code that would warrant refusal or that could not be justified by reasonable planning grounds. If any compliance issues arise from the proposal not being able to meet a particular outcome, conditions have been included in the recommendation that will ensure specific outcomes are met protecting adjacent residential uses.

Conclusion

Council's Development Assessment Team members have assessed the application in accordance with the scheme and have included reasonable and relevant conditions as part of the recommended approval. Officers are confident that a decision to approve can be defended due to the ability of the proposal to generally comply with adopted planning regulations and policies. It is recommended that Council approves the application subject to the abovementioned conditions. The recommendation is based upon the belief that the proposed development is well designed, will not create an undesirable precedent and will deliver positive outcomes for the surrounding locality.

Consultation

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was publicly notified between the 18 February and the 11 March 2021. There were no properly made submissions received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

Budget & Resource Implications

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

Legal Authority & Implications

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

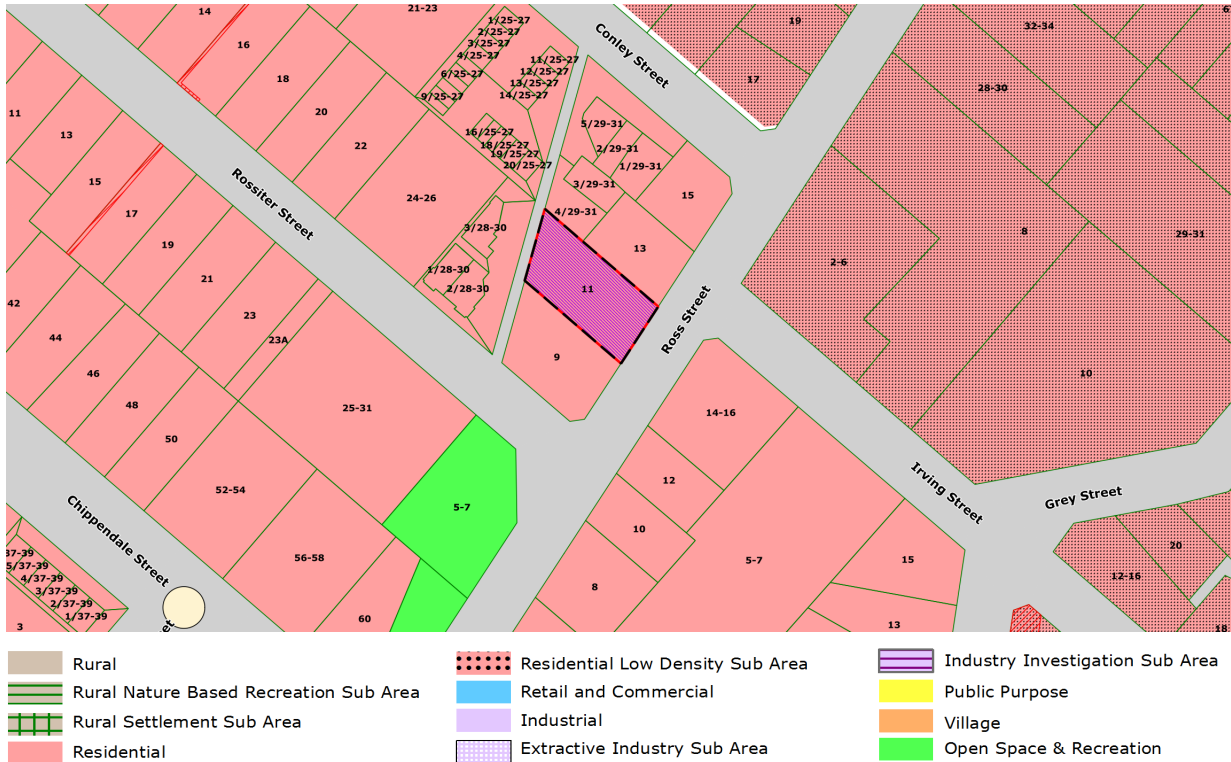
Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Minimal organisational risk is apparent given that the recommendation has considered all relevant outcomes associated with Strategic, Operational and Project risks.

Attachments



6.4 TECHNICAL SERVICES

7 NOTICE OF MOTION

8 RECEIPT OF PETITIONS

9 CORRESPONDENCE FOR INFORMATION

Tabled Separately

10 GENERAL BUSINESS

11 CLOSED BUSINESS ITEMS

12 DELEGATIONS
