



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 27 MARCH 2018, COMMENCING AT 10.00 AM**

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**Item****27 March 2018****Item Number:**

C1

File Number:

.

Part:

COUNCILLORS

Portfolio:

Councillors

Subject:

Petition - Request for youth focused leisure infrastructure for Elliott Heads

Report Author:

Michel Jenner, Executive Assistant

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.3 Community places, spaces and facilities that promote and support safe, active and healthy community life.

Background:

Mayor Jack Dempsey and Cr Scott Rowleson received a petition with 312 signatures which states

During budget deliberations, consider the installation of a skate or pump track facility or similar for Elliott Heads. Our community has a desire to see us treated similarly to other coastal communities that have these facilities for their youth. We the community members ask that we be considered for such.

Associated Person/Organization:

Nil

Consultation:

Nil

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

Nil

Recommendation:

That the petition be received and noted.

Preliminary

**Item****27 March 2018****Item Number:**

D1

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Appointment to Committees and other bodies

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.1 A supportive business environment that facilitates collaboration and promotes positive economic growth and investment.

Background:

Councillors represent Council on both Council and many Community Committees/Organisations. This provides Council with opportunities to be kept up to date with the issues faced by the various community groups, and also to be instrumental in furthering the enhancement and development of the Bundaberg Region.

Associated Person/Organization:

Nil

Consultation:

Nil

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

Nil

Recommendation:

That Council's representatives to the following Council and Community Organisations be as follows:-

- (1) Fleet Management Advisory Committee - Cr WR Trevor and Cr WA Honor;
- (2) IT Steering Advisory Committee - Cr HL Blackburn and Cr SA Cooper;
- (3) Regional Arts Development Fund Committee - Cr JA Peters;
- (4) Gallery Exhibitions Committee - Cr JA Peters;
- (5) Gallery Acquisitions Committee - Cr JA Peters;
- (6) Bundaberg Landfill Facility Community Consultation Group - Cr WA Honor and Cr SA Rowleson;
- (7) Bundaberg Region Cycling Action Advisory Group - Cr WA Honor and Cr HL Blackburn;
- (8) Bundaberg Report Sport & Recreation Advisory Group - Cr HL Blackburn;
- (9) Bundaberg Region Water Safety Advisory Group - Cr HL Blackburn;
- (10) Community Conservation Advisory Committee - Cr WR Trevor;
- (11) Lake Monduran Advisory Committee - Cr WA Honor;
- (12) Community Grants Panel - Cr HL Blackburn and Cr JA Peters;
- (13) Bundaberg Region Inclusive Communities Advisory Committee - Cr JA Peters;
- (14) Sister Cities Advisory Committee - Cr GR Barnes, Cr CR Sommerfeld, Cr SA Rowleson, Cr HL Blackburn and Cr SA Cooper;
- (15) Wide Bay Burnett Regional Organisation of Councils - Cr JM Dempsey and Cr WR Trevor;
- (16) Wide Bay Burnett Regional Roads and Transport Group - Cr JM Dempsey and Cr WA Honor;
- (17) Bundaberg Groundwater Area Advisory Committee - Cr JP Bartels and Cr WR Trevor (with Cr JD Learmonth as proxy);
- (18) Traffic Advisory Committee - Cr WA Honor and Cr JD Learmonth;
- (19) Wide Bay Burnett Regional Planning Advisory Committee - Cr CR Sommerfeld (with Cr HL Blackburn as proxy)

- (20) Wide Bay Burnett Regional Water Supply Strategy Management Committee - Cr JP Bartels and Cr WR Trevor (with Cr WA Honor as proxy)
- (21) Bundaberg Area Committee Crime Stoppers Queensland - Cr SA Rowleson and Cr JA Peters;
- (22) Public Safety Consultative Committee (an Advisory Committee of the Bundaberg Safe Night Out Precinct Inc.) - Cr HL Blackburn and Cr JD Learmonth;
- (23) Disability Sector Network - Cr JA Peters;
- (24) Seniors Network - Cr JA Peters;
- (25) Bundaberg Region Mental Wellbeing Alliance – Cr JA Peters;
- (26) Youth Hub and Youth Sector – Cr JA Peters;
- (27) Reef Guardian Council – Cr WR Trevor and Cr SA Rowleson;
- (28) UDIA – Cr JL Learmonth, Cr JP Bartels, Cr CR Sommerfeld and Cr SA Cooper;
- (29) UDIA Working Committee – Cr HL Blackburn and CR CR Sommerfeld;
- (30) Local Disaster Management Group – Cr JM Dempsey and Cr GR Barnes;
- (31) Audit and Risk Committee - Cr HL Blackburn and Cr SA Cooper.



Item

27 March 2018

Item Number:

D2

File Number:

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Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Making of Declaration of Office

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our People, Our Business - 3.6 Responsible and ethical leadership and governance.

Background:

Section 169 of the "Local Government Act 2009" – "Obligations of Councillors before acting in office" states:-

- 1) A Councillor must not act in office until the Councillor makes the declaration of office.
- 2) The **declaration of office** is a declaration prescribed under a regulation.
- 3) The Chief Executive Officer is authorised to take the declaration of office.
- 4) The Chief Executive Officer must keep a record of the taking of the declaration of office.
- 5) A person ceases to be a Councillor if the person does not comply with subsection (1) within:-
 - a) 1 month after being appointed or elected; or
 - b) A longer period allowed by the minister.

Associated Person/Organization:

N/A

Consultation:

N/A

Legal Implications:

A Councillor cannot act in office until the declaration of office is made.

Policy Implications:

N/A

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

Nil

Recommendation:

Council notes that the Declaration of Office was taken and recorded by the Chief Executive Officer, Mr Stephen Johnston, pursuant to Section 169 of “The Local Government Act 2009”, for:-

**Cr Steve Cooper (Division 8) on 14 February 2018; and
Cr John Learmonth (Division 10) on 26 February 2018.**

**Item****27 March 2018****Item Number:**

D3

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Leave of Absence - Cr John Learmonth

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our People, Our Business - 3.6 Responsible and ethical leadership and governance.

Background:

By letter dated 15 March 2018, Cr John Learmonth requests leave of absence from all Council meetings for the period 17 April to 14 May 2018 inclusive.

Associated Person/Organization:

Cr John Learmonth

Consultation:

Not Applicable

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

Nil

Recommendation:

That Cr Learmonth's application for leave of absence from all Council meetings for the period 17 April to 14 May 2018 inclusive, be granted.

Preliminary

**Item****27 March 2018****Item Number:**

E1

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 31 January 2018

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.1 A sustainable financial position.

Background:

In accordance with Section 204 of the *Local Government Regulation 2012* a Financial Report must be presented to Council on a monthly basis. The attached Financial Report contains the Financial Summary and associated commentary as at 28 February 2018.

Consultation:

Financial Services Team

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

 Not required Required

Attachments:

[↓](#) 1 Financial Summary as at 28 February 2018

Recommendation:

That the Financial Summary as at 28 February 2018 be noted by Council.

Preliminary

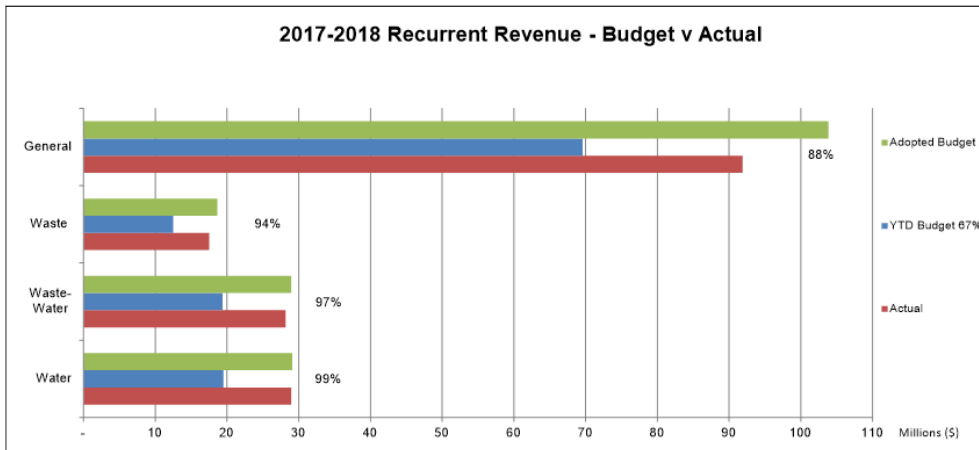
Financial Summary
as at 28 Feb 2018

Progress check - 67%	Council			General			Waste			Wastewater			Water		
	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud
Recurrent Activities															
<i>Revenue</i>															
General Rates and Utility Charges	147,559,373	152,294,430	97%	77,927,128	83,517,400	93%	14,529,797	14,369,000	101%	27,504,238	27,435,750	100%	27,598,210	26,972,280	102%
Less: Discounts and pensioner remissions	(6,033,189)	(8,327,900)	72%	(5,479,677)	(7,739,900)	71%	(189,108)	(200,000)	95%	(206,222)	(218,500)	94%	(158,182)	(169,500)	93%
	141,526,184	143,966,530	98%	72,447,451	75,777,500	96%	14,340,689	14,169,000	101%	27,298,016	27,217,250	100%	27,440,028	26,802,780	102%
Fees and Charges	16,414,769	24,723,950	66%	12,049,209	18,171,402	66%	2,997,599	4,308,348	70%	634,125	1,027,500	62%	733,836	1,216,700	60%
Interest Revenue	2,116,697	3,418,927	62%	955,275	1,457,327	66%	168,341	175,000	96%	225,385	691,600	33%	767,696	1,095,000	70%
Grants, Subsidies & Donations	6,380,114	8,453,754	75%	6,370,479	8,444,119	75%	4,487	4,487	100%	5,148	5,148	100%	-	-	
Sale of Developed Land Inventory	69,464	-		69,464	-		-	-		-	-		-	-	
Total Recurrent Revenue	166,507,228	180,563,161	92%	91,891,878	103,850,348	88%	17,511,116	18,656,835	94%	28,162,674	28,941,498	97%	28,941,560	29,114,480	99%
<i>Expenses</i>															
Employee Costs	40,606,748	67,672,294	60%	31,955,665	53,893,963	59%	3,306,868	5,021,201	66%	2,979,377	4,858,050	61%	2,364,838	3,899,080	61%
Materials and Services	34,965,933	57,405,359	61%	21,279,076	32,124,583	66%	5,545,214	10,475,413	53%	3,354,811	7,156,549	47%	4,786,832	7,648,814	63%
Finance Costs	1,858,612	4,015,025	46%	791,984	1,645,373	48%	431,009	762,650	57%	537,244	1,295,402	41%	98,375	311,600	32%
Depreciation	29,485,386	44,228,080	67%	21,813,525	32,720,287	67%	632,705	949,058	67%	3,410,583	5,115,875	67%	3,628,573	5,442,860	67%
Total Recurrent Expenditure	106,916,679	173,320,758	62%	75,840,250	120,384,206	63%	9,915,796	17,208,322	58%	10,282,015	18,425,876	56%	10,878,618	17,302,354	63%
Operating Surplus	59,590,549	7,242,403		16,051,628	(16,533,858)		7,595,320	1,448,513		17,880,659	10,515,622		18,062,942	11,812,126	
<i>Transfers to</i>															
Restricted Capital Cash	13,454,774	3,876,793		-	-		-	-		13,454,774	3,876,793		-	-	
NCP Transfers	-	-		(8,808,394)	(13,212,591)		(1,321,505)	(1,982,258)		4,425,885	6,638,829		5,704,014	8,556,020	
Total Transfers	13,454,774	3,876,793		(8,808,394)	(13,212,591)		(1,321,505)	(1,982,258)		17,880,659	10,515,622		5,704,014	8,556,020	
Movement in Unallocated Surplus	46,135,775	3,365,610		24,860,022	(3,321,267)		8,916,825	3,430,771		-	-		12,358,928	3,256,106	
Unallocated Surplus (Deficit) brought forward from prior year(s)	15,525,267	15,525,267		(4,379,923)	(4,379,923)		5,652,180	5,652,180		3	3		14,253,007	14,253,007	
Unallocated Surplus (Deficit)	61,661,042	18,890,877		20,480,099	(7,701,190)		14,569,005	9,082,951		3	3		26,611,935	17,509,113	
Capital Activities															
<i>Council's Capital Expenditure (Excludes Donated Assets)</i>															
Council Expenditure on Non-Current Assets	58,342,744	128,103,309	46%	36,244,248	85,090,701	43%	2,575,750	5,148,550	50%	16,847,724	31,148,666	54%	2,675,022	6,715,392	40%
Loan Redemption	2,846,658	6,371,256	45%	1,817,304	4,132,190	44%	237,246	503,723	47%	643,637	1,450,033	44%	148,471	285,310	52%
Total Capital Expenditure	61,189,402	134,474,565	46%	38,061,552	89,222,891	43%	2,812,996	5,652,273	50%	17,491,361	32,598,699	54%	2,823,493	7,000,702	40%
Cash															
Opening balance	106,021,236	106,021,236													
Movement - increase/(decrease)	(1,697,313)	(24,364,384)													
Closing balance	104,323,923	81,656,852													

Further to the Financial Summary Report as at 28 February 2018, the following key features are highlighted. The following figures are based on the 2nd Quarter Amended Budget.

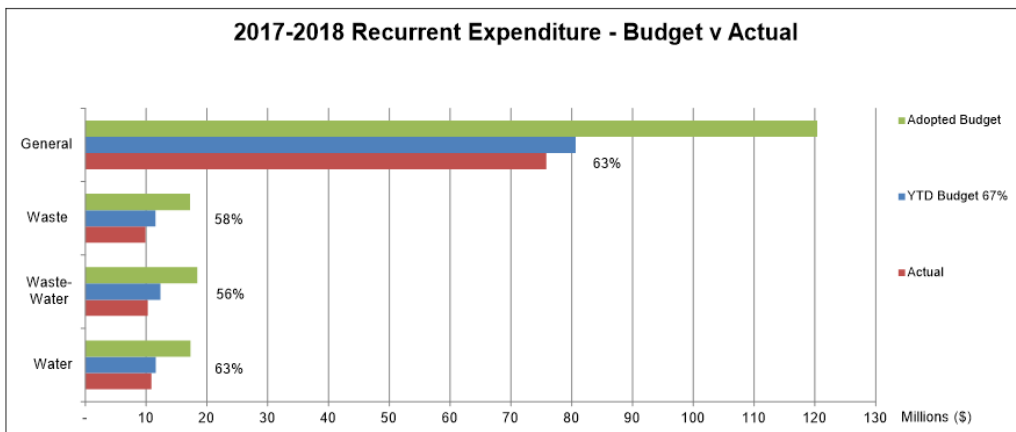
Recurrent Revenue

- Rates revenue is slightly less than budget. Council will receive further rates income in the coming months through pre-payments.
- Fees and charges are tracking on budget.
- Interest revenue is trending below budget. This is mainly due to a significant reduction in long-term rates debt since the engagement of Recoveries and Reconstruction (R&R) in 2017, to assist with rates debt recovery. Of \$10.57 million rates debt referred to R&R, over 93% has been recovered or committed. Rates interest revenue will be reviewed for the 3rd quarter budget.
- Grants, subsidies and donations are tracking ahead of budget mainly due to receipt of 4th quarter Financial Assistance Grants of approximately \$1.2m during February.



Recurrent Expenditure

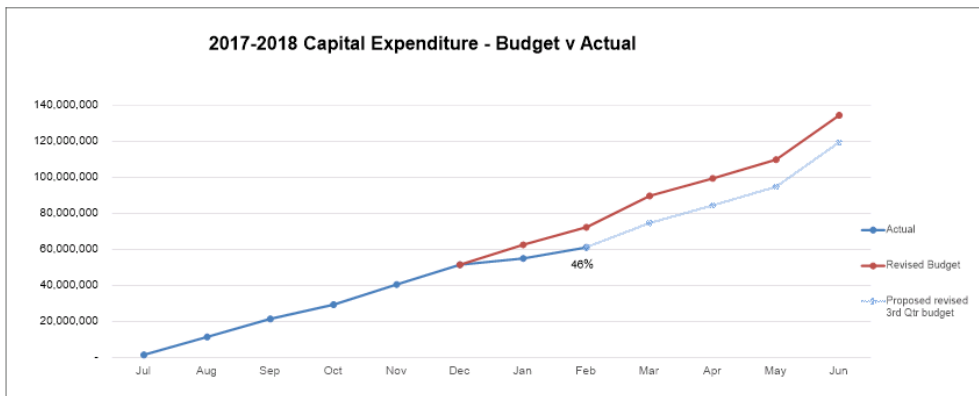
- Employee costs are tracking slightly lower than budget. Employee costs are expected to increase over the next six months with the continued appointment of staff to vacant and new positions. Budgeted employee costs are being reviewed during the 3rd quarter and any savings will be recognised in the 3rd quarter Budget Review.
- Materials and services are tracking lower than budget. The seasonal trend typically shows some 3rd quarter budgeted spending slip, with a slight increase expected in the 4th quarter. Any savings in materials and services following a review of budgets will be recognised in the 3rd quarter Budget Review.
- Finance costs to date are less than the YTD budget due to interest expense on the quarterly March loan repayment and interest on the proposed new loans totalling \$31.7 million not yet being incurred. This is anticipated to resolve in coming months as loan proceeds are drawn down for Rubyanna Waste Treatment Plant.
- The budgeted depreciation expenditure is apportioned evenly across the 12 months of the year and is processed every month.



Capital Expenditure

- Capital Expenditure is tracking lower than forecast due to deferral of some projects and rescheduling of work on current projects. Bundaberg CBD revitalisation project has been deferred to future years. Budgeted expenditure on Rubyanna Waste-water Treatment Plant has been reduced by \$3 million in line with the contractor’s amended forecast. Work totalling \$8.6 million relating to Aviation Precinct and Burnett Heads CBD has been rescheduled for completion in the 2018-2019 year.

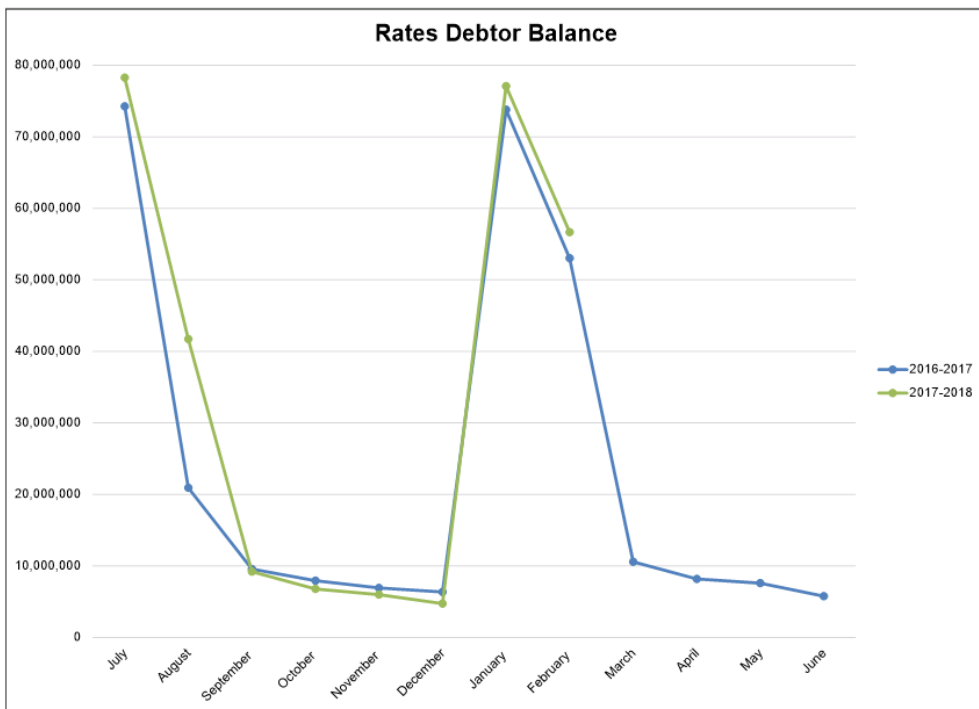
For more details regarding Capital Expenditure projects please refer to the summary of capital projects at the end of this report.



Revenue Statistics

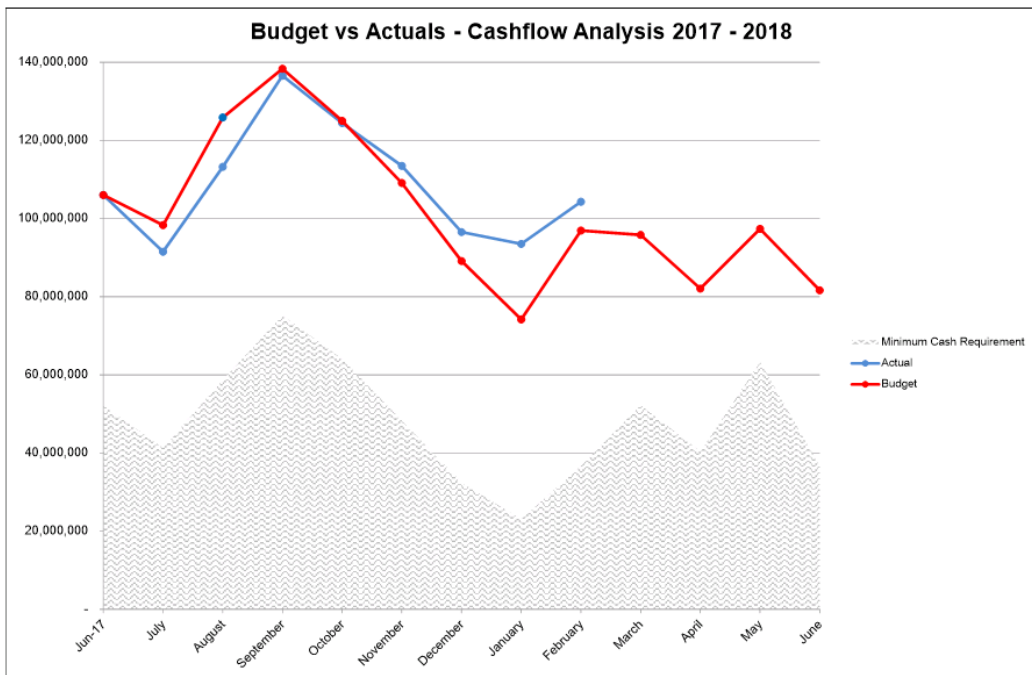
Rates Debtor

- The current rates levy totalling \$82.2 million was raised in January 2018. At 28 February 2018, the rates debtor balance was \$56.6 million. The due date for payment is 9 March. An assessment will be made at that time on the amount outstanding, compared to prior years.
- Council resolved at its ordinary meeting on 21 November to initiate final stage recovery action in relation to outstanding rates on 43 properties. The rate debts on 12 of these properties are yet to be finalised.



Cash Flow

- The cash balance as at 28 February 2018 was \$104.3 million, an increase of \$10.8 million from the last report on 31 January 2018.
- Overall, the current cash balance is \$7.4 million more than forecasted, mainly due to deferral of capital expenditure as detailed above, and receipt of successful capital grant applications totalling approximately \$1.5 million and the 4th quarter Financial Assistance Grant of \$1.2 million.
- No short-term liquidity issues are foreseeable.



Moderate + High Governance Projects as at 28 February 2018

Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Major Projects													
Multi-Use Sport and Community Centre (Multiplex) Stage 1 Finalisation Costs		95%	Costs associated with the finalisation of Stage 1 Contractor's Contract Sum.		174,611	103,326	174,611	150,000	78,715	-	52%	150,000	-
Multi-Use Sport and Community Centre (Multiplex) Stage 2		95%	Project is practically complete awaiting financial completion.	12,500,000	12,677,819	11,964,414	12,677,819	9,468,657	8,755,252	535	92%	9,468,657	-
Demolition of Skating Rink and Lessee Compensation		2%	Demolition to occur 2017/2018	250,000	250,000	6,290	250,000	250,000	6,290	-	3%	250,000	-
Internal Roads and intersections		100%	Costs have been finalised	3,115,118	3,115,118	3,115,118	3,115,118	-	-	-	0%	-	-
Multi-Use Sport and Community Centre (Multiplex) Stage 1		100%	Costs have been finalised	9,500,000	15,622,817	15,622,817	15,622,817	-	-	-	0%	-	-
			<i>Cost to Council</i>	25,365,118	31,840,364	30,811,964	31,840,364	9,868,657	8,840,257	535	90%	9,868,657	-
Bundaberg CBD Revitalisation		15%	Hassell Ltd is progressing with the design and documentation. Design is currently 40% complete. 50% hold point has been extended to approximately April 2018 to incorporate changes to project scope. A Revised Budget Request will be submitted to decrease the current financial year budget and to revise future years budgets.		16,064,181	829,827	12,564,181	5,000,000	765,646	41,500	15%	1,500,000	(3,500,000)
Bundaberg CBD Streetscape Revitalisation - Non-Capital Costs			Work is ongoing.		279,254	152,496	179,254	100,000	73,242	13,000	73%	100,000	-
			<i>Cost to Council</i>	16,000,000	16,343,435	982,323	12,743,435	5,100,000	838,888	54,500	16%	1,600,000	(3,500,000)
Mount Perry Flood Evacuation Route Upgrade		100%	Costs have been finalised. Revised Budget Request to be submitted to increase current financial year budget.	8,758,570	4,663,944	4,733,858	4,738,584	-	69,915	4,726	x	74,641	74,641
Mount Perry Flood Evacuation Route Upgrade Complementary Works including Retaining Wall, Open Drain, Botanic Gardens Pit and Water Main		100%	Costs have been finalised	-	1,273,584	1,273,584	1,273,584	-	-	-	0%	-	-
			<i>Cost to Council</i>	8,758,570	5,937,528	6,007,442	6,012,168	-	69,915	4,726	0%	74,641	74,641
Burnett Heads CBD Revitalisation		25%	Construction has commenced due to be completed in June 2018. Design of additional Stage 2 works is now complete and a Variation has been issued to the Contractor. A Revised Budget Request will be submitted to request an additional \$2,100,000 for increased scope relating to the Federal Grant Agreement.	5,359,707	6,062,003	899,089	8,162,003	5,900,000	737,085	125,943	12%	8,000,000	2,100,000
East Bundaberg Tourism Precinct		5%	Concept design is complete. Detailed design is currently underway by Harrison Infrastructure Group. Final design and scope is contingent upon the outcome of grant applications.	457,000	1,005,652	31,034	1,005,652	1,000,000	25,382	-	3%	1,000,000	-

Moderate + High Governance Projects as at 28 February 2018

Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Corporate Applications													
Core System Replacement Program		95%	Costs relating to undertaking prefeasibility investigations for the Core System Replacement Program. A Revised Budget Request will be submitted to reduce the current year budget in line with expenditure.		1,286,033	1,124,701	1,133,611	277,588	116,256	26,208	42%	125,166	(152,422)
Civica Authority Version 7 Upgrade		10%	Civica Authority upgrade from current Version 6.9 to Version 7 to support latest functionality.	4,500,000	75,000	-	75,000	75,000	-	54,870	0%	75,000	-
Rugged Tablets - Proof of Concept		100%	Costs have been finalised		10,000	10,000	10,000	-	-	-	0%	-	-
Software Programs		100%	Costs have been finalised		22,277	22,277	22,277	-	-	-	0%	-	-
			<i>Cost to Council</i>	4,500,000	1,393,310	1,156,978	1,240,888	352,588	116,256	81,078	33%	200,166	(152,422)
Airports and Tourism													
Aviation Precinct - Construction of Stage 3		10%	Detailed design and costing are complete. Contract for construction to go out to tender early 2018 with early works to commence April 2018 with main works to commence in 2018/2019 Financial Year. Revised Budget Request to be submitted to reallocate current year budget to 2018-2019 Financial Year in line with project schedule.	1,000,000	1,438,675	14,376	1,438,675	1,438,675	14,376	-	1%	100,000	(1,338,675)
Aviation Precinct - Construct Taxiway Alpha & Adjacent Aircraft Aprons		10%		420,000	2,270,300	-	2,270,300	2,270,300	-	-	0%	-	(2,270,300)
			<i>Cost to Council</i>	1,420,000	3,708,975	14,376	3,708,975	3,708,975	14,376	-	0%	100,000	(3,608,975)
Waste Disposal Facilities													
Bundaberg Regional Landfill - (Cedars Road) - Cell 3		60%	Currently under construction, minor delays in sourcing some materials. Project expected to be completed by late March 2018.	4,294,000	4,366,808	1,966,622	4,366,808	4,294,000	1,893,814	139,637	44%	4,294,000	-
Ounaba Landfill Phytocapping Stage 1, Southern and Western Batters		5%	Project Manager is developing a Business Case in line with the Project Decision Framework.	802,500	802,500	277	802,500	802,500	277	-	0%	802,500	-
Roads and Drainage													
Baldwin Swamp Multi Modal Pathways - Que Hee Street to Bundaberg Ring Road		40%	Project has commenced and is being delivered by day labour. Due to be complete June 2018.	1,000,000	1,441,641	112,803	1,468,641	1,000,000	96,162	20,813	10%	1,000,000	-
Hughes Road, Bargara - Extension - Stage 2 - Wearing Road to Watsons Road		10%	Project is currently being designed. Construction will commence in the 2018-2019 Financial Year.		5,400,551	18,909	5,400,551	100,000	18,357	18,530	18%	100,000	-
Land Purchase for Road Reserve		30%	Negotiations are ongoing.	6,000,000	600,000	484	600,000	600,000	484	-	0%	600,000	-
			<i>Cost to Council</i>	6,000,000	6,000,551	19,393	6,000,551	700,000	18,841	18,530	3%	700,000	-

Moderate + High Governance Projects as at 28 February 2018

Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Sprayed Bitumen Resurfacing Program		100%	Costs have been finalised. Savings achieved through competitive tender process. Revised Budget Request to be submitted to reduce the current year budget in line with actual expenditure.	1,470,000	1,470,000	1,174,636	1,174,636	1,470,000	1,174,636	-	80%	1,174,636	(295,364)
Willis Street, Sharon - Burnett Downs Estate - Upgrade Drainage Work		5%	Project is currently being designed.	650,000	650,000	11,077	300,000	300,000	11,077	13,853	4%	300,000	-
Pine Creek Road - Roads Rehabilitation Program		100%	Costs have been finalised. Revised Budget Request to be submitted to reduce the current year budget in line with actual expenditure.	591,000	591,000	433,893	433,893	591,000	433,893	-	73%	433,893	(157,107)
Scotland Street and Eastgate Street - Intersection Safety Improvements (BLACKSPOT)		100%	Costs have been finalised. Revised Budget Request to be submitted to reduce the current year budget in line with actual expenditure.	360,000	756,348	709,563	709,563	715,000	668,215	-	93%	668,215	(46,785)
Avoca Street/Branyan Drive - Provision and Upgrade of On-Road Cycle Facilities - Stage 2A		100%	Project is Practically Complete awaiting financial completion.	700,000	282,996	282,996	282,996	141,736	141,737	-	100%	141,736	-
Avoca Street/Branyan Drive - Provision and Upgrade of On-Road Cycle Facilities - Stage 2B		95%	Minor works to completed by March 2018 to finalise the project.	-	417,004	258,021	417,004	417,004	258,021	67,779	62%	417,004	-
			<i>Cost to Council</i>	<i>700,000</i>	<i>700,000</i>	<i>541,017</i>	<i>700,000</i>	<i>558,740</i>	<i>399,758</i>	<i>67,779</i>	<i>72%</i>	<i>558,740</i>	<i>-</i>
Thabeban Fitzgerald Streets Roundabout - Works for Queensland Round 2		5%	Project is currently being designed. Relocation of services will commence in April and due to be completed by July 2018. Construction to commence in the 2018-2019 Financial Year.	1,400,000	1,400,000	154,861	1,400,000	1,400,000	154,861	-	11%	1,400,000	-
Asphalt Rejuvenation Program		100%	Costs have been finalised. Revised Budget Request to be submitted to reduce the current year budget in line with actual expenditure.	500,000	515,000	427,773	427,773	515,000	427,773	-	83%	427,773	(87,227)
Fitzgerald Street/ Eggmolesse Street, Norville - Construction of Roundabout - Works for Queensland Round 1		95%	Project is practically complete awaiting financial completion. Additional project scope was funded by Across the Waves and Shalom College. Revised Budget Request has been submitted to increase current budget.	1,400,000	1,456,736	1,792,622	1,799,362	1,349,604	1,685,489	6,740	125%	1,692,229	342,625
Johnston Street, Avoca - Upgrade		2%	Project is currently being designed. Drainage easement negotiations are continuing.	995,015	650,000	66,523	650,000	650,000	66,523	8,980	10%	650,000	-

Moderate + High Governance Projects as at 28 February 2018

Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Thabeban Stormwater Drainage Scheme - Stage 3		2%	Council officers will develop a Master Plan for future year expenditure. Current year expenditure is based on Council's contribution to the emergency services development. Project is currently being designed. A Revised Budget Request will be submitted to reduce the current budget.	1,308,000	3,700,000	136,719	3,400,000	1,500,000	84,842	62,250	6%	1,200,000	(300,000)
Thabeban Stormwater Drainage Scheme - Stage 2		100%	Costs have been finalised	-	446,697	446,697	446,697	-	-	-	0%	-	-
Thabeban Stormwater Drainage Scheme - Stage 1B		100%	Costs have been finalised	-	574,896	574,896	574,896	-	-	-	0%	-	-
			<i>Cost to Council</i>	<i>1,308,000</i>	<i>4,721,593</i>	<i>1,158,312</i>	<i>4,421,593</i>	<i>1,500,000</i>	<i>84,842</i>	<i>62,250</i>	<i>6%</i>	<i>1,200,000</i>	<i>(300,000)</i>
Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 3.7 km and CH 4.9 km		95%	Project is Practically Complete awaiting financial completion	2,650,000	350,000	29,179	350,000	350,000	29,179	92,441	8%	350,000	-
Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 4.9 km and CH 7.3 km		5%	Detailed design is complete. Tender has been awarded to Berajondo. Construction will commence mid March and due to be completed mid May 2018.	-	1,550,000	215,257	1,550,000	1,550,000	215,257	-	14%	1,550,000	-
Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 7.3 km and CH 10.75 km		95%	Project is Practically Complete awaiting financial completion	-	750,000	437,360	750,000	750,000	437,360	1,273	58%	750,000	-
			<i>Cost to Council</i>	<i>2,650,000</i>	<i>2,650,000</i>	<i>681,796</i>	<i>2,650,000</i>	<i>2,650,000</i>	<i>681,796</i>	<i>93,713</i>	<i>26%</i>	<i>2,650,000</i>	<i>-</i>
Strategic Projects Co-Ordination													
East Bundaberg Bio Hub Pipeline		2%	Currently assessing the Head Agreement for the Project.	500,000	500,000	1,433	500,000	500,000	1,433	-	0%	500,000	-
Community Development													
Norville Pool - Bucket Play Area - Works for Queensland Round 2		2%	Council are undertaking preliminary investigation into the capacity of the existing pool plant equipment to better inform a future tender. A design and construct tender expected to be issued by April 2018.	500,000	500,000	-	500,000	10,000	-	-	0%	10,000	-
Norville Pool Wet Edge - Works for Queensland Round 1		100%	Project Completed. Revised Budget Request to be submitted to decrease current budget in line with actual expenditure.	1,027,500	1,463,926	1,218,236	1,218,236	1,319,132	1,073,442	-	81%	1,073,442	(245,890)

Moderate + High Governance Projects as at 28 February 2018

Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Parks, Sport and Natural Areas													
Natural Themed Playground Botanic Gardens		10%	Project to go out for Tender in March 2018.	350,000	500,000	1,093	500,000	500,000	1,093	-	0%	500,000	-
Baldwin Environmental Wetlands - Water Quality Improvement - Works for Queensland Round 2		2%	Specialised wetland designer has been engaged to undertake preliminary survey work for a detailed design. Revised Budget Request to be submitted to increase current year budget.	500,000	500,000	-	500,000	-	-	39,737	0%	39,737	39,737
Nanning Garden Upgrade		100%	Project is Practically Complete awaiting financial completion.	1,189,098	1,189,098	1,132,360	1,189,098	824,118	767,381	3,000	93%	824,118	-
Water and Wastewater													
Smart Meter Trial		10%	Expressions of Interest have been shortlisted to 9 submissions. Presentations for these submissions will be completed in March. Invitations for tender will be underway in April. Revised Budget Request to be submitted to reallocate current year budget to 2018-2019 Financial Year in line with project schedule.	8,000,000	8,000,000	92,095	7,525,000	625,000	91,640	39,935	15%	150,000	(475,000)
Heaps Street New Roof Structure		100%	Costs have been finalised. Revised Budget Request to be submitted to reduce the current year budget in line with actual expenditure.	800,000	400,000	-	386,124	400,000	386,124	-	97%	386,124	(13,876)
Gregory Water Treatment Plant Upgrade		10%	Project is currently being designed. Design is 50% complete.	16,200,000	7,682,847	416,179	7,682,847	572,608	305,940	30,442	53%	572,608	-
Kalkie Water Treatment Plant Quality Upgrade		10%	Project is currently being designed. Design is 60% complete.	3,100,000	8,000,000	333,764	8,000,000	572,699	306,463	32,970	54%	572,699	-
Innes Park Dry Sewers		100%	Project is Practically Complete awaiting financial completion. Revised Budget Requests to be submitted to decrease current budget in line with actual expenditure.	600,000	201,387	121,515	121,515	200,000	120,128	3,882	60%	125,000	(75,000)
Branyan WTP Clear Water Storage - New Roof Structure		5%	Construction due to commence mid March. Construction due to be completed June.	500,000	500,000	19,780	500,000	500,000	19,780	-	4%	500,000	-

Moderate + High Governance Projects as at 28 February 2018



Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Woodgate Vacuum Sewer Extension		25%	Construction has commenced and is due to be completed in July 2018.	1,500,000	2,100,000	430,692	2,100,000	2,064,797	395,489	531,095	19%	2,064,797	-
Belle Eden Gravity Main Construction		0%	Timelines are contingent upon Developer. Project will be removed from the Budget at this time. Revised Budget Request to be submitted to reduce 2017-2018 Budget.	1,000,000	1,000,000	-	-	1,000,000	-	-	0%	-	(1,000,000)
Childers Wastewater Treatment Plant Upgrade		5%	Project is current being designed.	3,200,000	3,200,000	24,251	3,200,000	200,000	24,251	353,380	12%	200,000	-
Gin Gin Wastewater Treatment Plant Upgrade		5%	Contract for design has been awarded and shall commence in January 2018. Construction due to commence 2020.	3,700,000	3,700,000	20,713	3,700,000	100,000	20,713	235,587	21%	100,000	-
Port Sewerage Infrastructure - Installation of Gravity Reticulation System		100%	Costs have been finalised.	780,000	256,319	256,319	256,319	29,941	29,941	-	100%	29,941	-
Mon Repos Water		4%	Project is currently being designed. Construction due to commence May - August.	670,000	500,000	-	670,000	500,000	-	-	0%	500,000	-
Mon Repos Wastewater		4%	Project is currently being designed. Construction due to commence May - August.	900,000	500,000	9,004	900,000	500,000	9,004	4,544	2%	500,000	-
Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main			Project complete. Costs to be finalised. Revised Budget Request to be submitted to increase 2017-2018 Budget.	950,000	893,741	913,933	919,241	170,000	190,192	5,293	112%	195,500	25,500
Coral Cove Sewer - Easement Negotiations and Compensation		100%	Costs have been finalised.	-	17,251	17,251	17,251	-	-	-	0%	-	-
Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main Non Capital Costs			Project Complete. Revised Budget Request to be submitted.	-	63,667	63,746	63,746	20,000	20,078	-	100%	20,078	78
<i>Cost to Council</i>				950,000	974,659	994,930	1,000,238	190,000	210,271	5,293	111%	215,578	25,578

Moderate + High Governance Projects as at 28 February 2018

Projects with a budget exceeding \$500,000 over the life of the works

Project Description	Status *	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2018					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2018 Budget (\$)	FY 2018 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2018 (\$)	Budget Variance (\$)
Rubyanna STP - Design and Construction of Plant		90%	Outstanding construction activities include solar farm and internal road at the Rubyanna STP. Planned cutover mid to late March. A Revised Budget Request will be submitted to reduce the 2017-2018 Budget.		52,927,378	44,128,735	49,926,910	22,835,778	14,532,233	5,679	64%	19,835,778	(3,000,000)
Project Administration and Control (All Stages)			Work is ongoing		1,005,000	876,187	1,005,000	109,593	45,836	12,366	42%	109,593	-
Non Capital Costs for Design and Construction of Rubyanna Plant			Work is ongoing		234,373	234,842	234,842	-	468	-	0%	468	468
Decommissioning of Bundaberg East WWTP		5%	Initial decommissioning works will commence in January 2018. Further activities will be undertaken to decontaminate East WWTP once Rubyanna WWTP comes online.	92,726,237	1,800,000	18,457	1,800,000	500,000	10,040	9,087	2%	500,000	-
Purchase of Land		100%	Costs have been finalised		2,667,537	2,667,537	2,667,537	-	-	-	0%	-	-
Rubyanna STP Concept Study		100%	Costs have been finalised		53,700	53,700	53,700	-	-	-	0%	-	-
Rubyanna STP - Trunk Pipelines Concept Design and Survey		100%	Costs have been finalised		7,057,331	7,057,331	7,057,331	-	-	-	0%	-	-
Rubyanna WWTP River Outfall		100%	Costs have been finalised		4,495,809	4,495,809	4,495,809	-	-	-	0%	-	-
Rubyanna WWTP Pipelines - Springhill Road to RWWTP		100%	Costs have been finalised		487,880	487,880	487,880	-	-	-	0%	-	-
Rubyanna WWTP Pipelines - Darnell Street Sewerage Cutting		100%	Costs have been finalised		321,020	321,020	321,020	-	-	-	0%	-	-
			<i>Cost to Council</i>	92,726,237	71,050,028	60,341,496	68,050,028	23,445,371	14,588,578	27,133	62%	20,445,839	(2,999,532)

Status	Indicator Meaning
	Initiative is proceeding to plan with no indication of future impediments
	Progress is not as expected but action is being/has been taken and is expected to be on track within the next quarter or financial year

Please note that completed projects may still have outstanding costs

Capital Grants - Life to Date as at 28 February 2018

Project Description	Funding Name	Total Approved Funding	LTD Grant Income Actuals	Percentage Received	Total Approved Expenditure	LTD Grant Expenditure Actuals	Percentage Spend	Approved Cost to Council	Current Actual Cost to Council	Funding Completion Date	Comments
Major Projects											
Multi-Use Sports and Community Centre - Stage 2	Building Our Regions	5,000,000	4,000,000	80%	12,260,000	11,964,414	98%	2,260,000	3,464,414	14/02/2018	Final Claim is due to be submitted in April 2018. Payment due in June 2018. Project savings have resulted in a reduction in revenue.
	Community Development Grant	5,000,000	4,500,000	90%							Final Claim is due to be submitted in June 2018. Payment due in July 2018. Project savings have resulted in a reduction in revenue.
Burnett Heads CBD Revitalisation	Building Our Regions	3,320,677	1,660,000	50%	6,641,355	899,089	14%	415,410	(760,911)	1/10/2018	Milestone 2 is due to be submitted in April 2018. Payment due in May 2018.
	Building Better Regions Fund	2,905,268	-	0%							Milestone 1 is due to be submitted in April 2018. Payment due in May 2018.
Bundaberg Regional Aviation and Aerospace Precinct - Stage 3	Building Our Regions	1,993,975	997,000	50%	5,239,560	14,376	0%	3,245,585	(982,624)	1/03/2019	Milestone 2 is due to be submitted in November 2018. Payment due in December 2018.
Elliott Heads Foreshore Redevelopment	Local Government Grants and Subsidies Program	1,604,144	481,243	30%	4,010,361	-	0%	2,406,217	(481,243)	18/10/2018	30% funding received at execution of agreement. The remaining funding is received progressively during construction.
Wastewater											
Rubyanna Sewerage Treatment Plant	Building Our Regions	5,000,000	4,250,000	85%	62,050,000	49,735,572	80%	57,050,000	45,485,572	30/07/2018	Final claim will be submitted for payment on completion of the project. Please note that total approved expenditure refers to the minimum expenditure required by the Grant funding.
Roads and Drainage											
Kay McDuff Drive Extension	Heavy Vehicle Safety and Productivity Programme Round Five	1,407,166	985,016	70%	2,766,657	2,481,699	90%	-	516,275	31/07/2017	Heavy Vehicle Safety and Productivity Programme Round Five final claim has been submitted. Payment is due in March.
	TIDS	1,359,491	980,408	72%							Project savings have resulted in a reduction in revenue. Further TIDS funding approved for 18/19 Financial Year.

Capital Grants - Life to Date as at 28 February 2018

Project Description	Funding Name	Total Approved Funding	LTD Grant Income Actuals	Percentage Received	Total Approved Expenditure	LTD Grant Expenditure Actuals	Percentage Spend	Approved Cost to Council	Current Actual Cost to Council	Funding Completion Date	Comments
New Monduran Bridge over Kolan River	Bridges Renewal Programme	1,590,000	1,341,973	84%	3,253,471	2,811,287	86%	-	65,977	31/08/2017	Bridges Renewal Programme final claim has been submitted. Payment is due in March.
	TIDS	1,663,471	1,403,337	84%							Project savings have resulted in a reduction in revenue. Further TIDS funding approved for 18/19 and 19/20 Financial Year.
Eggmolesse Street - Upgrade to Sealed Standard (Johanna Boulevard End)	TIDS	258,407	258,407	100%	3,258,407	3,295,422	101%	-	134,434	30/06/2018	Next Milestone payment due in March 2018.
	Roads to Recovery	3,000,000	2,902,581	97%							Further TIDS funding approved for 18/19 and 19/20 Financial Year.
On-Road Cycle Facilities (PCNP) on Avoca Street/Branyan Drive	Cycle Network Local Government Grants Program	392,500	294,375	75%	884,500	659,213	75%	492,000	364,838	28/02/2018	Milestone 1 has been received and the final claim will be submitted for payment on completion of the project.
Pathway Que Hee Street to Ring Road	Get Playing Plus	739,900	11,318	2%	1,479,800	112,803	8%	739,900	101,485	30/09/2018	Funding is received progressively during construction. First Milestone payment due March 2018.
Quay Street East/Scotland Street - Pathway Principal Cycle Network Plan	Cycle Network Local Government Grants Program	151,374	75,687	50%	302,748	74,653	25%	151,374	(1,034)	30/06/2018	50% funding received at execution of agreement. A further 25% will be received upon commencement of the project. The final 25% will be received at project completion.
Woondooma Street/Tantitha Street - Intersection Safety Improvements	BLACKSPOT	334,000	167,000	50%	334,000	77,288	23%	-	(89,712)	30/06/2018	50% funding received at execution of agreement. The final 50% will be received on completion of the project.
Woondooma Street/Targo Street - Intersection Safety Improvements	BLACKSPOT	291,500	145,750	50%	291,500	27,606	9%	-	(118,144)	30/06/2018	50% funding received at execution of agreement. The final 50% will be received on completion of the project.
Payne Street/Warrell Street - Intersection Safety Improvements	BLACKSPOT	142,500	71,250	50%	142,500	112,193	79%	-	40,943	30/06/2018	50% funding received at execution of agreement. The final 50% will be received on completion of the project.
Ten Mile Road Widening	Roads to Recovery	2,650,000	300,000	11%	2,650,000	681,796	26%	-	381,796	30/06/2018	Next Milestone payment due in March 2018.

Capital Grants - Life to Date as at 28 February 2018

Project Description	Funding Name	Total Approved Funding	LTD Grant Income Actuals	Percentage Received	Total Approved Expenditure	LTD Grant Expenditure Actuals	Percentage Spend	Approved Cost to Council	Current Actual Cost to Council	Funding Completion Date	Comments
Works for Queensland											
Works for Queensland - Round 1	Works for Queensland	10,676,000	9,608,400	90%	10,676,000	13,094,891	123%	-	3,486,491	31/12/2017	Final Milestone has been submitted in December 2017 and has been approved. Payment due to be received in March 2018.
Works for Queensland - Round 2	Works for Queensland	10,573,000	5,286,500	50%	10,573,000	540,866	5%	-	(4,745,634)	30/06/2019	50% funding received at execution of agreement. A further 40% will be received upon expending the initial allocation. The final 10% will be received on completion of the project.



Item

27 March 2018

Item Number:	File Number:	Part:
F1	.	GOVERNANCE & COMMUNICATIONS

Portfolio:

Organisational Services

Subject:

Information Services Steering Committee Meeting Minutes

Report Author:

Ian Norvock, Chief Information Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.6 Responsible and ethical leadership and governance.

Background:

The purpose of the Information Services (IS) Steering Committee is to provide leadership, direction and decision-making to the Program Director and the major programs and projects, focused on ensuring the effectiveness of program and project management delivery managed by IS, the delivery of program goals and the consequent realisation of benefits for the business.

Areas of interest for the Steering Committee includes:

- Successful delivery of major change programs and projects, through strong governance and sponsorship and timely decision making with clear accountabilities.
- Increased success of project outcomes and improved benefits identification and realisation.
- Reduced overall organisational risk.
- Improvement in collaboration between projects and programs with identification of interdependencies and economies of scale for improved efficiency and effectiveness.
- Improved standardisation and sharing of best practice.

IS Steering Committee membership:

Position	Name	Role
Chief Executive Officer	Stephen Johnston	Program Owner & Steering Committee Chair

Position	Name	Role
General Manager – Organisational Services	Amanda Pafumi	Business Owner & Program Business Change Manager
General Manager – Infrastructure	Stuart Randle	Business Owner
General Manager – Community & Environment	Gavin Steele	Business Owner
Chief Information Officer	Ian Norvock	Program Director & Chief Information Officer
Corporate Applications Team Lead	Ron Russell	Advisor, Technical
External Assurance Representative	Tony See, KPMG	External Advisor, IT and Program Assurance
Councillor – Governance, Sport & Recreation	Helen Blackburn	Advisor, Council
Councillor – Finance	Steve Cooper	Advisor, Council

The committee met on 19 October 2017, 16 November 2017, 16 February 2018 and 15 March 2018 and the meeting minutes are attached for Council's information.

Associated Person/Organization:

Nil.

Consultation:

Representatives of the IS Steering Committee.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
 No

Attachments:

- 1 IS Steering Committee Minutes - 19 October 2017 - Confidential
- 2 IS Steering Committee Minutes - 16 November 2017 - Confidential
- 3 IS Steering Committee Minutes - 16 February 2018 - Confidential
- 4 IS Steering Committee Minutes - 15 March 2018 - Confidential

Recommendation:

That the meeting minutes of the Information Services Steering Committee held 19 October 2017, 16 November 2017, 16 February 2018 and 15 March 2018 – be noted.

Preliminary

**Item****27 March 2018**

Item Number:	File Number:	Part:
G1	0	INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

Garbage Trucks - Procurement (Pre-Budget)

Report Author:

Andrew Railz, Manager Fleet

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

Our Environment - 2.4 Delivery of cost-effective and efficient essential services to support our growing population.

Background:

Historically, Fleet Services commences the procurement process for garbage trucks after the budget has been handed down (July/August). Due to lengthy lead times for the procurement of garbage trucks, Council has experienced delays of up to 12-14 months in receiving trucks.

Therefore, garbage trucks are often not delivered within the expected financial period.

The optimal useful life of Council's garbage trucks is six (6) years/8,000 hours. Due to the lengthy delivery times for new trucks, existing trucks are reaching in excess of 10,000 hours. This results in excessive downtime and a significant increase in maintenance expenditure.

In order to ensure that Council's garbage trucks are replaced at their optimal useful life, it is necessary that a minimum of two (2) Garbage Trucks a year are replaced. The replacement cost for each garbage truck is approximately \$440,000.00 (excluding GST).

Fleet Services are requesting approval to commence the procurement process for the replacement of two garbage trucks in April 2018 before the 18/19 Budget is handed down.

Associated Person/Organization:

Gavin Crawford, Manager Waste & Health Services

Consultation:

The Fleet Management Advisory Committee, at its meeting of 1 December 2017, endorsed Fleet Services request to submit a report to Council requesting early commencement of the procurement process for the purchase of two (2) garbage trucks.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

Although the procurement process will commence in 2017/2018 FY, the expected expenditure will not be realized until 2018/2019 FY.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

[Explanation of section – In addressing this section, the Communications Team must be consulted on all reports to determine whether a communication strategy is required]

Communications Team consulted.

Yes

No

A Communication strategy is not required.

Attachments:

Nil

Recommendation:

That Council approves the commencement of the procurement process for the replacement of two garbage trucks in April 2018 before the 18/19 Budget is handed down.

**Item****27 March 2018**

Item Number:	File Number:	Part:
G2	0	INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

TEN/0264 - Servicing of Automatic Doors

Report Author:

Andrew Railz, Manager Fleet

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Strategic and coordinated asset investment and management.

Background:

Bundaberg Regional Council has 18 automatic doors at facilities throughout the region (Airports, Libraries, Service Centres, Multiplex etc.) that require servicing and repairs to meet relevant Australian Standard 5007-2007.1.

The majority of automatic doors at council facilities are Dorma doors that require specialised test equipment and parts to ensure proper operation and integration with current fire systems.

An audit carried out by Council's Asset Maintenance Services department has highlighted there are no current contracts in place and found deficiencies with current procedures and record keeping for the servicing and repairs of automatic doors. Non-genuine parts have been used for repairs resulting in diagnostic checks being unavailable and inadequate integration with fire systems. The value of servicing these doors is under \$8,000 per annum, repairs are carried out as required with costs dependent on parts and labour.

Given the specialised nature of parts and test equipment required in conjunction with meeting warranty requirements for new installations of Dorma automatic doors it would be impractical or disadvantageous for the local government to invite quotes or tenders as per Section 235 (b) of the Local Government Regulation 2012.

Associated Person/Organization:

Consultation held with Quaite Electrical (current agent in the Bundaberg Region for Dorma automatic doors)

Consultation:

Various Council Departments i.e. AMS, Airports and Tourism, Community Development and Library Services

Legal Implications:

Section 235(b) of the Local Government Regulation 2012 provides Council with the ability to enter into a medium sized contractual arrangement without inviting quotes or tenders where the local government resolves that because of the specialized nature of the services, it would be impractical or disadvantageous to do so. The unique interaction of the Dorma Doors with Council's existing fire safety systems, gives rise to the circumstances that Dorma Automatics Pty Ltd are a specialized provider.

Policy Implications:

Council policy supports the exemption provided for under section 235(b) of the Local Government Regulation 2012.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

A communication strategy is not required.

Attachments:

Nil

Recommendation:

That Council enter into a service agreement with Dorma Automatics Pty Ltd (ABN 14 067 969 466) for the service and repair of automatic doors for a period of three (3) years with options to extend.

**Item****27 March 2018**

Item Number:	File Number:	Part:
K1	521.2017.20.1	DEVELOPMENT ASSESSMENT

Portfolio:

Planning & Development Services

Subject:

64 Ghost Gum Road, Sharon - Reconfiguring a Lot - Subdivision (One Lot into Two Lots)

Report Author:

Richard Jenner, Development Assessment Manager

Authorised by:

Michael Ellery, Group Manager Development

Link to Corporate Plan:

Our Environment - 2.2 Sustainable built environments and local projects that support our growing population and promote economic investment and development.

Summary:

APPLICATION NO.	521.2017.20.1
PROPOSAL	Reconfiguring a Lot for Subdivision (One Lot into Two Lots)
APPLICANT	M R Ward
OWNER	M R Ward & M Ward
PROPERTY DESCRIPTION	Lot 1 on SP212112
ADDRESS	64 Ghost Gum Road SHARON
PLANNING SCHEME	Bundaberg Regional Council Planning Scheme 2015
ZONING	Rural Residential Zone
OVERLAYS	<ul style="list-style-type: none"> • Acid Sulphate Soils: Area 2 (5-20m) • Airport and Aviation Facilities: Within Operational Airspace and Wildlife Hazard Buffer Zone (8km) • Flood Hazard Area: Within Riverine Defined Flood Event Area • Steep Land • Water Resource Catchment Area
LEVEL OF ASSESSMENT	Impact
SITE AREA	2.684ha
CURRENT USE	Residential Activities
PROPERLY MADE DATE	23 November 2017
STATUS	The 35 business day decision period ends on 12 April 2018

REFERRAL AGENCIES	Not Applicable
NO. OF SUBMITTERS	Five
PREVIOUS APPROVALS	Not Applicable
SITE INSPECTION CONDUCTED	1 December 2017
LEVEL OF DELEGATION	Level 3

1. INTRODUCTION

1.1 Proposal

The development proposal involves subdividing a 2.684 hectare site into two lots. Proposed Lot 20 will have a 48.95 metre frontage to Ghost Gum Drive, an area of 2.27 hectares. Lot 20 will have dimensions of 145.281 metres on the southern boundary, 159.575 metres on the western boundary and 151.722 metres on the northern boundary. Lot 20 will contain the existing dwelling and associated structures and infrastructure and a majority of the existing Easement D associated with the dam and drainage paths in the area.

Proposed Lot 21 will have a 100.154 metre frontage to Ghost Gum Drive, and an area of 4133m². Lot 21 will have dimensions of 40.442 metres on the northern boundary, 79.769 on the western boundary, and 58.842 on the southern boundary. The lot will contain a small section of the existing dam and associated Easement D (which also covers the drainage paths).

1.2 Site Description

The 2.684 hectare subject site contains a large dam and associated Easement D on SP212112 (which covers the dam and related stormwater flow paths). The subject site is improved by a dwelling and associated infrastructure (e.g. on-site effluent disposal system and on-site water storage), and a Class 10 structure. The lot has a 149.104 metre frontage to Ghost Gum Drive and is not located in Council's declared water and sewer network area.

2. ASSESSMENT PROVISIONS

2.1 Assessment Benchmarks

The following are the benchmarks applying for this development:

Benchmarks applying for the development	Benchmark reference
Zone Code: Rural Residential Zone	Bundaberg Regional Council Planning Scheme 2015
Overlay Code <ul style="list-style-type: none"> • Flood hazard overlay code • Steep land (slopes > 15%) overlay code • Water resource catchments overlay code 	Bundaberg Regional Council Planning Scheme 2015
Other Development Code <ul style="list-style-type: none"> • Landscaping code 	Bundaberg Regional Council Planning Scheme 2015

Benchmarks applying for the development	Benchmark reference
<ul style="list-style-type: none"> Nuisance code Reconfiguring a lot code Transport and parking code Works, services and infrastructure code 	
Planning Scheme Policy <ul style="list-style-type: none"> Planning scheme policy for development works 	Bundaberg Regional Council Planning Scheme 2015
<ul style="list-style-type: none"> Interim Development Assessment Requirements 	State Planning Policy

2.2. Relevant Matters

The following matters were given regard to or assessment carried out against, in undertaking the assessment of this development application.

Other relevant matters to the assessment of the development under section 45(5)(b)

The provisions of the Reconfiguring a Lot Code of the Superseded Planning Scheme for Burnett Shire, including the acceptable minimum lot size of 6000m² in Area 4 of the Hinterland Residential Zone.

3. ISSUES RELEVANT TO THE APPLICATION

The following significant issues have been identified in the assessment of the application:

Rural Residential Zone Code

The development proposes to subdivide a 2.684 hectare allotment to create two lots in the rural residential zone. Where the required minimum is 2 hectares (as the existing lot is not located within a rural residential zone precinct) proposed Lot 20 is a compliant 2.27 hectare lot, whilst proposed Lot 21 is non-compliant at 4133m². The development is considered to support the purpose of the code by creating two allotments which allow for dispersed residential development, on lots of a suitable size to contain all necessary infrastructure (which may not be provided by Council) as below.

The development proposes a large 2.27 hectare lot which will contain the existing dam and residential activities on the site. The development also proposes a smaller 4133m² lot with a 100.154 metre frontage to Ghost Gum Drive. The large frontage of proposed Lot 21 gives the appearance that the development proposes two large rural residential allotments in the area, as the adjacent average frontage of lots is 36 metres. The minimum lot size in the surrounding area is 3388m² (as indicated by Attachment 4), with the approximately 21 'small' lots ranging in size from 3388m² to 6004m². Additionally, on the south-eastern side of Pleasant Drive there is another five lots ranging from 5500m² to 6000m². The subdivision of the development site to create a 4133m² would therefore not be out of character for the area, and would maintain the current 'lifestyle' intended in this rural residential area of Sharon.

The proposed lot will still allow for lower order residential activities which are predominantly dispersed across the area. Particularly the development will maintain the rural residential character and amenity of the area as future development on proposed Lot 21 is limited due to the site constraints and the existing (and conditioned) easements.

In addition to this, the development is a unique situation in that the development site includes a dam. Subdividing the dam in parts is not a suitable outcome and would create a situation where proposed Lot 21 would not be able to access the rear of the property. Were the dam absent from the development site, the proposed lot may achieve a more consistent lot size with the existing development in the area. Given the location of the dam on the development site, the existing allotment is also not suitably able to accommodate for rural activities. Subdividing the site will therefore not interfere with the availability of the land for rural purposes.

Flood Hazard Overlay Code

The development site is located within a Flood Hazard area which, as identified by Figure 1 below, covers a small section of the western side of the property. The proposed development involves creating an additional allotment in the south-western corner of the site. Existing Easement D covers the dam and stormwater flow paths to ensure efficient drainage in the area, minimising flooding and the potential impacts from such. Ensuring compliance with the purpose and overall outcomes of the code, proposed Lot 21 will contain a section of the existing easement and a conditioned easement ensuring future development does not impact on the drainage operations in the immediate area and poses no adverse impacts on flooding characteristics in the area.

Steep Land Overlay Code

The development site contains a number of areas identified as steep land, particularly surrounding the external walls of the existing dam on the site. Proposed Lot 20 contains an existing dwelling and Class 10 structures (and associated infrastructure) which are located outside the steep land areas. Proposed Lot 21 will contain part of existing Easement D and a conditioned easement, which will ensure future development is located outside of those identified 'steep' areas, the development will therefore ensure compliance with Performance Outcome (PO) 1.

Water Resource Catchment Overlay Code

The development involves reconfiguring a lot for subdivision. The proposed lots will allow for lower order residential activities on proposed Lot 21 in the future (as proposed Lot 20 already contains an existing residential activity). This presumed future development is not a high risk land use and is consistent with development in the surrounding area (which is also located within the Water Resource Catchment Overlay area) in accordance with PO1. The development will also provide an on-site effluent disposal system which will be either a Secondary or Advanced Secondary system to allow for appropriate setbacks for the dam on site ensuring water quality is maintained (in keeping with PO2 and PO3).

Reconfiguring a Lot Code

The development proposes subdividing an existing 2.684 hectare lot into two lots; proposed Lot 20 with an area of 2.27 hectares and proposed Lot 21 with an area of 4133m². Proposed Lot 20 will contain the existing dwelling and Class 10 structure (and associated infrastructure). The lot will also contain a majority of the existing dam and Easement D on SP212112. Proposed Lot 21 will be located in the south-eastern corner of the existing site with frontage to Ghost Gum Drive, the lot will also contain part of the existing dam and Easement D on SP212112. Achieving compliance with PO1, proposed Lot 21 will not cause an impact on stormwater characteristics in the area or locate within the identified steep land areas due to the site constraints (being part of existing Easement D and the conditioned easement).

In keeping with PO4 the development will maintain the existing character of the area. Proposed Lot 21 will have a 100.154 metre frontage to Ghost Gum Drive, whereas the average frontage in the adjacent allotments is 36 metres. This gives the illusion of a larger lot from the road frontage, and will ensure the rural residential character of the area is maintained and residential activities are still dispersed across the area by limiting the amount of residences. It is also noted that the subject site is located in an area characterised by smaller rural residential allotments, being 6,000m² by the Superseded Planning Scheme for Burnett Shire. Attachment 4 also indicates that there are a total of 21 lots in the surrounding area which are ranging in size from 6,000m² down to 3388m². The proposed 4,133m² is therefore consistent with development in the area.

Additionally the land is significantly constrained by the existing dam on the site and easement. The unique situation would not allow for a more compliant lot size as subdividing the dam in parts is not a suitable outcome and would create a situation where proposed 21 would not be able to access the rear of the property. Given the location of the dam on the development site, the existing allotment is also not suitably able to accommodate for rural activities, as is an intended use in the rural residential use.

Transport and Parking Code

The development proposes two allotments with individual access from Ghost Gum Drive. The development proposes one access point for each allotment which is existing and crosses over an open drain along the western side of Ghost Gum Drive. Being existing infrastructure the access points is safe and convenient for all users, will not interfere with the strategic transport network (in compliance with PO1 and PO2), and will not adversely impact on people, property or activities in the area (in keeping with PO7).

Works, Services and Infrastructure Code

The development site is located outside Council's declared water and sewer network. In accordance with PO1, PO2, PO3 and PO4 the development proposes a lot configuration which allows for each lot to be serviced by private infrastructure wholly contained within the lot. Proposed Lot 20 will contain the existing dwelling and associated private infrastructure and Class 10 structures. In addition to this, each lot will contain a part (primarily located on proposed Lot 20) of the existing dam and Easement D.

The easement also covers the stormwater flow paths in addition to the dam, as the inbound overland flow path is significant. The proposed development will not have an

adverse effect on the drainage operation of the area. Additionally, a the existing and conditioned easements on proposed Lot 21 will ensure that future development is limited and located outside the drainage paths on site, guaranteeing minimal impacts on the stormwater characteristics in the area.

Public Notification

The following matters were raised by submitters:

Matters raised in any submissions	Description of how matters were dealt with in reaching the decision
Future development will cause further stormwater run-off on adjoining properties, including erosion problems.	Proposed Lot 21 contains part of existing Easement D and will be conditioned to provide an additional easement over the observed drainage path. Whilst presumed future development will cause nominal changes in stormwater run-off, this will naturally drain to the dam to be located on proposed Lot 20.
The development will set a precedent for the minimum lot size of future subdivisions (being less than the 6000m ² seen in the area).	Under the Superseded Planning Scheme for Burnett Shire the minimum lot size in the surrounding area was 6000m ² which has previously set the pattern for lot sizes in the surrounding area. However, the development is also larger than that of the smallest lot in the surrounding area. Attachment 4 shows a total of 21 lots in the area which range in size from 6000m ² down to 3388m ² .
The 'small' lot size proposed will impact on the rural residential amenity in the area, and privacy to neighbouring residences.	The development proposes a 4133m ² lot in an area with existing small lot sizes. The Superseded Planning Scheme for Burnett Shire allowed for a minimum 6000m ² lot size which has led to lots in the surrounding area demonstrating a pattern of smaller lot sizes (the smallest being 3388m ²).
Queensland Plumbing and Wastewater Code establishes setbacks for on-site sewerage infrastructure from dams, which proposed Lot 21 may not comply causing impacts on water quality.	Discussions with Council's Plumbing Department indicated that setbacks differ depending on what system type is chosen. Whilst future development will not be able to comply with the setbacks required for a primary on-site sewerage system, dwellings can be provided with a secondary (or advanced secondary) system with lesser setbacks.
Future development could be placed along the southern boundary of Lot 21 which is not covered by an easement, but is an observed overland flow path, and could cause an impact on stormwater characteristics.	The elevations of the development site indicate there may be an overland flow path along the southern boundary. The development has been conditioned to provide an additional easement over an identified drainage path on proposed Lot 21. Future development will therefore be located outside of the drainage paths on site.

4. REFERRALS

4.1 Internal Referrals

Advice was received from the following internal departments:

Internal department	Referral Comments Received
Development Assessment - Engineering	24 November 2017
Water and Wastewater	27 November 2017

Any significant issues raised in the referrals have been included in section 3 of this report.

4.2 Referral Agency

Not Applicable

5. PUBLIC NOTIFICATION

Pursuant to the *Planning Act 2016*, this application was advertised for 15 business days from 18 January, 2018 until 8 February, 2018. The Applicant submitted documentation on 12 February, 2018 advising that public notification had been carried out in accordance with the *Planning Act 2016*. Council received five submissions in relation to this development application during this period. Any significant issues raised have been included in section 3 of this report.

6. DRAFT CONDITIONS

Draft conditions were issued to the Applicant on 13 March 2018.

The Applicant did not submit representations regarding the draft conditions.

Draft conditions were discussed with the applicant via phone call. The applicant advised that the Building Envelope conditions should be amended to specify there is no amendments on the approved plans in red and that the building envelope condition applies only to Lot 21. The building envelope condition has since been replaced by an easement.

7. REASONS FOR DECISION

The reasons for this decision are:

- The development is for Reconfiguring a Lot for Subdivision in the Rural Residential Zone.
- The development provides proposed Lot 21 with sufficient developable land (outside the existing and proposed easements on site) to allow for a future dwelling and associated infrastructure appropriate for the intended use.
- The development is conditioned to provide an easement over the observed drainage path along the southern boundary of proposed Lot 21, to ensure future development will not adversely impact on stormwater characteristics.

- The development complies with the outcomes of the assessment benchmarks, conditioned to apply where required.

Communication Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓1](#) Locality Plan
- [↓2](#) Site Plan
- [↓3](#) Approval Plans
- [↓4](#) Attachment 4
- [↓5](#) AICN

Recommendation:

That the Development Application 521.2017.20.1 detailed below be decided as follows:

1. Location details

Street address: 64 Ghost Gum Road SHARON
 Real property description: Lot 1 on SP212112
 Local government area: Bundaberg Regional Council

2. Details of the proposed development

Development Permit for Reconfiguring a Lot for Subdivision (One Lot into Two Lots)

3. Decision

Decision details: Approved in full with conditions. These conditions are set out in Schedule 1 and are clearly identified to indicate whether the assessment manager or a concurrence agency imposed them.

The following approvals are given:

	Planning Regulation 2017 reference	Development Permit	Preliminary Approval
Development assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval		<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Approved plans and specifications

Copies of the following plans, specifications and/or drawings are enclosed.

Drawing/report title	Prepared by	Date	Reference no.	Version
Aspect of development: Reconfiguring a Lot				
Plan of Proposed Lot Reconfiguration: Sheet 1 of 3	InsiteSJC	Nov. 2017	GC17-313-T01-P1	N/A
Plan of Proposed Lot Reconfiguration: Sheet 2 of 3	InsiteSJC	Nov. 2017	GC17-313-T01-P1	N/A
Plan of Proposed Lot Reconfiguration: Sheet 3 of 3	InsiteSJC	Nov. 2017	GC17-313-T01-P1	N/A

5. Conditions

This approval is subject to the conditions in Schedule 1. These conditions are clearly identified to indicate whether the assessment manager or concurrence agency imposed them.

6. Further development permits

Not applicable

7. Properly made submissions

Properly made submissions were received from the following principal submitters:

Name of principal submitter	Residential or Business Address	Electronic Address
LD & KS Spencer	60 Pleasant Drive SHARON QLD 4670	N/A
Graham Harvey	62 Pleasant Drive SHARON QLD 4670	fingerpix@gmail.com
Kenneth Cross	69 Pleasant Drive SHARON QLD 4670	delta1@microed.com.au
Anthony John Wolfe	23 Pleasant Drive SHARON QLD 4670	anthonyjwolfe49@gmail.com
Ronald & Anne Marie Sorensen	4 Workmans Road SHARON QLD 4670	sorensenclan@bigpond.com

8. Referral agencies for the application

Not applicable

9. Currency period for the approval

This development approval will lapse at the end of the period set out in section 85 of *Planning Act 2016*.

10. Agreements under Section 49(4)(b) or 66(2)(b) or (c) of the Planning Act 2016

There are no agreements about these matters.

11. Rights of appeal

The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in Chapter 6, Part 1 of the *Planning Act 2016*. For particular applications, there may also be a right to make an application for a declaration by a tribunal (see Chapter 6, Part 2 of the *Planning Act 2016*).

Appeal by an applicant

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal of all or part of the development application
- a provision of the development approval
- the decision to give a preliminary approval when a development permit was applied for
- a deemed refusal of the development application.

An applicant may also have a right to appeal to the Development tribunal. For more information, see Schedule 1 of the *Planning Act 2016*.

Appeal by a submitter

A submitter for a development application may appeal to the Planning and Environment Court against:

- any part of the development application for the development approval that required impact assessment
- a variation request.

The timeframes for starting an appeal in the Planning and Environment Court are set out in Section 229 of the *Planning Act 2016*.

Schedule 2 is an extract from the *Planning Act 2016* that sets down the applicant's appeal rights and the appeal rights of a submitter.

SCHEDULE 1 CONDITIONS AND ADVICES IMPOSED BY THE ASSESSMENT MANAGER**PART 1A – CONDITIONS IMPOSED BY THE ASSESSMENT MANAGER****General**

1. Meet the full cost of all works and any other requirements associated with this development, unless specified in a particular condition.
2. Where there is any conflict between Conditions of this Decision Notice and details shown on the Approved Plans, the Conditions prevail.
3. Comply with all of the conditions of this Development permit prior to the submission of the request for approval of plan of subdivision, unless otherwise stated within this notice.

Easements

4. Lodge for registration at the office of the Land Registry the following easement:
 - a. a stormwater drainage easement in gross as identified on the Approved Plans.
5. All works must be kept clear of any existing or proposed easements on the subject land, unless agreed otherwise in writing by the Grantee.
6. Ensure that any easements and rights pertaining to the parcels of land associated with this approval are maintained unless otherwise stated on the Approved Plans or the conditions of this approval. Proof of the registration or surrender of any easements are to be submitted to the Assessment Manager at the time of the submission of a Plan of Subdivision.

Electricity, Street lighting and Telecommunications

7. Enter into an agreement with an approved electricity provider, to ensure that underground electricity will be available to each lot under standard tariff conditions and without further capital contributions. Provide evidence of such an agreement, along with associated bonding arrangements, to the Assessment Manager prior to the approval of the Plan of Subdivision.
8. Enter into an agreement with the Telecommunications Authority or Cable Service provider (whichever is applicable) to ensure that telecommunication/cable services will be available to each lot. Provide evidence of such an agreement to the Assessment Manager prior to the approval of the Plan of Subdivision.
9. Telecommunication conduits (ducts) and pits, including trenching and design, must be provided to service the development in accordance with 'Fibre-Ready' standards or the NBN Co Installing Pit and Conduit Infrastructure - Guidelines for Developers, to the satisfaction of the Assessment Manager.

Existing Services

11. Certification must be submitted to the Assessment Manager from an appropriately qualified surveyor which certifies that:

- a. the boundary clearances for any existing buildings remaining on the site comply with the relevant provisions of the planning scheme and the *Building Act 1975*, unless varied by this Decision Notice;
- b. all constructed access and roadworks (including associated fill batters and retaining walls) are fully contained within a dedicated reserve or registered easement;
- c. all existing and proposed utility services and connections (eg. electricity, telecommunications, water, sewerage) are wholly located within the lot they serve, or alternatively included within an easement where location within the lot is not possible;
- d. all existing effluent disposal areas are wholly located within the lot they serve and comply with the boundary setback requirements of *the Plumbing and Drainage Act 2002* and associated codes and requirements;
- e. all dams (including ponded water, dam walls and associated spillway structures) are wholly located within the boundaries of a single lot;
- f. all retaining walls and structures are fully contained within the lot they retain; and
- g. any fill, including fill batters, are wholly contained within the subject site and not on adjacent properties.

PART 1B – ADVICE NOTES

Infrastructure Charges Notice

- A. Please find attached the Infrastructure Charges Notice (Register No: 331.2017.971.1) applicable to the approved development.

Rates and Charges

- B. In accordance with the *Planning Act 2016*, all rates, charges or any expenses being a charge over the subject land under any Act must be paid prior to the Plan of Subdivision being endorsed by the Assessment Manager.

PART 1C – PROPERTY NOTES

Sewerage

1. Development Approval 521.2017.20.1 – Sewerage

The following notation applies to approved Lot 21:

This property is not serviced by the Council's reticulated sewerage network. Any future development or residential dwelling on Lot 21 must be provided with an on-site waste water treatment and effluent disposal system having a capacity sufficient for the use.

The establishment of a waste water treatment and disposal system for the site requires a Compliance Permit to be obtained from Council under the *Plumbing and Drainage Act 2002*. The system must be designed in

accordance with the *Queensland Plumbing and Wastewater Code* (Department of State Development and Infrastructure & Planning, 2007) and Australian Standard AS/NZS1547: 2000 "*On-site Domestic Wastewater Management*".




Water

2. Development Approval 521.2017.20.1 – Water



The following notation applies to approved Lot 21:

This property is not serviced by the Council's reticulated water network. At the time of final Building Approval for a residential dwelling, the owner must provide a potable water supply through connection of the dwelling to a rainwater storage tank, or tanks, having a capacity of not less than 45,000 litres.



		SITE PLAN		
		64 Ghost Gum Drive		
		521.2017.20.1		
	Projection: GDA_1994_MGA_Zone_56	Date: 13/3/2018 2:53 PM	Scale 1 : 10,000.00	on A4 Sheet
<small>© The State of Queensland (Department of Natural Resources and Mines) 2018. Based on Cadastral Data provided with the permission of the Department of Natural Resources and Mines 2018. The information contained within this document is given without acceptance of responsibility for its accuracy. The Bundaberg Regional Council (and its officers, servants and agents), contract and agree to supply information only on that basis.</small>		<small>While every care is taken to ensure the accuracy of this data, the Department of Natural Resources and Mines and the Bundaberg Regional Council makes no representation or warranties about its accuracy, reliability, completeness or stability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.</small>		
	Author: Cavannah Deller			



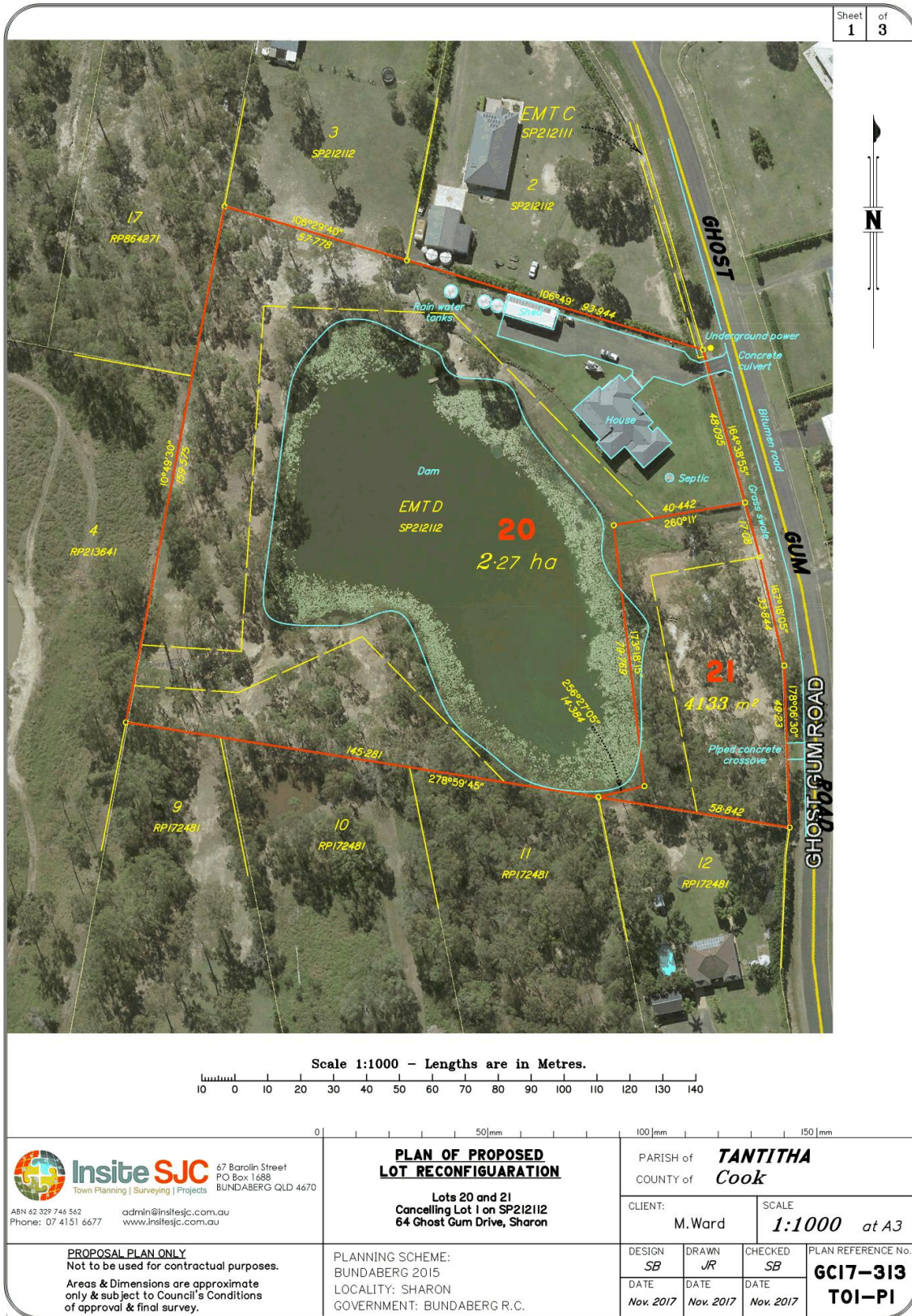
  **SITE PLAN**
64 Ghost Gum Drive
521.2017.20.1

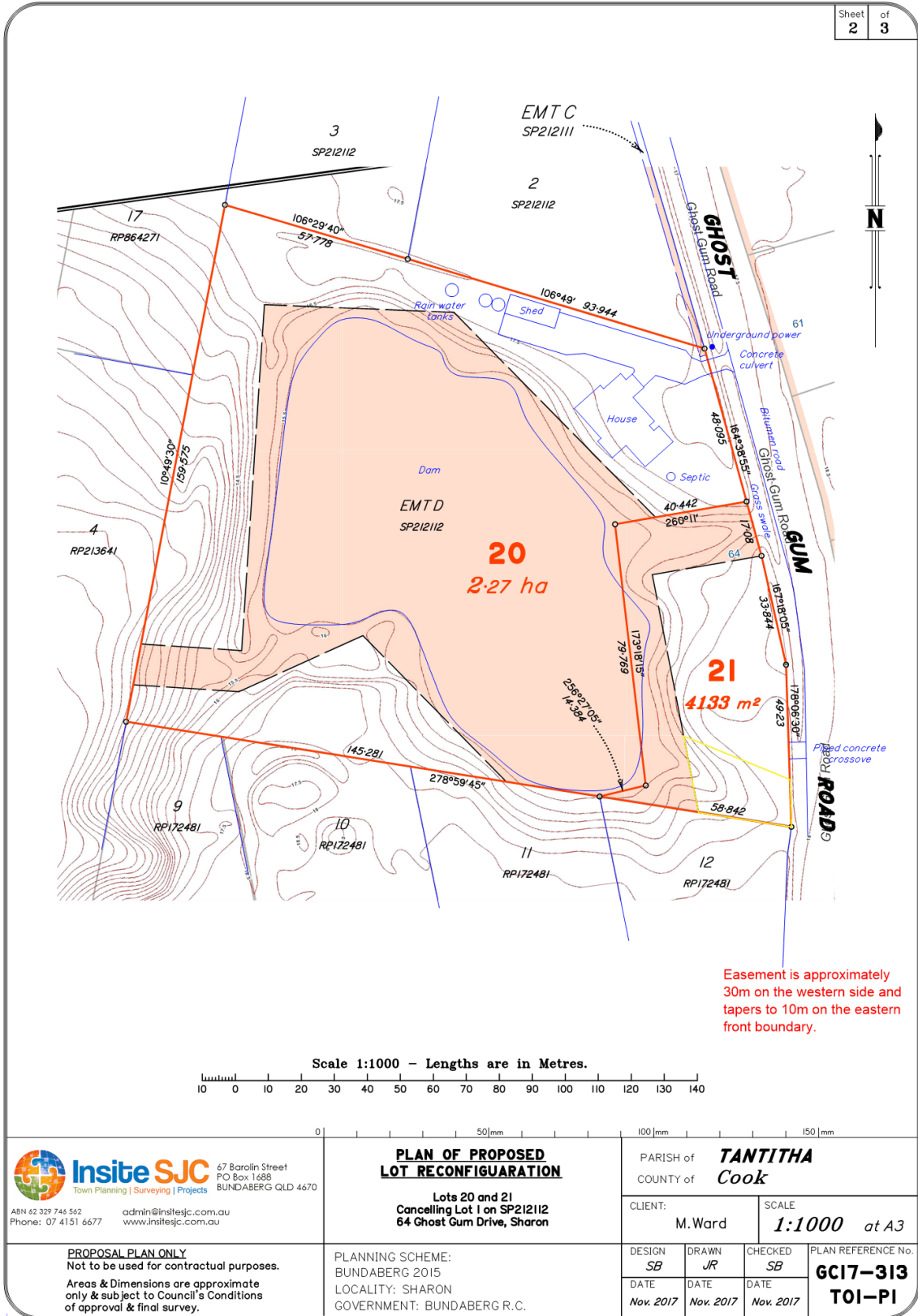
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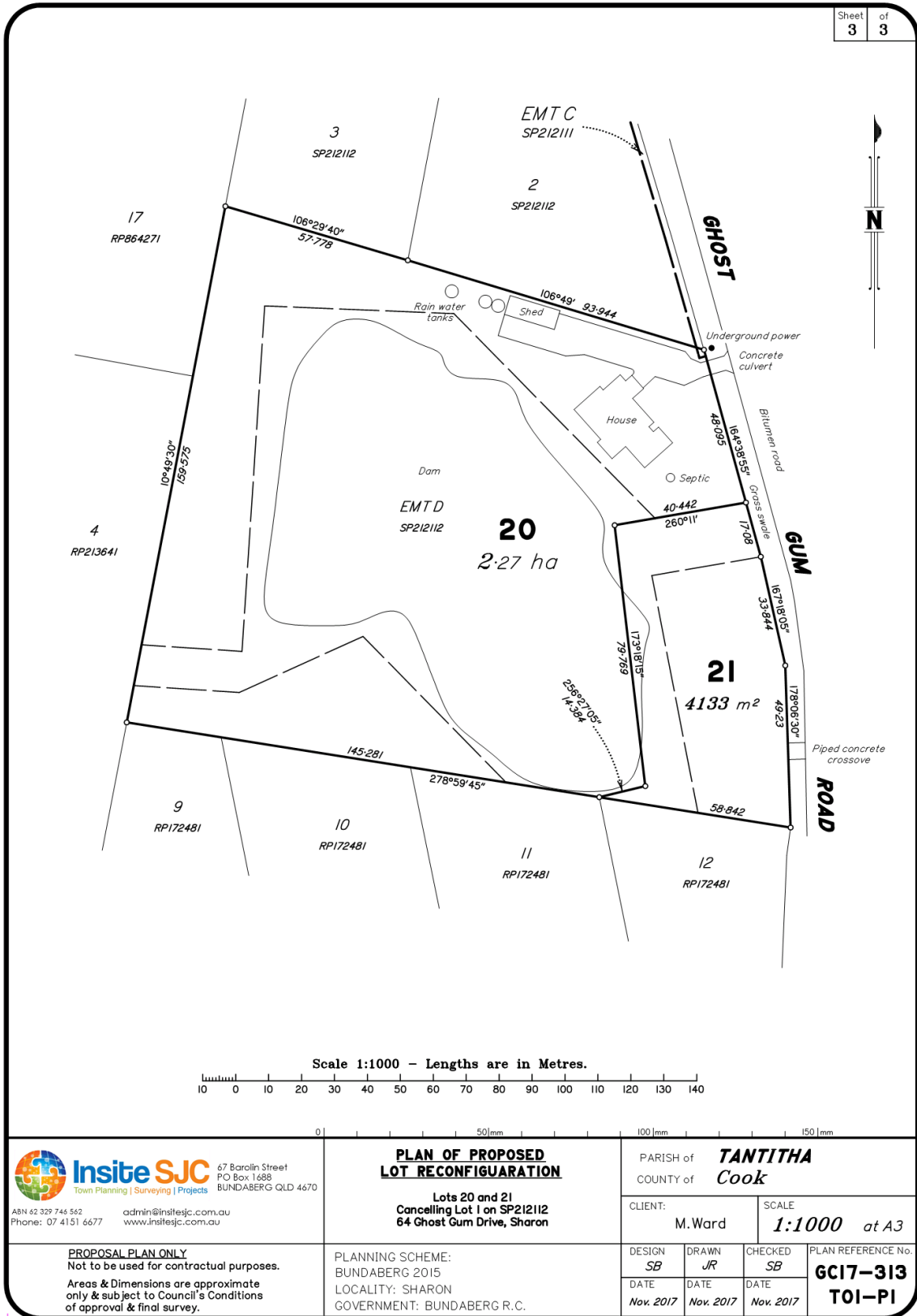
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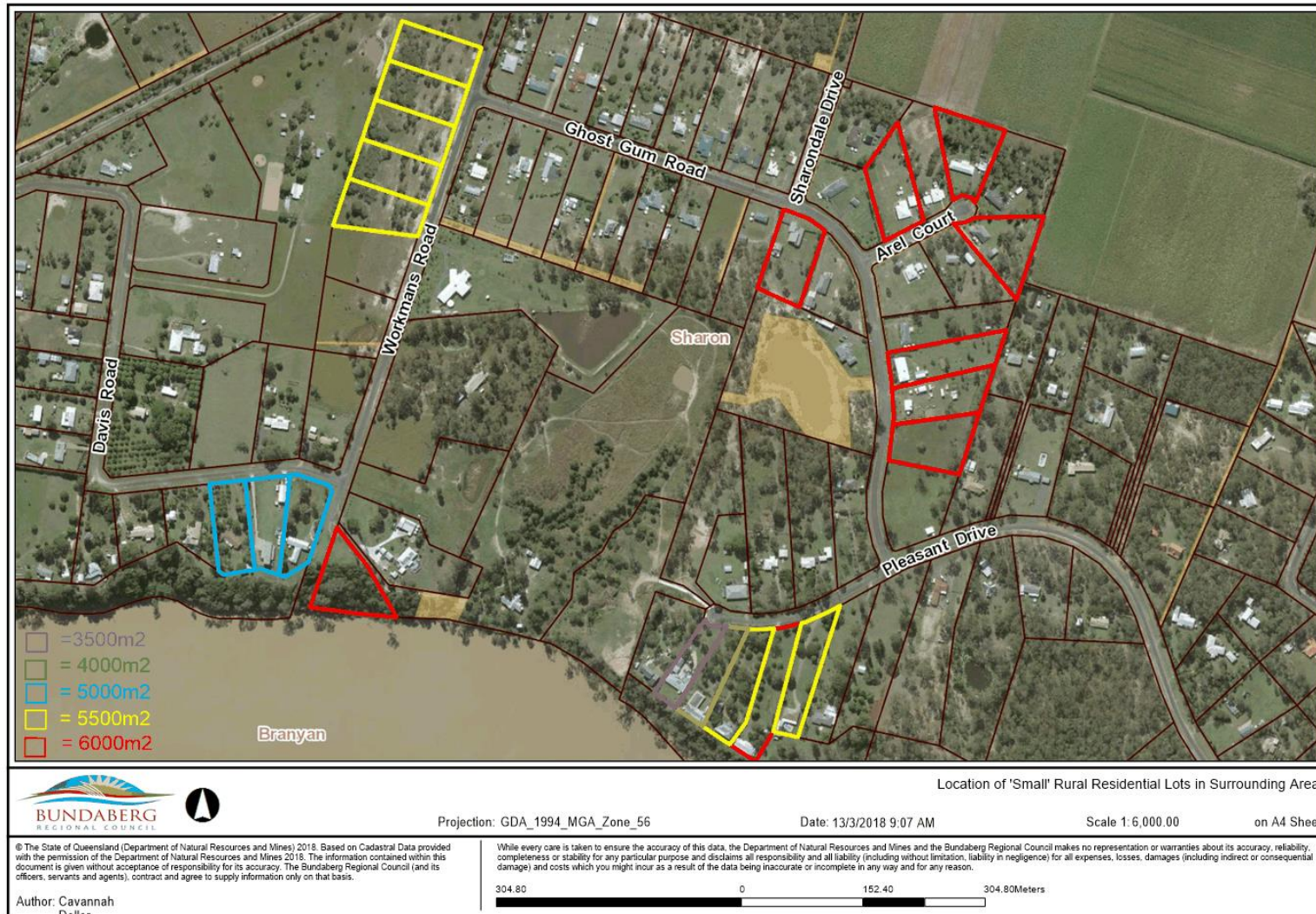
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25.00 0 12.50 25.00 Meters Author: Cavannah Deller











PO Box 3130, BUNDABERG QLD 4670
 Local Call **1300 883 699** | Fax **(07) 4150 5410**
 ABN 72 427 835 198

ADOPTED INFRASTRUCTURE CHARGES NOTICE

Resolution (No. 1) 2015

To: M R Ward
 C/- InsiteSJC

Date of Issue: 27/03/2018
 Register No.: 331.2017.971.1

Land to which the Charge Applies

Address: 64 Ghost Gum Road

Property Description: lot 1 on SP212112

Development to which the Adopted Infrastructure Charge Applies

The adopted infrastructure charge applies to the following development type: Reconfiguring a Lot

Development Approval No.: 521.2017.20.1

Current amount of the Adopted Infrastructure Charge

The adopted infrastructure charge has been calculated in accordance with the method outlined in the Bundaberg Regional Council Adopted Infrastructure Charges Resolution (No.1) 2015 and Chapter 4 of the Planning Act 2016.

<i>Total Adopted Infrastructure Charge applicable to this development =</i>	\$20,160.00
<i>Total Offset applicable to this development =</i>	n/a
<i>Total Amount Payable =</i>	\$20,160.00

(as at date of issue)

Please see Schedule 1 of this notice for the detailed calculation of total amount payable and offset.

Refund

Please see Schedule 1 of this notice for the detailed calculation of any refund.

<i>Total refund applicable to this development =</i>	n/a
<i>Refund is to be paid no later than:</i>	n/a

Payment of the Adopted Infrastructure Charge

- The **due date for payment** of the *adopted infrastructure charge* is:
 - before the local government approves the plan of subdivision for the reconfiguration.
- Interest at 11% per annum, calculated daily, will be applied to overdue payments.
- The charge is to be paid to **Bundaberg Regional Council**. Please contact Bundaberg Regional Council, Development Assessment Team, prior to making payment.
- Please include a copy of this Notice with payment.

Automatic Increase

The charges are subject to an automatic increase in accordance with Bundaberg Regional Council Adopted Infrastructure Charges Resolution (No.1) 2015. Council's adopted infrastructure charge is to automatically increase from the time the charge is levied to the time the charge is paid. As per section 114 of Planning Act 2016 this automatic increase provision is calculated as follows:

- If the duration of time between the date the charge is levied to the date the charge is paid is less than or equal to one calendar year, then there is no automatic increase. Therefore the adopted infrastructure charge payable is equal to the charge amount at the time the charge is levied; or
- If the duration of time between the date the charge is levied to the date the charge is paid is greater than one calendar year, then the automatic increase provision is an amount representing the increase in the PPI index. The increase in PPI index is calculated for the period starting on the day the charge is levied and ending on the day the charge is paid, adjusted by reference to the 3-yearly PPI index average. Where the 3-yearly PPI index average means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. Therefore the automatic increase provision is calculated as shown in equation 1 below:



ADOPTED INFRASTRUCTURE CHARGES NOTICE
 SCHEDULE 1 – Calculation of Current Charges, Offsets and Refunds

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Applicant: M R Ward
Address: C/- InsiteSJC
Site address: 64 Ghost Gum Road
Plan/Lot: lot 1 on SP212112

Development Type: Reconfiguring a Lot
Dev Approval No.: 521.2017.20.1
Register No.: 331.2017.971.1

Prepared by: Leonard Strub
Authorising Officer: Richard Jenner
Inside PIA: No

Adopted Infrastructure Charges: \$ 20,160.00
Offset: n/a
Extra Payment Condition: n/a
Total Amount Payable: \$ 20,160.00

Summary of the Adopted Infrastructure Charges

Development Type	Charge Type	Infrastructure Charge Area	Use category	Use	Charge category	Charge per dwelling or lot or bedroom or tent or cabin	Charge per m² GFA	Charge per m² impervious area	Dwellings or lots or bedrooms or tents or cabins	GFA (m²)	Impervious Area (m²)	Discount category	Discount	Subtotal
ROL	New	Bundaberg Partially Serviced (no wastewater and no water supply)	Residential	Dwelling house	\$ per 3 or more bedroom dwelling	\$ 20,160.00	n/a	n/a	2	0	0	n/a	0%	\$ 40,320.00
ROL	Existing credit	Bundaberg Partially Serviced (no wastewater and no water supply)	Residential	Dwelling house	\$ per 3 or more bedroom dwelling	\$(20,160.00)	n/a	n/a	1	0	0	n/a	0%	\$(20,160.00)
Adopted Infrastructure Charges Total: \$ 20,160.00														

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ADOPTED INFRASTRUCTURE CHARGES NOTICE INFORMATION NOTICE

1. REASON FOR DECISION

This notice has been issued pursuant to the Bundaberg Regional Council Adopted Infrastructure Charges Resolution (No. 1) 2015 and Chapter 4 of the Planning Act 2016.

2. APPEAL RIGHTS

The recipient of the infrastructure charges notice may appeal to the Planning and Environment Court and, for certain matters, to a tribunal in accordance with Chapter 6 of the *Planning Act 2016*.

CHAPTER 6, PART 1 APPEAL RIGHTS

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
 - (a) matters that may be appealed to—
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) the person—
 - (i) who may appeal a matter (the appellant); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is—
 - (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
 - (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note — See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.



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- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1—each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2—each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
 - (f) for an appeal to the P&E Court—the chief executive; and
 - (g) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The **service period** is—
 - (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

SCHEDULE 1 APPEALS

1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—
 - (a) the P&E court; or
 - (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—



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- (a) the refusal, or deemed refusal of a development application, for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (b) a provision of a development approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (c) if a development permit was applied for—the decision to give a preliminary approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (d) a development condition if—
 - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
 - (ii) the building is, or is proposed to be, not more than 3 storeys; and
 - (iii) the proposed development is for not more than 60 sole-occupancy units; or
 - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
 - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
 - (g) a matter under this Act, to the extent the matter relates to—
 - (i) the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
 - (ii) the Plumbing and Drainage Act, part 4 or 5; or
 - (h) a decision to give an enforcement notice in relation to a matter under paragraphs (a) to (g); or
 - (i) a decision to give an infrastructure charges notice; or
 - (j) the refusal, or deemed refusal, of a conversion application; or
 - (k) a matter that, under another Act, may be appealed to the tribunal; or
 - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
- (a) for a matter in subsection (2)(a) to (d)—
 - (i) a development approval for which the development application required impact assessment; and
 - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
 - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.
- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.



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- (6) In each table—
- (a) column 1 states the appellant in the appeal; and
 - (b) column 2 states the respondent in the appeal; and
 - (c) column 3 states the co-respondent (if any) in the appeal; and
 - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.

Extract of Schedule 1, Table 1 of the Planning Act 2016

Table 1			
Appeals to the P&E Court and, for certain matters, to a tribunal			
<p>4. Infrastructure charges notices</p> <p>An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds—</p> <p>(a) the notice involved an error relating to—</p> <p style="padding-left: 20px;">(i) the application of the relevant adopted charge; or</p> <p style="padding-left: 20px;"><i>Examples of errors in applying an adopted charge—</i></p> <ul style="list-style-type: none"> • the incorrect application of gross floor area for a non-residential development • applying an incorrect 'use category', under a regulation, to the development <p style="padding-left: 20px;">(ii) the working out of extra demand, for section 120; or</p> <p style="padding-left: 20px;">(iii) an offset or refund; or</p> <p>(b) there was no decision about an offset or refund; or</p> <p>(c) if the infrastructure charges notice states a refund will be given—the timing for giving the refund; or</p> <p>(d) for an appeal to the P&E Court—the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the Infrastructure charges notice	The local government that gave the infrastructure charges notice	-	-

**Item****27 March 2018**

Item Number:	File Number:	Part:
N1	A1084126	COMMUNITY & CULTURAL SERVICES

Portfolio:

Community & Environment

Subject:

Partnerships & Sponsorships Grant Application - LifeFlight Foundation Ltd

Report Author:

Cameron Bisley, Branch Manager - Airports & Tourism

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.4 Community programs, projects and events that facilitate and encourage social connectedness and community wellbeing.

Background:

Council has received a Partnership & Sponsorship Grant application from LifeFlight Foundation Ltd seeking Council's continued support of its operations in the Bundaberg Region. They are seeking a \$50,000 donation for the 2017/18 financial year.

Their application is to assist in providing training including situational scenarios like helicopter underwater escape training and emergency breathing system training. Various safety courses are conducted each year to keep crews up to date with industry standards.

On average the cost is \$17,000 per crew person, and the grant application is to assist with the costs to provide training for the 9 Bundaberg crew.

In 2017 the Bundaberg LifeFlight crew flew to the aid of 262 patients. They assisted 116 critically injured or ill patients on scene; transferred 121 patients to other facilities, helped in 21 search & rescues and aided 4 neonatal babies.

Associated Person/Organization:

Heidi Mason, Team Leader - Events

Consultation:

Portfolio Spokesperson: Cr Judy Peters

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications

An allocation of \$50,000 has been made in the 2017/18 budget for this item.

Risk Management Implications:

There appears to be no risk management implications. Risk Management for this activity is the responsibility of LifeFlight Foundation Ltd

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓1](#) Lifeflight Foundation grant application

Recommendation:

That LifeFlight Foundation Ltd be awarded a financial donation of \$50,000 under the Community Partnerships and Sponsorships Program in the 2017/18 financial year to assist with the operational and training costs of the organisation.



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PARTNERSHIPS & SPONSORSHIPS GRANT APPLICATION FORM

Approved partnerships and sponsorships arrangements reflect the philanthropy of the Council and the commitment to improve the wellbeing of the community of the Bundaberg Region. Applications are open all year on a financial year basis until budgeted funds are expended.

LOGGING YOUR PARTNERSHIPS & SPONSORSHIPS APPLICATION

All applications **must** be made on the *Partnerships & Sponsorships Grant Application Form*.

All applications should be typed into the digital form or neatly handwritten.

Successful applicants will only receive funding once per financial year from any Community Financial Assistance Program. (Excludes: RADF and Special Events).

Applications must be received at least **ten (10) weeks** prior to the date the assistance is required. All successful applicants must acknowledge Council's major contribution in all publicity relating to events or activities to which the partnership and sponsorship applies. Applications are assessed and weighted on applicants meeting criteria outlined and providing appropriate supporting documentation.

INFORMATION ABOUT SUPPORT THROUGH THE PARTNERSHIPS & SPONSORSHIPS PROGRAM

- The decision of Council on funding applications is final.
- All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity relating to events or activities to which the grant applies.
- Financial support from the program will require compliance with specific conditions *prior* to your activity/event/program taking place (please refer to the Terms and Conditions on the Partnerships & Sponsorships application form).

SELECTION CRITERIA

Applications must demonstrate:

- A genuine need for the project/program/event.
- Linkage to the specific aims and priorities for which funding is being applied for Community Events/Development (please refer to the Corporate Plan on Council's website).
- A significant community and/or economic benefit to the people of the Bundaberg Region.
- Evidence of consultation and community partnership.
- The capacity of the applicant to successfully complete the project/program/event.
- A balanced, realistic and complete budget.

ELIGIBLE APPLICANTS

- Applicants must provide supporting documentation as specified in the Application Form.
- Applicants that demonstrate strong Bundaberg Region Community benefit, need and support for a project, event or activity.

Bundaberg Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or we are required to by law.

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INELIGIBLE APPLICANTS

- Organisations or individuals who have received Council grants which have not been satisfactorily acquitted.
- Political, discriminatory and for-profit groups.
- Schools and Universities.

INELIGIBLE APPLICATIONS

- Applications that have not satisfactorily acquitted previous grants.
- Retrospective funding.

FINANCIAL ASSISTANCE

Over \$5,000 in financial assistance is available per application.

Applications under this amount may be made on either a:

- *Community Grants Program Application Form* for applications up to \$5,000 and submitted to Council's Community Development Unit by the last Friday of June/October/February; or
- *Community Financial Assistance – Micro Grant Application Form* for applications up to \$1,000 and submitted to Council's Community Development Unit which are assessed on a monthly basis.

ACQUITTAL

- Recipients of Partnership & Sponsorships Financial Assistance are required to show evidence of expenditure upon the completion of their event/activity by completing the attached Acquittal Form. Grants are required to be acquitted no later than four (4) months after the event/activity.
- Recipients are also required to show evidence of Council acknowledgement in all publicity and/or at the event/activity i.e. photo's, copies of flyers, etc.

HOW AND WHEN WILL I BE NOTIFIED

Applications are received and processed through the Events Unit and assigned to the relevant assessing officer. Assessing officers then write an agenda report that is presented to Council for their consideration at an Ordinary Council Meeting.

Bundaberg Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or we are required to by law.

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How does your project/program/ event provide a community benefit and/or meet the selection criteria	LifeFlight is proud to serve the Bundaberg community with the provision of a 24/7 air medical rescue service. In 2017 the Bundaberg LifeFlight flew to the aid of 262 patients. They assisted 116 critically injured or ill patients on scene; transferred 121 patients to other facilities; helped in 21 search & rescues; and aided 4 neonatal baby. This project is about providing the funding necessary to provide their annual skill updating.
Do the majority of your members reside in the Bundaberg Regional Council area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The following documents must be submitted with your application	<input type="checkbox"/> Business / Project / Program Plan <i>(Attach documents)</i> <input checked="" type="checkbox"/> Audited Financial Statements <i>(Attach documents)</i> <input checked="" type="checkbox"/> Business / Project / Program Budget <i>(Attach documents)</i> <input checked="" type="checkbox"/> Public Liability Insurance <i>(Attach documents)</i> <input type="checkbox"/> Risk Management Plan <i>(Attach documents)</i> <input type="checkbox"/> Marketing Plan <i>(Attach documents)</i>
Grant Amount Requested	\$ 50,000 _____

PARTNERSHIPS & SPONSORSHIPS PROGRAM - TERMS AND CONDITIONS

These Terms and Conditions must be complied with during the course of your successful grant:

1. The Partnership & Sponsorship grant is a one-off payment by Bundaberg Regional Council to the Applicant.
2. The Applicant warrants that:
 - a. all information in the Application is true and correct;
 - b. it intends to use the micro-grant for the purpose identified in the application; and
 - c. it has not received any other funding from Bundaberg Regional Council or any other Council Community Financial Assistance Programs in the current financial year (excludes: RADF and Special Events).
3. The Partnership & Sponsorship grant has been assessed by Bundaberg Regional Council based on the application completed by the applicant.
4. The Partnership & Sponsorship grant must not be used for any purposes other than for what was identified in the Application and for which the Partnership & Sponsorship grant was approved without prior written consent of Bundaberg Regional Council.
5. If the Applicant uses the Partnership & Sponsorship grant for purposes different to the approved purpose or fails to expend the monies at all:
 - a. The Applicant is required to repay the said monies to Bundaberg Regional Council on demand, otherwise Bundaberg Regional Council may institute proceedings to recover the monies so paid, as a liquidated debt; and
 - b. The Applicant will be prohibited from receiving any further grants or other funding from Bundaberg Regional Council or any related entity for a period of at least two years commencing from the date of receiving from Council written notification of future ineligibility (or until such time as may be otherwise agreed with Council).
6. The Applicant will keep and maintain adequate documentation evidencing the use of the Partnership & Sponsorship grant.
7. Bundaberg Regional Council has the right to request documentation from the Applicant evidencing the use of the Partnership & Sponsorship grant.
8. The Applicant agrees to acknowledge funding support as set out in the Partnership & Sponsorship Grant Guidelines
9. The Partnership & Sponsorship grant funding which is not spent in the current financial year will NOT be carried over to the next year unless requested by the applicant in writing and approved by Council's Events Unit.

I acknowledge that I have read and understood the above Terms and Conditions and fully agree to the conditions thereof.

Further, I certify that I have been authorised to submit this request on behalf of the above mentioned group / organisation and the information contained herein is a true and correct record to the best of my knowledge.

Signature of applicant _____

Date 19 / 02 / 18

Bundaberg Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or we are required to by law.

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Item

27 March 2018

Item Number:	File Number:	Part:
S1	.	STRATEGIC PROJECTS & ECONOMIC DEVELOPMENT

Portfolio:

Executive Services

Subject:

Christsen Park, Bargara

Report Author:

Nathan Powell, Property Leasing Officer

Authorised by:

Ben Artup, Executive Director Strategic Projects & Economic Development Co-ordination

Link to Corporate Plan:

Our Community - 1.2 A dynamic and vibrant region that attracts and supports innovation, creative enterprise and economic development.

Background:

Since completing the improvements to Christsen Park (the park), Bargara (Lot 27 on SP286384) numerous enquiries have been received to operate a mobile food services on site to service users of the park. It is considered that this type of business, if done well, could enhance the use of the park, make it more vibrant, and provide for an improved visitor experience.

By way of correspondence dated 22 November 2017, a formal request was received that Council consider entering into a lease over a suitable location in the Park area to provide a mobile food service to its users. The request was for an initial term of 18 to 24 months with a renewal option for a further 5 years.

Under the Local Government Regulations 2012 section 227, Council must first invite written tenders in accordance with section 228. It is recommended the tender process selection criteria places value on aesthetics and style of vendor, have strict limitations on advertising and placement of standalone signs, and banners, be a temporary transportable shop that is removed each day and the requirement to undertake a litter run each afternoon before leaving the site.

State Requirements:

Lot 27 on SP286384 is a Reserve set aside for Park and Recreation purposes. The use of park land for commercial activity will be “Secondary use of trust land” under the Land Act 1994, and any trustee lease for a secondary purposes requires approval from the state. There may also be a need to develop and implement a Land

Management Plan, which can take extensive time and resources to develop and complete community and stakeholder engagement.

It may be preferable for Council to consider a trustee permit to occupy (PTO) rather than a formal lease. A PTO can be for a maximum term of 3 years, does not require approval by the state and is a right to occupy the land not an interest in the land. Noting that under the Land Act a PTO over 12 months does require registration on title.

Other matters considered:

The option to locate the mobile food service outside of the Park on the Esplanade beside the large old shelter to the south west was considered, however this raised user safety concerns particularly children crossing the road and running through the car park to get refreshments.

Adjoining residential properties which overlook the indicative site were considered. The site chosen does not have a direct impact on the view of adjoining residences, however it will be prudent for the selection criteria to value aesthetics and style of vendor. (Photos attached)

Given Bargara's main shops are approximately 600 m from the proposed site. A mobile food service at the park is not considered direct competition due to the lengthy walk and type of food proposed to be offered. The golf club was considered and due to its dress requirements, cuisine etc. a mobile food service would also not appear to be in direct competition with the club.

Associated Person/Organization:

Department of Natural Resources, Mines and Energy

Consultation:

Portfolio Spokesperson: Mayor Jack Dempsey

Divisional Councillor: Cr Greg Barnes

Manager Development Assessment: Mr Richard Jenner

Manager Parks, Sports & Natural Areas: Mr Geordie Lascelles

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

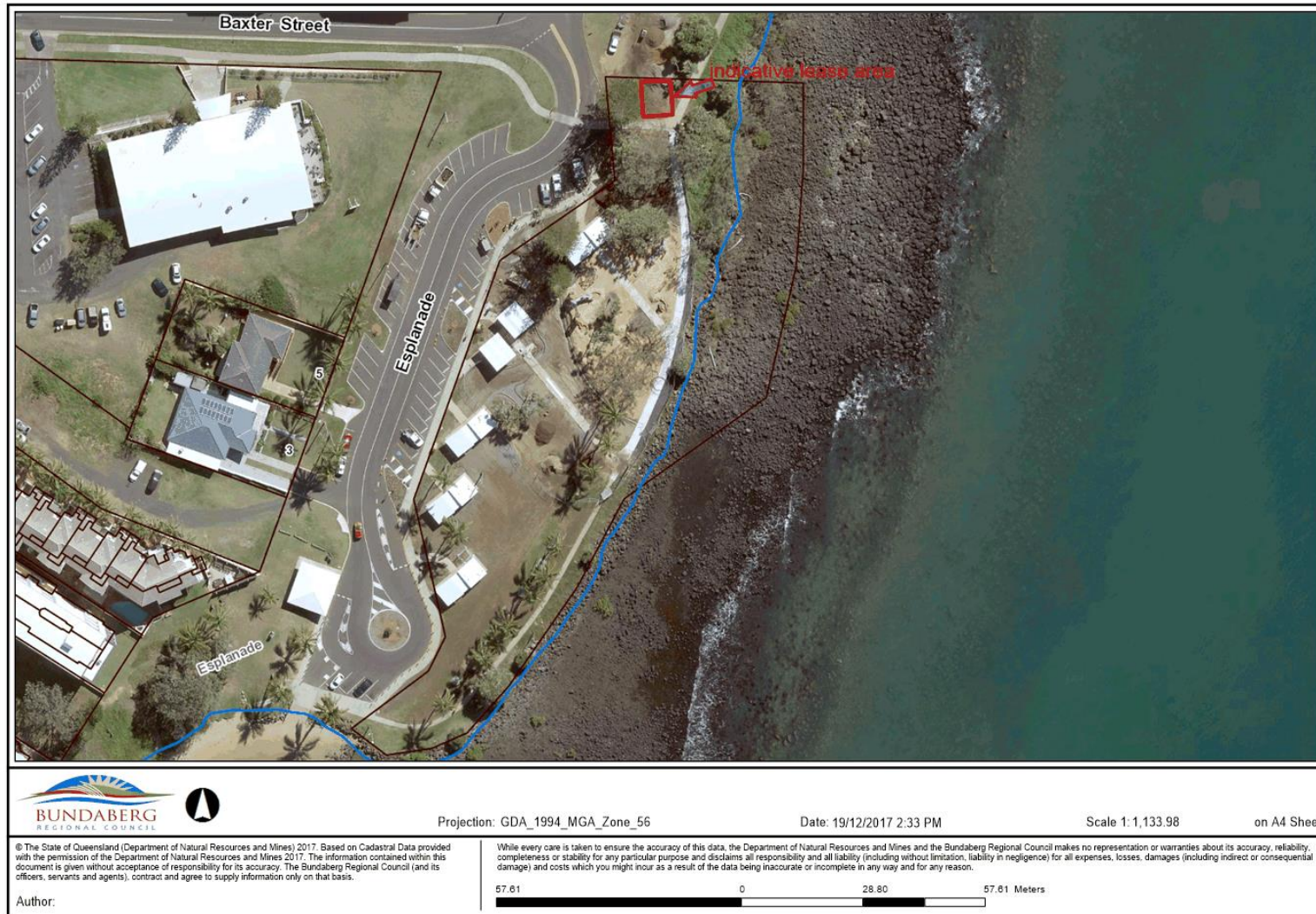
- Yes
- No

Attachments:

- [↓1](#) Aerial Photo
- [↓2](#) Photo - indicative site
- [↓3](#) Photo - from indicative site
- [↓4](#) Photo from nearest residency

Recommendation:

That Council invite written tenders for a 2 year Trustee Permit To Occupy over part of Christsen Park, Bargara, described as Lot 27 on SP286384, for the purpose of mobile food vending, in accordance with Section 227 and 228 of the Local Government Regulations 2012.









Preliminary