



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 10 OCTOBER 2017, COMMENCING AT 10.00 AM**

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**Item****10 October 2017****Item Number:**

E1

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 31 August 2017

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Stuart Randle, 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 31 August 2017.

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 31 August 2017

Recommendation:

That the Financial Summary as at 31 August 2017 (as detailed on the 18 pages appended to this report) – **be noted by Council.**

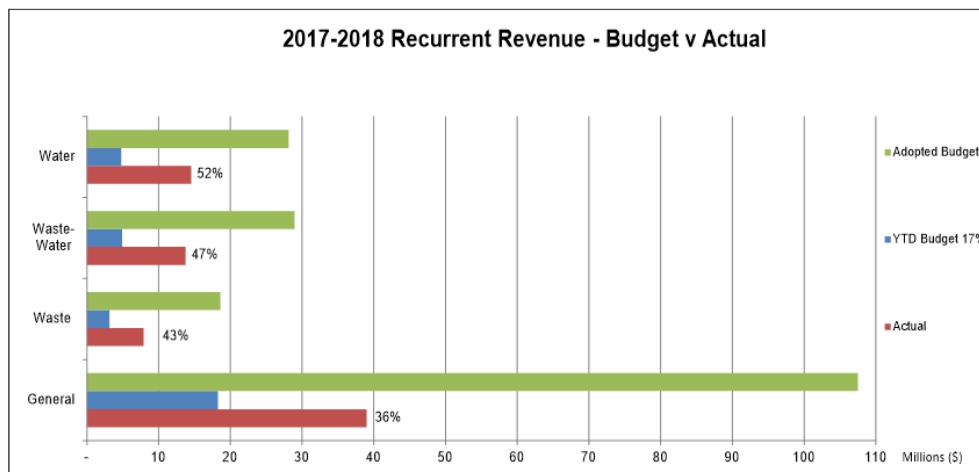
Financial Summary
as at 31 Aug 2017

Progress check - 17%	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	71,677,592	151,634,430	47%	36,556,066	83,517,400	44%	7,226,781	14,369,000	50%	13,722,650	27,435,750	50%	14,172,095	26,312,280	54%
Less: Discounts and pensioner remissions	(2,657,627)	(8,327,900)	32%	(2,382,151)	(7,739,900)	31%	(94,028)	(200,000)	47%	(102,730)	(218,500)	47%	(78,718)	(169,500)	46%
Total Recurrent Revenue	69,019,965	143,306,530	48%	34,173,915	75,777,500	45%	7,132,753	14,169,000	50%	13,619,920	27,217,250	50%	14,093,377	26,142,780	54%
Fees and Charges	3,901,486	25,736,260	15%	2,787,304	19,383,712	14%	733,051	4,308,348	17%	120,662	1,027,500	12%	260,469	1,016,700	26%
Interest Revenue	145,000	3,139,600	5%	(120,713)	1,300,000	-9%	43,215	140,000	31%	19,250	725,600	3%	203,248	974,000	21%
Grants, Subsidies & Donations	2,164,951	11,060,227	20%	2,160,464	11,059,727	20%	4,487	500	897%	-	-	-	-	-	-
Sale of Developed Land Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	75,231,402	183,242,617	41%	39,000,970	107,520,939	36%	7,913,506	18,617,848	43%	13,759,832	28,970,350	47%	14,557,094	28,133,480	52%
<i>Expenses</i>															
Employee Costs	8,784,316	67,205,270	13%	6,767,057	53,369,939	13%	758,711	5,078,201	15%	710,505	4,858,050	15%	548,043	3,899,080	14%
Materials and Services	10,166,296	54,729,695	19%	6,765,596	29,895,604	23%	1,318,393	10,318,238	13%	815,428	6,878,099	12%	1,266,879	7,637,754	17%
Finance Costs	(21,740)	3,922,732	-1%	(34,897)	1,636,300	-2%	69,595	818,432	9%	(47,950)	1,156,000	-4%	(8,488)	312,000	-3%
Depreciation	8,402,252	50,413,508	17%	6,402,935	38,417,608	17%	196,315	1,177,892	17%	931,230	5,587,379	17%	871,772	5,230,629	17%
Total Recurrent Expenditure	27,331,124	176,271,205	16%	19,900,691	123,319,451	16%	2,343,014	17,392,763	13%	2,409,213	18,479,528	13%	2,678,206	17,079,463	16%
Operating Surplus	47,900,278	6,971,412		19,100,279	(15,798,512)		5,570,492	1,225,085		11,350,619	10,490,822		11,878,888	11,054,017	
<i>Transfers to</i>															
Restricted Capital Cash	-	3,851,993	0%	-	-	-	-	-	-	-	3,851,993	0%	-	-	-
NCP Transfers	-	-	-	(2,202,099)	(13,212,591)	17%	(330,376)	(1,982,258)	17%	1,106,471	6,638,829	17%	1,426,004	8,556,020	17%
Total Transfers	-	3,851,993	0%	(2,202,099)	(13,212,591)	17%	(330,376)	(1,982,258)	17%	1,106,471	10,490,822	11%	1,426,004	8,556,020	17%
Movement in Unallocated Surplus	47,900,278	3,119,419		21,302,378	(2,585,921)		5,900,868	3,207,343		10,244,148	-		10,452,884	2,497,997	
Unallocated Surplus (Deficit) brought forward from prior year(s)	15,525,263	15,525,263	100%	(4,379,923)	(4,379,923)	100%	5,652,178	5,652,178	100%	-	-	-	14,253,008	14,253,008	100%
Unallocated Surplus (Deficit)	63,425,541	18,644,682		16,922,455	(6,965,844)		11,553,046	8,859,521		10,244,148	-		24,705,892	16,751,005	
Capital Activities															
<i>Council's Capital Expenditure (Excludes Donated Assets)</i>															
Council Expenditure on Non-Current Assets	11,274,592	119,227,096	9%	5,738,355	75,684,096	8%	272,344	5,677,000	5%	4,896,255	31,207,000	16%	367,638	6,659,000	6%
Loan Redemption	125,847	5,512,000	2%	55,932	3,588,000	2%	13,477	455,000	3%	47,950	1,205,000	4%	8,488	284,000	3%
Total Capital Expenditure	11,400,439	124,739,096	9%	5,794,287	79,252,096	7%	285,821	6,132,000	5%	4,944,205	32,412,000	15%	376,126	6,943,000	5%
Cash opening balance (incl. investments)	106,021,236	70,427,900													
Cash closing balance (incl. investments)	113,217,311	52,586,824													

Further to the Financial Summary Report as at 31 August 2017, the following key features are highlighted.

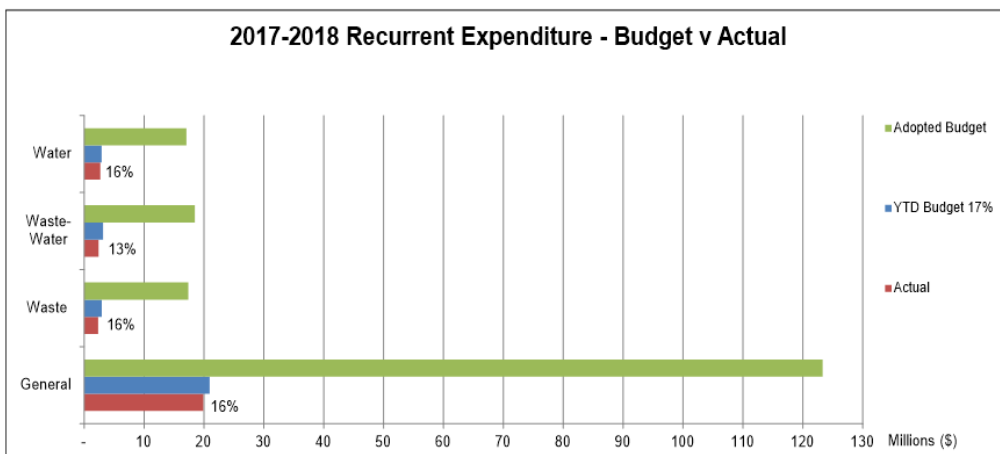
Recurrent Revenue

- Rates have been levied for the 1st half of the year and revenue is around 48% of budget. The due date for payment was 4th September. The percentage of actual to budgeted Discount on Rates is lower for the General Fund as the discount is applied as payments are received. No discount is applied to the other Business Units.
- Fees and charges were slightly less than budgeted. This was primarily in the area of wastewater due to tradewaste invoices being issued in the month of September.
- Interest Revenue - Accrual adjustments from the previous financial year were reversed in July. The figures for Interest Revenue are distorted by these accrual reversals for interest receivable as at 30 June 2017, however these figures will normalise as the year progresses.
- Operating Grants and subsidies budget includes provision for \$3.9 million (50%) of the Financial Assistance Grant allocation for 2017/2018. This was received in the prior financial year. Funding of a further \$1 million of the Financial Assistance Grant allocation for 2017/2018 was received in August. As it is unclear whether the State will continue the early payment this financial year, the 2018 budget will be revised to reflect the balance of the 2018 grant.



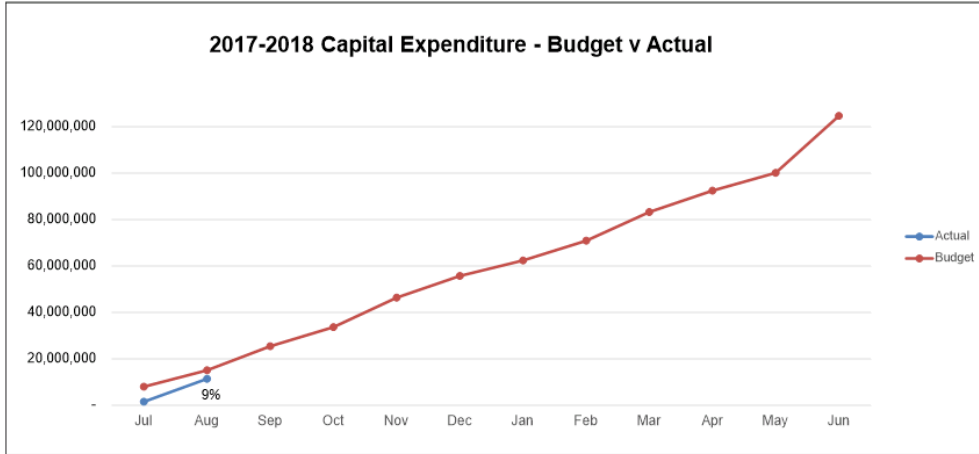
Recurrent Expenditure

- Employee costs are 13% which is lower than 15.3% of budget that represents the pay periods to 31 August. This is partly due to corporate recoveries being based on wages that include no wet weather and minimal annual leave taken. Council is currently conducting a review of the corporate recoveries on-cost rate as part of the first quarterly revised budget. Materials and services costs are slightly over budget partly due to payment of annual insurance premiums during August.
- Finance Costs largely consist of interest paid on Council loans. Accrual adjustments from the previous financial year have been reversed in July. The figures for finance costs are distorted due to these accrual reversals for interest payable as at 30 June 2017, however these figures will normalise as the year progresses.
- The budgeted depreciation expenditure is apportioned evenly across the 12 months of the year and is processed every month. The depreciation amount for August has been processed.



Capital Expenditure

- Capital Expenditure is expected to increase in coming months as work programs scheduled for the financial year are implemented.

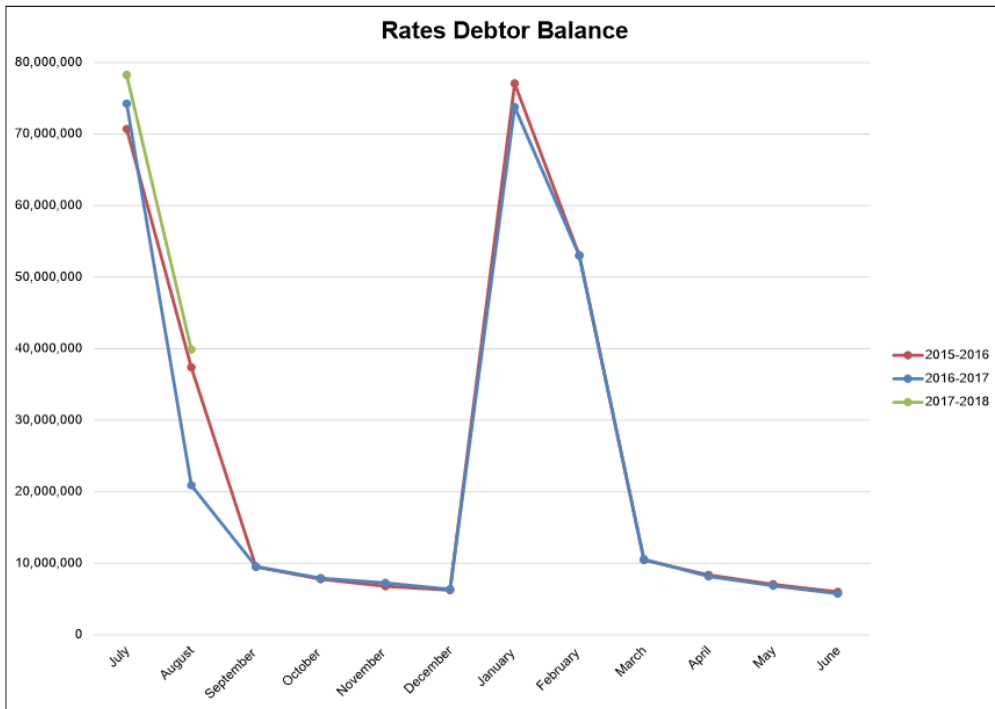


For more details regarding Capital Expenditure projects please refer to the summary of capital projects below.

Revenue Statistics

Rates Debtor

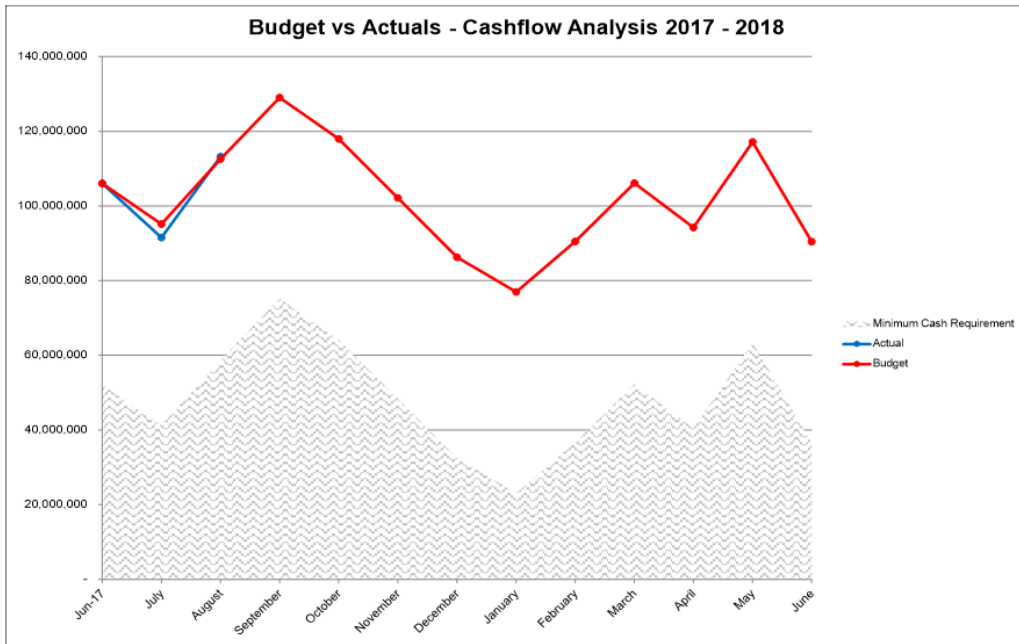
- The current rates levy totalling \$82.5 million was raised in July. At 31 August 2017 the rates debtor balance was \$39.8 million, approximately \$20 million higher than at 31 August 2016. This is not unexpected given that the date for payment for the first half-year rates fell on 4 September in 2017 and on 31 August in the previous year. By 5 September this year \$13 million (15.75%) of the amount levied remained outstanding compared to 17% on the day after the due date for payment of the first-half year levy last year.



Rates Debt - Trial Balance at 31.8.2017	
Brought Fwd 1.7.2017	-\$801,718
Plus: Levy	\$82,538,131
Less: Paid (excl pre pays)	-\$38,191,372
Less: Rebates	-\$1,832,900
Less: Discount & Adjust.	-\$1,832,052
Total outstanding	\$39,880,088

Cash Flow

- The cash balance as at 31 August 2017 was \$113.2 million, an increase of \$21.7 million from 31 July 2017.
- Opening cash position was \$35.5 million more than budget. The budgeted cashflow analysis below reflects the actual opening cash position at 1 July 2017.
- No short-term liquidity issues are foreseeable.



2018 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Project Description	Status *	Monitor (Descriptor)	Adopted Budget (\$)	FY 2018 YTD Actuals (\$)	% Spend	Est Final Cost 2018 (\$)	Variance (\$)	Comments
Major Projects								
Multi-Use Sport and Community Centre (Multiplex) Stage 1 Finalisation Costs	○	Costs associated with the finalisation of Stage 1 Contractor's Contract Sum.	-	69,957	x	70,809	70,809	Revised Budget Revision to be submitted to increase current year budget - funded from program work order.
Multi-Use Sport and Community Centre (Multiplex) Stage 2	○	Project currently under construction. Main structural frame work and roof are complete. Internal fit out has commenced. Project due to be completed in mid November.	7,500,000	1,784,384	24%	9,400,000	1,900,000	Revised Budget Revision Submitted to Reprovision \$1,900,000 unspent in 2016/2017 financial year to 2017/2018 financial year.
		<i>Cost to Council</i>	<i>7,500,000</i>	<i>1,854,342</i>	<i>25%</i>	<i>9,470,809</i>	<i>1,970,809</i>	
Bundaberg CBD Revitalisation	✓	Tender has been awarded to Hassell Ltd to undertake design and documentation.	8,000,000	2,328	0%	8,000,000	-	
Burnett Heads CBD Revitalisation	✓	Design is complete. Project is currently out to tender.	4,800,000	67,741	1%	4,800,000	-	
Burnett Heads CBD Sewerage Infrastructure	✓	Design is complete. Project is currently out to tender.	2,100,000	493	0%	2,100,000	-	
		<i>Cost to Council</i>	<i>6,900,000</i>	<i>68,234</i>	<i>1%</i>	<i>6,900,000</i>	<i>-</i>	
East Bundaberg Tourism Precinct	✓	Concept design is complete. Final design and scope is contingent upon the outcome of grant applications.	1,000,000	15,321	2%	1,000,000	-	
Corporate Applications								
Core System Replacement Program	○	Focus is now on redeveloping the original Core Systems Program Business Case with key stakeholders to confirm the investment and expected outcomes to support the future change program	3,000,000	-	0%	-	(3,000,000)	Revised Budget Revision submitted to reduce capital budget to \$0 for 2017/2018 and future years and increase Non Capital budget by an additional \$250,000.
Airports and Tourism								
Aviation Precinct - Construction of Stage 3	✓	Project is currently being designed	1,000,000	-	0%	1,000,000	-	
Aviation Precinct - Construct Taxiway Alpha & Adjacent Aircraft Aprons	✓	Project is currently being designed	420,000	-	0%	420,000	-	
		<i>Cost to Council</i>	<i>1,420,000</i>	<i>-</i>	<i>0%</i>	<i>1,420,000</i>	<i>-</i>	

2018 Financial Year
A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000

Project Description	Status *	Monitor (Descriptor)	Adopted Budget (\$)	FY 2018 YTD Actuals (\$)	% Spend	Est Final Cost 2018 (\$)	Variance (\$)	Comments
Waste Disposal Facilities								
Bundaberg Regional Landfill - (Cedars Road) - Cell 3	✓	Currently under construction. Expected to be completed by end December 2017.	4,294,000	272,344	6%	4,294,000	-	
Roads and Drainage								
Baldwin Swamp Multi Modal Pathways - Que Hee Street to Bundaberg Ring Road	✓	Currently negotiating final land resumptions. Project is currently being designed.	1,000,000	422	0%	1,000,000	-	
Eggmolsse Street - Upgrade to Sealed Standard (Johanna Boulevard End)	○	Project is currently under construction. Due to be completed late November 2017.	700,000	231,623	33%	789,141	89,141	Revised Budget Revision Submitted to Reprovision \$89,241 unspent in 2016/2017 financial year to 2017/2018 financial year.
Fitzgerald Street/ Eggmolsse Street, Norville - Construction of Roundabout	○	Service relocations have occurred. Tender has been awarded to Devcon. Construction has commenced and due to be completed November 2017.	1,200,000	47,014	4%	1,292,968	92,968	Revised Budget Revision Submitted to Reprovision \$92,968 unspent in 2016/2017 financial year to 2017/2018 financial year.
Price Street, Kensington and Horseshoe Drive, Kensington - Road Rehabilitation and Widening	○	Project is Practically Complete awaiting financial completion	300,000	21,238	7%	22,000	(278,000)	Revised Budget Request submitted to reduce current budget down to \$22,000. Project was expended in the 2016/2017 financial year.
Johnston Street, Avoca - Upgrade	✓	Project is currently being designed. Drainage easement negotiations are continuing.	650,000	8,779	1%	650,000	-	
Thabeban Stormwater Drainage Scheme - Stage 3	○	Project is currently being designed	3,000,000	8,489	0%	3,648,123	648,123	Revised Budget Revision Submitted to Reprovision \$648,123 unspent in 2016/2017 financial year to 2017/2018 financial year.
Monduran Bridge	○	Project is Practically Complete awaiting financial completion	-	1,119	x	180,211	180,211	Revised Budget Revision Submitted to Reprovision \$180,211 unspent in 2016/2017 financial year to 2017/2018 financial year.
Monduran Road Approach Road on East Side of Kolan River	○	Project is Practically Complete awaiting financial completion	-	125,918	x	141,724	141,724	Revised Budget Revision Submitted to Reprovision \$88,988 unspent in 2016/2017 financial year to 2017/2018 financial year and to increase the current year budget.
<i>Cost to Council</i>			-	127,037	x	321,935	321,935	
Ten Mile Road, Sharon - Upgrade and Widen	✓	Detailed design to be undertaken.	2,650,000	359	0%	2,650,000	-	

2018 Financial Year
A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000

Project Description	Status *	Monitor (Descriptor)	Adopted Budget (\$)	FY 2018 YTD Actuals (\$)	% Spend	Est Final Cost 2018 (\$)	Variance (\$)	Comments
Water and Wastewater								
Smart Meter Trial	○	Developing a Project Plan to address the Pilot Study to be presented to Council in September.	1,250,000	31,387	3%	1,299,544	49,544	Revised Budget Revision Submitted to Reprovision \$49,544 unspent in 2016/2017 financial year to 2017/2018 financial year.
Heaps Street New Roof Structure	✓	Design Complete. Project will go out to tender in September.	800,000	-	0%	800,000	-	
Gregory Water Treatment Plant Upgrade	○	Project is currently being designed.	500,000	35,147	7%	572,608	72,608	Revised Budget Revision Submitted to Reprovision \$72,608 unspent in 2016/2017 financial year to 2017/2018 financial year.
Kaikie Water Treatment Plant Quality Upgrade	○	Project is currently being designed.	500,000	34,933	7%	572,699	72,699	Revised Budget Revision Submitted to Reprovision \$72,699 unspent in 2016/2017 financial year to 2017/2018 financial year.
Innes Park Dry Sewers	✓	Phase one has been completed. Phase two to be completed by December.	600,000	33,845	6%	600,000	-	
Branyan WTP Clear Water Storage - New Roof Structure	✓	Consultant to be appointed for the design in early September.	500,000	357	0%	500,000	-	
Woodgate Vacuum Sewer Extension	○	Design to be completed by mid September. Construction to follow.	1,820,000	72,742	4%	2,064,797	244,797	Revised Budget Revision Submitted to Reprovision \$244,797 unspent in 2016/2017 financial year to 2017/2018 financial year.
Belle Eden Gravity Main Construction	✓	Timelines are contingent upon Developer. Council Officers have received no further information at this time.	1,000,000	-	0%	1,000,000	-	
Port Sewerage Infrastructure - Installation of Gravity Reticulation System	✓	Council decision obtained. Consultation with property owners to commence.	280,000	28,974	10%	280,000	-	
Gin Gin Water Treatment Plant Upgrade	○	Project is Practically Complete awaiting financial completion	-	21,101	x	21,101	21,101	Revised Budget Request to be submitted to increase current budget.
Hughes Road/Blain Street, Bargara - SPS Gravity Main Conversion to Rising Main	○	Project is complete awaiting financial completion.	-	48,308	x	50,908	50,908	Revised Budget Request to be submitted to increase current budget.
Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main	○	Pump testing is outstanding.	-	81,363	x	142,592	142,592	Revised Budget Revision Submitted to Reprovision \$142,592 unspent in 2016/2017 financial year to 2017/2018 financial year

2018 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Project Description	Status *	Monitor (Descriptor)	Adopted Budget (\$)	FY 2018 YTD Actuals (\$)	% Spend	Est Final Cost 2018 (\$)	Variance (\$)	Comments
Rubyanna STP - Design and Construction of Plant	○	The water retaining structures are complete. Regional Pump Station structures has commenced. The installation of mechanical equipment is 50% complete. Electrical installation has commenced.	21,913,000	4,605,923	21%	22,835,778	922,778	Revised Budget Revision Submitted to Reprovision \$922,778 unspent in 2016/2017 financial year to 2017/2018 financial year
Project Administration and Control (All Stages)	○	Work is ongoing	40,000	2,230	6%	109,593	69,593	Revised Budget Revision Submitted to Reprovision \$69,593 unspent in 2016/2017 financial year to 2017/2018 financial year
		<i>Cost to Council</i>	<i>21,953,000</i>	<i>4,608,153</i>	<i>21%</i>	<i>22,945,371</i>	<i>992,371</i>	
Parks, Sport and Natural Areas								
Nanning Garden Upgrade	○	Construction commenced in February 2017. Project completion date is now end of September. Project has been delayed due to rain event in April and some material shipment delays.	-	352,591	x	821,119	821,119	Revised Budget Revision Submitted to Reprovision \$821,119 unspent in 2016/2017 financial year to 2017/2018 financial year.

Indicator Status Indicator Meaning

- ✓ On track Initiative is proceeding to plan with no indication of future impediments
- ★ Completed Initiative has been completed
- Monitor 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
- Action Progress is significantly behind schedule or is rated 'closely monitor'. Decisive action is required to get back on track
- ✘ Required

Please note that completed projects may still have outstanding costs

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)
Major Projects							
Multi-Use Sport and Community Centre (Multiplex) Stage 1 Finalisation Costs	Capital	●	Costs associated with the finalisation of Stage 1 Contractor's Contract Sum.	-	24,611	94,568	95,419
Multi-Use Sport and Community Centre (Multiplex) Stage 2	Capital	●	Project currently under construction. Main structural frame work and roof are complete. Internal fit out has commenced. Project due to be completed in mid November.	12,500,000	10,709,162	4,993,546	12,609,162
Demolition of Skating Rink and Lessee Compensation	Operating	✓	Demolition to occur 2017/2018	250,000	250,000	-	250,000
Intersections and Internal Roads	Capital	★	Costs have been finalised	3,115,118	3,115,118	3,115,118	3,115,118
Multi-Use Sport and Community Centre (Multiplex) Stage 1	Capital	★	Costs have been finalised	9,500,000	15,972,817	15,622,817	15,622,817
			<i>Cost to Council</i>	<i>25,365,118</i>	<i>30,071,707</i>	<i>23,826,048</i>	<i>31,692,516</i>
Bundaberg CBD Revitalisation	Capital	✓	Tender has been awarded to Hassell Ltd to undertake design and documentation.		16,064,181	66,508	16,064,181
				16,000,000			
Bundaberg CBD Streetscape Revitalisation - Non-Capital Costs	Operating	✓	Work is ongoing		279,254	132,794	279,254
			<i>Cost to Council</i>	<i>16,000,000</i>	<i>16,343,435</i>	<i>199,302</i>	<i>16,343,435</i>
Mount Perry Flood Evacuation Route Upgrade	Operating	★	Costs have been finalised	8,758,570	4,663,944	4,671,996	4,671,996
Mount Perry Flood Evacuation Route Upgrade Complementary Works including Retaining Wall, Open Drain, Botanic Gardens Pit and Water Main	Capital	★	Costs have been finalised	-	1,273,584	1,273,584	1,273,584
			<i>Cost to Council</i>	<i>8,758,570</i>	<i>5,937,528</i>	<i>5,945,580</i>	<i>5,945,580</i>

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)
Burnett Heads CBD Revitalisation	Capital	✓	Design is complete. Project is currently out to tender.	3,259,707	4,962,003	229,744	4,962,003
Burnett Heads CBD Sewerage Infrastructure	Capital	✓	Design is complete. Project is currently out to tender.	2,100,000	2,100,099	591	2,100,099
			<i>Cost to Council</i>	<i>5,359,707</i>	<i>7,062,102</i>	<i>230,336</i>	<i>7,062,102</i>
East Bundaberg Tourism Precinct	Capital	✓	Concept design is complete. Final design and scope is contingent upon the outcome of grant applications.	457,000	1,005,652	20,973	1,005,652
Corporate Applications							
Core System Replacement Program - Initial Product Scope and Product Selection	Operating	●	Focus is now on redeveloping the original Core Systems Program Business Case with key stakeholders to confirm the investment and expected outcomes to support the future change program		1,286,033	1,025,098	1,286,033
Core System Replacement Program	Capital	●		4,500,000	-	-	-
Rugged Tablets - Proof of Concept	Capital	★	Costs have been finalised		10,000	10,000	10,000
Software Programs	Capital	★	Costs have been finalised		22,277	22,277	22,277
			<i>Cost to Council</i>	<i>4,500,000</i>	<i>1,318,310</i>	<i>1,057,375</i>	<i>1,318,310</i>
Aiports and Tourism							
Aviation Precinct - Construction of Stage 3	Capital	✓	Project is currently being designed	1,000,000	1,000,000	-	1,000,000
Aviation Precinct - Construct Taxiway Alpha & Adjacent Aircraft Aprons	Capital	✓	Project is currently being designed	420,000	420,000	-	420,000
			<i>Cost to Council</i>	<i>1,420,000</i>	<i>1,420,000</i>	<i>-</i>	<i>1,420,000</i>

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)
Waste Disposal Facilities							
Bundaberg Regional Landfill - (Cedars Road) - Cell 3	Capital	✓	Currently under construction. Expected to be completed by end December 2017.	4,294,000	4,366,808	345,153	4,366,808
Roads and Drainage							
Baldwin Swamp Multi Modal Pathways - Que Hee Street to Bundaberg Ring Road	Capital	✓	Currently negotiating final land resumptions. Project is currently being designed.	1,000,000	1,468,641	17,063	1,468,641
Eggmolesse Street - Upgrade to Sealed Standard (Johanna Boulevard End)	Capital	●	Project is currently under construction. Due to be completed late November 2017.	4,200,000	2,876,108	2,407,731	2,965,249
Fitzgerald Street/ Eggmolesse Street, Norville - Construction of Roundabout	Capital	●	Service relocations have occurred. Tender has been awarded to Devcon. Construction has commenced and due to be completed November 2017.	1,400,000	1,307,132	154,147	1,400,100
Price Street, Kensington and Horseshoe Drive, Kensington - Road Rehabilitation and Widening	Capital	●	Project is Practically Complete awaiting financial completion	635,000	914,234	635,472	636,234
Johnston Street, Avoca - Upgrade	Capital	✓	Project is currently being designed. Drainage easement negotiations are continuing.	995,015	650,000	8,779	650,000
Thabeban Stormwater Drainage Scheme - Stage 3	Capital	●	Project is currently being designed	1,308,000	3,051,877	60,366	3,700,000
Thabeban Stormwater Drainage Scheme - Stage 2	Capital	★	Costs have been finalised	-	446,697	446,697	446,697
Thabeban Stormwater Drainage Scheme - Stage 1B	Capital	★	Costs have been finalised	-	574,896	574,896	574,896
<i>Cost to Council</i>				<i>1,308,000</i>	<i>4,073,470</i>	<i>1,081,959</i>	<i>4,721,593</i>

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)
Monduran Bridge	Capital	○	Project is Practically Complete awaiting financial completion	3,300,000	2,207,159	2,208,278	2,387,370
Monduran Road Approach Road on East Side of Kolan River	Capital	○	Project is Practically Complete awaiting financial completion	-	461,012	586,930	602,736
			<i>Cost to Council</i>	<i>3,300,000</i>	<i>2,668,171</i>	<i>2,795,208</i>	<i>2,990,106</i>
Ten Mile Road, Sharon - Upgrade and Widen	Capital	✓	Detailed design to be undertaken.	2,650,000	2,650,000	359	2,650,000
Water and Wastewater							
Smart Meter Trial	Capital	○	Developing a Project Plan to address the Pilot Study to be presented to Council in September.	8,000,000	7,950,456	31,843	8,000,000
Heaps Street New Roof Structure	Capital	✓	Design Complete. Project will go out to tender in September.	800,000	800,000	-	800,000
Gregory Water Treatment Plant Upgrade	Capital	○	Project is currently being designed.	16,200,000	7,610,239	145,386	7,682,847
Kalkie Water Treatment Plant Quality Upgrade	Capital	○	Project is currently being designed.	3,100,000	7,927,301	62,234	8,000,000
Innes Park Dry Sewers	Capital	✓	Phase one has been completed. Phase two to be completed by December.	600,000	601,387	35,232	601,387
Branyan WTP Clear Water Storage - New Roof Structure	Capital	✓	Consultant to be appointed for the design in early September.	500,000	500,000	357	500,000
Woodgate Vacuum Sewer Extension	Capital	○	Design to be completed by mid September. Construction to follow.	1,500,000	1,855,203	107,945	2,100,000
Belle Eden Gravity Main Construction	Capital	✓	Timelines are contingent upon Developer. Council Officers have received no further information at this time.	1,000,000	1,000,000	-	1,000,000
Port Sewerage Infrastructure - Installation of Gravity Reticulation System	Capital	✓	Council decision obtained. Consultation with property owners to commence.	780,000	506,378	255,352	506,378

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)
Gin Gin Water Treatment Plant Upgrade	Capital	●	Project is Practically Complete awaiting financial completion	1,100,000	1,212,417	1,233,517	1,233,517
Hughes Road/Blain Street, Bargara - SPS Gravity Main Conversion to Rising Main	Capital	●	Project is complete awaiting financial completion.	600,000	672,487	720,795	723,395
Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main	Capital	●	Pump testing is outstanding.	950,000	723,741	805,104	866,333
Coral Cove Sewer - Easement Negotiations and Compensation	Operating	●	Negotiations are continuing.	-	17,251	37,251	37,251
Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main Non Capital Costs	Operating	★	Costs have been finalised	-	43,667	43,667	43,667
<i>Cost to Council</i>				<i>950,000</i>	<i>784,659</i>	<i>886,022</i>	<i>947,251</i>
Rubyanna STP - Design and Construction of Plant	Capital	●	The water retaining structures are complete. Regional Pump Station structures has commenced. The installation of mechanical equipment is 50% complete. Electrical installation has commenced.		52,927,378	34,202,424	52,927,378
Project Administration and Control (All Stages)	Capital	●	Work is ongoing		1,005,000	832,580	1,005,000
Non Capital Costs for Design and Construction of Plant	Maintenance	✓	Work is ongoing		234,373	234,521	234,373
Decommissioning of Bundaberg East WWTP	Operating	✓	Initial decommissioning works will commence in November to seed Rubyanna WWTP. Further activities will be undertaken to decontaminate East WWTP once Rubyanna WWTP comes online.	92,726,237	1,800,000	8,417	1,800,000
Purchase of Land	Capital	★	Costs have been finalised		2,667,537	2,667,537	2,667,537
Rubyanna STP Concept Study	Operating	★	Costs have been finalised		53,700	53,700	53,700

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)
Rubyanna STP - Trunk Pipelines Concept Design and Survey	Capital	★	Costs have been finalised		7,057,331	7,057,331	7,057,331
Rubyanna WWTP River Outfall	Capital	★	Costs have been finalised		4,495,809	4,495,809	4,495,809
Rubyanna WWTP Pipelines - Springhill Road to RWWTP	Capital	★	Costs have been finalised		487,880	487,880	487,880
Rubyanna WWTP Pipelines - Darnell Street Sewerage Cutting	Capital	★	Costs have been finalised		321,020	321,020	321,020
			<i>Cost to Council</i>	<i>92,726,237</i>	<i>71,050,028</i>	<i>50,361,219</i>	<i>71,050,028</i>
Strategic Projects Co-ordination							
East Bundaberg Bio Hub Pipeline	Operating	✓	Currently assessing the Head of Agreement for the Project.	500,000	500,000	-	500,000
Parks, Sport and Natural Areas							
Nanning Garden Upgrade	Capital	○	Construction commenced in February 2017. Project completion date is now end of September. Project has been delayed due to rain event in April and some material shipment delays.	1,189,098	1,189,098	717,571	1,189,098

Indicator Status Indicator Meaning

- ✓ On track Initiative is proceeding to plan with no indication of future impediments
- ★ Complete: Initiative has been completed
- Monitor 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
- Action Progress is significantly behind schedule or is rated 'closely monitor'. Decisive action is required to get back on track
- × Required

Please note that completed projects may still have outstanding costs

Capital Grants - Life to Date

Department	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
Community Development	Bundaberg Recreation Precinct - Construction of New Amenities	Queensland Governments 2016-17 Grants and Subsidies Program	144,000	43,200	30%	240,000	29,110	12%	96,000	(14,090)	21/10/2017	30% funding received at execution of sub agreement, next Milestone payment to be received once project is completed. Next Milestone payment due in September 2017.
Disaster Management	Childers SES Shed for Flood Boat	National Disaster Resilience Program	12,000	10,800	90%	20,000	18,400	92%	8,000	7,600	24/11/2017	Final Milestone payment due in September 2017.
	Bundaberg SES Installations of Solar Panels	National Disaster Resilience Program	15,000	13,500	90%	25,000	19,545	78%	10,000	6,045	24/11/2017	Final Milestone payment due in September 2017.
Major Projects	Multi-Use Sports and Community Centre - Stage 2	Building Our Regions	5,000,000	2,000,000	40%	12,260,000	4,993,546	41%	2,260,000	1,993,546	14/02/2018	Milestone 3 will be submitted in November 2017. Payment due in December 2017.
		Community Development Grant	5,000,000	1,000,000	20%							Milestone 2 has been submitted and is currently being assessed. Payment due in September 2017.
Wastewater	Rubyanna Sewerage Treatment Plant	Building Our Regions	5,000,000	4,250,000	85%	62,050,000	34,202,424	55%	57,050,000	29,952,424	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	1,285,812	46%	-	(679,612)	31/07/2017	Heavy Vehicle Safety and Productivity Programme Round Five final claim to be submitted and paid in September 2017.
		TIDS	1,359,491	980,408	72%							Further TIDS funding approved for 18/19 Financial Year.
	New Monduran Bridge over Kolan River	Bridges Renewal Programme	1,590,000	1,200,000	75%	3,253,471	2,795,208	86%	-	236,381	31/08/2017	Project is complete and the final claim is being prepared for submission. Payment due in September 2017.
		TIDS	1,663,471	1,358,827	82%							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%	4,016,814	2,407,731	60%	258,407	(660,910)	30/06/2018	Next Milestone payment due in September 2017.
		Roads to Recovery	3,500,000	2,810,234	80%							Further TIDS funding approved for 18/19 and 19/20 Financial Year.
On-Road Cycle Facilities (PCNP) on Avoca Street/Bryan Drive	Cycle Network Local Government Grants Program	392,500	294,375	75%	884,500	238,729	27%	492,000	(55,646)	28/02/2018	50% funding received at execution of agreement. Final claim will be submitted for payment on completion of the project.	

Capital Grants - Life to Date

Department	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
Roads and Drainage	Bryan Drive Culvert	National Disaster Resilience Program	181,560	54,468	30%	302,600	244,468	81%	121,040	190,000	24/11/2017	Milestone 2 has been submitted and is currently being assessed. Council will receive the funds when this process is complete. Next Milestone payment due in September 2017.
	Windermere Road Culvert	National Disaster Resilience Program	327,600	98,280	30%	546,000	301,670	55%	218,400	203,390	24/11/2017	Milestone 2 has been submitted and is currently being assessed. Council will receive the funds when this process is complete. Next Milestone payment due in September 2017.
	Scotland Street/Eastgate Street - Intersection Safety Improvements	BLACKSPOT	410,000	205,000	50%	410,000	48,208	12%	-	(156,792)	30/06/2017	50% funding received at execution of agreement. The final 50% will be received on completion of the project.
	Pathway Que Hee Street to Ring Road	Get Playing Plus	739,900	-	0%	1,479,800	17,063	1%	739,900	17,063	30/09/2018	Funding is received progressively during construction. First Milestone payment due September 2017.
	Quay Street East/Scotland Street - Pathway Principal Cycle Network Plan	Cycle Network Local Government Grants Program	151,374	75,687	50%	302,748	-	0%	151,374	(75,687)	30/06/2018	Initial invoice for 50% payment has been submitted and payment is due in September 2017.
	Woondooma Street/Tantitha Street - Intersection Safety Improvements	BLACKSPOT	334,000	167,000	50%	334,000	1,390	0%	-	(165,610)	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	990	0%	-	(144,760)	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	3,400	2%	-	(67,850)	30/06/2018	50% funding received at execution of agreement. The final 50% will be received on completion of the project.	
Various	Works for Queensland	Works for Queensland	10,710,000	6,405,600	60%	10,710,000	4,655,339	43%	-	(1,750,261)	31/12/2017	60% funding received at execution of agreement. A further 30% will be received upon expending 50% of the total allocation. This is expected to be received in September 2017.

**Item****10 October 2017****Item Number:**

F1

File Number:

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Part:GOVERNANCE &
COMMUNICATIONS**Portfolio:**

Organisational Services

Subject:

Information Services Steering Committee Meeting Minutes

Report Author:

Ian Norvock, Chief Information Officer

Authorised by:

Stuart Randle, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

In July 2013, Council formally endorsed the creation of an Information Technology Steering Committee, which included representatives across various Council departments and also a Councillor representative. Since that time, the committee has evolved, with changes to the role of Chief Information Officer and representatives on the committee.

The committee has recently been rebranded to be the Information Services (IS) Steering Committee and its representatives are Council's Executive Leadership Team, Portfolio Councillor Governance & Communications, Cr Helen Blackburn and KPMG representation providing an external advisory role.

The committee met on 17 August and 22 September 2017 and the meeting minutes are attached for Council's information.

Consultation:

Representatives of 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 and resource implications.

Risk Management Implications:

There appear to be no risk management implications.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- 1 IS Steering Committee Minutes - 17 August 2017 - Confidential
- 2 IS Steering Committee Minutes - 22 September 2017 - Confidential

Recommendation:

That the meeting minutes of the Information Services Steering Committee held 17 August and 22 September 2017 – be noted.

**Item****10 October 2017****Item Number:**

F2

File Number:

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Part:GOVERNANCE &
COMMUNICATIONS**Portfolio:**

Organisational Services

Subject:

Audit and Risk Committee Update

Report Author:

Amy Crouch, Executive Assistant

Authorised by:

Stuart Randle, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

The Audit and Risk Committee met on 20 September 2017 and the minutes are attached for Council's information.

Consultation:

Representatives of Audit and Risk Committee.

Legal Implications:Complies with various sections of the *Local Government Regulation 2012*.**Policy Implications:**

The recommendations within this report comply with Council's governance framework.

Financial and Resource Implications:

The annual budget provides for costs associated with the Committee of \$4,000 per year. This is comprised of the total remuneration for the external committee members.

Risk Management Implications:

The audit issues identified will be addressed by Council.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

[↓↓](#)1 Audit & Risk Committee Minutes - 20 September 2017

Recommendation:

That the minutes of the Audit and Risk Committee meeting held on 20 September 2017, be received and noted.



AUDIT & RISK COMMITTEE

MINUTES

Wednesday, 20 September 2017 – 10.00 am

ATTENDANCE

Council Representatives – Cr JM Dempsey and Cr HL Blackburn

External Representative – Ms D Rayner (Apology: Mr B Grogan)

By Invitation –

- Council Staff – Mr SD Johnston (Chief Executive Officer), Mr SJ Randle (General Manager Organisational Services), Mr AW Fulton (General Manager Infrastructure & Planning), Mr AJ Keleher (Chief Financial Officer), Mr J McCulloch (Internal Auditor), Ms E Fortune (Risk & Insurance Officer), Mr J McMullen (MS).
- Apologies: Mr GJ Steele (General Manager Community & Environment), Mr C Joosen (Manager Governance).
- External Auditors (Pitcher Partners) – Mr J Evans (by teleconference). Apology: Mr C Russell.
- Queensland Audit Office - Mr D Byram (by teleconference).

BUSINESS OF MEETING

1. WELCOME – Ms Rayner welcomed all present.
2. MINUTES – It was agreed that the Minutes of the Meeting held on 13 June, 2017, be taken as read and confirmed.

..2.

Audit & Risk Committee Minutes
20 September, 2017

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3. **BUSINESS ARISING FROM MINUTES** -

- (1) **Core Systems Replacement Programme** - Mr Johnston advised that subsequent to KPMG being engaged to conduct a review, the tender process for the replacement of the core system has been cancelled. An Information Systems (IS) Steering Committee has been established and meets regularly, with Cr Blackburn being a member of the committee. The Authority software that Council currently uses has several new modules and updates which are being investigated. All staff have been advised of the current status of the replacement programme.
- (2) **Multi-Use Sport and Community Centre** - Mr Fulton advised there has been no further information received regarding the possible breach of intellectual property (folding seating in Stage 1) since the last meeting.
- (3) **Procurement / Financial Review** - Mr Keleher gave an update on the review of Council's Procurement and Financial systems by Mr Michael Byrne and some of the key recommendations. Some of the recommendations were not appropriate to a council of Bundaberg's size and only related to the likes of Brisbane City and the Gold Coast Councils.

4. **MAJOR PROJECTS UPDATES** -

- (a) **Multi-Use Sport and Community Centre** - Mr Fulton advised Stage 2 is 70% complete and is on target to be completed by mid-November 2017. No significant issues are reported with the project.

It was agreed that the Report be noted.

- (b) **Rubyanna Wastewater Treatment Plant** - Mr Fulton advised that the treatment plant is on track to be completed March 2018. There will be a 2 month commissioning period prior to that.

It was agreed that the Report be noted.

5. **INTERNAL QUALITY AUDIT REPORTS** -

- (a) **East Treatment Plant Biogas Facility Safety Management Plan** - Mr McMullen addressed the Meeting on the conduct of the Audit, and answered queries raised.

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Audit & Risk Committee Minutes
20 September, 2017

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The internal audit found the established SMP is effective at managing the safe operation and maintenance of the facility with operational and maintenance activities to be in high compliance with the SMP.

- It was agreed that the information contained in the Report be noted.

- (b) Internal Quality Audit Status Report - Mr McMullen addressed the Meeting on the status of actions outstanding from previous Audits, and answered queries raised.

- It was agreed that the information contained in the Report be noted.

- (c) Central Laboratory – NATA Accreditation - Mr McMullen addressed the Meeting on the conduct of the Audit and answered queries raised.

- It was agreed that the information contained in the Report and the Central Laboratory Internal Audit Schedule be noted.

6. 2016/2017 DRAFT UNAUDITED ANNUAL FINANCIAL STATEMENTS - (Telephone Conference attendees joined the Meeting at this point.)

Mr Keleher addressed the Meeting on the Draft Annual Financial Statements, which were submitted for the Committee's review. The various issues pertaining to different elements contained within the statements were addressed.

ACTION: The Audit Committee having accepted the Draft Annual Financial Statements – Mr Keleher to arrange for signature by the Mayor and Chief Executive Officer as required, and to submit to the Auditors.

7. EXTERNAL AUDIT UPDATE - Mr Evans and Mr Byram provided an overview of the briefing note including the following items :-
- (a) No external work has been carried out since the last Meeting;
 - (b) External auditors are due to commence onsite next Monday;
 - (c) New Auditor-General appointed on 11 July 2017;
 - (d) Changes to Accounting Standards AASB 16 – Leases, which will affect any 'peppercorn' leases held by Council (Mr Keleher advised a review of Council's leases is due to be commenced in the near future.);
 - (e) Council's Annual Report to be provided to Auditor General prior to being published to ensure ratios are correct and consistent.

- It was agreed that the briefing paper be noted.

(Phone hookup terminated at this point in the Meeting.)

..4.

Audit & Risk Committee Minutes
20 September, 2017

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8. **ASSESSMENT OF FINANCIAL INFORMATION** -

- (a) **Financial Position as at 15 August, 2017** - Mr Keleher addressed the Meeting on the Report that was presented to Council at its Meeting of 29 August, 2017.

- It was agreed that the Report be noted.

- (b) **Position Papers** - Mr Keleher addressed the Meeting on the following and answered the various queries raised:-

- (1) **Adjustments to Stormwater Drainage** -
(2) **Annual Asset Revaluation Report** -
(3) **Roads Resegmentation and Revaluation** -

- It was agreed that the Reports be noted.

9. **ASSESSMENT OF RISKS** -

- (a) **Update of Risk Management Programme** - Ms Fortune provided an update on the Risk Management Programme, the current status of projects and the Risk Profile Report, noting that the Reports have been enhanced as raised at the last Meeting.

- It was agreed that the Report be noted.

Update of Finance Risk Register - Mr Keleher addressed the Meeting on the status of the Financial Risk Register and advised she is in the process of meeting managers to discuss and update registers. A full review of registers will take place next year.

- It was agreed that the Report be noted.

10. **INTERNAL AUDIT REPORTING** -

- (a) **Checking of Corporate Purchase Card transactions** is ongoing with Finance, IS and supervisors. ProMaster software is being investigated with the Commonwealth Bank as it is believed to be an industry management standard. Exception reports are being run regularly and infrequently used cards expected to be decommissioned to reduce the number of cards in circulation.

- It was agreed that the Report be noted.

..5.

Audit & Risk Committee Minutes
20 September, 2017

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- (b) Audit Report – Cash Handling, Receipting and Banking – Waste Facilities - Mr McCulloch addressed the Meeting on Report; and the queries raised were addressed.

ACTION: A report on the feasibility of having electronic payment systems at each of Council's waste facilities is to be provided to the next Meeting, with the possibility of satellite technology being used to overcome connectivity issues.

ACTION: A report is to be provided on the practice of asking patrons for their address when using Council's free tip vouchers and any Privacy Act implications.

11. GENERAL BUSINESS - Nil
12. NEXT MEETING - Tuesday, 24 October 2017 - 10.00 am

There being no further business, the Meeting was closed at 11.28 am.

CHAIRMAN.

**Item****10 October 2017****Item Number:**

G1

File Number:

LP/02

Part:

INFRASTRUCTURE

Portfolio:

Infrastructure & Planning Services

Subject:

Burnett Heads Local Plan

Report Author:

Hugh Byrnes, Strategic Planning Officer

Authorised by:

Andrew Fulton, General Manager Infrastructure & Planning

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.

Background:

In 2015 it was identified that a Local Plan was necessary for the Burnett Heads Town Centre to guide development that was expected as a consequence of anticipated investment at the nearby port and marina. The local plan was to consider the necessary infrastructure requirements and any accompanying planning scheme amendments necessary to facilitate this development.

Overall the local plan was to enable Council to build resilience into the traditional Town Centre of Burnett Heads while enabling development.

A draft plan was prepared through initial investigations and engagement with relevant stakeholders, including Council, Council asset managers, and the Burnett Heads Community. The information gathered from this initial consultation was the base for the development of the draft local plan.

The draft local plan was presented to Council in September 2016. Following consultation with the Burnett Heads community in late 2016 specifically in relation to potential smart city technology opportunities, consultation on the draft local plan was undertaken from 27 March to 28 April 2017. As a result of consultation, 15 submissions were received. The attached summary of submissions details the content of each submission and the recommended response. Overall the submissions were mostly supportive of the local plan.

As a result of community consultation and the submissions received, a number of changes have been made to the public consultation draft version. The changes relate to providing more detail around the future development of the marina site.

The local plan includes recommendations that provide guidance for future infrastructure investment and planning scheme amendments. These recommendations are detailed within section 5 of the local plan. These recommendations relate to:-

- Delivery of wastewater infrastructure;
- Construction of an improved streetscape within Zunker Street;
- Amendments to the planning scheme.

Wastewater

The local plan recommends servicing the town centre area and the adjoining marina with wastewater infrastructure, centred on a pump station located within Memorial Park. Sewering the area is fundamental to promoting development within the town centre area. To date it has primarily been the lack of wastewater infrastructure that has limited the development within the locality due to lower development yields achievable with on-site wastewater treatment.

The provision of wastewater infrastructure will enable land within the local plan area to be developed at yields that make development more attractive or viable.

Other benefits that delivering wastewater infrastructure will achieve include:-

- Improved environmental outcomes, particularly water quality to nearby waterways and ground water.
- Many of the properties have aging on-site wastewater treatment facilities that are at or beyond their design life. This gives property owners the opportunity to connect to the wastewater reticulation rather than invest in an on-site treatment facility.

Zunker Street Streetscape

The local plan recommends an upgrade to Zunker Street, from Moss Street to the frontage of 23 Zunker Street (approximately 250 m). The streetscape works also propose improvements within the adjacent parts of Moss Street, Sommerville Street and Hermans Road.

The concept plan for the proposed streetscape includes:-

- Improved landscaping;
- Widened footpaths to encourage footpath dining and other interactions;
- A shared zone for improve pedestrian connectivity;
- No net loss of on-street parking;
- Allowances for long vehicle parking (eg vehicles towing boats or caravans) via parallel parking;
- Integration of smart technology, such as CCTV, Wi-Fi, Smart Billboard, and capacity for a future electric car charging station;
- Street lighting capable of being dimmed to reduce light spillage;
- Centrally located disabled parking;
- Street furniture, including chairs, drinking fountains, and bike racks;

- Removal of the slip lane into the IGA shopping complex to allow for wider a footpath fronting the complex and a less confusing.

It is noted that In June 2017, Zunker Street was de-mained with the formal Gazettal of the street as a local road from Marshall Street to Moss Street. The intersection of Neill Street, Zunker Street, Sea Esplanade, and Burnett Heads Road have remained in the control of the State. The de-maining will enable Council to undertake the proposed streetscape works without having to seek the State's approval or input. Furthermore, the de-maining has the added advantage that future development applications that arise due to the outcomes of the local plan will not have to be referred to the Department of Transport and Main Roads.

Planning Scheme Amendments

To ensure appropriate development follows the significant infrastructure investment, the local plan recommends amendments be made to the Town Plan. These amendments include:-

- Increase the allowable building height within particular areas of the town centre and marina;
- Alter the nominated setbacks to allow redeveloped sites within Zunker Street to address the streetscape area and encourage footpath dining and other interaction with the street;
- Alter the allowable densities (including within the LGIP) to reflect the changed building heights and zones;
- Alter the zoning for the block bounded by Zunker Street, Moss Street, Harbour Esplanade, and Sommerville Street to make the entire block Local Centre. This will enable a better mix of land uses to establish within the central block of the town centre area;
- Expand the Local centre zoning of Lot 1 on RP204901 (IGA Shopping Centre) onto part of Lot 2 on RP204901 to enable the complex to expand;
- Identify the long term goal of extending Zunker Street via Lutz Street to connect with Harbour Esplanade at Finucane Street;
- Protect the Young Street extension corridor to connect with the Zunker Street extension;
- Identify the continuation of a grid network for local roads, albeit with local streets strategically cul-de-saced to restrict vehicle movement while still allowing for pedestrian thoroughfare and active transport options;
- Consider identifying Hermans Road as a Trunk collector within the LGIP. Not for the purpose of traffic volume but because of its important link function to the riverside of Burnett Heads; and
- Identify the marina site as a key development site with provisions to encourage a well-designed, mixed-use development that is integrated into the broader Burnett Heads community.

Associated Person/Organization:

Nil

Consultation:

Numerous presentations have been made to Council on Consultation Days to ensure Councilors have been kept updated.

Two rounds of community consultation were undertaken as part of the development of the local plan. The initial consultation, undertaken in February 2016, gauged the community's support, needs, and expectations. This round involved meetings with local community and business groups, and letters to individual land owners within the local plan area.

The information gathered from this initial consultation helped inform the draft local plan.

The second round of consultation involved presenting the draft local plan to the broader Burnett Heads community and sought formal submissions to be made. This round of consultation involved:-

- A notice in the NewsMail;
- Information provided on Council's website;
- Static displays in Council's Administration Buildings in Bundaberg and Bargara;
- Social media posts;
- Letters and emails to land owners within the local plan area (79 land owners);
- Presentation to the Burnett Heads Business Network;
- Presentation to the Burnett Heads Progress and Sports Association;
- Presentation to the Burnett Heads Neighbourhood Watch;
- Article in the Progress Association's newsletter, the 'Most Wanted News'; and
- Manned display at the IGA shopping complex (note: one of the manned displays was cancelled due to weather associated with Cyclone Debbie).

As a result of the second round of consultation 15 submissions were received. The attached Summary of Submissions details the matters raised in these submissions.

Legal Implications:

There appear to be no policy implications.

Policy Implications:

One of the key recommendations of the Local Plan is to make future amendments to the Planning Scheme to facilitate appropriate development within the local plan area.

Financial and Resource Implications:

The adoption of the Local Plan in itself does not have any financial implications, however, the implementation of its recommendations, particularly the construction of wastewater and streetscape infrastructure have implementations for Council's capital expenditure.

Risk Management Implications:

No risks have been identified.

Communications Strategy:

Communications Team consulted.

- Yes
 No

Attachments:

- [↓1](#) Burnett Heads Town Centre Local Plan
[↓2](#) Summary of Submissions

Recommendation:

That Council:-

- 1. adopt the Burnett Heads Town Centre Local Plan to inform future decisions about infrastructure delivery and planning scheme amendments for the Burnett Heads Town Centre locality; and**
- 2. respond to each submission to the draft Local Plan and advise each submitter how Council has considered their submission.**



Burnett Heads Town Centre Local Plan

September 2017

Final Adopted Version

Prepared by: Strategic Planning Team

Document Control

Revision	Date	Chapter/section/page revised	Signatures		
			Originator	Checked	Approved
A		Draft Report	HB	EF	
B	Jan 2017	Amended to include reference to the Glentworth report and finalisation before public consultation	HB	EF	
C	March	Public Notification Version	HB	EF	
D	September	Final Version	HB	EF	

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- Appendix 1 – Local Plan Mapping
- Appendix 2 – Zunker Street Concept Streetscape Plan
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Burnett Heads Town Centre Local Plan

1.0 Executive Summary

The Burnett Heads Town Centre Local Plan focuses on Zunker Street (between Moss and Paul Mittelheuser Streets) and its immediate surrounds. This section of Zunker Street is the traditional economic and social centre of Burnett Heads with numerous commercial premises established. While the local plan proposes outcomes that have implications that reach outside the local plan area these outcomes are intended to ensure the surrounding areas continue to support the Town Centre and it continues in its role as a primary location for shopping and social interaction.

Burnett Heads and the Port of Bundaberg are expected to experience significant growth over the next 10-20 years as the potential of the locality becomes a reality. This growth will be instigated by investment in regional infrastructure, including infrastructure to service the Bundaberg Port and the servicing with wastewater infrastructure.

The local plan recommends infrastructure and land use planning outcomes to ensure infrastructure delivery matches the intended land uses, and ensures the Town Centre area is not negatively impacted by nearby regionally significant developments. This includes prioritising the Town Centre with wastewater infrastructure, streetscape upgrades to Zunker Street, and amendments to the Planning Scheme to support development of private land holdings.

2.0 Introduction

This Local Plan provides strategic recommendations for the future development of the Burnett Heads Town Centre and its immediate surrounds. It recommends policy direction for Council with its land use and settlement pattern, and infrastructure delivery. The plan also provides concept plans for a mainstreet streetscape plan and wastewater infrastructure plan. These recommendations and concept plans are designed to work in conjunction to ensure maximum return on infrastructure investment while retaining and building upon the character and needs of the local community.

Map 1 within **Appendix 1** identifies the land to which this local plan applies. The Burnett Heads Town Centre Local Plan comprises of approximately 61.63 hectares of land, of which approximately 44.6 hectares is freehold land in private ownership. 4.37 hectares is used for community uses such as parks or other community purposes.

3.0 Vision

In 2036 the Burnett Heads Town Centre is a thriving coastal town that services the broader Burnett Heads community through shopping, dining, and entertainment. The urban form reflects its coastal location with mainly low to medium rise buildings that address and interact with the street, particularly along Zunker Street. However, in appropriate locations, namely the Town Centre and the Marina development area, well designed medium rise buildings are accommodated to promote growth and provide an immediate resident population to support the commercial centre. Buildings within the Zunker St, Moss St, and Hermans Rd vicinity are built to the street frontages and are provided with wide awnings to promote activity within the street and provide pedestrians with all-weather protection.

The Burnett Heads Town Centre and its immediate surrounds promote active transport, particularly walking. Through well design public spaces that are safe, shaded, and are provided with comfort

facilities to encourage all ages and abilities to choose to walk or use alternative transport rather than a car throughout the locality.

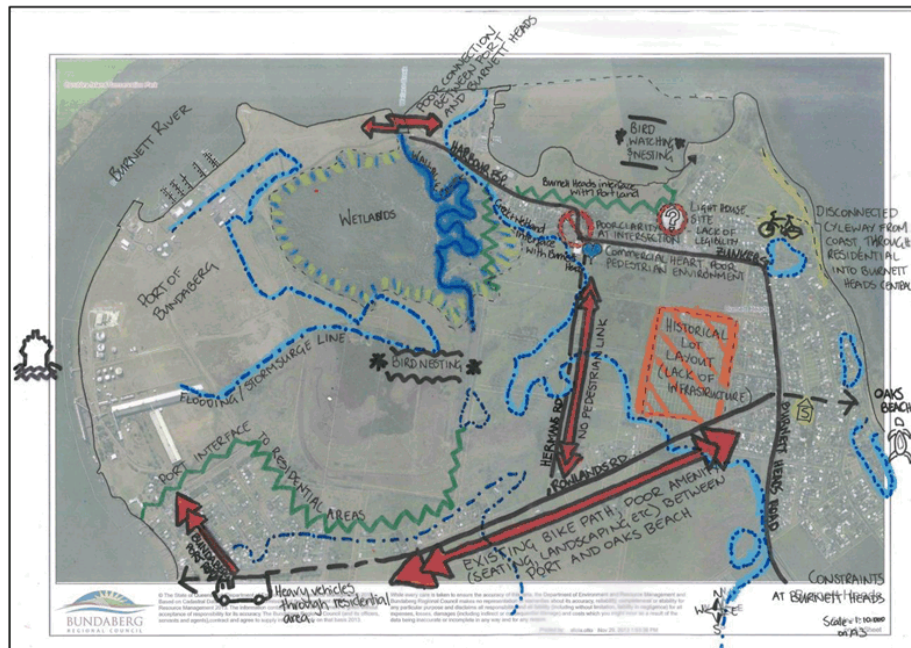
4.0 Methodology

The methodology for the development of the local plan has been as follows:-

Stage A – an initial desktop analysis was undertaken followed by a number of site inspections to identify opportunities and constraints within and adjacent to the development site.

Stage B – using the information gathered in stage A, an Initial Constraints Map was developed (see **Figure 1 - Initial Constraints Map**).

Figure 1 - Initial Constraints Map



Stage C – the Initial Constraints Map was used in consultation meetings and discussions with key Council stakeholders and a number of targeted stakeholders. Stakeholders that were engaged include:-

- Parks and Gardens section of Council;
- Roads and Drainage section of Council;
- Water and Wastewater section of Council;
- Commercial Business and Economic Development section of Council;
- Natural Resources Management section of Council;
- Burnett Heads Lighthouse Holiday Park;

- Medicare Local (Medicare Local has since been disbanded. However the feedback received still has relevance. The Public Health Network – Wide Bay Community Advisory Council now fulfils these roles); and
- Port of Bundaberg.

Stage D – the Initial Constraints Map was edited to include feedback provided by the consulted stakeholders.

Stage E – initial public consultation was undertaken with key community groups and individual land owners. Using the edited Constraints Map and existing land use planning maps, the opportunity, constraints, and wants of the local community were discussed.

Stage F – information gathered from internal and external stakeholders was fed into the preparation of draft plans which were used to inform discussions with Councillors.

Stage G – preparation of the draft Local Plan document (with the inclusion of any changes resulting from discussions with Council).

Stage H – public notification of the draft Local Plan enabling members of the public to make formal submissions about the Local Plan.

Final Document – preparation of the final Local Plan for adoption with changes made as a result of submissions.

4.1. Background

The background material is the accumulation of the information gathered throughout the plan's preparation combined into a concise format that informs the recommendations of the report.

4.1.1. Projected population

Table 1 outlines the projected population growth of the study area (and surrounding areas of influence) from 2011-2031.

Table 1 - OSER Projections from 2011 census

Population	2011	2016	2021	2026	2031	Ultimate
PIP Only	2590	3087	3268	3646	3690	6886
Port Development	0	217	825	1558	1833	1833
TOTAL	2590	3304	4093	5204	5523	8719

Note: The local plan area is significantly smaller than that of the areas used in Table 1. As an example the current population of the local plan area is calculated to be approximately between 115-150 people.

The population projections to 2031 contained within Table 1 (PIP only) are derived from the Priority Infrastructure Plan (PIP) in the Bundaberg Regional Council Planning Scheme and are based on historical growth figures (which are traditionally low for Burnett Heads) rather than the capacity for growth under the planning scheme zones. The Port Development population projections are based on the land use designations contained within the Port of Bundaberg Land Use Plan.

Despite the above, Council expects the projected population of the Burnett Heads locality, particularly the area encompassed by this Local Plan, to be significantly higher than that detailed above. Council believes the population will be boosted as a result of Government investment in

infrastructure and the realisation of regionally significant tourism and job creating industries at the port and marina. This plan utilises the densities identified within **Map 4 – Ultimate Densities** within **Appendix 1**.

4.1.2. Planning Scheme

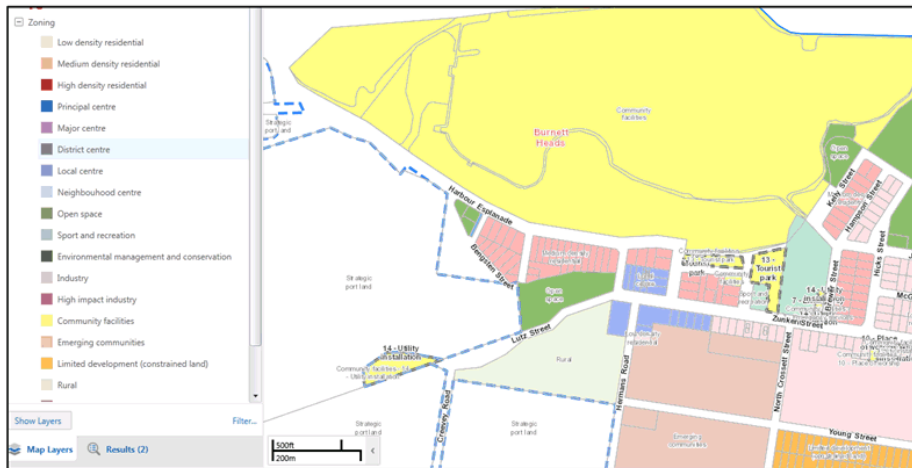
The planning scheme was adopted in October 2015 and superseded the Burnett Shire Planning Scheme. The desirable land use outcomes of the current planning scheme do not differ significantly from the outcomes sought by the previous Burnett Shire Planning Scheme (May 2006). This is mostly due to the limited development that has occurred within the local plan area and the limited development opportunities because of the lack of wastewater infrastructure. The new planning scheme could do little to promote development and there was little need to investigate further development opportunities as the opportunities nominated by the previous scheme had not yet been taken up.

The Local Centre zoning is centred in and around the IGA shopping centre and Lighthouse Hotel (on the corner of Zunker Street and Hermans Road), with smaller strip shopping on the northern side of Zunker Street, in a number of tenancies. There are additional centre zoned properties along the southern side of Zunker Street with only one house converted for an office with all other properties still used for residential purposes.

Surrounding residential areas are predominately within the Medium Density Residential zone. These Medium Density Residential zoned properties are yet to act upon their development rights mainly due to the lack of wastewater infrastructure. Additionally, there is extensive parkland and open space land within the local plan area. Large parcels directly south of the town centre are within the Emerging Community zone. These lots are identified for future residential development within the Central Coastal Urban Growth Area Structure Plan. The parcel directly behind the IGA is within the Rural zone, this is due to the flooding constraints on the site.

Figure 2 - Existing Zonings below shows the zones within the town centre locality. **Appendix 1 Map 1** consolidates the zone and structure plan land use designations (and identifies the marina development site) into a single plan and demonstrates the possible land uses under the current planning instruments.

Figure 2 - Existing Zonings



The Flood Hazard Overlay contained within the planning scheme, identifies that localised, riverine, and stormtide flooding all impact on the town centre and surrounding area. **Figure 3 - Flood Hazard Area** shows the flood hazard within the project area and surrounding land.

Figure 3 - Flood Hazard Area



Other overlays that apply within the locality are Infrastructure (State Controlled Road and Buffer), Coastal Management District, Erosion Prone Area, Agricultural Land, and Coastal Protection (Sea Turtle Sensitive Area).

4.1.3. State Development Area

In February 2017 the Queensland Government declared the Bundaberg State Development Area (SDA), which is located at the Port of Bundaberg. The Port of Bundaberg is expected to play a significant role as a catalyst for the future growth of the Wide Bay Burnett region. The SDA is expected to provide a location for regionally significant economic activities and preserve strategic land for the long term to prevent encroachment from incompatible uses.

With the declaration of the SDA it is expected significant investment in infrastructure and industrial activities will occur fairly rapidly within the SDA. As a consequence the Burnett Heads locality can expect development pressure as the development industry looks to take advantage of the growth created by the port and marina developments.

Figure 4 - Bundaberg shows the extent of the proposed SDA and its proximity to the local plan area.

Figure 4 - Bundaberg SDA



4.1.4. Current Approvals

Outside of the port and marina area there are limited development approvals of note. A number of small to medium subdivision approvals are located just outside the local plan area and closer to Oaks Beach. The Burnett Heads Marina has an approval to relocate the Blue Water Club into a new commercial building that will also contain:-

- A marina reception and chandlery;
- Tourism office;
- Marina administration;
- Café/restaurant; and
- Associated administration, Caretaker's dwelling, and other ancillary facilities.

The new commercial building is to support an expanded marina that is to contain 273 wet berths.

4.2. Community Consultation

Initial community consultation was undertaken in February 2016 where Council's Strategic Planning section presented and liaised with community groups established within the Burnett Heads community. Meetings were held with the Burnett Heads Business Network, Burnett Heads Neighbourhood Watch, and the Burnett Heads Sports and Progress Association. Both the Neighbourhood Watch and Progress Association had approximately 40 members each attend while the Business Network had 15 attendees.

Further to these public meetings, letters were sent to each land owner within the initial local plan area¹ inviting them to have a one-on-one meeting with Council officers regarding the local plan and any development ambitions they may have for their property. Of the 66 letters issued, 20 discussions or meetings were held with individual land owners.

Some of the reoccurring themes or unique ideas to come out of the initial public consultation process include:-

- The need for sewerage infrastructure;
- Streetscape works, particularly:-
 - Retain through traffic movements, including vehicles towing boats;
 - Don't bypass Zunker Street;
 - Themed works (e.g. lighthouse bollards?);
 - Trees to create shade;
 - Entry statements;
 - Design should consider accessibility standards;
- Extension of Zunker Street through to Harbour Esplanade via Lutz Street;
- Allow for different accommodation types (aging in place);
- Public access to the water through the marina;
- Controls on the marina development to fit in with Burnett Heads;
- Turtle trail completion around to the pedestrian links within the Port;
- Carparking within the main street, particularly:-
 - Need for parking that can cater for long vehicles;
 - Caution about loss of on-street parking;
- Building height should be kept to 3 and 5 storeys, depending on location.

Throughout April community consultation of the Draft Local Plan was undertaken. This consultation involved:-

- Meetings with community and business groups;
- Letters / emails to individual land owners within the proposed local plan area;
- Manned display at the local shopping centre;
- Material available via Council's website;
- Social media posts;
- Notice in the local paper; and

¹ The initial local plan area was smaller than the final local plan area. Through consultation it was recognised that the community felt it was necessary that the local plan influence development on nearby land, including the marina and the large parcels of land south of Zunker Street.

- Opportunity for members of the community to make a submission.

As a result of consultation 15 submissions were received. Overall, submissions for the proposed local plan were positive. However, a number of submissions raised concerns about the future development of the marina land, particularly the land east of Moss Street. As a result of these submissions the Local Plan has been amended to provide more guidance for a future planning scheme amendment.

4.3. BRC Internal Review

Meetings with Council staff were undertaken to provide a greater breadth of understanding of the opportunities and constraints for the Burnett Heads locality from a Council perspective. Meetings were held with representatives from Water and Wastewater, Roads and Drainage, Economic Development, Parks and Gardens, and Natural Resource Management. Additionally, early discussions were held with Councillor Danny Rowleson (the previous Councillor for the division that covers Burnett Heads) and his thoughts have been taken into consideration.

The matters raised with these stakeholders and the matters raised through the community consultation are included with Sections 4.4 and 4.5 of this local plan.

4.4. Identified Constraints

The following constraints were identified through site investigation, desktop analysis, and stakeholder engagement:-

- Flooding (stormtide, local and river);
- Wallace Creek environmental reserve and lack of pedestrian connection to the reserve from the Burnett Heads commercial area;
- Impact of Port activities and development on the existing Burnett Heads township;
- Disconnection of the Burnett Heads community (due to port and rural land) – one community faces the river and identifies themselves as ‘The Port’, the other faces the coast and identifies as ‘Burnett Heads’, and another community identifies as being from ‘Oaks Beach’;
- The existing commercial centre is on the edge of the community, only directly servicing the coastal community of Burnett Heads;
- Lack of services on the southern end of Burnett Heads, around Oaks Beach, pushes them towards Bargara or Bundaberg for shops and services;
- Highly constrained land immediately adjoining the town centre that without the physical constraints would be ideal urban growth areas;
- No pedestrian/cycle connectivity to the commercial centre along Hermans Rd;
- Moss Street/Zunker Street/Hermans Road intersection limitations;
 - Community health (low servicing);
 - Community aged care (low servicing);
- Lack of sewerage infrastructure limits the densities achievable despite the planning scheme allowing for higher densities;
- Zunker Street is under the control of the Department of Transport and Main Roads.

4.5. Identified Opportunities

The following opportunities were identified through site investigation, desktop analysis, and stakeholder engagement:-

Environmental – the town centre is in close proximity to a number of environmental assets, including:-

- Bird watching at key locations;
- Wallace Creek Wetlands;
- Existing Open Space;
- Proximity to Oaks Beach;
- Footpath between the Burnett River and Oaks Beach along Rowlands Rd;
- Proximity to Mon Repos and its 30,000 annual visitors;

Urban –

- An existing town centre with wide road reserves;
- Proximity to the port and marina developments;
- Generally well serviced with social services, considering larger community facilities are available in Bundaberg. Local services include:-
 - Burnett Heads State Primary School;
 - Early Learning (C & K Coral Coast Community Kindergarten);
 - Burnett Heads Progress Hall;
- Existing grid layout road network;
- Planning to service with sewerage infrastructure has already been undertaken;
- Port development:-
 - Employment during and post construction;
 - The ancillary port residential development stimulating growth;
- Walkable community, due to:-
 - Flat topography;
 - Well serviced by existing footpath infrastructure. Could be improved by making walking more enjoyable and incorporating points of interest, seating, and shade. New paths need to be destination based;
- The integration of a Wi-Fi network and other ‘Smart’ technology.

5.0 Recommendations

5.1. Public Consultation

Following the approval of this Local Plan and after more detailed planning and design of the streetscape plan is completed, Council should undertake further and more comprehensive public consultation of the local plan and its outcomes.

Recommendation – Council, at an appropriate time in the project’s progression, undertake further public consultation on the local plan and its outcomes.

5.2. Wastewater

Servicing the town centre area, particularly the existing commercial centre and its immediate surrounds, and community assets such as the caravan park and community hall, with wastewater

reticulation is the highest priority of the local plan. Without wastewater infrastructure, development cannot realise the desirable densities that make redevelopment profitable. At a minimum the provisions of wastewater infrastructure would enable the current allowable densities under the planning scheme to double. With slight changes to building heights and other minor alterations to the planning provisions, as identified within **Section 5.4 – Planning Scheme Changes** of this report development yields can be significantly increased. Higher development yields allows for infrastructure charges to provide returns that are more closely aligned with Council's infrastructure investment.

Servicing the Town Centre area first, prior to the surrounding areas, will enable the Zunker Street area to realise development opportunities first. Enabling the Zunker Street area to develop before its surrounding area will provide the town centre with momentum which will ensure its role as a town centre will continue into the future.

Appendix 3 provides a concept plan of the wastewater infrastructure to service the town centre area and its surrounds.

Recommendation – Council provide wastewater infrastructure consistent with the concept plan contained within **Appendix 3**.

5.3. Zunker Street Streetscape

Appendix 2 provides a streetscape concept plan for Zunker Street that addresses many of the matters raised by the community and Council stakeholders. A more detailed streetscape plan is to be developed that includes the elements contained within the concept plan. Major elements within the concept plan that the detailed plan should reflect are:-

- A shared zone centrally located within the town centre area;
- Widened footpaths;
- Landscaping that includes significant shade trees;
- Project staging to allow works to be undertaken in affordable sections and as funding becomes available;
- Retention of on-street car parking;
- The use of parallel parking. This enables these parking spaces to be utilised by long vehicles or vehicles towing boats;
- Public art space/s;
- Furnishing and finishes that reflect the coastal location;
- Catering for through traffic (including long vehicles and vehicles towing boats), albeit at reduced speeds;
- Disabled parking car parking spaces, in a centrally located position that is easily accessible;
- Inclusion of water bubblers (with dog bowls), shaded seating, and bike racks; and
- Street lighting that limits its light spillage.

Recommendation – Council upgrade the Zunker Street streetscape consistent with the concept plan contained with **Appendix 2**.

5.3.1. De-maining of Zunker Street

For its full length Zunker Street is a State Controlled Road, which is regulated by the Department of Transport and Main Roads (DTMR). An initial meeting with DTMR representatives revealed that the streetscape works proposed are not consistent with the primary function of a state controlled road. Without significant changes to the streetscape design to enable unrestricted traffic flow through the town centre Council will need to commence the de-maining process with DTMR.

The DTMR representatives were not against the concept of de-maining a portion of Zunker Street to enable the construction of the streetscape. It is recommended Council consider de-maining Zunker Street from Moss Street in the west to Brewer Street in the east, being a distance of approximately 515 metres. De-maining to Brewer Street, which is beyond the streetscape works extent, will enable Council in the future to undertake works between the town centre and the community hall located on the corner of Zunker and Brewer Streets without having to seek DTMR approval.

Recommendation – Council commence the de-maining process of Zunker Street, from Moss Street to Brewer Street as soon as possible.

5.3.2. Landscaping outcomes

The landscaping within the streetscape is an important element of the overall works. It is the landscaping that will most determine the theme and usability of the road reserve for people. The following outcomes should be considered when designing the landscaping component of the streetscape:-

- Landscaping needs to provide significant shade for pedestrian and potential outdoor dining areas;
- The use of endemic species or species that were likely to be within the Zunker Street location prior to European settlement. Species that provide a connection to the Wallace Creek Wetlands or to their location will provide more points of interest within the streetscape;

Recommendation – Council ensure the detailed planning of the streetscape works investigates / includes the outcomes identified above.

5.3.3. Smart Technology Enabling Infrastructure

The streetscape design is to cater for and integrate ‘smart’ technology and design. This integration is to ensure the town centre area caters for remote access and control for infrastructure providers, and users that require connection to the internet through mobile and other devices. Smart technology that should be considered in the initial streetscape design include:-

- Smart Street Lighting. Smart street lighting also has the potential to limit light spillage from the town centre area, limiting the streetscape’s impacts on the nearby Mon Repos Conservation Park and Oaks Beach which are turtle nesting areas. Further investigation should be undertaken to see whether these types of street lighting can be remotely controlled so lighting can be dimmed during turtle nesting and hatching season; and
- Smart infrastructure integration including metering.

Key to integrating these outcomes into the streetscape is the development of a high speed internet network that has the capacity to provide secure connections for infrastructure providers as well as meeting the broader communities’ expectations regarding connection to the internet and availability

of information. The network should at a minimum be wireless, but may be supported or provided in combination with a wired network, with the capacity to be easily expanded.

Due to the evolving nature of new technology and Council's relative inexperience in implementing Smart technology into a main street environment, Council engaged Glentworth to prepare a strategy to provide further guidance to its integration. In January 2017 Glentworth delivered Council with their 'Smart Burnett Heads – A digitally enabled community roadmap' that contains recommendations about the integration of smart technology within the broader Burnett Heads community with an acknowledgement that the Zunker Street streetscape is the focus of the rollout.

Recommendation – Council ensure the detailed planning of the streetscape works includes infrastructure that enables the integration of smart technologies. The technology integrated is to be guided by the recommendations contained within the Glentworth study 'Smart Burnett Heads – A digitally enabled community roadmap' contained within **Appendix 4**.

5.4. Planning Scheme Changes

Minor changes to the planning scheme will further facilitate development within the town centre and its immediate surrounds. Development and its associated infrastructure charges are the best way for Council to recoup the costs associated with the provision of wastewater and streetscape infrastructure. The changes identified are below:-

- Increase the allowable building height within particular areas (as identified within **Map 6, Appendix 1**) of the town centre and marina;
- Alter the nominated setbacks to allow redeveloped sites within Zunker Street to address the streetscape area and encourage footpath dining and other interaction with the street;
- Alter the allowable densities, including within the Local Government Infrastructure Plan (LGIP), to reflect the changed building heights and zones;
- Alter the zoning for the block bounded by Zunker, Moss, Harbour Esplanade, and Sommerville Street to make the entire block Local centre. This will enable a better mix of land uses to establish within the central block of the town centre area, and linking with marina-front land to the north;
- Expand the Local centre zoning of Lot 1 on RP204901 (IGA Shopping Centre) onto part of Lot 2 on RP204901 to enable the complex to expand;
- Identify the long term goal of extending Zunker Street via Lutz Street to connect with Harbour Esplanade at or near Finucane Street. This would remove the existing dog-leg in the link between Zunker Street and Harbour Esplanade (via Moss Street);
- Protect the Young Street extension corridor as a potential longer-term by-pass of the town centre, connecting with the Zunker Street extension;
- Identify the continuation of a grid network for local roads, albeit with local streets strategically cul-de-saced to restrict vehicle movement while still allowing for pedestrian thoroughfare and active transport options;
- Consider identifying Hermans Road as a Trunk collector within the LGIP. Not for the purpose of traffic volume but because of its important link function to the river side of Burnett Heads;
- Identify the pedestrian pathway network as shown on **Map 4 (Appendix 1)** within the LGIP; and

- Identify the marina site as a key development site with provisions to encourage a well-designed mixed-use development that is integrated into the broader Burnett Heads community. **Appendix 5 – Burnett Heads Marina Commentary**

These proposed planning scheme changes identified above are supported by **Maps 1 to 6** in **Appendix 1**.

Recommendation – Council commence the amendment of the planning scheme to reflect the desired outcomes identified above.

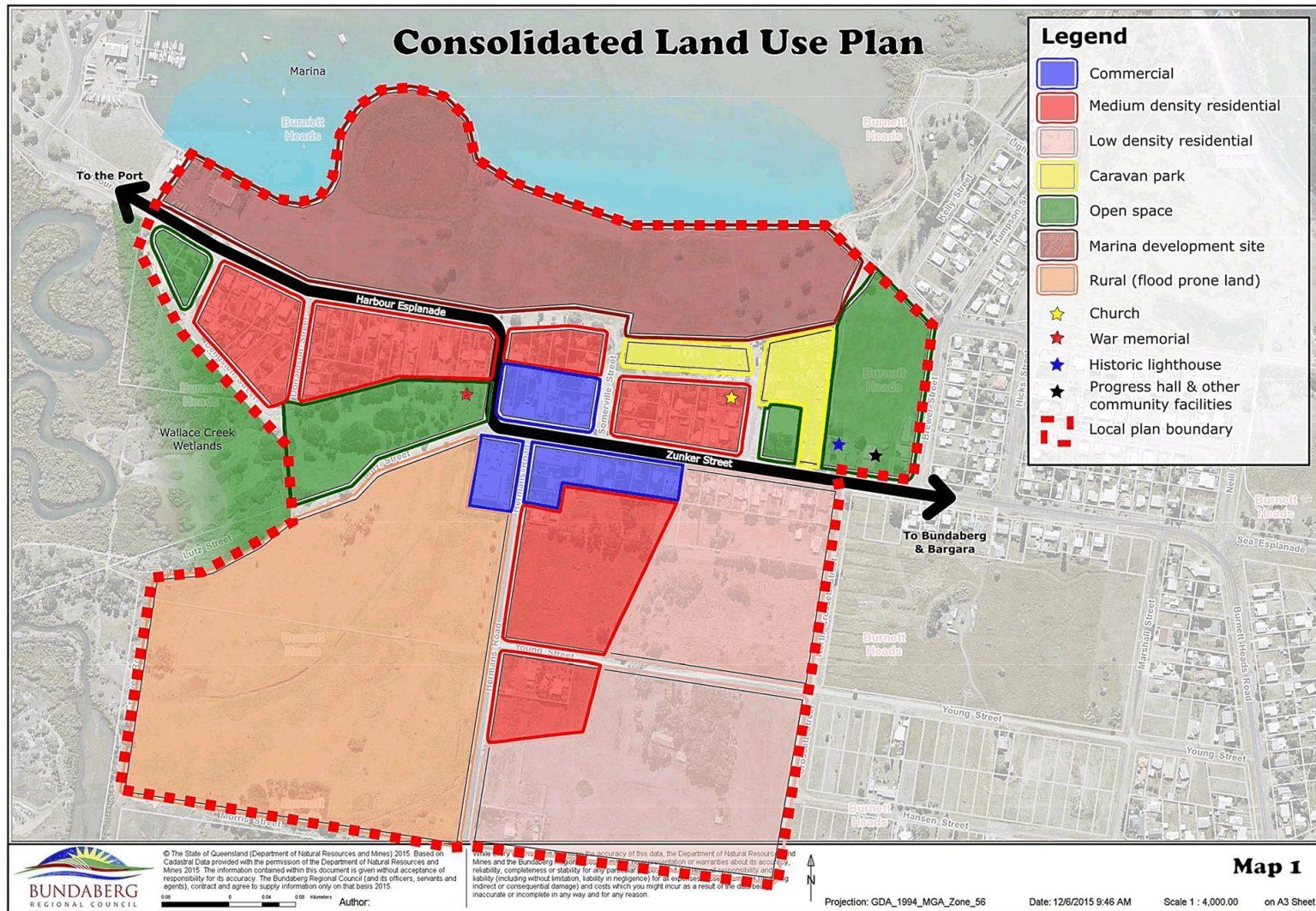
6.0 Conclusion

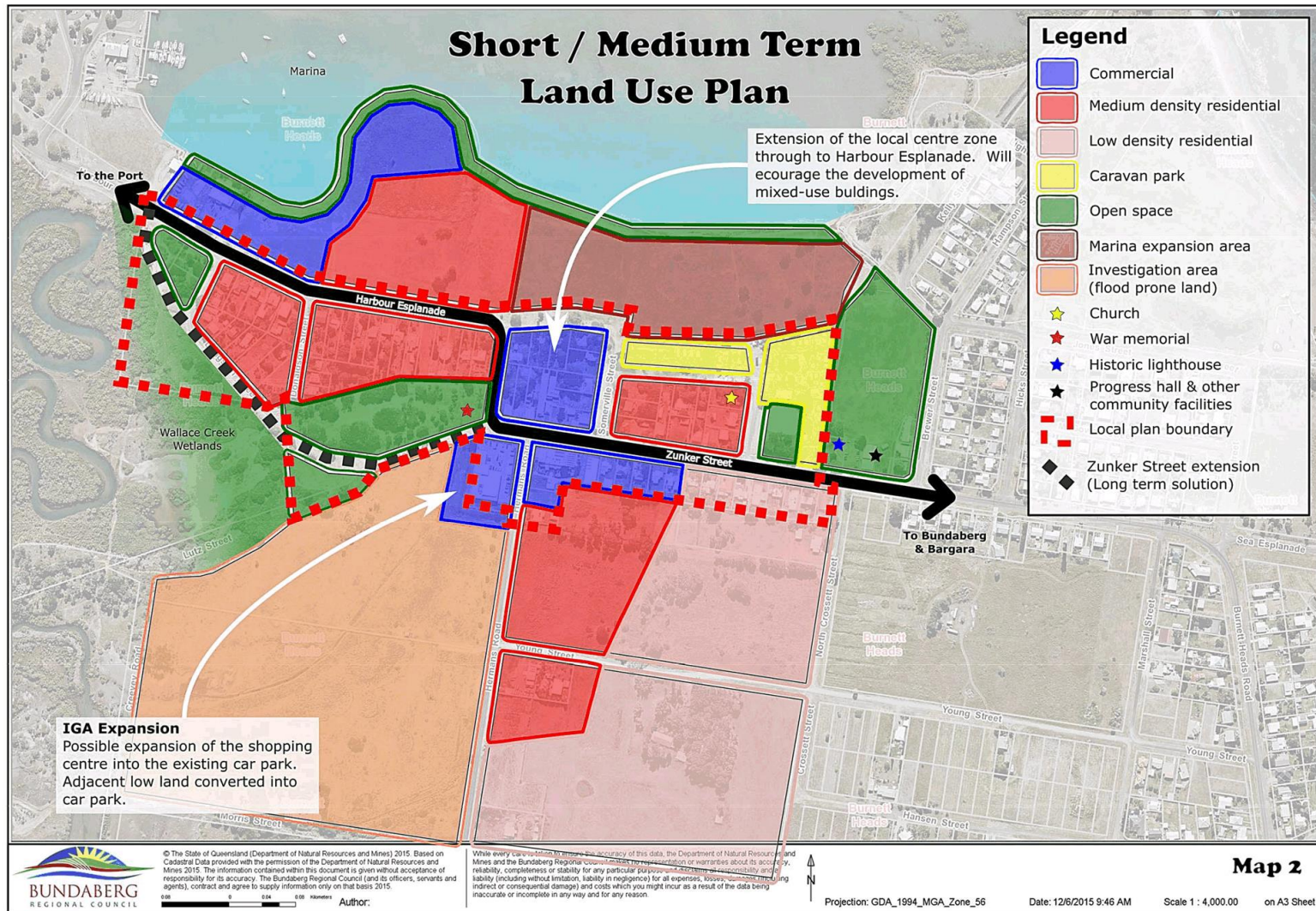
The Burnett Heads Town Centre Local Plan provides recommended outcomes that are designed to work in conjunction with each other to deliver a town centre that is well serviced and is a thriving hub of activity. The local plan recognises that the provision of wastewater infrastructure is critical to the town centre's development and should be the first piece of infrastructure to be delivered.

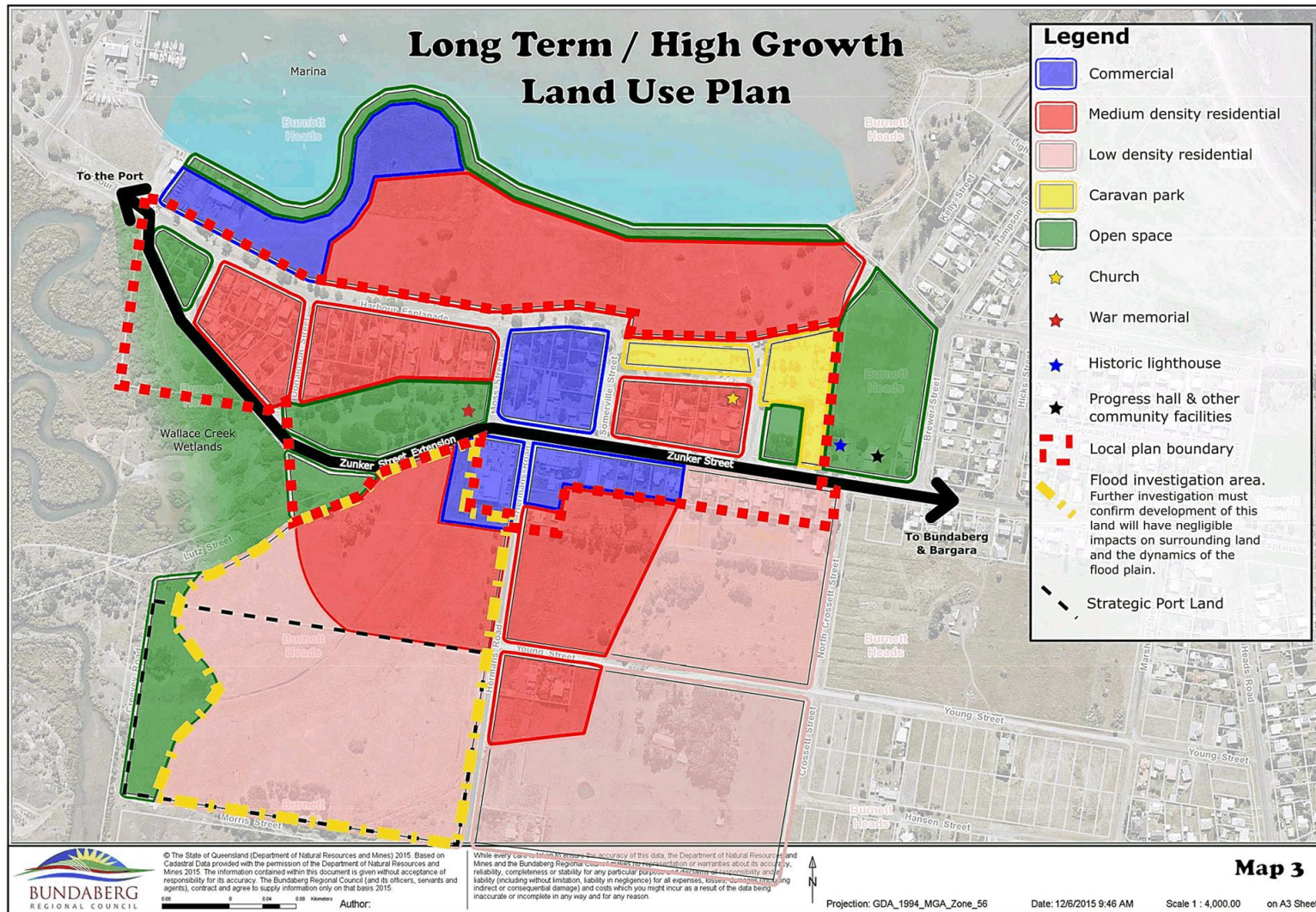
The streetscape upgrade to Zunker Street and its individual components will provide an amenity and level of service that will boost the locality's desirability to be a destination in its own right. The recommended planning scheme amendments are designed to complement the infrastructure investment of wastewater and streetscape works and ensure development of freehold land within and near the town centre delivers on Council's investment and protects the community's interests that were identified through the public consultation process.

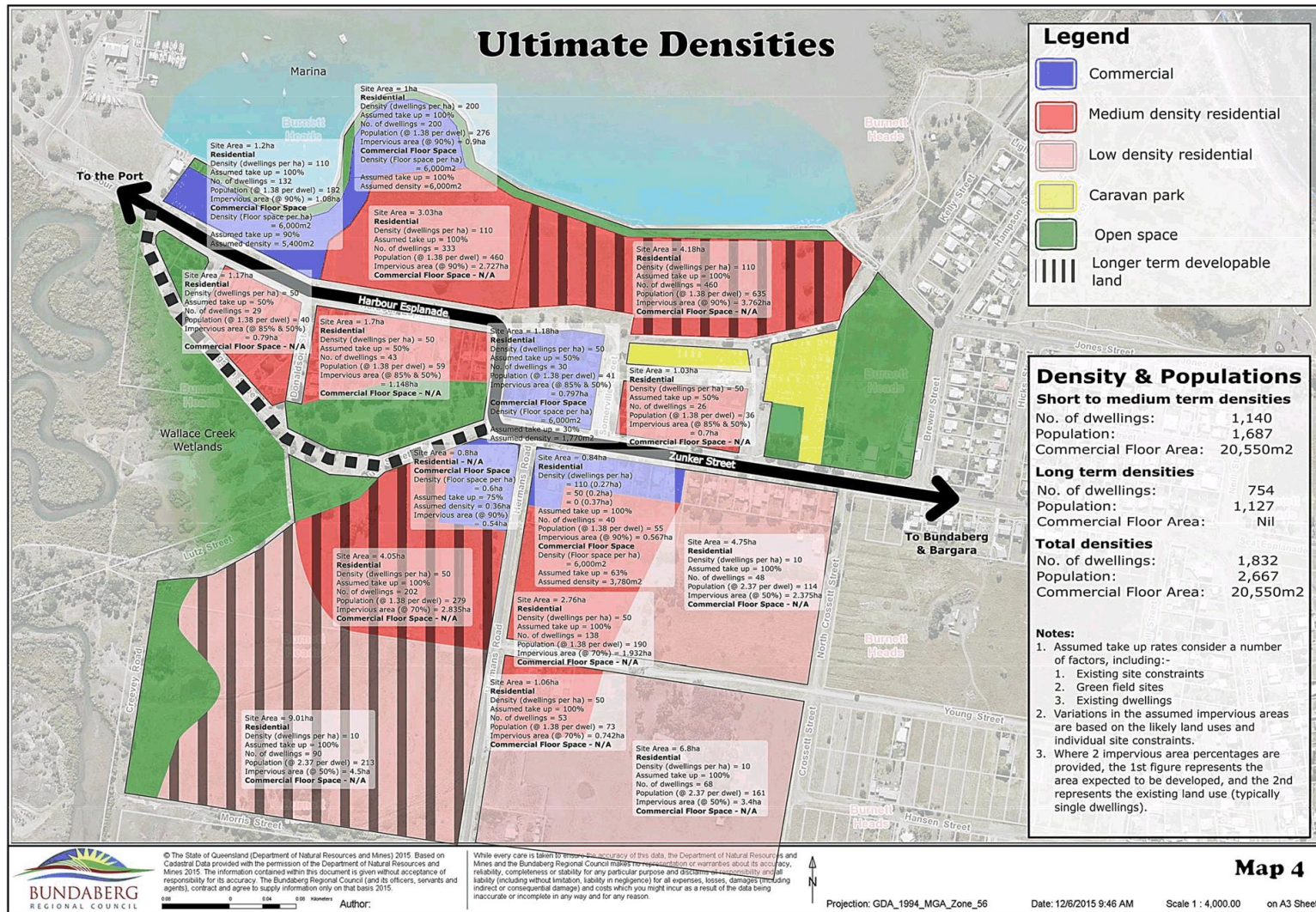
Appendix 1 – Local Plan Mapping

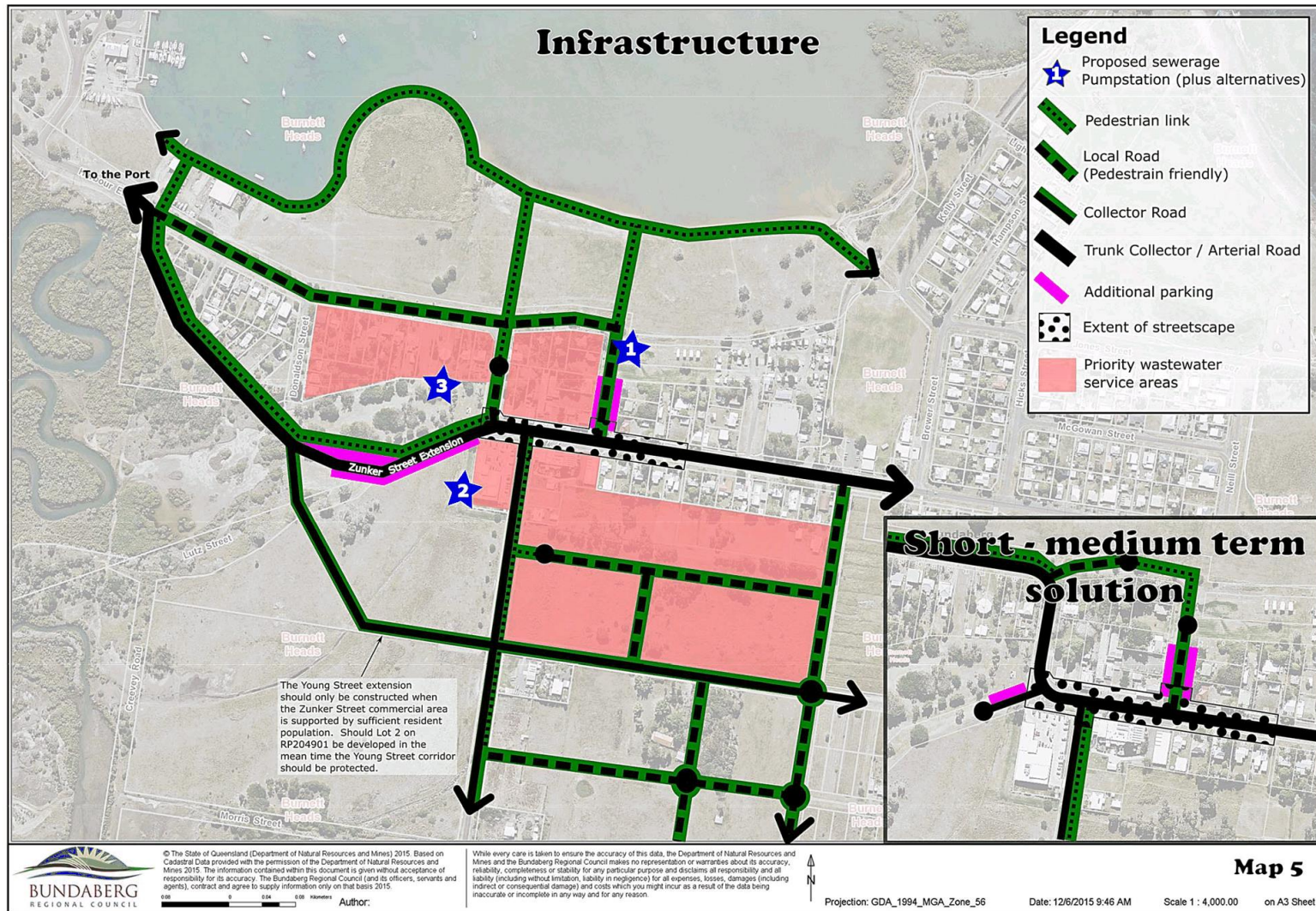
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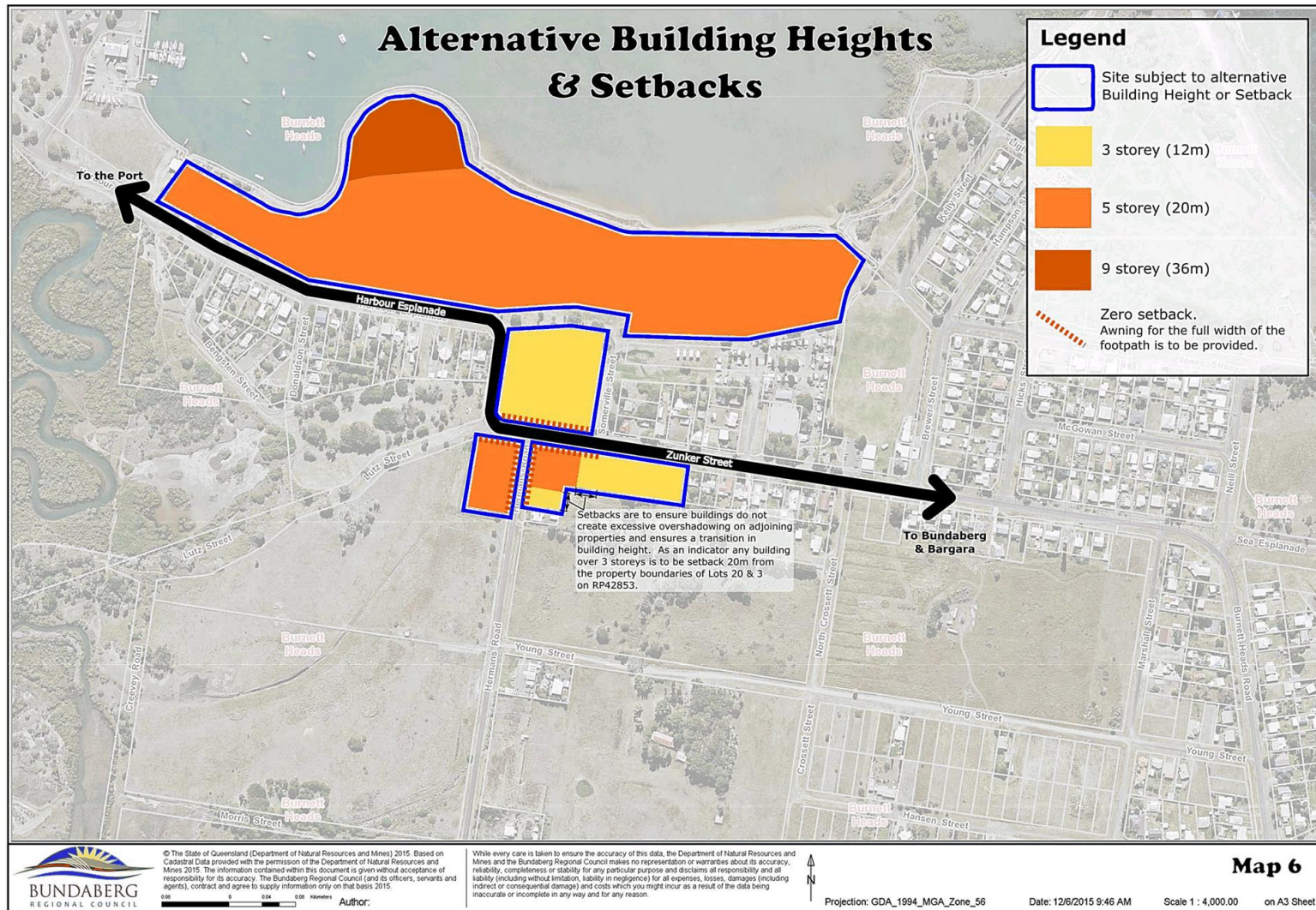






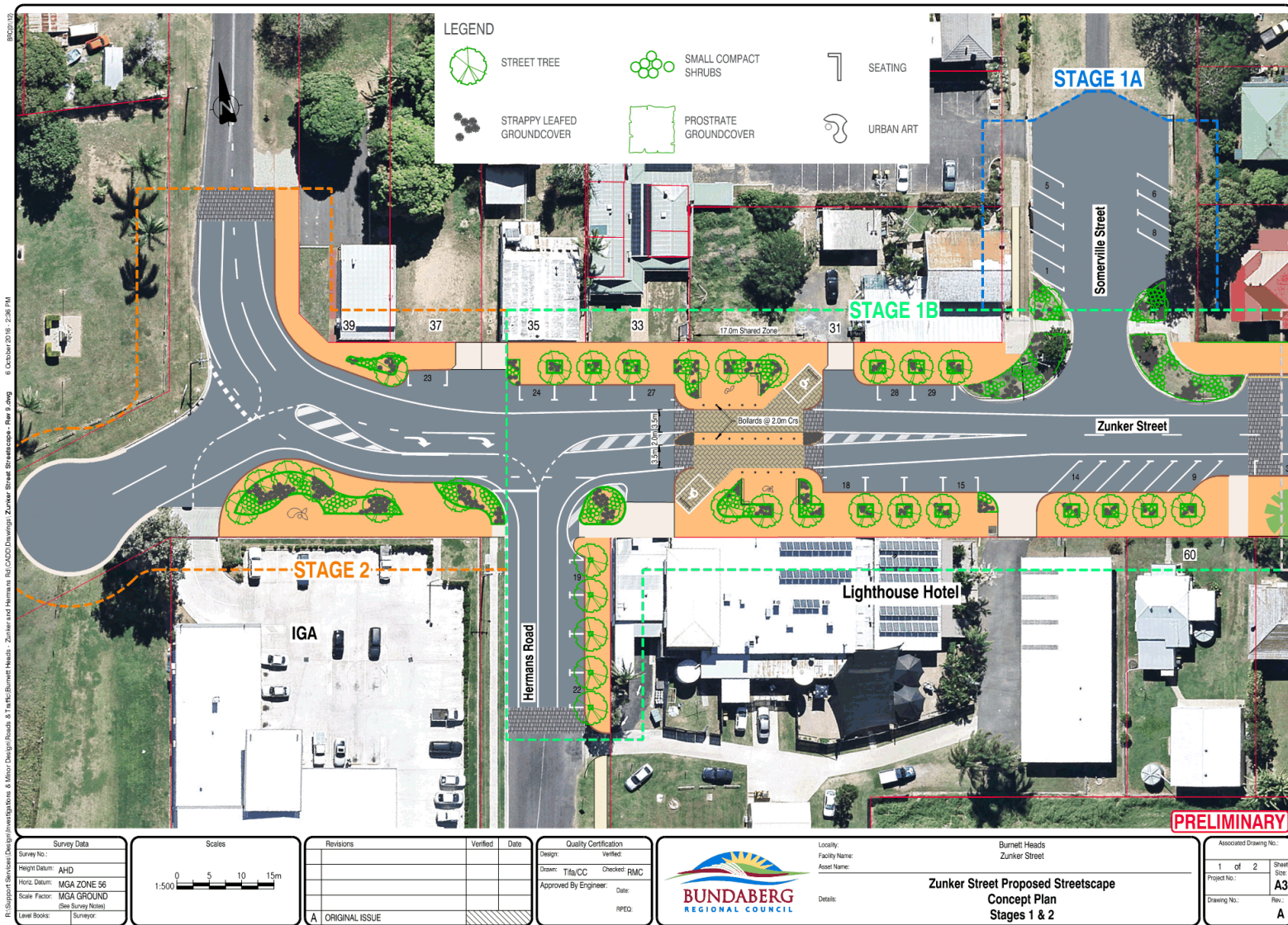






Appendix 2 – Zunker Street Concept Streetscape Plan

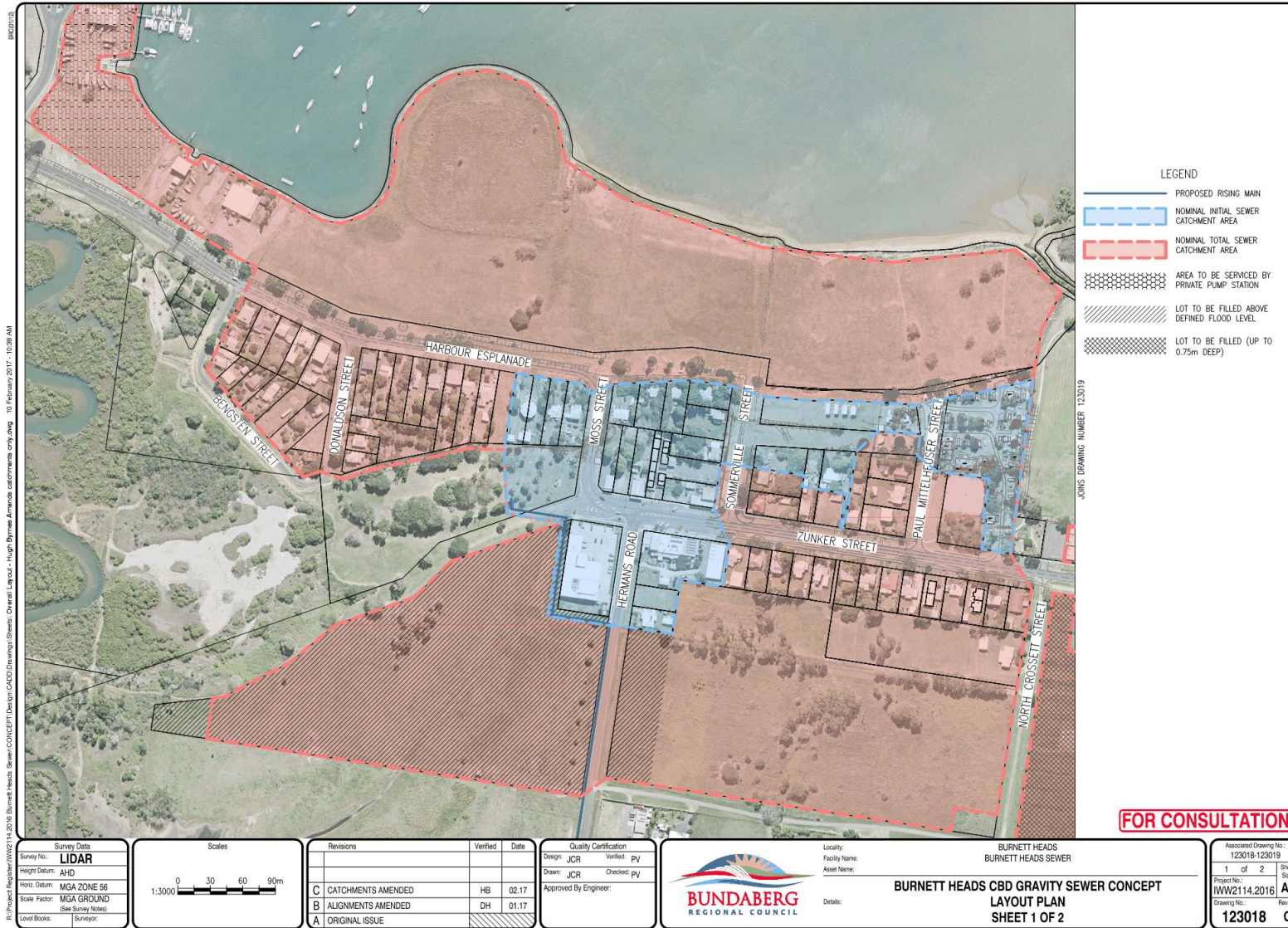
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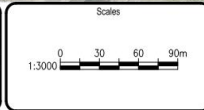


Appendix 3 – Wastewater Concept Plan

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Survey Data	
Survey No.:	LIDAR
Height Datum:	AHD
North Datum:	MGA ZONE 56
Scale Factor:	MGA GROUND (See Survey Notes)
Level Book:	Surveyor:



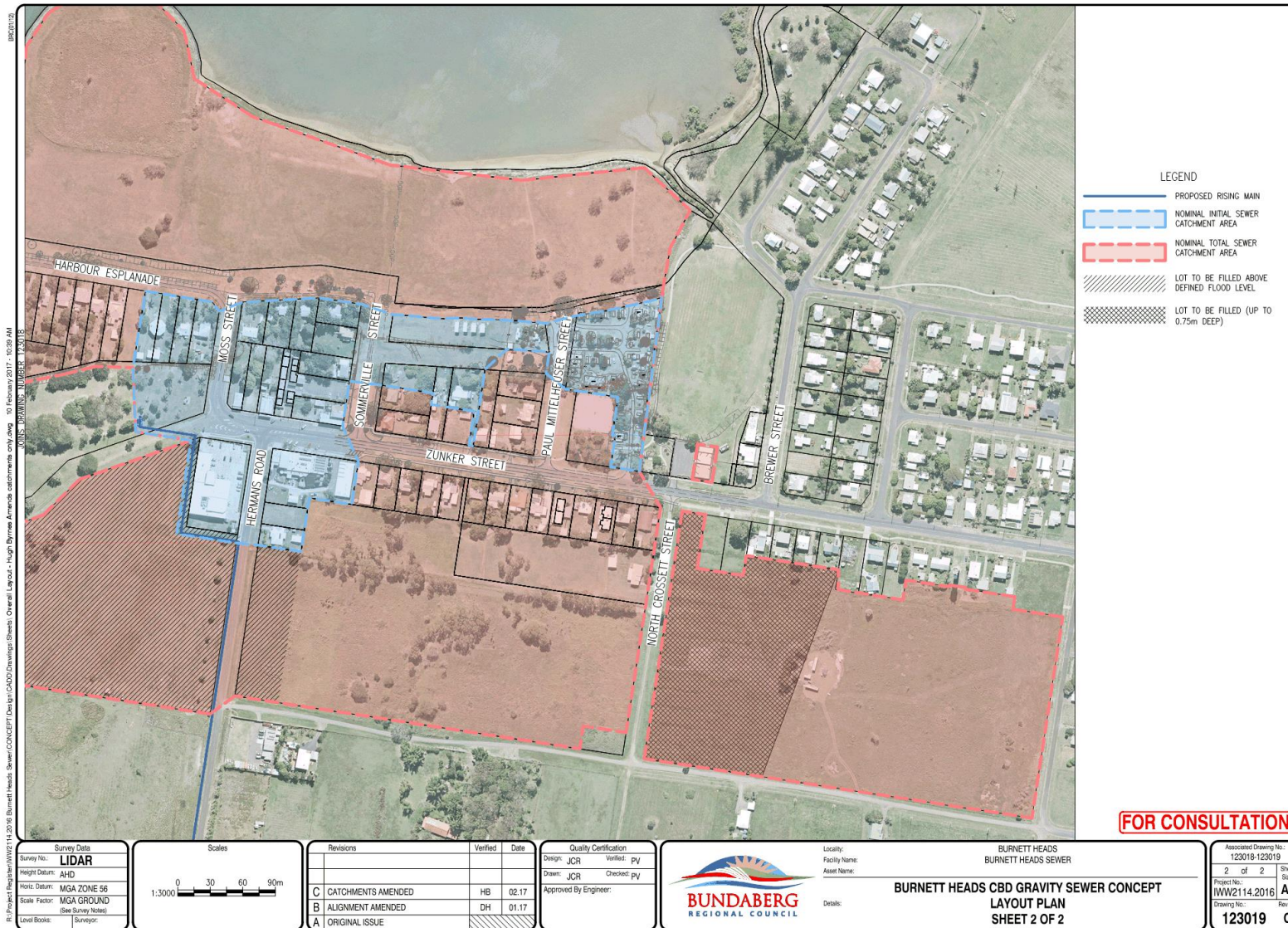
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C CATCHMENTS AMENDED	HB	02.17
B ALIGNMENTS AMENDED	DH	01.17
A ORIGINAL ISSUE		

Quality Certification	
Design: JCR	Verified: pv
Drawn: JCR	Checked: pv
Approved By Engineer:	

Locality:
Burnett Heads
Facility Name:
Burnett Heads Sewer
Asset Name:

BURNETT HEADS CBD GRAVITY SEWER CONCEPT LAYOUT PLAN SHEET 1 OF 2

Associated Drawing No.:	123018-123019
1 of 2	Sheet No.
Project No.:	IWW2114.2016
Drawing No.:	123018
Rev.:	C



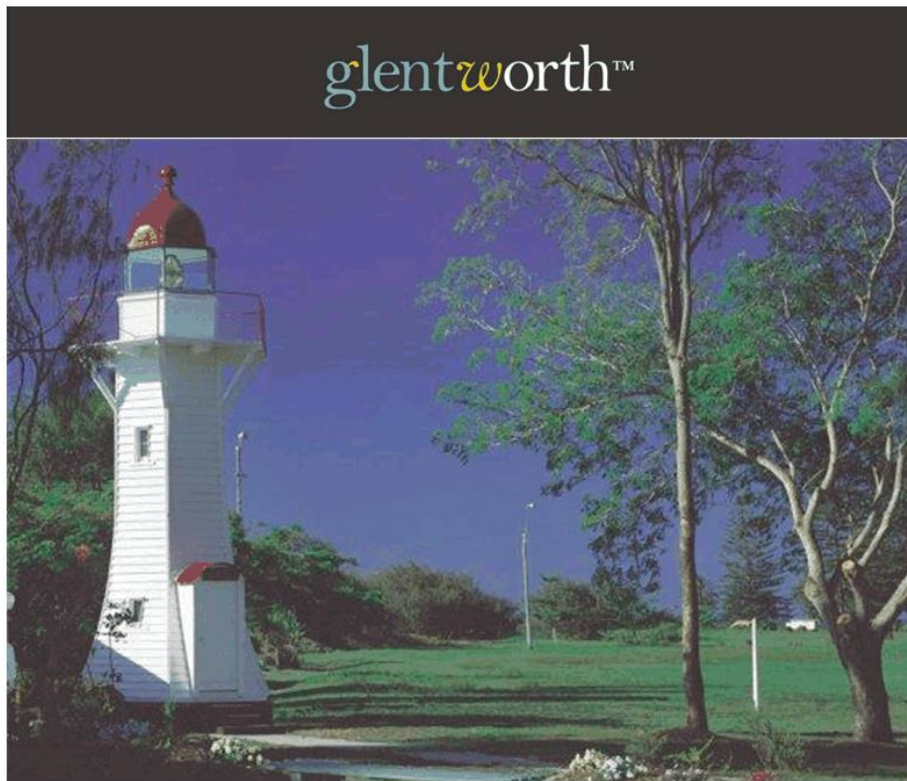
- LEGEND**
- PROPOSED RISING MAIN
 - NOMINAL INITIAL SEWER CATCHMENT AREA
 - NOMINAL TOTAL SEWER CATCHMENT AREA
 - LOT TO BE FILLED ABOVE DEFINED FLOOD LEVEL
 - LOT TO BE FILLED (UP TO 0.75m DEEP)

FOR CONSULTATION

<p>Survey Data</p> <p>Survey No.: LIDAR</p> <p>Height Datum: AHD</p> <p>North Datum: MGA ZONE 56</p> <p>Scale Factor: MGA GROUND (See Survey Notes)</p> <p>Level Books: _____</p> <p>Surveyor: _____</p>	<p>Scales</p> <p>1:3000</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Revisions</th> <th>Verified</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>C CATCHMENTS AMENDED</td> <td>HB</td> <td>02.17</td> </tr> <tr> <td>B ALIGNMENT AMENDED</td> <td>DH</td> <td>01.17</td> </tr> <tr> <td>A ORIGINAL ISSUE</td> <td></td> <td></td> </tr> </tbody> </table>	Revisions	Verified	Date	C CATCHMENTS AMENDED	HB	02.17	B ALIGNMENT AMENDED	DH	01.17	A ORIGINAL ISSUE			<p>Quality Certification</p> <p>Design: JCR Verified: pv</p> <p>Drawn: JCR Checked: pv</p> <p>Approved By Engineer: _____</p>	<p>Locality: BURNETT HEADS Facility Name: BURNETT HEADS SEWER Asset Name: _____</p> <p>Details: BURNETT HEADS CBD GRAVITY SEWER CONCEPT LAYOUT PLAN SHEET 2 OF 2</p>	<p>Associated Drawing No.: 123018-123019</p> <p>2 of 2 Sheet No.</p> <p>Project No.: IWW2114.2016 A3</p> <p>Drawing No.: 123019 Rev.: C</p>
Revisions	Verified	Date															
C CATCHMENTS AMENDED	HB	02.17															
B ALIGNMENT AMENDED	DH	01.17															
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Appendix 4 – Glentworth Smart Burnett Heads Study

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Smart Burnett Heads

A digitally enabled community roadmap

January 2017

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Document control

Report details:	
Title:	Smart Burnett Heads
Author(s):	Dan Wood
Reviewer:	Neil Glentworth
Status:	Final
Release by:	Neil Makepeace
Client:	Bundaberg Regional Council
Client contact:	Ian Norvock
Synopsis:	A community-led roadmap to better use digital tools to support Burnett Heads aspirations.
Disclaimer:	In preparing this report we have relied on information and material supplied by you, the client, and do not take responsibility for the accuracy of the information and material provided to us.

Revision details	Date of issue	Version number
Initial version	10 January 2017	0.1
Client feedback incorporated	16 January 2017	0.2
FINAL client release	19 January 2017	1.0



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1 Executive Summary

Bundaberg Regional Council has an aspiration to assist in the further development of the town of Burnett Heads.

That development includes a significant private sector investment in an additional marina and a major upgrade of the town's central business district (CBD) by Bundaberg Regional Council. It also includes the development of a vision for Burnett Heads to be Australia's premiere new sea change community, attracting additional residents who move from cities and larger towns to embrace the lifestyle and liveability of the community.

To ensure that vision is achieved and the effect of private and public sector investment is maximised for community benefit, Council has engaged external consultants, Glentworth, to ensure that current smart technologies are used to fulfil the vision, while ensuring that future technology is catered for.

This document constitutes a high-level roadmap of the smart technologies Bundaberg Regional Council will utilise to achieve the vision in the short, medium and long-term.

2 A Smart Burnett Heads

Burnett Heads is a town within Bundaberg Regional Council, bounded by the Coral Sea and the Burnett River. The southern boundary is variously, Moores Road, Mittelheusers Road, Burnett Heads Road, Port Road, Rubyanna Road, and a line which passes south of the Bundaberg Sailing Club.

With a population of approximately 2,419, the town is the third largest in the Bundaberg Region with a proud history of the early settlement of the region. However, over a period of time other towns in the region have received significantly higher levels of public and private investment.

The town has a large number of strategic advantages, including its placement where the Burnett River meets the Coral Sea, the area's abundant wildlife, an excellent lifestyle, and relatively cheap land close to a major services hub.

While these advantages are significant, the town has a number of current challenges. These include the lack of sewerage infrastructure which limits the town's ability to grow and a lack of a "brand" within and external to the region.

Understanding that the town has not had the investment or focus of Council for some time, Bundaberg Regional Council had committed funds and attention to ensure that the town can meet the needs of the future.

As part of that process and to increase the liveability of Burnett Heads for existing and future residents Bundaberg Regional Council has produced this community-led roadmap.

The roadmap itself focusses on using digital technology as an enabler to allow Burnett Heads to sustainably maximise use of the town's natural and man-made assets.

In many cases, the projects outlined in this roadmap have both digital and non-digital components. The non-digital components recognise that digital projects do not always achieve their objectives without other changes.

Elements within this roadmap are designed to complement the State and Federal Governments' policy goals, objectives and activities. The Burnett Heads approach is more localised based on direct community, business and visitor consultation. All relevant social and economic strategies, plans and



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policies across all layers of government and industry bodies have been reviewed as part of the roadmap's development.

3 Development of this high-level roadmap

In December 2016, Bundaberg Regional Council engaged Glentworth to undertake community consultation relating to the region's digital aspiration, and then to produce a Smart Burnett Heads Roadmap.

Glentworth staff were in Burnett Heads and the broader Bundaberg Region from 13 to 15 December 2016. During that period Glentworth conducted community round-tables with the Burnett Heads Progress and Sports Association and the Burnett Heads Business Network. In addition, Glentworth conducted face-to-face conversations with a large number of local business owners and residents, local police, developers and owners and managers of local infrastructure. While in the region, Glentworth, facilitated by Bundaberg Regional Council, made a particular effort to speak to as many people as possible, including both tourists and locals. We estimate that Glentworth spoke to approximately 66 people during the consultation period.

From that process Glentworth produced a document summarising the region's strengths, weaknesses, opportunities and threats, as outlined by the participants. The community's feedback on aspirations and challenges has informed each of the projects. That document '*Burnett Heads Community Consultation Report*' should be read prior to reading this document.

The digitally enabled community roadmap articulates a comprehensive but pragmatic plan to seize the town's opportunities, mitigate the weaknesses, emphasise the strengths and avoid the threats. This reflects the geographical constraints and local conditions within Burnett Heads.

While digital technologies and connectivity are used as tools to achieve outcomes, they are not used to the exclusion of other tools available. Digital technologies and connectivity are instead preferred when they provide the cheapest or most effective way of achieving an outcome.

4 Vision for Burnett Heads

Bundaberg Regional Council has a vision for Burnett Heads to be Australia's premiere new sea change community, attracting additional residents who move from cities and larger towns to embrace the lifestyle and liveability of the community. Burnett Heads will be a thriving community which uses the marina precincts, the Port, the CBD and the foreshore to enable the continuation of the town's strong lifestyle while allowing that lifestyle to be shared with additional residents and tourists who return for events and to experience the foreshore.

Sea changers, typically retirees and those who can work anywhere, will grow the community and allow the town's charm, natural beauty, and appeal to be maximised, rather than lost.

To enable the vision, Council has committed to upgrading the streetscape in the traditional central business district on Zunker Street. This upgrade will provide sewerage infrastructure to the port and to the CBD to enable those areas to develop sustainably. It will also include a number of small, targeted projects to enhance the quality of life, attractiveness and tourism potential of the town.



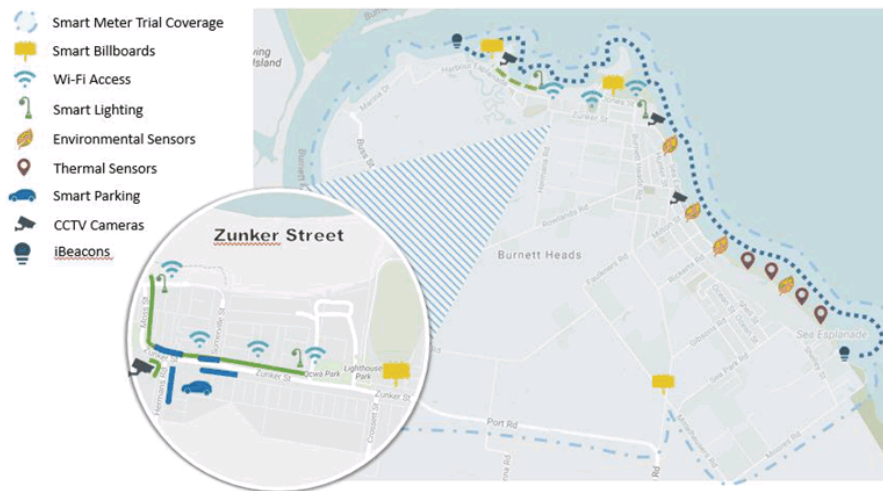
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5 Projects

Glentworth, informed by the community’s aspirations, has prioritised and recommended eighteen projects to enable the vision of Burnett Heads as Australia’s premiere sea change community. Many of the projects are broken up into sub-projects, allowing Bundaberg Regional Council and its partners to make a difference in the community while working towards a longer term outcome.

There is a mix of digital and non-digital projects, recognising that digital projects may not be as effective without complimentary projects. For instance, a tourism strategy may require both effective digital marketing and increased accommodation.

The following map outlines the proposed installation locations of smart technologies across Burnett Heads.



The smart technology projects have been prioritised for implementation across a timeline of *short*, *medium* and *long-term*. The high-level steps required to progress each project have also been outlined in Appendix A. Information relating to the financial impact of these projects is included in Appendix B while details about how the recommendations relate to the community consultation report can be found in Appendix C.

5.1 Infrastructure installation - Zunker Street

Council has committed to upgrading a section of the Burnett Heads business district between 25 and 39 Zunker Street and a small adjacent part of Hermans Road and Moss and Somerville Streets.

This upgrade is designed to ensure the continued success of the precinct once the new marina is operational, and that Zunker Street continues to contribute to the success of the town.

To ensure minimum disruption to that precinct, to enable its future growth and to provide the features of a premiere sea change community, Glentworth recommends the installation of smart technology at the same time as the street beautification is carried out.



COMMERCIAL-IN-CONFIDENCE**5.1.1 Smart Lighting**

Smart or intelligent lighting allows lampposts to brighten and dim according to a number of factors. This enables lights to dim when there is no one around and progressively brighten as someone approaches. It also allows lights to be remotely activated when there is a community disturbance or severe weather warning, or dimmed when there is a natural event like turtles nesting.

Smart lighting is energy efficient, will improve the nightly aesthetics of the area and increase the perception of public safety by ensuring the intensity of lighting is matched to local needs. A single smart lamppost can provide multiple functions in addition to lighting, such as alarms, Wi-Fi, signage and audio. These components are usually connected through a reliable and secured wired or wireless network that enables two-way communications to aid Council's monitoring and control functions.

Glentworth recommends Council should invest in Smart Lighting in the Zunker Street precinct.

5.1.2 Wi-Fi

As well as providing smart lighting, the smart lampposts can enable free Wi-Fi in the precinct. This will encourage tourists and locals to spend longer in Zunker Street, and will provide the level of digital connectivity which is expected by tourists and those relocating to sea change communities.

Glentworth recommends Council should use the smart lampposts to provide free Wi-Fi. In addition, Council should collect and aggregate depersonalised data from those who use the Wi-Fi, and through a variety of other means, to assist in planning. Glentworth also recommends Council should also seek the agreement of other owners of public Wi-Fi in Burnett Heads, the Port and the new Marina, enabling data to be shared for the benefit of all parties.

5.1.3 CCTV

We recommend a smart lamppost enabled with a CCTV camera is installed at the Corner of Zunker and Hermans Road.

This will enable Police to monitor anti-social behaviour within the precinct and encourage more positive driving behaviours on both Zunker Street and Hermans Road.

5.1.4 Smart Parking

Council's upgrade of Zunker Street includes two different types of car parking:

- Parallel parking, allowing cars with trailers, including boats to park
- Angle parking, allowing cars without trailers to park

In the parallel parks, Glentworth recommends Council invest in technology, enabling a real-time view of whether the park is utilised. Parallel parks have been prioritised because community members have expressed frustration at their inability to park in Zunker Street when towing a trailer.

There are two main technology options for smart parking: in-ground sensors and CCTV-enabled parking.

As there are twenty-five parallel parks in eight reasonably dispersed areas, the CCTV option would require at least six cameras. Therefore, we recommend Council install in-ground parking sensors in the parallel parks.

We also recommend Council install a smart billboard at the boat ramp advising those using that facility of the accessibility and availability of parking in the town.

This technology will enable members of the community and tourists to make better decisions about where they can park based on live data. This will increase accessibility and use of parallel parking



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spaces by those towing trailers. Additionally, Council will be able to make evidence-based decisions about the requirement for parking spaces and their placement.

5.1.5 iBeacons

iBeacons are Bluetooth low energy devices which broadcast their identity and distance from nearby portable electronic devices.

The combination of a number of iBeacons allows a smart phone to identify exactly where a person is by triangulating the signals.

This allows, for instance, the creation of a mobile museum where a person can walk through a town with a smart phone application discovering points of interest and learning more about the local area.

iBeacons can be used for multiple purposes, including the advertising of special retail offers or options or broadcasting messages to people nearby.

We recommend Council invest in a small number of iBeacons in the precinct and publish their unique identification and placement electronically.

Glentworth also recommend Council encourage local schools to consider ways in which the iBeacons may be used and provide small prizes for school based groups developing applications using this technology. We also encourage Council to engage with local community groups with a view to providing assistance to develop a local mobile museum or showcase the history of the area.

5.2 Parks and Foreshore infrastructure

The parks and foreshore of Burnett Heads are considered by many to be amongst the great untapped resources of the town, potentially creating a vital link between one of the key attractions of the Bundaberg region, the marinas, and the Zunker Street precinct.

5.2.1 Parklands

In particular, South Head Parklands and Jack Northgate Oval can be used for greater community benefit through events like the Lighthouse Festival and through other community activities.

For that reason, we recommend Council invest in four Wi-Fi access points; two in South Head Parklands and two in Jack Northgate Oval and that demand for that Wi-Fi drive a future investment decision in more access points.

5.2.2 Foreshore

The foreshore is also a wonderful community resource. The community uses the footpath to walk and cycle, the beach to swim and the marina for maritime activities.

To enable growth in the utility of these public facilities Glentworth recommends Council invest in a number of iBeacons from the Marina to Bargara along the walking track. As the track is completed Council may wish to add additional iBeacons.

Council should also consider investing in smart lighting to provide a visual link between the Marinas and the centre of town. This will increase the perception of public safety and provide a means to provide information to the community about events, by the flashing of lights, such as severe weather.

To supplement this investment and ensure that it is best utilised for public benefit, Council should consider incentivising a person or company to hold public events in the parklands and along the foreshore.



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Those events could be regular farmers' or craft markets, Christmas markets, outdoor movies, harvest festivals or other community events.

Events could be widely publicised via Smart Billboards at the entry to town, at the boat ramp and, with permission, from infrastructure owners elsewhere in town.

5.2.3 Boat ramp

The Boat ramp is one of the most utilised aspects of the Burnett Heads community, both by local residents and by people throughout the Bundaberg region. The boat ramp and the marina are the two main drawcards to the town. By maximizing these assets Bundaberg Regional Council will ensure that the town's brand, growth and progress are well marketed.

For that reason, Glentworth recommends Council invest in a smart billboard and CCTV camera at the boat ramp.

A smart billboard will advertise events, provide progress updates about the town's development and advise people using the boat ramp of how many vacant parks there are in town to enable them to park their cars and boat trailers. The smart billboard can also be used to broadcast messages to the public.

The CCTV camera would provide a video feed to police to increase public safety and discourage vandalism of property in the area.

The video feed can also be used to provide details of the use of the boat ramp, both by providing a live feed to the internet and by using software to sense when the ramp is being used. By aggregating the data, the community can get a view about the approximate wait times to use the infrastructure at a point in time.

Because evidence shows the boat ramp is utilised largely during daylight hours only, Glentworth recommends Council does not invest in Smart lighting at this time. Utilisation data from the CCTV camera could then be used to inform future investment decisions.

5.2.4 Skate park

The skate park has, in the past, been the focus of vandals. To ensure that the park is in good condition for all users, Glentworth recommends a CCTV camera providing a video feed to local police be installed. In addition, one smart light, which can be controlled by police should be installed to discourage anti-social behaviour.

Users of the skate park and members of the public will also benefit from the free Wi-Fi in the nearby park. It is expected that free Wi-Fi in the vicinity is likely to result in increased patronage of that area, creating an additional deterrent for anti-social activities.

5.3 Wildlife and fisheries monitoring

5.3.1 Turtles

The nesting of turtles on Oaks Beach and at Mon Repos is also a great strategic advantage for the region. For that reason, Glentworth recommends Council install cameras at nesting spots which will be uploaded to a future Burnett Heads website (see below at 7.1.1) to enable people from around the world to experience the nesting and hatching in real time.

In addition to camera infrastructure Council should consider investing in thermal sensors and environmental sensors including wind, temperature, humidity and air pressure near the turtle nesting sites.



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By providing a live feed to the turtles and information about how they are laying and hatching, Council will help cement the Bundaberg Region as a region of first choice for ecotourism and add significantly to the brand of Burnett Heads.

These cameras can also be used by others to view the surf conditions prior to going to the beach.

5.3.2 Wetlands birds

Burnett Heads has two major birdwatching sites: the wetlands south of the Harbour Esplanade and the bird nesting site at Gorman Park.

Unfortunately, these birdwatching vantages are not well understood or promoted.

Glentworth recommends Bundaberg Regional Council should seek to work with the Queensland Ornithological Society to begin to establish a bird map of the town which, once established, can be contributed to by anyone using crowdsourcing technology.

In common with the turtle data, the bird map will contribute significantly to the perception of the town as a clean, green, sea change community. This will also further establish the area as an area of environmental significance.

5.3.3 Fish

Fishing is a major pastime for the residents of Burnett Heads, and for other people throughout the region, and is likely to be a major drawcard for those in search of a sea change.

Estuary Cod, Trevally, Queenfish and Grunter are in abundance and it is possible to catch reef fish and tuna further afield.

To ensure that the quality of recreational fishing at Burnett Heads is well understood, Glentworth recommends Council launch a competition, in conjunction with sponsors, for fishermen to tag a picture and a description of their catch on social media using a hashtag, #BurnettFish.

Information from those social media posts will be mapped to form part of the branding of the community.

The increased use of social media in fishing off Burnett Heads may also encourage others to consider visiting the region or moving to the town permanently.

5.4 Smart meters

Smart Water and Power Meters enable consumers of those utilities to control how much power and water they are using by understanding their consumption and altering their behaviour in accordance with their budget.

Customers will have insight into their personal water and power usage and will be able to ensure their appliances are not drawing excessive amounts of electricity or that their pipes are not leaking.

In addition to these benefits Council and electricity suppliers can bill customers for their consumption without having to travel to read meters, saving valuable funds and reducing the impact on rates.

For some time, Council has been interested in trialling Smart Meters in the region.

To help cement the vision of Australia's premiere sea change community, Glentworth recommends Council work to provide Smart Meters to Burnett Heads progressively. Smart Meters will allow sea changers to have more control over their utility bills, something that is extremely important to retirees and those on fixed incomes.



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The trial of Smart Meters will rely on Council signing an agreement with Energy Queensland to share resources.

5.5 Smart billboards

To ensure the town's events and other relevant information are well known Glentworth recommends Council invest in four smart billboards: one at the Boat Ramp, one in the centre of town, one at South Head Parklands, and one at the corner of Burnett Heads Road and Mittelheusers Road.

In addition to welcoming visitors to the town and informing them of events, these smart billboards will also provide the community with public safety information in cases of emergency.

The billboards will also reinforce the brand of Burnett Heads and encourage tourists to explore the entire town, rather than just the marina and boat ramp.

6 Greater digital connectivity

Digital connectivity is a key enabler allowing businesses to grow, diversify and change in response to changing circumstance.

It also enables people to stay connected, access educational content or to work when and how they wish to. Increasingly, good connectivity is seen as a key factor in the liveability of a community, particularly by those attracted to sea change communities.

Burnett Heads currently has access to limited wired connection, with much of the connectivity to major infrastructure such as the Port being provided by microwave technology.

However, Telstra has invested in 4G LTE-A technology, also known as 4GX, in the town and plans to invest in 5G across Australia by the end of 2020.

4G LTE-A is sufficient to enable smart water meters, parking sensors, smart billboards and mobile phone applications across the town, but will not provide the reliable internet required to run a home-based business.

5G will allow residents to access fibre speeds from their homes or businesses by installing a Wi-Fi router.

While the community consultation process suggested that works associated with sewerage infrastructure could result in the community having additional fibre, additional investigations have determined that this is not practicable and does not constitute value for money in this circumstance.

Glentworth recommends Council work with the Port of Bundaberg, the proponents of the new marina and others to encourage telecommunication providers, and NBN Co., to encourage better connectivity in Burnett Heads. We also recommend Council consider ways in which their anticipated public works can assist in increasing the connectivity to the community in partnership with telecommunications providers.

By presenting a united front and aggregating the demand for better connectivity to enable shared and individual visions for the town, Council will draw the attention of telecommunications companies to the town's needs and potential as a sea change community.



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7 Use of the data

The data created by these projects will be a substantial asset for both Bundaberg Regional Council and the community. To use this data to the greatest benefit requires an investment of time, resources and skills as well as a possible investment in storage and other technologies. These efforts include collecting, integrating, managing, analysing, and integrating data into the business of organisations.

7.1.1 Branding the town

People outside the region have limited knowledge of the town, while people within the region do not yet understand the value of the community as Australia's future premiere sea change destination.

The region's attributes can be better explored through one single point of information about the town's benefits, including up to date details of: demography, average house prices, public safety, fishing, bird watching, turtle migration, access to fresh local produce, weather, major and minor events, parking, use of water and electricity, as well as static details of the prevalence of flat walking paths, digital connectivity and access to local schools.

By adding details of Council's vision for Burnett Heads and plans to continue to invest in the region, Council can use the website and targeted digital advertising to encourage tourists and potential visitors to better understand the town. In addition, the data can also attract investors to provide some of the town's missing skills or infrastructure, including services such as in-home care.

For those reasons, Glentworth recommends Council consider investing in a single website, in partnership with community organisations, to better brand the town.

7.1.2 Enabling better decisions

The data arising from Wi-Fi installations, from the other infrastructure providers, as well as from smart parking will be used by Council to make better, more informed decisions about future investment in the town.

Glentworth recommends the use of data be considered a pilot program which, if successful, may be extended across the entire region and combined with other data and measures.

7.1.3 Sharing of data

Council understands that the data created above can be used for multiple purposes, including use by others to promote the town.

That's why Glentworth recommends Council make that data available to the community, including to the Port of Bundaberg and to TPK investments (the proponents of the new marina), so that they can use that information to target and encourage tourists and future residents to the community.

8 Cooperation across the town

Council isn't the only provider of infrastructure within the town. The Port of Bundaberg, as well as the proponents of the new marina, will continue to invest in the town.

To ensure there is alignment between all parties to create the desired outcomes for all parties Glentworth recommends Council seek to negotiate a number of agreements with those two entities.

Those agreements would attempt to facilitate the sharing of depersonalised data between Wi-Fi providers, as well as ensuring a seamless experience for people using Wi-Fi at each location.



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9 Conclusion

Council's vision for Burnett Heads leverages the town's substantial strengths and significant potential, continues to emphasise the attributes which drew many of the town's residents to Burnett Heads in the first place, and ensures the town's sustainable growth now and into the future.

To enable that vision to be implemented, Council is actively supporting the proposed investment in the new marina, while ensuring that the town's traditional CBD is a key part of the future of the community. To enable small, targeted investments in smart technology to emphasise and leverage the existing strengths of the community, and ensure that technology assets are used for the maximum benefit of the community; Glentworth have provided the above recommendations and have prioritised the resulting actions for implementation across a timeline of short, medium and long-term.

Recommended investments would include a small targeted investment in smart parking, free Wi-Fi in underutilised areas, the installation of a number of iBeacons to support applications, a small number of CCTV cameras and four smart billboards.

In addition, Glentworth have also recommended: a number of software solutions that will harvest data from technology and use that data to make more informed decisions about how Council and business can continue to invest in the community.

Council's investment in the region, private investment in the town, and the recommendations included in this roadmap will enable this vision and allow Burnett Heads to sustainably into Australia's premiere new sea change community.



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Appendix A - Table of Actions

 **Short-term**

1. Seek agreements with the Port of Bundaberg and the proponents of the new marina to:
 - a. Jointly order smart lamp posts to ensure the same look and feel as well as discounts for bulk purchasing
 - b. Jointly invest in visitor analytics capability using shared data arising from the Wi-Fi infrastructure and other sensors
 - c. Install iBeacons strategically across the town
 - d. Negotiate jointly for better telecommunications infrastructure
 - e. Share data for community benefit and
 - f. Explore the possibility of additional smart billboards at the port or at the new marina.
2. Seek agreements with Energy Queensland to establish Burnett Heads as a trial site for smart water and smart electricity metering.
3. Commence procurement activities for:
 - a. 25 parking sensors and a solution which allows data arising from those sensors to be used
 - b. Smart light posts, in consultation with Energy Queensland, including the capability to:
 - i. Change luminosity as a result of changing levels of foot traffic
 - ii. Increase or decrease in luminosity as a result of external stimulus, allowing for changed lighting prior to a natural disaster or in response to a public safety matter
 - iii. Change luminosity during the turtle nesting season
 - iv. Provide Wi-Fi
 - v. Integrate with a CCTV camera
 - vi. Audio facilities.
 - c. Four additional Wi-Fi points
 - d. A web-enabled CCTV camera integrated with the smart light post
 - e. Two stand-alone CCTV cameras
 - f. An interface for police to receive feeds from the CCTVs
 - g. Storage for the CCTV feeds to be kept for a period of five days
 - h. 200 iBeacons
 - i. Four high definition web-enabled CCTV cameras
 - j. Four digital billboards (including a content management solution)
 - k. A visitor analytics solution
 - l. Selected environmental sensors
 - m. Four thermal sensors.
4. Seek an agreement with the Queensland Ornithological Society to assist in the establishment of a bird map.
5. Secure a sponsor for the fish map and establish the terms of the competition.
6. Set the terms of reference for a person or company to be incentivised to hold and manage events in the town.



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 **Short-term**

7. Establish the Burnett Heads website, articulating the vision and pointing to when the real-time data will be available.
8. Undertake a significant media campaign outlining the vision and how it will be enabled.
9. Appoint a person to:
 - a. manage the content on the digital billboards including preparing for disasters; and
 - b. manage the Burnett Heads website, including the promotion of the website and refresh of content.
10. Liaise with the Queensland Parks and Wildlife Service about the installation of environmental and thermal sensors.

 **Medium-term**

11. Install, as part of the Zunker Street upgrade, Smart Lamp posts, in-ground parking sensors and a smart billboard.
12. Contract with a telecommunications company to provide free Wi-Fi using the Wi-Fi access points.
13. Install CCTV cameras at the skate park, the boat ramp and at the turtle nesting sites.
14. Commence procurement for:
 - a. A video analytics capability for the camera at the boat ramp
 - b. A dash boarding solution to be placed on the Burnett Heads website
 - c. 4GX enabled water meters
 - d. A customer interface allowing locals to discover their current water and power usage
 - e. A social media analytics function allowing details of the type of fish caught, when and where. This capability can also be used across the entire operations of Bundaberg Regional Council.
15. Install smart billboards at the other three locations.
16. Install iBeacons.
17. Announce the commencement of the Fishing competition in conjunction with the sponsor.
18. Establish a simple internal dashboard (for instance using PowerBI) for use within Council to visualise data about the use of Burnett Heads infrastructure.

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 **Long-term**

- 19. Ensure the website is fully functional and there is sufficient information to prove the vision.
- 20. Consider expanding the internal dash boarding, visitor and customer analytics across the entire city as well as other ways Bundaberg may make use of a targeted investment in technology.
- 21. Undertake media activities to spread the word both about the process and the attributes of Burnett Heads.



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Appendix B- Indicative Budget

Smart technology is now a very competitive marketplace. Glentworth recommends Council will secure detailed pricing as close as possible to the time of purchase. Decisions relating to the type of financial models acceptable are yet to be taken by Council. The following indicative figures provide some guidance.

Smart Lighting

Smart Lighting, if undertaken using standard procurement practices, is a relatively large capital expense for the provider of the pole. We understand that in the case of Burnett Heads the provider of the light pole is Electricity Queensland (previously Ergon) and Bundaberg Regional Council pays that company a yearly cost for the provision of those poles across the entire region.

The installation of Smart Lighting therefore requires the acquiescence and a financial agreement between Energy Queensland and Bundaberg Regional Council. Over time an investment in smart lighting will result in a financial return for Energy Queensland, assuming that charges remain constant, due to the lower level of electricity and maintenance required.

In addition, various Councils, including Warrnambool, have upgraded their entire street lighting by receiving a low interest investment from the Clean Energy Finance Corporation (CEFC) to cover the capital costs which will be paid back from the operational savings.

As Council will likely not be responsible for the purchase of these light poles, and even if they are a financial arrangement can be made which results in a net-zero cost impact, Glentworth have not provided detailed projected financial costings for smart lighting.

Wi-Fi

Much of the enabling infrastructure for a Wi-Fi mesh is included in the Smart Lighting, as such the focus will be on the internet connectivity to the network and the software ensuring that the policies (including appropriate use) are enforced.

Telecommunications providers are often willing to negotiate on the cost of providing this service, including offering vast discounts if the telecommunications company owns the resulting data.

While we would encourage Bundaberg Regional Council to negotiate with telecommunications companies in order to get the best deal we would suggest that it is imperative to retain ownership of the data.

Visitor Analytics

Should Bundaberg Regional Council make a decision to negotiate for the lowest cost there is an alternative way of receiving the same visitor analytics data. Companies like Trendwise can install a number of sensors throughout Burnett Heads and provide analytics on the number of visitors, their duration and how often they come. This capability can be provided for approximately \$20,000/year.

CCTV

The CCTV capability on the Corner of Zunker and Hermans Road is likely to be provided as part of the Smart Lighting Solution, and as such may be a part of a negotiated agreement with Energy Queensland.

For the remaining CCTV cameras there are a number of options for gaining this capacity, for example there are a number of companies who supply CCTV cameras for a cost of \$25/week including storage



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and searchability of the videos. Alternatively, the cameras are likely to be purchased for around \$4,000 to \$5,000 with monthly charges for storage in addition.

Smart Parking

Council has a current trial of Smart Parking in the Bundaberg CBD. That trial involves 105 sensors deployed in Bourbong Street, between Barolin and Targo Streets. A smaller implementation, as is suggested in this document, is likely to have a higher cost of delivery per sensors than that trial and as such Council will explore leveraging the current contract as well as other options.

iBeacons

iBeacons is a proprietary brand of a low powered Bluetooth technology. Similar products start at approximately \$30 per unit. To purchase 200, which would enable iBeacon coverage in the CBD and along the foreshore would cost approximately \$6000.

Smart Billboards

The cost of Smart Billboards depends largely on the quality of the image and their positioning, including whether they will face the sun. For entry-level billboards we would expect Bundaberg Regional Council is likely to pay approximately \$23,000 per billboard, while larger, more versatile billboards are likely to cost up to \$59,800 per billboard.

Thermal sensors

Thermal sensors are available for purchase in the range of \$600 to \$5000.

Environmental sensors

Environmental sensors are relatively commonplace and relatively inexpensive, the costs vary from approximately \$99 to \$500 for an all-inclusive set.

Smart Water meters

Again, there are a large number of financial options for the provision of this infrastructure, including for Council to purchase the meters outright, rent them, or allow a company to purchase the “business” of water meter reading from Council, including the old water meters on condition they will update to smart meters and provide all data to Council.

The models allow Council to consider their appetite for capital investment, risk and the attitude of citizens to outsourcing these types of services.

Some models will result in a very large capital investment and operational savings, while others will necessitate no capital investment and a small reduction in operational savings.

Smart Electricity meters

Electricity meters are currently owned by Electricity Queensland (formerly Ergon) and therefore any implementation of this technology will have to be undertaken in concert with that body.

The financial arrangement Energy Queensland will be offering is currently unknown.

Video Analytics for boat ramp

Most IP based camera suppliers have an option to apply some analytic capability using the feed for the camera. As this is a negotiated outcome based on the purchase of an IP camera it is impossible to determine the cost of this service. However, we understand that some providers are offering this service for approximately US\$20 (approximately \$27.30) per month.




COMMERCIAL-IN-CONFIDENCE**Dash boarding solution**

A simple dash boarding solution can be undertaken using Power BI, a solution which is either free or costs approximately \$9.99/user/month. This, however, relies on the visualisation and analysis skills being available within Bundaberg Regional Council. More expensive and less skills intensive products cost approximately \$13,000/ year.



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Appendix C- Response to community consultation

Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
 Burnett Heads strengths			
Proximity to the sea and river mouth	Vision for Burnett Heads	4	The proximity to the sea and river mouth was seen as a key strength of Burnett Heads. By making this strength central to the vision and using iBeacons and projects on the foreshore and parklands as well as including projects emphasising the natural advantages in turtle nesting, birdwatching and fishing these natural advantages have been highlighted. In addition, the sea and river mouth are the most visited areas in Burnett Heads, several projects including around the boat ramp and smart parking have been suggested to encourage people to venture further afield.
	Smart Parking	5.1.4	
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Turtles	5.3.1	
	Wetland birds	5.3.2	
	Fish	5.3.3	
	Smart billboards	5.5	
Branding the town	7.1.1		
The natural beauty	Vision for Burnett Heads	4	The region's natural beauty forms a key part of the vision and projects such as Wi-Fi, iBeacons, the Parklands, Foreshore and projects surrounding the region's wildlife are central to emphasising those advantages and encouraging others to spend longer in the town enjoying them.
	Wi-Fi	5.1.2	
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Turtles	5.3.1	
	Wetland birds	5.3.2	
	Branding the town	7.1.1	
The history of the town	Vision for Burnett Heads	4	The natural and human history of the town is central to the vision and is further emphasised by projects including the installation of iBeacons, smart billboards and branding of the town allowing that story to be more effectively told. In addition, making the town's natural history more accessible has also been emphasised.
	iBeacons	5.1.5	
	Turtles	5.3.1	
	Wetland birds	5.3.2	
	Fish	5.3.3	
	Smart billboards	5.5	
	Branding the town	7.1.1	



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Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
The lack of inappropriate development	Vision for Burnett Heads	4	The projects recommended emphasise a future in which the town is developed according to the wishes of the community and the community spaces, while being better utilised, remain.
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Branding the town	7.1.1	
	Enabling better decisions	7.1.2	
Lifestyle	Vision for Burnett Heads	4	Retaining the town's lifestyle was seen as key to its future success. The projects recommended support the existing lifestyle and embrace a future where the town is larger but the communities lifestyle remains. The projects emphasise the livability and safety of the community while supporting a low-cost, active, connected lifestyle which appeals people attracted to the sea change life.
	Wi-Fi	5.1.2	
	CCTV	5.1.3	
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Skate park	5.2.4	
	Turtles	5.3.1	
	Wetland birds	5.3.2	
	Fish	5.3.3	
	Smart meters	5.4	
	Smart billboards	5.5	
Greater digital connectivity	6		
Enabling better decisions	7.1.2		
Active infrastructure	Vision for Burnett Heads	4	The town's active infrastructure, including walking tracks and the boat ramp are key to the success of the implementation of the vision. A number of projects have been recommended which increases the utilisation of these assets.
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Skate park	5.2.4	
	Wetlands birds	5.3.2	
Fish	5.3.3		
A sense of community	Vision for Burnett Heads	4	The sense community was strongly advocated in the community as being a key strength.
	Parklands	5.2.1	
	Foreshore	5.2.2	




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Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
	Skate park Smart billboards Branding the town	5.2.4 5.5 7.1.1	This roadmap recommends projects which increase the use of community spaces and further distributes community information.
Low cost of living	Vision for Burnett Heads Smart meters Greater digital connectivity Branding the town Enabling better decisions	4 5.4 6 7.1.1 7.1.2	The low cost of living in the town is a key part of the vision for Burnett Heads, along with a sense of community, the town's active infrastructure and its natural beauty are the key attractions for sea changers. For that reason, a number of projects have been suggested which emphasise and support a low-cost community.
Space	Vision for Burnett Heads Parklands Foreshore Boat ramp Wetland birds Branding the town	4 5.2.1 5.2.2 5.2.3 5.3.2 7.1.1	The public spaces and the lack of development along the eastern foreshore of the town were seen as great advantages of the town. These projects have been conceived to emphasise and increase the utilisation of that space.
A hub for creators	Vision for Burnett Heads Wi-Fi iBeacons Parklands Greater digital connectivity Branding the town Enabling better decisions Sharing of data	4 5.1.2 5.1.5 5.2.1 6 7.1.1 7.1.2 7.1.3	Creators tend to be attracted to communities which have a low cost base, public space, a sense of community and good connectivity. Projects have been recommended which will increase the connectivity to the community as well as emphasise the existing strengths.
Willingness to try new technologies and ways of doing things	Vision for Burnett Heads Smart Lighting Wi-Fi CCTV Smart Parking iBeacons	4 5.1.1 5.1.2 5.1.3 5.1.4 5.1.5	The community is extremely willing to embrace new ways of doing things. Several targeted, low-cost, high value technologies have been proposed as a result.



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Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
	Parklands	5.2.1	
	Boat ramp	5.2.3	
	Smart meters	5.4	
	Smart billboards	5.5	
	Greater digital connectivity	6	
	Enabling better decisions	7.1.2	
Willingness to collaborate amongst infrastructure owners	Vision for Burnett Heads	4	The region's infrastructure owners, including the Port, TPK (the proponents of the new Marina) and others have expressed an interest in discussing the implementation of technology across the entire town.
	Smart Lighting	5.1.1	
	Wi-Fi	5.1.2	
	CCTV	5.1.3	
	iBeacons	5.1.5	
	Foreshore	5.2.2	
	Sharing of data	7.1.3	
 Burnett Heads challenges			
Lack of infrastructure	Vision for Burnett Heads	4	While recommendations have not been made about sewerage infrastructure, completed footpaths, beautification and accommodation, the recommendations support a vision which should increase the rates base of the community and will support a business case for increased infrastructure. Recommendations have been made on parking and the ability to use data from the community to inform the business case for increased infrastructure.
	Smart parking	5.1.4	
	Greater digital connectivity	6	
	Enabling better decisions	7.1.2	
Poor digital connectivity	Wi-Fi	5.1.2	Poor digital connectivity is a key barrier to the success of the vision. For that reason, a number of recommendations have been made around increasing the digital connectivity as well as making connectivity available in public spaces.
	Parklands	5.2.1	
	Greater digital connectivity	6	
	Enabling better decisions	7.1.2	

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Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
Public safety	Smart Lighting	5.1.1	Concerns about public safety were raised a number of times in community consultation. To further support public safety outcomes recommendations have been made for the installation of smart lighting (including the capacity to flash in an emergency), a small investment in CCTV and information to be displayed on smart billboards.
	CCTV	5.1.3	
	Skate park	5.2.4	
	Smart billboards	5.5	
Branding	Wi-Fi	5.1.2	The attributes of the town are not well known within and external to the region. This is a key barrier to increasing the tourism potential and attracting residents to the town. For that reason, recommendations have been made to use data arising from the technologies to better brand the town and emphasise and communicate the town's strengths.
	CCTV	5.1.3	
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Turtles	5.3.1	
	Wetland birds	5.3.2	
	Fish	5.3.3	
	Smart meters	5.4	
	Smart billboards	5.5	
	Greater digital connectivity	6	
	Branding the town	7.1.1	
	Enabling better decisions	7.1.2	
Sharing of data	7.1.3		
Lack of opportunities for young people	Wi-Fi	5.1.2	The lack of opportunities for younger people was a key local concern. Greater use of the parklands and public spaces as well as projects to increase the connectivity of the town has the possibility to improve the opportunities available to younger people in Burnett Heads.
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Skate park	5.2.4	
	Fish	5.3.3	
	Greater digital connectivity	6	




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Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
Community's desire to "age in place"	Smart Lighting	5.1.1	Projects have been recommended which increase the liveability and low cost of the town for older residents.
	CCTV	5.1.3	
	Parklands	5.2.1	
	Smart meters	5.4	
	Branding the town	7.1.1	
 Burnett Heads opportunities			
Defining the branding of the town	Vision for Burnett Heads	4	Please see the "Branding" section above.
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Turtles	5.3.1	
	Wetland birds	5.3.2	
	Fish	5.3.3	
	Smart meters	5.4	
	Smart billboards	5.5	
	Greater digital connectivity	6	
	Branding the town	7.1.1	
	Enabling better decisions	7.1.2	
Sharing of data	7.1.3		
Increased infrastructure	Vision for Burnett Heads	4	Please see the "lack of infrastructure" section above.
	Smart Lighting	5.1.1	
	Wi-Fi	5.1.2	
	CCTV	5.1.3	
	Smart Parking	5.1.4	
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Turtles	5.3.1	
	Smart meters	5.4	
Smart billboards	5.5		



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Community Consultation Reference	Recommendations	Relevant Roadmap Sections	Link
	Greater digital connectivity	6	
Better use of the Marina and the river	Vision for Burnett Heads	4	Please see the “Proximity to the sea and river mouth” section above.
	Wi-Fi	5.1.2	
	Smart Parking	5.1.4	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Boat ramp	5.2.3	
	Turtles	5.3.1	
	Fish	5.3.3	
	Smart billboards	5.5	
	Branding the town	7.1.1	
Better use of the parklands	Vision for Burnett Heads	4	Please see the “space” section above.
	Wi-Fi	5.1.2	
	iBeacons	5.1.5	
	Parklands	5.2.1	
	Foreshore	5.2.2	
	Skate park	5.2.4	
	Wetland birds	5.3.2	
	Smart billboards	5.5	
	Greater digital connectivity	6	
	Branding the town	7.1.1	
 Burnett Heads threats			
Natural disasters	Smart lighting	5.1.1	Smart lighting and smart billboards can allow information to be transmitted to the community quickly and easily during a natural disaster.
	Smart billboards	5.5	

Appendix 5 – Burnett Heads Marina Commentary

Vision

The strategic foreshore location, scale and significant development capacity of the Burnett Heads Marina offers a significant opportunity to be a catalyst development site for the Bundaberg Region, particularly tourism related development. The development of this site will provide opportunity for a new integrated resort development with a range of related uses including function and entertainment facilities, hotel, retail, tourist attractions, residential, and marina related businesses.

Development of the Burnett Heads Marina will:-

- Provide an iconic contribution to the coastline and the head of the Burnett River;
- Provide opportunities for the existing Burnett Heads community through connections and integration with the existing urban form of the locality.

Elements

To ensure the development of the Burnett Heads Marina is appropriately designed and satisfies the community's expectations for development of the site through the following elements.

Land Uses

The marina site is to cater for a mix of compatible land uses amongst open space areas that are accessible to the broader community. Land uses that support and complement the marina's primary use and location are to be integrated so as to minimise potential conflicts. Permanent and tourism related accommodation, commercial, and marina related (low impact) industries are appropriate within the marina site.

Conflicts between land uses are to be managed through design elements, buffering and other separation measures.

Due to the scale and the expected medium to long term time frame for the marina's ultimate development, interim land uses may be considered on the site.

Urban Design

The urban design of the Burnett Heads Marina through form, type and arrangement of buildings, streets, and public spaces achieves best practice outcomes which:-

- Creates a foreshore for everyone;
- Creates a recognisable local identity which attracts local, interstate and international visitors;
- Incorporates sub-tropical architecture and landscaping;
- Is sensitive to the interface and relationship with the existing Burnett Heads town centre and broader community;
- Provides activity nodes and points of interest along the foreshore, and throughout other open space areas;
- Protects sightlines and view corridors to the foreshore via the extension of Moss and Sommerville Streets;
- Is easily navigable and accessible.

Built Form

Development of the Burnett Heads Marina delivers architecturally significant built forms which:-

- Reinforces the pedestrian amenity of the foreshore and pedestrian connections to the Burnett Heads Town Centre;
- Responds to the sub-tropical climate;
- Respects the Harbour Esplanade frontage;
- Are of a height and scale that makes efficient use of land, is consistent with planned infrastructure, and respects the interface with the adjacent Town Centre;

Note: Building heights nominated in Map 6 for the marina development site are indicative and are illustrative of the preferred layout and development orientation. Development that varies from these nominated outcomes are to demonstrate how impacts such as overshadowing, and the appropriateness of the development's bulk and scale are addressed.

- Provides active frontages which relate to the waterfront promenade, Harbour Esplanade, and the extensions of Moss and Sommerville Streets;
- Provides adequate building separation to allow light penetration and air circulation to private and public open space;
- Minimises the potential conflicts between motor vehicles, pedestrians, and cyclists through appropriate design and works, including for example, by limiting (where possible) the number of driveways and road crossings of pedestrian and cycle paths;
- Provide lighting that ensures public spaces are safe after dark and building entrances are easily identifiable. Lighting within the development is to minimise light spillage to limit the glow effect on nearby nesting sea turtles and their hatchlings;

Movement Network

Development of the marina site is to ensure connections to the surrounding movement networks and within the site are well designed, legible, and safe. Vehicle, cycle, and pedestrian networks are all to be catered for ensuring easy accessibility to, from and through the site. The movement network is to:-

- Encourage people to walk to their local destination rather than drive;
- Provide a promenade for the full length of the waterfront that is accessible by the community;
- Contribute to protecting sightlines of views of the marina from Sommerville and Moss Streets;
- Be easily navigable with a well-connected, logical and legible active transport network that minimises the need for directional signage;
- Provide equitable access for all;
- Where practical, separate vehicles from pedestrians and cyclists;
- Cater for buses and service vehicles on site.

Service Infrastructure

The marina site is to be connected to water, wastewater, transport, stormwater, and telecommunication networks.

Interim Land Use

An interim use is a land use that, because of its nature, scale, form, or intensity, is not an appropriate long term use of the land, but may be appropriate because its temporary nature and small scale does not restrict the viability of the long term vision of the site.

Due to the scale of the marina development site interim uses may be appropriate. Interim uses will allow the land owner to gain return from the site in the short to medium term while waiting for demand to increase without undermining the long term vision of the marina site.

Any proposed interim use should be assessed against the following:-

- Interim uses should not be separately subdivided. Subdivision or long-term leases limit the opportunity for the marina to realise its ultimate development potential.
- An interim land use is only permissible if it can be demonstrated that the use will not prejudice the vision for the marina.
- Interim land uses will not adversely impact on the amenity of the area, including the established township.

Submission No.	Submitter Details	Postal Address	Affected Property Address	Lot Description/s	Key Issues Raised	Submission Summary	Response/Recommendation
1	Chris Ferraro c/- Primo Property / Linehurst Pty Ltd	171 Eildon Road WINDSOR QLD 4030 via Email: christopher@primoproperty.com.au	115 Hermans Road, Burnett Heads (IGA Shopping Complex)	RP240901/1	Support for the Local Plan; Wastewater	<ol style="list-style-type: none"> The submitter generally supports the outcomes of the local plan; The submitter emphasises the importance of the provision of wastewater infrastructure to the future development of the shopping centre. 	<ol style="list-style-type: none"> The submitter's support for the local plan is noted; Council agrees, the provision of wastewater infrastructure to support development in and around the town centre is fundamental to the success of the local plan.
2	Terry & Karen Kelly	2 Harbour Esplanade BURNETT HEADS QLD 4670 via Email: monterey2@bigpond.com	Hermans Road and 2 & 6 Harbour Esplanade, Burnett Heads	RP240901/2, RP113565/1, BH2774/9	Support for the Local Plan; Marina land	<ol style="list-style-type: none"> The submitter generally supports the outcomes of the local plan; The submitter does not support development of the eastern portion of the marina land, particularly east of Moss Street. 	<ol style="list-style-type: none"> The submitter's support for the local plan is noted; The marina land (for its full extent) provides a unique development opportunity within the Bundaberg region. It is the intent of the local plan to promote development of the Burnett Heads Marina into a regionally significant integrated development. Additional criteria have been added to the local plan to provide further guidance for future development of the site.
3	Debra Randall	92 Shelley Street BURNETT HEADS QLD 4670 via Email: debra@bundyhomes.com.au	4 Harbour Esplanade, Burnett Heads	BH2774/10	Support for the Local Plan; Marina land	<ol style="list-style-type: none"> The submitter generally supports the outcomes of the local plan; The submitter does not support development of the eastern portion of the marina land and feels it should be designated for public recreation area, amenities and public access to the balance of the marina. 	<ol style="list-style-type: none"> The submitter's support for the local plan is noted; The marina land (for its full extent) provides a unique development opportunity within the Bundaberg region. It is the intent of the local plan to promote development of the Burnett Heads Marina into a regionally significant integrated development. Additional criteria have been added to the local plan to provide further guidance for future development of the site.
4	Alexandra van Beek & Margaret van der Veen	48 Burnett Heads Road BURNETT HEADS QLD 4670 via Email: alexandravbeek@gmail.com	n/a	n/a	Improved cycle and pedestrian pathways	The submitter wants to see better pedestrian and cycle paths within the local plan. These pathways also need to cater for disability scooters and prams.	Council agrees, the streetscape plan will provide facilities for cyclists and pedestrians.
5	Gavin Crawford	18 Hallii Street ASHFIELD QLD 4670 via Email: gavin.crawford@bundaberg.qld.gov.au	n/a	n/a	Memorial Park	The submitter suggests the plan should include improvements to Memorial Park so the park forms part of the main street.	At this time improvements to Memorial Park do not form part of the local plan.
6	Burnett Heads Business Network	c/- Kay Tuck 54 Zunker Street BURNETT HEADS QLD 4670 via Email: kaytuck@bigpond.com	n/a	n/a	Various Issues	<ol style="list-style-type: none"> The foreshore of the marina needs to be a minimum 15m wide; Recreational access to the marina should be provided between Moss Street and Sommerville Street; Maintain views of the marina from Harbour Esplanade; The streetscape should have underground power; Incorporation of mosaics within the streetscape; Identify the town centre as the 'Lighthouse Village'. 	<ol style="list-style-type: none"> Changes to the local plan have been made to provide more guidance to future development along the marina foreshore to ensure public accessible land is suitable; The local plan provides for pedestrian access through the extension of Moss and Sommerville Streets; The local plan does provide for the extension of Moss and Sommerville Streets to provide not only pedestrian access but also view lines to the waterfront. It is acknowledged that the ultimate development of the

Submission No.	Submitter Details	Postal Address	Affected Property Address	Lot Description/s	Key Issues Raised	Submission Summary	Response/Recommendation
							<p>marina land will change the current uninterrupted views of the marina from Harbour Esplanade;</p> <ol style="list-style-type: none"> Council is currently investigating options to provide sections of underground power within the Zunker Street streetscape; Elements of public art are proposed as part of the streetscape. These are yet to be fully investigated by Council; Council acknowledges the connection the Burnett Heads community has with the lighthouses. It is expected that lighthouses will be reflected in the streetscape design.
7	Glynn Coombe	7 Marine Terrace BURNETT HEADS QLD 4670 via Email: glynn.coombe@bigpond.com	n/a	n/a	Improved cycle and pedestrian pathways, traffic and pedestrian safety	<ol style="list-style-type: none"> The submitter proposes an alternative footpath / cycleway; The streetscape needs to consider visibility at the corner of Hermans Road and Zunker Street; The streetscape needs to provide a pedestrian crossing from the IGA complex to the northern side of Zunker Street; The speed limit within the town centre (particularly in the vicinity of Moss Street) needs to be limited. 	<ol style="list-style-type: none"> The local plan proposes to direct pedestrian and cycle traffic through Zunker Street by design. By directing pedestrians and cyclists through the main street the local plan will encourage incidental shopping by these users; The streetscape will improve the visibility at the Zunker Street and Hermans Road intersection by removing carparks from the frontage of the Hotel and by slowing traffic down within the town centre; While the local plan does prioritise pedestrians and other active transport users, the front of the IGA shopping complex is not an appropriate location for a pedestrian crossing due to the road configuration in that locality; While the exact speed limit within the town centre is yet to be determined it is expected the posted speed limit and more importantly the design speed within the Zunker Street streetscape area will be less than the current speed limit.
8	Kay Tuck	54 Zunker Street BURNETT HEADS QLD 4670 via Email: kaytuck@bigpond.com	28 Harbour Esplanade, 1A Donaldson Street and 54 Zunker Street, Burnett Heads	BH2775/410, BH2778/11, RP42853/6	Support for the Local Plan; Marina land	<ol style="list-style-type: none"> The submitter generally supports the outcomes of the local plan; The submitter does not support development of the Marina waterfront and would prefer to see it developed for parkland and associated community facilities. 	<ol style="list-style-type: none"> The submitter's support for the local plan is noted; Council believes the marina land (for its full extent) provides a unique development opportunity within the Bundaberg region.
9	Pauline Gush	15 Moffatt Street BURNETT HEADS QLD 4670 via Email: paulengush@gmail.com	1/31 Zunker Street	BH2774/1	Support for the Local Plan; landscaping; cycling infrastructure; and electricity infrastructure	<ol style="list-style-type: none"> The submitter generally supports the outcomes of the local plan; The submitter requests the species selection associated with the Zunker Street upgrade ensures it doesn't attract nuisance bats or other animals; The submitter requests a bike stand within the shared zone; The submitter requests the streetscape works involve the removal of a recently installed supporting stay from a centrally located Ergon pole. 	<ol style="list-style-type: none"> The submitter's support for the local plan is noted; Council will be mindful when selecting plant species about potential nuisance, whether by attracting bats or other animals but also whether they drop branches or berries. It is expected the streetscape will include bike racks nearby the centrally located shared zone; Council is currently investigating options to provide sections of underground power within the Zunker Street streetscape.
10	Gavin Hales, Lighthouse Hotel	66 Zunker Street BURNETT HEADS QLD 4670	66 Zunker Street & Hermans Road, Burnett Heads	RP200217/1, RP42853/19	Support for the Local Plan; Footpath	<ol style="list-style-type: none"> The submitter generally supports the outcomes of the local plan; The submitter requests that the streetscape plan maximise the opportunities for footpath dining; 	<ol style="list-style-type: none"> The submitter's support for the local plan is noted; Maximising footpath dining opportunities while still providing sufficient parking, landscaping, and

Submission No.	Submitter Details	Postal Address	Affected Property Address	Lot Description/s	Key Issues Raised	Submission Summary	Response/Recommendation
					dining; wastewater	3. The submitter emphasises the importance of the provision of wastewater infrastructure to the future development of the hotel.	thoroughfares for pedestrians is a priority of the streetscape plan; 3. Council agrees, provision of wastewater infrastructure to support development in and around the town centre is fundamental to the success of the local plan.
11	John & Sandra Kemps	3 Jones Street BURNETT HEADS QLD 4670	31 Zunker Street, Burnett Heads	BH2774/1	Support for the Local Plan; Marina land	1. The submitter generally supports the outcomes of the local plan; 2. The submitter requests that the eastern portion of the Marina land provide more access to the water from the town centre, and specifically mentions extending Sommerville Street through to the water.	1. The submitter's support for the local plan is noted; 2. The marina land (for its full extent) provides a unique development opportunity within the Bundaberg region. However, the local plan does propose to extend Sommerville Street through to the waterfront providing pedestrian and cycle access through the marina.
12	Tyrone Podberscek	37 Zunker Street BURNETT HEADS QLD 4670 via Email: tyrone@burnetteads.biz	35 & 37 Zunker Street, Burnett Heads	BH2774/5 & 6	Streetscape	The submitter raises concerns about:- 1. The impacts of street trees in front of his proposed shop at 35 Zunker Street; 2. The loss of on-street parking within Zunker Street; and 3. The removal of the turning lane into the IGA shopping complex.	1. While street trees will block some sight lines for shopfront signage they provide a greater benefit to the streetscape which attracts more people to the area which in turn will benefit local business. Furthermore, feedback from the local business community about the proposed streetscape has been overwhelmingly supportive and Council is committed to providing an improved amenity within Zunker Street for pedestrians and local business; 2. Council acknowledges local businesses' concerns about on-street car parking. The local plan provides for no net loss of on-street parking and allows for more parking in and around the town centre should there be a demonstrated need in the future; 3. The removal of the turning lane simplifies an overly complex road configuration at the end of Zunker Street. This amended configuration provides a less confusing road layout which includes removing a driver's ability to attempt a U-turn, which in the opinion of Council is a dangerous manoeuvre in that locality.
13	Chai McConnell	6 Orama Road YERONGA QLD 4140 via Email: chai8882003@hotmail.com	Hermans Road, Burnett Heads	RP42853/21	Support for the Local Plan; Building heights; potential land use of their land	1. The submitter generally supports the outcomes of the local plan; 2. The submitter is concerned the proposed building height for the hotel (5 storeys) and along Zunker Street (3 storeys) will have a negative impact on his parent's land; 3. The submitter would like to see more opportunities for land adjacent to the town centre to be developed for uses similar to retirement living and other medium density residential uses.	1. The submitter's support for the local plan is noted; 2. Development on Lot 21 on RP42853 under the local plan would allow for development with buildings up to 3 storeys in height (currently subject to impact assessment), enabling the development to achieve densities supported by the local plan; 3. The medium density residential designation nominated for part of Lot 21 would allow for land uses as described by the submitter.
14	Penny Holland	PO Box 9145 BURNETT HEADS QLD 4670	n/a	n/a	Building Heights; Marina land	1. The submitter raises concerns about the allowable building heights, particularly the 9 storeys, within the marina. The submitter suggests building heights should be lower when fronting the water and progressively get higher the further from the water; 2. The submitter would like to see more access to the marina waterfront. Public access areas should have BBQs, shelters, benches, and grassed areas.	1. The marina land provides a unique development opportunity within the Bundaberg region. Building heights as proposed by the local plan are designed to encourage regionally significant development; 2. The local plan does provide for public access to the marina waterfront through extensions of Moss and Sommerville Streets.

Submission No.	Submitter Details	Postal Address	Affected Property Address	Lot Description/s	Key Issues Raised	Submission Summary	Response/Recommendation
15	Gavin Duthie	22 Corser Street BURNETT HEADS QLD 4670	n/a	n/a	Marina land	The submitter argues too much attention has been focused on the Zunker Street streetscape and not enough on the Marina foreshore and the public land along the foreshore.	The purpose of the local plan is to build resilience into the town centre of Burnett Heads while providing opportunity for these adjacent large scale developments, such as the marina, to proceed. Additional criteria has been provided within the local plan to provide guidance for the development of the marina site.

**Item****10 October 2017**

Item Number:	File Number:	Part:
I1	fa105669	WATER & WASTEWATER

Portfolio:

Infrastructure & Planning Services

Subject:

Selective Inspection Program - Sewerage Inflow Infiltration Inspections Bundaberg, October 2017

Report Author:

Jeff Rohdman, Manager Water & Wastewater Process Operations

Authorised by:

Andrew Fulton, General Manager Infrastructure & Planning

Link to Corporate Plan:

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

Background:

Parts of Council's sewerage network experience high inflow infiltration rates during wet weather events which can cause sewerage overflows and customer service problems. After recent rain events three areas within Bundaberg have been identified as areas with high inflow infiltration and a decision was made to commence investigations to determine causes and instigate a program to rectify. Due to current work load Council will engage a specialist contractor to undertake investigations in the following three areas (as shown in Attachment 1)

Area 1. Part of Kepnock (Attachment 1)

- Area in vicinity of Jocusen Street, McVeigh Street and Baker Street

Area 2. Part of Avenell Heights (Attachment 2)

- Area in vicinity of Chancellor Drive

Area 3. Part of Avenell Heights (Attachment 3)

- Area in vicinity of Slocomb Street and Woolley Street

The *Local Government Act 2009, Section 134 Approving an inspection program* requires Council to approve an inspection program by resolution addressing the following points.

a) Purpose of the program

The purpose of the inspection program is to undertake investigations for the purpose of monitoring compliance in accordance with Section 193(2) of the *Water Supply (Safety and Reliability) Act 2008* "A person must not discharge a prohibited substance, surface water, soil, sand or rock into a service provider's infrastructure."

b) Start Date

Inspection will commence on 1 November, 2017

c) Reason for selecting specified areas

Area 1 – Regular occurrence of overflows caused by wet weather

Area 2 and 3 - Council received a high number of customer complaints regarding overflow incidents during the last major rainfall event.

d) The program duration

The duration of the program is twelve (12) weeks.

Associated Person/Organization:

Nil

Consultation:

Portfolio Spokesperson: Cr Jason Bartels

Divisional Councillor: Cr Judy Peters and Cr Peter Heuser

Council will engage with all the stakeholders once the Selective Inspection program is approved and a contractor appointed. The following external stakeholders will be notified through media releases, letters and mailbox drops.

- Property owners and residents
- Queensland Fire and Emergency Services

Legal Implications:

The following legislation is applicable;

- *Local Government Act 2009, Section 134 Approving an inspection program*
- *Water Supply (Safety and Reliability) Act 2008, Section 193(2) A person must not discharge a prohibited substance, surface water, soil, sand or rock into a service provider's infrastructure.*
- *Plumbing and Drainage Act 2002, Section 128G Owner's obligation to maintain plumbing and drainage.*

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

The inspection program will be done as part of Council's operational budget utilising a specialist contractor.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
 No

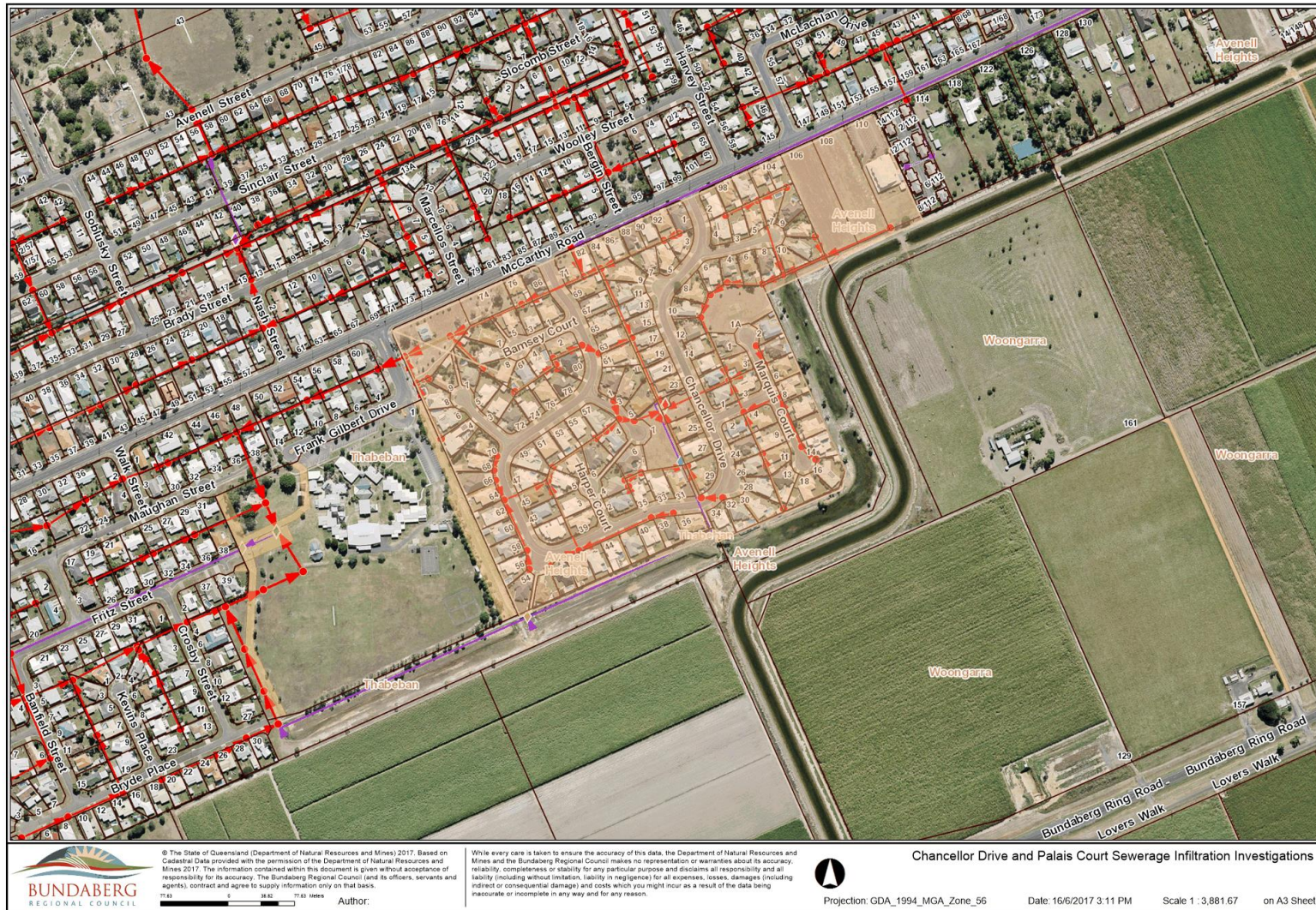
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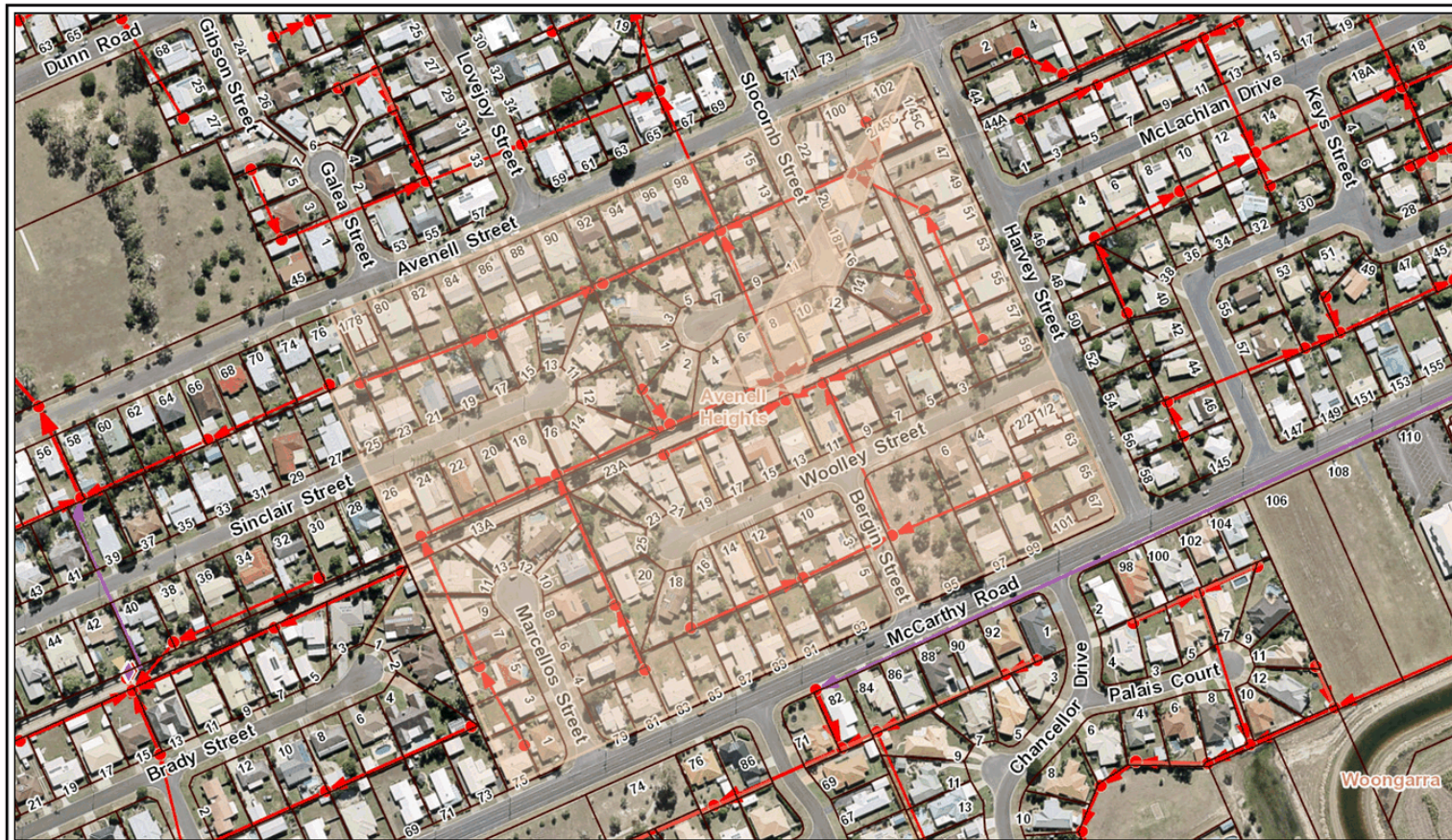
- [↓1](#) Area 1 - Part of Kepnock - McVeigh Street
- [↓2](#) Area 2 - Part of Avenell Heights - Chancellor Drive
- [↓3](#) Area 3 - Part of Avenell Heights - Slocomb and Woolley Streets

Recommendation:

That pursuant to Section 134 of the Local Government Act 2009, Council approve:-

- a selective Sewerage Inflow Infiltration inspection program to undertake investigations for the purpose of monitoring compliance in accordance with Section 193(2) of the *Water Supply (Safety and Reliability) Act 2008* “A person must not discharge a prohibited substance, surface water, soil, sand or rock into a service provider’s infrastructure.”.
- a selection of areas in the Bundaberg City suburbs of Kepnock and Avenell Heights, as shown in Attachment 1, 2 and 3, based on the number of sewage overflow incidents experienced during wet weather events
- the inspection program to commence on 1 November 2017, and continue for a twelve (12) week period.
- a public notification be advertised in the local newspaper at least 14 days, but not more than 28 days, before commencement of the approved inspection program.





Projection: GDA_1994_MGA_Zone_56

Date: 19/6/2017 2:36 PM

Scale 1: 3,000.00

on A4 Sheet

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Author:



**Item****10 October 2017****Item Number:**

K1

File Number:

322.2017.48396.1

Part:

DEVELOPMENT ASSESSMENT

Portfolio:

Infrastructure & Planning Services

Subject:

8 River Terrace, Millbank - Material Change of Use for Multi-Unit Dwelling

Report Author:

Erin Clark, Senior Planning Officer - Major Projects

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	322.2017.48396.1
PROPOSAL	Material Change of Use for Multi-Unit Dwelling
APPLICANT	H82W8 Pty Ltd
OWNER	H82W8 Pty Ltd
PROPERTY DESCRIPTION	Lot 13 on RP13414
ADDRESS	8 River Terrace, Millbank
PLANNING SCHEME	Bundaberg Regional Council Planning Scheme 2015
ZONING	Low Density Residential Zone
OVERLAYS	Nil
LEVEL OF ASSESSMENT	Impact
SITE AREA	1,012 m ²
CURRENT USE	Residential Dwelling
PROPERLY MADE DATE	29 June 2017
STATUS	The 20 business day decision period ends on 7 September 2017
REFERRAL AGENCIES	Nil
NO OF SUBMITTERS	Five (5)
PREVIOUS APPROVALS	Nil – previous application 321.2016.46585.1 was refused.
SITE INSPECTION CONDUCTED	17 July 2017
LEVEL OF DELEGATION	Level 3

1. INTRODUCTION

1.1 Proposal

The applicant seeks approval for a Development Permit for a Material Change of Use for Multi-unit dwelling use on the subject land for three (3) units. The existing residential dwelling to the front of the site is proposed to be utilised as Unit 1, with two additional units constructed to the rear of the site, presenting as an attached dual occupancy from the building's front elevation. Private open space is provided for each unit, along with associated waste bin storage, laundry facilities and landscaping.

Access to the rear two units in the new building will be via an access driveway, 4.5 m in width. The car parking for each of the units are to be accommodated in either a carport (to the front proposed Unit 1) or 'built-in' garages for proposed Units 2 and 3. It is proposed by the developer that the additional building to the rear is to be constructed with similar design features to match the surrounding area.

It is proposed that the multi-unit residential dwellings will be connected to all necessary reticulated infrastructure and services.

1.2 Site Description

The subject site is described as Lot 13 on RP13414 with an area of 1,012 m². The property has a frontage of 20.117 metres to River Terrace. The site is improved with a dwelling house located in the northern portion and second dwelling currently under construction in the south portion of the site. A sewer line traverses east-west through the centre of the site.

The property is adjoined to the east, south and west by 1,012 m² low density residential zoned lots containing single detached residential dwellings and ancillary buildings (shed). Blue Care Allied Health and nursing home (Pioneer Memorial Home for Aged) is located on the northern side (opposite side) of River Terrace.

Aside from the nursing home and unit accommodation opposite the land, the surrounding area is predominantly low density residential zoned lots. It is noted that historically a number of small lots (510 m² or less) have been created in proximity to the site. There are also a number of dual occupancy and multi-unit developments which exist on urban residential zoned lots in proximity to the site.

It is relevant to note that the site is approximately 500 metres west of the Bundaberg West medical/health hub including the Mater Hospital and Bundaberg Base Hospital.

1.3 Background

A previous application (Council ref: 321.2016.46585.1) lodged to Council on this site for Reconfiguring of a Lot (1 lot into 2 lots) was refused. This current application has resulted from mediation discussions with the applicant in this regard. The current form of the proposed development was previously identified as one of three options (reconfiguring of the lot was another) to achieve the developer's desired intent for the lot.

2. ASSESSMENT PROVISIONS

2.1. Applicable Planning Scheme, Codes and Policies

The applicable local planning instruments for this application are:

Planning Scheme: Bundaberg Regional Council Planning Scheme 2015

Applicable Codes:

- Low density residential zone
- Multi-unit residential uses code
- Landscaping code
- Nuisance code
- Transport and parking code
- Works, services and infrastructure code

Applicable Planning Scheme Policies:

- Planning scheme policy for development works
- Planning scheme policy for waste management

2.2 State Planning Instruments

The Bundaberg Regional Council Planning Scheme 2015 has been endorsed to reflect the state planning instruments.

State Planning Policy

An update to the State Planning Policy (SPP) was undertaken post-adoption of Council's scheme. This amendment was released on 3 July 2017 and included minor changes. It is considered that the adopted Bundaberg Regional Council Planning Scheme 2015 continues to adequately reflect the SPP.

3. ISSUES RELEVANT TO THE APPLICATION

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

Low density residential zone code

The purpose of the Low density residential zone code is to provide for predominantly dwelling houses and dual occupancies supported by community uses and small-scale services and facilities that cater for local residents. Overall outcomes which will achieve this purpose include that development provides for low density residential activities that promote variety in housing size and choice and development is predominantly for dwelling houses and dual occupancies, with limited other residential activities established in the zone, where such activities are of a scale and intensity that is compatible with the scale and intensity of the prevailing residential housing forms and are located with good access to community facilities, employment, public open space and public and active transport facilities. Additionally, the scale, density and layout of development provides for an attractive, open and low density form or urban residential settlement; development is designed and located in a manner which makes a positive contribution to the streetscape, is sympathetic to its local setting, maintains the low intensity character of the zone and maintains a high level of residential amenity; and development encourages and facilitates the efficient provision and safe operation of physical and social infrastructure.

An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code. Accordingly, it is considered the proposal is consistent with the purpose of the Code and therefore complies with this element of the assessment criteria.

Performance Outcome 1 (PO1) of the code relates to the type of uses appropriate for the zone and notes that development is provide for a compatible mix of predominantly low density residential activities. The proposed development does not meet the prescribed Acceptable Outcomes (AO) in the code in this regard, particularly relating to the specified list of uses not including multi-unit residential. Therefore, the relevant Performance Outcome as listed above is to be considered. The proposed development provides for the appropriate type of use compatible with the surrounding area, being residential, and presents from the street frontage as a single detached dwelling with a rear access driveway. More generally, the built form is what could be expected of a dual occupancy (which is included in the Acceptable outcome) with two separate buildings located on site. The proposal is single storey and considering the small scale of three units, is of an appropriate scale to be considered low density residential in nature, therefore it is considered to generally the meet the PO. When considering these aspects with the built form and building height requirements, the proposed development further complies with Acceptable outcome 3 (AO3) and AO4. The built form and scale that is sympathetic to the low density residential character of the zone, streetscape and provides a high level of amenity, specifically ensure the low rise nature (single storey), reuse of an existing dwelling in the streetscape, consideration of amenity and privacy and provision of adequate landscaping (which are addressed further in later sections of this report). In terms of the building materials, the timber and tin character of the locality will be preserved in the existing building. The rear building has been designed sympathetically in a traditional form, with a tin roof. Additionally, a standard condition is recommended for the development to utilise colours that are sympathetic to the surrounding environment and avoid excessive brightness, contrast, colour intensity, and reflectivity. In this regard, materials/colours on the roof and walls of the structures must not reflect glare into the habitable rooms of any dwelling on surrounding allotments.

Residential density is a further consideration in the Low density zone code. The proposed development does not meet the prescribed Acceptable Outcomes (AO6) in the code in this regard, which stipulates a maximum of 25 dwellings per hectare. The density of the proposed development is 29 dwellings per hectare and accordingly, the Performance Outcome must be considered. PO6 of the zone code requires that development provides for attractive, open and relatively low density form of urban residential settlement which maintains a high level of residential amenity. The proposed development can provide a high level of amenity, given the consistent nature of the use and through the provision of appropriate screening, fencing, landscaping and adequate separation distances from adjoining dwellings. Also, as previously noted the proposal is low rise (single storey) and presents as two buildings on the site with an acceptable site cover of 36%, commensurate with what could be expected of a dual occupancy, which would meet the Acceptable outcome.

Performance Outcome 7 of the zone code further requires consideration of the amenity of the area, whereby a high level of amenity must be maintained and potential adverse effects avoided or mitigated, having regard to matters such as odours, noise, waste products, dust, traffic, lighting and visual impacts. In this regard, the privacy of the adjoining premises must be considered and is addressed in further detail in a following section relating to the use code. Moreover, the proposed residential use type is not likely to generate adverse effects which are too dissimilar to those generated by any other residential use in the area. The appropriate management of waste and lighting impacts are included in a recommended condition and noise impacts have been assessed in the context of the Nuisance Code, however it is noted that the standard provisions of the *Environment Protection Act 1994* and the associated noise policy are applicable to the development and any other residential use in the area. Overall it is considered that the proposed development complies with this requirement or can be conditioned to comply.

The final division of the zone code (PO8 and PO9) requires consideration that development is provided with appropriate urban services, such as reticulated water, sewerage, stormwater drainage, sealed roads, electricity and the like, and the proposal will not have an adverse effect on the continued operation, maintenance and viability of such infrastructure. Accordingly, the proposed development is to be provided with access to all necessary infrastructure that would be expected in an established urban low density residential area. An assessment has been undertaken during the assessment of the application and it is considered that there is sufficient capacity in the existing networks for the proposed units.

Multi-unit residential uses code

The purpose of the Multi-unit residential uses code is to ensure multi-unit residential uses are of a high quality design which appropriately responds to local character, environment and amenity considerations. Overall outcomes which will achieve this purpose are based upon ensuring a multi-unit residential use is visually attractive with a built form which addresses the street and integrates with surrounding development, incorporates building design that responds to the character of the particular local area, provides a high standard of privacy and amenity for residents, including well designed and usable open space areas and incorporates and is supported by infrastructure and services commensurate with the scale of the use and its location.

An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code. Accordingly, it is considered the proposal is consistent with the purpose of the Code and therefore complies with this element of the assessment criteria.

Specifically, Performance Outcomes 1 and 2 (PO1 and PO2) relate to the suitability and analysis of the site in the context of size and location. The subject site is of an appropriate size capable of accommodating the intended use and associated access, open space, servicing and separation of uses and is a regular shape. Further, the multi-unit residential use is located to take account of its residential setting, close proximity to health services (hospitals) and supporting recreation areas and through its presentation to the street as a single residential dwelling (which is existing), with appropriate landscaping continues to make a positive contribution to the streetscape.

In terms of the proposed building's relationship to the street, public spaces and private open space (PO3), the buildings have a clear pedestrian entrance and utilising the allocated parking for each unit ensures the potential for pedestrian and vehicular conflict is minimised. Additionally, the retention of the existing dwelling house as proposed Unit 1 ensures that the car parking areas for the other units (to the rear of Unit 1) do not visually dominate the streetscape and a semi-active frontage is possible. It is noted that additional landscaping has been conditioned in this regard to ensure the access driveway is softened. The services for each of the proposed units are appropriately located and screened, including waste bin areas and laundry drying facilities.

In terms of building mass and composition (PO4 and PO5), the proposed development meets all of the Acceptable Outcomes in this regard as a way of meeting the Performance Outcome. The proposed site cover (36%) is well under the maximum of 50%, there are no unbroken elevations in excess of 15m and the appropriate design features and roof form are incorporated. It is noted that screening has been recommended within the conditions which will also contribute to the variations in external treatment (AO4.3(b)).

An important consideration in the assessment of the proposed residential unit development is the relationship of the building to the street and adjoining properties (PO6). The proposed development does not meet a number of the prescribed Acceptable Outcomes (AO) in the code in this regard, particularly relating to reduced setbacks and separation. Therefore, the relevant Performance Outcome is to be considered which requires that the multi-unit residential use is sited and designed so as to provide amenity and privacy for the users of the premises whilst preserving the visual and acoustic privacy of adjoining and nearby properties, providing adequate separation from adjoining uses and allow for landscaping to be provided between buildings, street frontage and adjoining properties.

Where a reduced setback is proposed to the eastern side setback (rear building, with 1.5 m proposed to the eaves instead of the required 2m), there are no adjoining buildings and the existing adjoining dwelling is set well to the front of the larger 1,012m² site. Therefore, it is considered that there is unlikely to be any impacts upon the amenity of either residences and adequate separation has been provided. Where the other concession is proposed to the Acceptable outcomes for setbacks, the rear boundary (2.03m proposed, rather than the required 3m), an outbuilding (presumed shed) for the property at 353 Bourbong Street is located approximately 2.1 m from the rear boundary within their property. With a total distance between the proposed units and existing outbuilding at 4.013 m, it is considered that the amenity, sunlight, breezes and privacy of the residential use is not likely to be adversely affected and it is considered the proposal generally complies with the Performance Outcome.

In terms of privacy and amenity of the proposed and adjoining premises, conditions have been recommended to ensure compliance with the code requirements and additional consideration of the matter. The recommended conditions require the windows located on the northern building face of Units 2 and 3 (facing driveway area) and the windows to the rear southern building face of Unit 1 must either:

- a. be fitted with translucent glazing; or
- b. be fitted with a fixed external screen;

In addition, the proposed covered outdoor area located on the south-eastern corner of building face of Unit 1 must include either planter boxes or fixed external screens, positioned in such a way to obscure direct views into the habitable room windows or private open space areas of the adjoining properties. These additional treatments in conjunction with the recommended landscaping, solid screen fence, the proposed building design and the physical separation of all adjoining dwellings in excess of 8m from the proposed units can be considered to meet the intent and requirements of the code and Performance outcome.

In addition, PO6 requires consideration be given to maintaining satisfactory access to prevailing breezes and sunlight to adjacent properties and the visual continuity and pattern of buildings and landscapes within the street. The proposed new building to the rear and the existing building to be utilised to the front of the site are all one storey and low set in construction, therefore not likely to impact upon any breezes or sunlight of adjoining properties. In terms of visual continuity in the development pattern of the street, the retention and reuse of the existing single detached dwelling to the front of the site ensure that the proposed use presents well to the street at an appropriate scale similar to that of the adjoining detached dwellings. It is also noted that immediately opposite the subject site is a facility for aged care which presents to the streetscape in a multi-unit form with increased density than the immediately adjoining residences. This type of residential facility, with an increased density is also prevalent in the surrounding streets and generally accepted as an appropriate form, scale and type of residential use in its increased density. The proposed use is therefore considered consistent with the surrounding area and within the street.

Performance Outcome 7 (PO7), relates to ensuring the multi-residential use provides sufficient open space to meet the needs of the residents and visitors. In this regard, it is considered the proposed development provides adequate area. Each of the units is provided with private open space, directly accessible from their living areas in excess of the prescribed 20 m² for a 3 bedroom unit and the area available for private or communal open space in total is sufficient to meet the needs of the residents and visitors, particularly noting the existing front yard to be retained and landscaped and the designated backyards which are fenced for each proposed.

A number of other requirements of the code have been recommended within the conditions to ensure compliance with all of the provisions of the code including, waste management, site facilities, mailboxes and boundary fences. It is noted that a condition is recommended for a 1.8 m solid screen fence for privacy. This condition also stipulates that a secondary fence is not permitted. Site inspections has confirmed that the current fence is erected in this manner and the fence may need to be changed for compliance. The applicant informally corresponded with Council staff in this regard when draft conditions were provided, but no formal representations relating to the matter were lodged.

Landscaping Code

The purpose of the Landscaping code is to ensure that landscaping is provided in a manner which is consistent with the desired character and amenity of the Bundaberg Region. Overall outcomes which will achieve this purpose are based upon landscaping that complements and integrates built environment and form, adds to the desired character, minimises energy and water consumption, encourages local plant species and is functional, durable, practical and considers personal safety.

An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code. Accordingly, it is considered the proposal is consistent with the purpose of the Code and therefore complies with this element of the assessment criteria.

In terms of the recommended condition, a landscape plan is to be submitted to the assessment manager prior to the commencement of the landscaping works. This is arising from the assessment against the code determining that that landscape plan submitted with the application material did not adequately address the full requirements of the Landscaping code (and the Multi-unit residential use code), specifically in terms of boundary landscaping, treatments to the frontage and the privacy considerations with the adjoining residential use to the east (as detailed above). The recommended condition (particularly the introduction of a landscaped area to the frontage and softening of the driveway) will also ensure that the proposal complies with Performance Outcomes 1 and 3 relating to the landscape design generally protecting, enhancing and promoting the character of the area, being to an appropriate scale and contributing to the streetscape in a complementary manner.

Nuisance Code

The purpose of the Nuisance Code is to maintain community wellbeing and protect environmental values by preventing or mitigating nuisance emissions from development adversely impacting on surrounding sensitive land use and the exposure of proposed sensitive land uses to nuisance emissions from surrounding development.

An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code. Accordingly, it is considered the proposal is for a sensitive residential use, consistent with those surrounding and the purpose of the Code and therefore complies with this element of the assessment criteria.

It is significant to note however in this regard that the standard provisions of the *Environment Protection Act 1994* and the associated noise policy are applicable to the development. It is the responsibility of the developer to ensure that they do not produce environmental harm/ nuisance to the receiving environment, which includes noise pollution.

Works, services and infrastructure code

The purpose of the Works, services and infrastructure code is to ensure that development works and the provision of infrastructure and services meets the needs of the development, and is undertaken in a professional and sustainable manner.

An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code. The proposal is located within an existing residential neighbourhood with appropriate reticulated services. Accordingly, it is considered the proposal is consistent with the purpose of the Code and therefore complies with this element of the assessment criteria.

Sewerage

Performance Outcomes (PO) 3, 4 and 5 of the Code require that the proposed development is adequately serviced by infrastructure, services and utilities appropriate to the use and location and constructed in accordance with the specifications.

Under Council's relevant planning scheme policy referred in these requirements, this multi-unit residential proposal requires a single point of connection (PoC) to sewer. The historically existing dwelling on the site has a PoC which is considered generally appropriate so long as it is in a sound state of repair. Standard conditions are recommended in regard to sewer connection.

Water

When considering PO3 and PO4 in terms of water infrastructure, recent Council records indicate the site has been upgraded with a new master meter and three sub-meters which is the acceptable water infrastructure configuration for this three unit multi dwelling proposal. Standard conditions relating to water service connection are recommended accordingly.

Stormwater

Performance Outcomes 3, 4 and 16 have been considered in the assessment specifically relating to stormwater for the proposed development. The proposed stormwater treatments are likely to be considered 'Accepted subject to requirements' under the Bundaberg Regional Council Planning Scheme 2015. It is anticipated that a satisfactory drainage solution will include contour shaping to direct all stormwater westward across the lot and then along the western boundary to the River Terrace frontage. Flows from upstream properties to the rear are also expected to be accepted and directed to the nominated lawful point of discharge with easement/s provided over the flow path. In this locality, the potential for impacts is exacerbated by the soil types and the existing residential land use pattern.

Performance Outcome 11 of the Code states that filling or excavation does not directly, indirectly or cumulatively cause any flooding or drainage problems or worsen any existing problems, which is further reinforced through PO6, which states that excavation and filling does not result in the diversion of overland runoff flows that cause damage to adjacent land and infrastructure. The latter criteria is based upon common law principles and accordingly a condition has been recommended for the registration of an easement that maintains the existing flow path through the subject land.

Transport and Parking Code

The purpose of the Transport and parking code is to ensure that transport infrastructure (including pathways, public transport infrastructure, roads, parking and service areas) is provided in a manner which meets the needs of the development, whilst maintaining a safe and efficient road network, promoting active and public transport use and preserving the character and amenity of the Bundaberg Region.

An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code. Accordingly, it is considered the proposal is consistent with the purpose of the Code and therefore complies with this element of the assessment criteria.

When specifically considering access, a new additional driveway access is required to the proposed rear units. Also, it is considered reasonable to expect the existing driveway and crossover to the front unit to be upgraded to current standard to ensure compliance with Performance Outcomes (PO) 1, PO7, PO8 and PO9. Relevant conditions have been recommended accordingly, specifically noting the requirement for the developer to upgrade the seal for the width of the proposed access for Unit 1 (existing driveway) and align the proposed carport for Unit 1 with the corresponding driveway.

In terms of car parking, the proposed multi-unit residential use is required within the code requirements to provide one covered space per dwelling and one visitor space per two dwelling, therefore, equating to one visitor space. The proposal includes one 'built-in' garage in proposed Unit 2 and Unit 3 at the rear and one covered carport for Unit 1 at the front of the lot. Two visitor car spaces are proposed in the rear demonstrating compliance with this requirement. It is noted that a tandem visitor space can be accommodated in the front at proposed Unit 1, however as this is in excess of the requirements and does not facilitate appropriate manoeuvring, this has not been included in the car parking numbers within the recommended condition.

Overlay codes

The subject site is affected by two overlays, being the Acid sulphate soils overlay and the Airport and aviation facilities overlay (wildlife hazard/ lighting buffer area). The proposed development does not trigger assessment against the according provisions of these codes as no substantial earthworks are proposed and the proposed multi-unit residential use is not likely to involve the disposal of putrescible waste, contain significant lighting or waterbodies.

Adopted Infrastructure Charges Notice

The Adopted Infrastructure Charges Notice has been prepared in accordance with the applicable AIC Resolution 1, 2015 for the new use, being two x three (3) bedroom dwelling units and one x two (2) bedroom dwelling unit. The proposal is eligible for credit for 1 lot, which equates to one x three bedroom dwelling unit. Accordingly, the standard advice is recommended.

Draft Conditions

Upon the completion of drafting, a copy of without prejudice draft conditions was provided to the applicant. Multiple attempts were made by Council officers to return the applicant's enquiry relating to the conditions pertaining to the management of stormwater and subsequent easements for clarity, however this was unsuccessful and no formal application representations were lodged by the applicant relating to the draft conditions package as a whole.

Public Notification

The following matters were raised by submitters:

Grounds of Submissions		Considerations
1	The submitted plans and site layout are similar to the previous application that was lodged to Council.	The current development being considered by Council was lodged and has been assessed as a separate application. The current application is for a Material Change of Use. The previous application that is referred to by the applicant was for Reconfiguring a Lot and has been decided.
2	The application includes irrelevant details in response to a number of the required outcome criteria and has no bearing on the required outcomes.	The development application includes an adequate level of information for a comprehensive assessment to be undertaken by the Assessment Manager. This information lodged does not constitute the only assessment undertaken of the development application. A full assessment must be, and has been, undertaken by the Assessment Manager.
3	A request was included for the application to be decided by full Council, not by delegated authority	The development is to be decided at a Council Meeting in accordance with the delegation levels.
4	Building works on the site have already been undertaken with the necessary approvals.	A Building Works development permit was issued by a private certifier for the building works on site in August 2016. The current application seeks to gain approval for the Material Change of Use component.
5	This site is not suitable for a multi-unit residential use as it does not meet the minimum lot size allocated in the scheme for the corresponding zoning. It is also noted that the density is more than that allowable for the Medium density residential zone.	The subject site is of an appropriate size capable of accommodating the intended use and associated access, open space, servicing and separation of uses and is a regular shape. The lot size referred to is an Acceptable outcome, being one way of demonstrating compliance with the code. Further, the multi-unit residential use is located to take account of its residential setting, close proximity to health services (hospitals) and supporting recreation areas and through its presentation to the street as a single residential dwelling (which is existing), with appropriate landscaping continues to make a positive contribution to the streetscape.
6	The development impacts upon the privacy of the adjoining houses and backyards due to increased density of occupants/ activity and expansive concrete hardstand areas.	In terms of privacy and amenity of the proposed and adjoining premises, conditions have been recommended to ensure compliance with the code requirements and additional consideration of the matter. The recommended conditions require the windows located on the northern building face of Units 2 and 3 (facing driveway area) and the windows to the rear southern building face of Unit 1 must either: <ul style="list-style-type: none"> a. be fitted with translucent glazing; or b. be fitted with a fixed external screen;

		<p>The proposed covered outdoor area located on the south-eastern corner of building face of Unit 1 has been conditioned to include either planter boxes or fixed external screens, positioned in such a way to obscure direct views into the habitable room windows or private open space areas of the adjoining properties.</p> <p>These additional treatments in conjunction with the recommended landscaping, solid screen fence, the proposed building design and the physical separation of all adjoining dwellings in excess of 8m from the proposed units can be considered to meet the intent and requirements of the code and Performance outcome.</p>
<p>7</p>	<p>The bulk and scale of the dual unit building is an oddity in the existing neighbourhood. It does not fit with the existing character of the area as a substantial 'slab on ground' development.</p>	<p>The built form is what could be expected of a dual occupancy with two separate buildings located on site. The proposal is single storey and considering the small scale of three units, is of an appropriate scale to be considered low density residential in nature.</p> <p>When considering these aspects with the built form and building height requirements of the Low density zone code, the proposed development further complies with Acceptable outcome 3 (AO3) and AO4 of that code. The built form and scale that is sympathetic to the low density residential character of the zone, streetscape and provides a high level of amenity, specifically maintaining the low rise nature (single storey), reuse of an existing dwelling in the streetscape, consideration of amenity and privacy and provision of adequate landscaping.</p> <p>In terms of the building materials, the timber and tin character of the locality will be preserved in the existing building. The rear building is to be designed sympathetically in a traditional form, with a tin roof. Additionally, a standard condition is recommended for the development to utilise colours that are sympathetic to the surrounding environment and avoid excessive brightness, contrast, colour intensity, and reflectivity.</p>
<p>8</p>	<p>The new dwellings to the rear of the site are located in close proximity to the existing traditional timber house on the front of the lot and unsympathetic in design. The sightlines are not appropriate.</p>	<p>The proposal is to be assessed as a three unit multi-unit residential use. There is no requirements within any of the provisions within the scheme that relates to the setback internally between proposed units. It is considered a positive inclusion in the development design that the existing dwelling within the established streetscape is to be retained and reutilised. Internally, it is considered that appropriate areas are</p>

		provided for other functions of the proposed use, such as car parking and landscaping. In terms of building design, a standard condition has been recommended as above.
9	The surrounding lots in the area have large backyards sheds and private open space. This proposal does not allow for this and the adjoining shed structure to the rear has a reduced 2m setback to the new building.	<p>The proposed development provides for a mix of housing options in the area compatible with the low density nature as required within the zone code. It is not a requirement within the planning scheme that each lot or development provide sufficient space for a shed. The proposal meets the minimum requirements for private open space which is acceptable for a residential unit.</p> <p>On the rear boundary a reduced setback from what is suggested as Acceptable outcome is proposed (2.03 m proposed, rather than the required 3 m). An outbuilding (presumed shed) for the property at 353 Bourbong Street is located approximately 2.1 m from the rear boundary within their property.</p> <p>With a total distance between the proposed units and existing outbuilding of 4.013 m, it is considered that the amenity, sunlight, breezes and privacy of the proposed residential use is not likely to be adversely affected and it is considered the proposal generally complies with the Performance Outcome.</p>
10	The 1.8m high privacy fence required for the development by land locking the development and making it out of character in the otherwise open neighbourhood. There is no opportunity for casual surveillance.	The erection of 1.8 m screen fence to the side and rear boundaries of a lot is a common occurrence for any land owner in a residential context. Numerous lots in the vicinity of the proposed development have a fence of this nature. Furthermore, the screen fence provides for improved privacy for the occupants of the subject site and the adjoining premises.
11	<p>The development does not comply with AO1.1 and AO1.2 of the Low Density Residential code in-so-far-as the development application is for Multi-unit residential use in Low Density Residential Zone which is neither (a) (b) or (c).</p> <p>It does not comply with PO1 insofar as the application for Multi-Unit Residential use is not in keeping with low density residential activities in a low density residential zone such as this sits.</p>	<p>The Acceptable Outcome AO1.1 and AO1.2 are two ways of demonstrating compliance with PO1 of the Low density residential zone code.</p> <p>The development can be considered to generally comply with the requirements of Performance Outcome 1 in that it does provide a mix of residential uses types which can be compatible with the existing low density residential activities. The development proposed to retain the existing dwelling to the front of the lot and presents to the street as an appropriate scale. The purpose and overall outcomes have also been considered as part of the assessment and the proposal is considered to generally comply or is able to comply through conditions.</p>

<p>12</p>	<p>The development does not comply with PO4 of the Low density residential zone code.</p> <p>The form and scale of this development is more than triple the size of the existing surrounding single occupancy dwellings and has an overpowering presence in the previous 'green open space of the neighbouring backyards'.</p> <p>It does not integrate with the adjoining sites in intent of use, density or lifestyle amenity or general residential character of the existing neighbourhood.</p> <p>a) The Units 2 and 3 on the rear of the lot is sited in such a position that is extremely unsympathetic to long-standing personal privacy and enjoyable amenity of the traditional backyards and gardens of adjoining neighbours.</p> <p>b) The scale and bulk of the building and the expansive metal roof as seen from the neighbouring premises is totally unsympathetic and overpowers the skyline. The end product of this over-sized building is an uncharacteristically tightly constricted dwelling, land-locked and sited unnecessarily close to the existing boundaries and impacts detrimentally on the neighbouring residential amenity with loss of privacy and overshadowing.</p>	<p>The proposed development provides for the appropriate type of use compatible with the surrounding area, being residential, and presents from the street frontage as a single detached dwelling with a rear access driveway.</p> <p>More generally, the built form is what could be expected of a dual occupancy (which is included in the Acceptable outcome) with two separate buildings located on site. The proposal is single storey and considering the small scale of three units, is of an appropriate scale to be considered low density residential in nature, therefore it is considered to generally meet the PO. When considering these aspects with the built form and building height requirements of the code, the proposed development complies being less than the maximum of two storeys a 8.5 m.</p> <p>The built form and scale that is sympathetic to the low density residential character of the zone, streetscape and provides a high level of amenity, specifically ensure the low rise nature (single storey), reuse of an existing dwelling in the streetscape, consideration of amenity and privacy and provision of adequate landscaping.</p>
<p>13</p>	<p>The development does not comply with PO5 of the Low density residential zone code.</p>	<p>In terms of the building materials, the timber and tin character of the locality will be preserved in the existing building. The rear building is to be designed sympathetically in a traditional form and similar to a number of buildings in the surrounding area, including the brick building immediately to the east, and with a tin roof. Additionally, a standard condition is recommended for the development to utilise colours that are sympathetic to the surrounding environment and avoid excessive brightness, contrast, colour intensity, and reflectivity. In this regard, materials/colours on the roof and walls of the structures must not reflect glare into the habitable rooms of any dwelling on surrounding allotments.</p>
<p>14</p>	<p>The development does not comply with PO6 of the Low density residential zone code.</p> <p>The application states that the development is based on 29 dwellings per hectare – exceeding the allowed density. There is no good reason given as to the need to exceed the allowed density.</p> <p>Currently and historically, this area is characterised by traditional 1,012 m² lots with a socially-responsible, well proportioned</p>	<p>The density requirement within the zone code is an Acceptable outcome and only one way of demonstrating compliance. The corresponding PO6 of the zone code requires that development provides for attractive, open and relatively low density form of urban residential settlement which maintains a high level of residential amenity.</p> <p>The proposed development can provide a high level of amenity, given the consistent</p>

	<p>'personal open space' (POS) around the homes to facilitate privacy and good neighbourly relations.</p> <p>The lot size of the proposed development does not comply with the density requirement for which the application is made, nor does it fit in with the existing character and amenity of the standard traditional lot sizes. It does not provide the required attractive, open and relatively low form of urban residential settlement that maintains a high level of residential amenity.</p> <p>This poor design and siting of the dwelling on the rear of the lot, will have a severely detrimental impact on the use and amenity of both the dual occupancy duplex patios and impact on the adjoining neighbours backyard amenity.</p>	<p>nature of the use and through the provision of appropriate screening, fencing, landscaping and adequate separation distances from adjoining dwellings. Also, as previously noted the proposal is low rise (single storey) and presents as two buildings on the site with an acceptable site cover of 36%, commensurate with what could be expected of a dual occupancy, which would meet the Acceptable outcome.</p>
17	<p>With respect to PO8 and PO9 of the Low density residential zone code, no additional neighbourhood services/ amenity is provided as part of this development. It will put additional strain on existing resources.</p>	<p>The intent of these provisions relate to urban services such as reticulated water, sewerage, stormwater drainage, sealed road, electricity, telecommunication and the like. The proposed development is to be provided with access to all necessary infrastructure that would be expected in an established urban low density residential area. An assessment has been undertaken and it is considered that there is sufficient capacity in the existing networks for the proposed units.</p>
18	<p>The proposed parking is not compliant with Australian Standards and does not allow for disability access. Also, there is no bicycle parking provided.</p>	<p>The recommended standard conditions included require the developer to provide car parking in accordance with relevant standards, which is to be certified by an RPEQ Engineer.</p> <p>It is considered that each of the proposed units has ample area externally or internally for the storage of a bicycle. This provision of the planning scheme for a designated bicycle storage area is particularly pertinent for a development of a larger scale or non-residential nature.</p>
19	<p>AO1.5 and AO2 of the Transport and Parking Code have not been addressed in the development application.</p>	<p>The two Acceptable Outcomes referred to by the submitter have been assessed by Council officers and considered to generally comply or compliance can be achieved through conditions. Sufficient information was included in the application material to allow an assessment. Relevant standard conditions have been recommended for inclusion where they relate to the design of the driveways, internal circulation areas, manoeuvring areas and service areas.</p>
19	<p>The assessable development applies for two (2) separate driveways giving access at both extremities of the road frontage. This</p>	<p>The purpose of the corresponding Transport and parking code relating to this matter, is to ensure that transport infrastructure (including pathways, public transport</p>

	<p>pattern of crossovers is not consistent with the area and impacts badly on the availability of on-street kerbside parking resulting in unnecessary lost capacity. It also results in reduced pedestrian safety and harm to the environment by increasing stormwater runoff (particularly in regard to expansive hardstand areas as proposed. Also poorly affects the character and amenity of the street and neighbouring properties with increased noise impact and reducing the area available for softening landscaping and buffer areas between neighbouring boundaries.</p> <p>In this application, the proposed increased crossover impact on available on-street parking is not demonstrated as being offset by increased onsite car spaces of suitable dimensions in addition to the designated rate per dwelling) and that are easily accessible and permanently available for visitors.</p> <p>One new driveway access to service Units 2 and 3 only is shown on the western boundary being a 4.5 m wide x 40m long solid concreted hardstand, fenced on both sides by 1.8m high solid timber fencing. This driveway is also being used to provide the only pedestrian access to Units 2 and 3 that are isolated at the rear of the lot.</p> <p>The other driveway access is existing on the eastern boundary and is shown on the plan as "existing driveway crossover to be upgraded". The existing driveway is shown to service Unit 1, but no longer services any garaging on site (demolished when the rear of the lot was cleared of trees). In order for this existing crossover to service the proposed extension/carport on the eastern side will require the crossover not merely to be "upgraded" as shown on plan, but will have to be repositioned in order to render the existing crossover relevant.</p> <p>The planning of the new car space does not conform to car parking provisions in line with the development of a planned multi-unit residential development, whereby vehicle access and parking is planned to minimise driveway crossover access.</p>	<p>infrastructure, roads, parking and service areas) is provided in a manner which meets the needs of the development, whilst maintaining a safe and efficient road network. An assessment of the proposal against the applicable Performance Outcomes has demonstrated that the proposal generally complies or can be conditioned to comply with the requirements of the Code.</p> <p>When specifically considering access, a new additional driveway access is proposed to the rear units. Also, it is considered reasonable to expect the existing driveway to the front unit to be upgraded to current standard to ensure compliance with Performance Outcomes (PO) 1, PO7, PO8 and PO9. Relevant conditions have been recommended accordingly, specifically noting the requirement for the developer to submit amended plans showing seal for the width of the proposed access for Unit 1 (existing driveway) and the alignment of the proposed carport for Unit 1 with the corresponding driveway.</p>
<p>20</p>	<p>The expansive concrete hardstand driveway in the mid section of the lot is 160sqm in area and will adversely impact on people, properties and activities, with regard to light, noise, emissions and stormwater runoff. These issues have all been addressed by my objection at length in the appropriate Code outcomes in the Landscaping / Multi-Unit residential / Low Density Residential Code</p>	<p>The impacts of the proposed development in regards to light, noise, emissions and stormwater have been assessed as part of the application processed and it is considered that the development complies with the requirements of the relevant codes or can be conditioned to comply.</p>

	<p>Responses. Please refer and take these serious issues into account on this Transport and Parking code P07 outcome response.</p>	
<p>21</p>	<p>The development does not comply with AO1.1, AO1.2, AO1.3, AO1.4 and AO1.5 of the Landscaping code.</p> <p>The existing significant large tree (approx. 10 metre high silky oak tree and other established canopy trees) that were located at the rear of the lot have already been removed when the block was completely cleared of all vegetation before construction began on the large rear building.</p> <p>No mature vegetation of the same or similar species is provided elsewhere on the development site plan to meet outcomes. No “properly prepared” and submitted Landscaping Plan has been provided with the development application. The plan titled Landscaping Plan #12 provides no detail or information whatsoever in regard to plantings/landscaping/ species/site coverage or location of gardens.</p> <p>No definition of territory and ownership of public, common, semi-private and private space by way of landscaping. The application does however use a lot of hard 1.8m high timber fencing throughout the development – which is completely out of keeping with the intent of the planning scheme In the use of landscaping to soften developments and provide buffer zones of plantings between buildings and neighbouring properties to maintain good amenity.</p> <p>There is no incorporation of structure landscape planting to soften and integrate the elements of the built form of the development.</p> <p>The large expanse of hardstand driveways and vehicle manoeuvring area (being 2 completely separate driveways) and car parking area in the development are NOT screened by a landscaping strip.</p> <p>Let alone with the required minimum landscaping strip of:</p> <p>a) 1.5 m where adjacent to a residential use;</p> <p>b) 3 m where adjacent to a street frontage or public open space.</p> <p>No shade trees are provided in the development. The car parking areas are not provided with the minimum of 1 shade tree for every 6 car spaces.</p>	<p>As previously stated, the Acceptable outcomes are one way of demonstrating compliance with the Performance outcomes and broader overall outcomes and purpose of the code.</p> <p>It has been recommended within the conditions for the development that a Landscape Plan is to be submitted to Council as the Assessment Manager detailing a number of standard requirements, including the below (with further specifics included condition 19 in the schedule):</p> <ul style="list-style-type: none"> a. The area or areas set aside for landscaping; b. A plan and schedule of all proposed trees, shrubs and ground covers which identifies: <ul style="list-style-type: none"> i. The location and sizes at planting and at maturity of all plants; ii. The utilisation of species indigenous to the area (the Plant Species List contained within Council’s Landscaping Planning Scheme Policy is a guide to species selection; the botanical and common names of plants must be provided.). No exotic plants are to be specified c. The location of all areas to be covered by turf or other surface material including pavement and surface treatment details; d. Measures to ensure that the planted trees will be retained and managed to allow growth of the trees to mature size; e. Details of cutting and filling and all retaining structures and fences and associated finishes; f. Contours or spot levels if appropriate; g. Fence size and materials; h. Provision of an approved controlled underground or drip watering system; i. Location of any drainage, sewerage and other underground services and any overhead power lines; j. Property boundary garden/landscape bed edge walls must be provided with sleeper or equivalent retaining walls to

<p>Additionally, the proposal does not comply with AO2. No provision is made in the site layout and design, in appropriate locations for landscaping, nor does the design include catering for water sensitive urban design devices.</p> <p>The proposal also does not comply with PO3 of the Landscaping Code. Development does not provide for streetscape landscaping of any description other than noting that one existing plant is retained in front of Unit 1 (that plant being a Clumping Golden Cane Palm – not a specie of shade tree). Therefore DOES NOT COMPLY with the requirements to meet outcomes:</p>	<p>contain the garden material within the site. Such walls must be constructed to a height that is at or above the adjacent driveway or car parking areas;</p> <ul style="list-style-type: none"> k. landscaping to the western side boundary along the driveway to a minimum width of 0.8 m; l. landscaping to the eastern boundary between the fences of Unit 1 and Unit 2 to a minimum width of 1.5 m; m. landscaping to the front of Unit 2 and Unit 3 in garden beds with a minimum width of 0.5 m; n. A vegetated landscaping area along the River Terrace road frontage of the subject site (for a minimum span of 4 metres), exclusive of the access driveways, uncompromised by infrastructure items; and o. Vegetated screening of the dividing fence between proposed unit 1 and the driveway for rear access (on the eastern side of the fence), with a minimum width of 1 m. <p>It is considered that upon the fulfilment of the above condition requirements, the proposed development will be able to generally comply with the requirements of PO1 and PO3, specifically the development will be able to enhance the existing frontage of the site (where no landscaping is currently provided), include landscaping at an appropriate scale, clearly define areas within the development, not impact upon passive surveillance and enhance the presentation of the development. Appropriate species for inclusion are noted in item (b) of the recommended condition.</p> <p>With respect to the requirement relating to shade trees in car parking areas, this provision is generally applicable to larger scale development than proposed and those of a non-residential nature. Notwithstanding, there are a total of five car parks proposed, therefore this requirement is not triggered.</p> <p>With respect to PO2 (applicable outcome for AO2), the development does provide sufficient areas to cater for landscaping expected for a development of this nature and in the ability to comply with the requirements of code provisions in a balanced way (considering all code requirements collectively).</p> <p>In relation to the submitter statement that the 1.8m solid timber fence to the side and rear</p>
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		boundaries is not in keeping with the area, this is incorrect. This is a common form of fencing which is seen regularly (including in River Terrace) and forms part of a standard condition used on many Material Change of use applications.
23	The submitter has provided comments of non-compliance against Table 9.3.2.3.2 of the Landscaping Code.	These provisions included within the noted table are additional requirements only applicable for Operational Works applications.
	<p>The submitter made comments in relation to the specifics within the Multi-unit residential uses code, specifically stating:</p> <p>The development does not comply with AO1.1 and AO1.2 of the Multi-unit residential uses code.</p> <p>The development does not comply with AO3.1 and AO3.2 of the Multi-unit residential uses code.</p> <p>The development does not comply with PO2 of the Multi-unit residential uses code.</p>	As previously noted, the Acceptable outcomes are a single way to comply with the corresponding Performance outcomes. In this regard, the assessment manager would agree that compliance with the AO's was not demonstrated therefore carried out an assessment against the Performance outcomes. In terms of this assessment against the relevant provisions including site suitability and analysis, the multi-unit residential use is located to take account of its residential setting, close proximity to health services (hospitals) and supporting recreation areas. The presentation to the street as a single residential dwelling (which is existing), with appropriate landscaping continues to make a positive contribution to the streetscape. The buildings have a clear pedestrian entrance and utilising the allocated parking for each unit ensures the potential for pedestrian and vehicular conflict is minimised. The retention of the existing dwelling house as proposed Unit 1 ensures that the car parking areas for the other units (to the rear of Unit 1) do not visually dominate the streetscape and a semi-active frontage is possible. The services for each of the proposed units are appropriately located and screened, including waste bin areas and laundry drying facilities.
	The submitter has provided comments relating a non-compliance with PO4 of the Multi-unit residential uses code.	The proposed development complies with the Acceptable outcome requirements of this section of the code, being AO4.1 and AO4.2 relating to site cover and building articulation. Therefore, there is no need to consider PO4 in this regard.

4. REFERRALS

4.1 Internal Referrals

Advice was received from the following internal departments:

Internal department	Referral Comments Received
Development Assessment - Engineering	29 June 2017
Water and Wastewater	7 July 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 *Sustainable Planning Act 2009*, this application was advertised for 15 business days from 11 July 2017 until 4 August 2017. It is noted that a small error was made on the public notification sign (the applicant was alerted at day five), therefore, the sign was left on the land for additional days to ensure every effort had been made to allow comment.

The Applicant submitted documentation on 10 August 2017 advising that public notification had been carried out in accordance with the *Sustainable Planning Act 2009*. Council received five (5) 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 6 September 2017.

The Applicant did not submit representations regarding the draft conditions.

Communication Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

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

Recommendation:

That Development Application 322.2017.48396.1 be determined as follows:

DESCRIPTION OF PROPOSAL

Material Change of Use for Multi-Unit Residential (3 units)

SUBJECT SITE

8 River Terrace, Millbank

DECISION

- Approved in full subject to conditions

The conditions of this approval are set out in **Schedule 1**. These conditions are clearly identified to indicate whether the assessment manager or concurrence agency imposed them.

1. DETAILS OF APPROVAL

The following approvals are given:

	Sustainable Planning Regulation 2009, schedule 3 reference	Development Permit	Preliminary Approval
Making a material change of use assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval to which section 242 applies		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Deemed Approval

Section 331 of the *Sustainable Planning Act 2009* (SPA) is not applicable to this decision.

2. PRELIMINARY APPROVAL AFFECTING THE PLANNING SCHEME

Not Applicable.

3. OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS

Listed below are other development permits and/or compliance permits that are necessary to allow the development to be carried out:

- All Building Work
- All Plumbing and Drainage Work
- All Operational Work

4. CODES FOR SELF ASSESSABLE DEVELOPMENT

The following codes must be complied with for self-assessable development related to the development approved.

The relevant codes identified in the:

- Bundaberg Regional Council Planning Scheme 2015 and Associated Planning Scheme Policies.

5. DETAILS OF ANY COMPLIANCE ASSESSMENT REQUIRED FOR DOCUMENTS OR WORK IN RELATION TO THE DEVELOPMENT

Not Applicable

6. SUBMISSIONS

There were five (5) submissions received for the application. The name and address of the principal submitter for each properly made submission are as follows:

Name of principal submitter	Address
1. Eileen Lampres	23 Penny Street, Millbank, Qld, 4670
2. Lance Lampres	23 Penny Street, Millbank, Qld, 4670
3. Colleen Sailor	8 Coomber Street, Bundaberg, Qld, 4670
4. Cynthia Skinner	6 River Terrace, Millbank, Qld, 4670
5. Robyn Spence	55 Lower Gay Terrace, Caloundra, Qld, 4551

7. CONFLICT WITH A RELEVANT INSTRUMENT AND REASONS FOR THE DECISION DESPITE THE CONFLICT

The assessment manager does not consider that the assessment manager’s decision conflicts with a relevant instrument.

8. REFERRAL AGENCIES

Not Applicable

9. APPROVED PLANS

The approved plans and/or documents for this development approval are listed in the following table:

Plan/Document number	Plan/Document name	Date
322.2017.48396-01	Site Plan	As Amended 26.09.17
322.2017.48396-02	Floor Plan – Unit 1	As Amended 26.09.17
322.2017.48396-03	Floor Plan – Units 2 & 3	As Amended 26.09.17
322.2017.48396-04	Elevations – Unit 1	As Amended 26.09.17
322.2017.48396-05	Elevations – Units 2 & 3	As Amended 26.09.17

10. WHEN APPROVAL LAPSES IF DEVELOPMENT NOT STARTED

Pursuant to section 341 of the *Sustainable Planning Act 2009*, this approval will lapse four (4) years from the date that the approval takes effect unless the relevant period is extended pursuant to section 383.

11. REFUSAL DETAILS

Not Applicable

12. CONDITIONS ABOUT INFRASTRUCTURE

The following conditions about infrastructure have been imposed under Chapter 8 of the *Sustainable Planning Act 2009*:

Condition/s	Provision under which the Condition was imposed
14, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37	Section 665 – Non-trunk Infrastructure
N/A	Section 646 – Identified Trunk Infrastructure
N/A	Section 647 – Other Trunk Infrastructure

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 commencement of the use, unless otherwise stated within this notice, and maintain compliance whilst the use continues.
4. Any damage occasioned to the kerb and channelling and/or footpath must be repaired/reinstated at the completion of all works.

Air Conditioners

5. All air conditioning units or other mechanical equipment must be located at ground level, or otherwise fully enclosed or screened such that they are not visible from the street frontages nor adjoining properties.
6. Air conditioning units must be designed, installed, maintained and operated so that noise emissions are within the limits imposed by the *Environmental Protection Act*, Regulations and Policies.

Privacy

7. To ensure privacy is protected between adjoining properties, the windows located on the northern building face of Units 2 and 3 (facing driveway area) and the windows to the rear southern building face of Unit 1 must either:
 - a. be fitted with translucent glazing; or
 - b. be fitted with a fixed external screen.
8. The proposed covered outdoor area located on the south-eastern corner of building face of Unit 1 must include either planter boxes or fixed external screens, positioned in such a way to obscure direct views into the habitable room windows or private open space areas of the adjoining properties.

Building Design and Setbacks

9. Utilise colours in the development that are sympathetic to the surrounding environment and avoid excessive brightness, contrast, colour intensity, and reflectivity. In this regard, materials/colours on the roof and walls of the structures must not reflect glare into the habitable rooms of any dwelling on surrounding allotments.
10. The Proposed carport for Unit 1 is to be relocated to align with the driveway shown for Unit 1. Alternatively, the proposed driveway is to be relocated to align with the location of the proposed carport and the existing driveway removed.

Construction Management

11. Unless otherwise approved in writing by the Assessment Manager, do not undertake building work in a way that makes audible noise:
 - a. On a business day or Saturday, before 6.30am or after 6.30pm; or
 - b. On any other day, at any time.
12. Contain all litter, building waste and sediments on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or roads.
13. Remove any spills of soil or other material from the road or gutter upon completion of each day's work, during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.

Easements

14. Lodge for registration at the office of the Land Registry the following easement(s):
 - a. a sewerage easement having a minimum width of three (3) metres to the benefit of Council that includes any sewerage main traversing the land located within the easement and a minimum of one (1) metre from the easement boundary.
 - b. a minimum 1.5 m stormwater drainage easement in gross traversing the site from the south east corner to the north west corner crossing the lot in the area between Unit 1 and Units 2 and 3. The easement must be clear of all buildings.
15. Draft easement documentation must be submitted to the Assessment Manager for endorsement.
16. All works must be kept clear of any existing or proposed easements on the subject land, unless agreed otherwise in writing by the Grantee.

Fences

17. Provide a 1.8 metre high solid no-gap screen fence to the side and rear boundaries of Lot 13 on RP13414, commencing from the road frontage of the subject property, where such fencing does not currently exist. From the front building line to the front boundary of the site, fencing must be tapered to a height of 1.2 metres. The erection of a second boundary line fence parallel to any existing boundary fence is prohibited.

Mail Service

18. Provide one (1) letterbox for each unit. Such letterboxes are to be suitably grouped adjacent to the footpath and constructed of materials consistent with the character of the development.

Landscaping

19. Submit a Landscape Plan to the Assessment Manager for approval prior to the commencement of any landscaping works. The plan must be generally in accordance with the Approved Plan/s, have regard to the conditions of this approval and include, but is not limited to, the following features:
 - a. The area or areas set aside for landscaping;
 - b. A plan and schedule of all proposed trees, shrubs and ground covers which identifies:
 - i. The location and sizes at planting and at maturity of all plants;
 - ii. The utilisation of species indigenous to the area (the Plant Species List contained within Council's Landscaping Planning Scheme Policy is a guide to species selection; the botanical and common names of plants must be provided.). No exotic plants are to be specified;
 - c. The location of all areas to be covered by turf or other surface material including pavement and surface treatment details;
 - d. Measures to ensure that the planted trees will be retained and managed to allow growth of the trees to mature size;
 - e. Details of cutting and filling and all retaining structures and fences and associated finishes;
 - f. Contours or spot levels if appropriate;
 - g. Fence size and materials;
 - h. Provision of an approved controlled underground or drip watering system;
 - i. Location of any drainage, sewerage and other underground services and any overhead power lines;
 - j. Property boundary garden/landscape bed edge walls must be provided with sleeper or equivalent retaining walls to contain the garden material within the site. Such walls must be constructed to a height that is at or above the adjacent driveway or car parking areas;

- k. landscaping to the western side boundary along the driveway to a minimum width of 0.8 m;
 - l. landscaping to the eastern boundary between the fences of Unit 1 and Unit 2 to a minimum width of 1.5 m;
 - m. landscaping to the front of Unit 2 and Unit 3 in garden beds with a minimum width of 0.5 m;
 - n. A vegetated landscaping area along the River Terrace road frontage of the subject site (for a minimum span of 4 metres), exclusive of the access driveways, uncompromised by infrastructure items; and
 - o. Vegetated screening of the dividing fence between proposed unit 1 and the driveway for rear access (on the eastern side of the fence), with a minimum width of 1 m.
20. Complete landscaping shown on the endorsed plans prior to the commencement of the use and maintain all landscape works in accordance with the Approved Plan whilst the use continues.
21. Provide certification from a Landscape Architect or other suitably qualified person that the landscaping has been constructed and established in accordance with the conditions of this and any other relevant approval issued by the Assessment Manager. Council does not require the submission of an operational works development application for the landscaping where the works are certified by a Landscape Architect or other suitably qualified person.

Lighting

22. External lighting used to illuminate the premises must be designed and provided in accordance with Australian Standard AS 4282-1997: *Control of the obtrusive effects of outdoor lighting* so as not to cause nuisance to residents or obstruct or distract pedestrian or vehicular traffic.

On site facilities

Each unit must be provided with access to clothes drying facilities (fixed or free standing) provided in accordance with the approved plans.

Street Identification

24. The street address of the development must be clearly visible and discernible from the primary frontage of the site by the provision of a street number and, where appropriate, the building name.

Access

25. The crossover and driveway for proposed Unit 1 (eastern side of lot) are to be upgraded to meet the requirements of Condition 26. This must include seal for the full width of the proposed access for Unit 1 to the property boundary.
26. Driveways must comply with the standards specified in the *planning scheme policy for development works – driveways and access to developments*.
27. Submit a completed copy of Council's 'Application to carry out works in, on, over or under Council owned and maintained property' form prior to works on the access being undertaken.

28. Provide certification from a Registered Professional Engineer Queensland (RPEQ) that both proposed accesses have been designed and constructed in accordance with the conditions of this and any other relevant approval issued by the Assessment Manager. Council does not require the submission of an operational works development application for the accesses where the works are certified by a RPEQ.
29. Ensure that the access handle to Units 2 and 3 is:
 - a. Provided with a 1.8 metre high screen privacy fence to each boundary of the Access Strip, including provision of a 300mm wide concrete mower strip commencing from the road frontage of the subject property where such fencing does not currently exist. From the front building line to the front boundary of the site, fencing must be tapered to a height of 1.2 metres. The erection of a second boundary line fence parallel to any existing boundary fence is prohibited
 - b. Provided with conduits and/or services for water supply, underground power, stormwater and telecommunications within the Access Strip prior to pavement construction.

Car Parking

30. Design and construct off-street car parking and vehicle manoeuvring areas with a minimum of 1 covered space per dwelling unit (3 total) and 2 visitor spaces. Such car parking, access and manoeuvring areas must be generally in accordance with the Approved Plans and be:-
 - a. constructed and sealed with bitumen, asphalt, concrete or approved pavers;
 - b. line-marked into parking bays;
 - c. designed to include manoeuvring areas to allow all vehicles to leave the site in a forward gear;
 - d. designed to include the provision of fill and/or boundary retaining walls to allow for the containment and management of site stormwater drainage as required;
 - e. drained to the relevant site discharge point; and
 - f. designed in accordance with AS/NZS2890.1-2004: 'Parking Facilities Part 1: Off-street Car Parking'.
31. Provide certification from a Registered Professional Engineer Queensland (RPEQ) that car parking has been designed and constructed in accordance with the conditions of this and any other relevant approval issued by the Assessment Manager. Council does not require the submission of an operational works development application for the car park where the works are certified by a RPEQ.

Sewerage

32. Make provision for a sewerage connection suitable to meet the requirements of the development. All live sewer work, including the point of connection, must be undertaken by Council.

Stormwater

33. Submit a Site Based Stormwater Management Plan (SBSMP) for the development to the Assessment Manager for approval. The SBSMP must be prepared by a suitably qualified person and include, but is not limited to:
 - a. a summary of stormwater quality, quantity and waterway corridor management objectives. Stormwater drainage must be designed and constructed in accordance with the requirements of the Queensland Urban Drainage Manual and Bundaberg Regional Council, i.e., a piped system with a capacity to cater for Q5 ARI flows, with overland flowpaths to be provided for a capacity of Q100ARI less piped flow;
34. Provide certification from a Registered Professional Engineer Queensland (RPEQ) that stormwater management has been undertaken on site in accordance with the conditions of this and any other relevant approval issued by the Assessment Manager. Council does not require the submission of an operational works development application for the stormwater management where the works are certified by a RPEQ.
35. The drainage system for the development must incorporate stormwater quality improvements.

Water

36. Provide a metered service, and internal infrastructure as required, to satisfy the fire fighting and water supply demands of the proposed development.
37. Install sub-meters in accordance with the relevant Acts and Codes.

Waste Management

38. Provide a sufficient area for the storage of all waste bins. This area must be sealed, screen fenced and designed so as to prevent the release of contaminants to the environment.
39. Maintain and operate an adequate waste disposal service. The bin storage area must be maintained in a clean and sanitary manner at all times, including the maintenance of refuse bins and associated storage areas so as not to cause any nuisance, to the satisfaction of the Assessment Manager.

PART 1B – ADVICE NOTES**Environmental Harm**

- A. The Environmental Protection Act 1994 states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks, construction and operational phases of this development, are to adhere to their 'general

environmental duty' to minimise the risk of causing environmental harm. Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the administering authority to cause undue disturbance or annoyance to persons or affect property not connected with the use.

Infrastructure Charges Notice

- B. Please find attached the Infrastructure Charges Notice (Register No: 331.2017.926.1) applicable to the approved development.

Fencing

- C. Fencing should be undertaken in accordance with the provisions of the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*. This includes appropriate mediation practices and agreements regarding the type of materials, location and retrieval of any materials for any fence removed.
- D. Should any existing fence not comply with the requirements of this approval, the existing fence must be replaced in accordance with the requirements of this approval.

Nature and Extent of Approved Development

- E. This Decision Notice does not represent an approval to commence Building Works.

Water and Sewerage

- F. Connection to Council's water and sewer infrastructure is subject to further approvals. For further information about these requirements please contact Council's Water and Wastewater Infrastructure Planning Technical Support Section on 1300 883 699.
- G. Council permits only one water service for each property. This means only one connection to the water main although there may be a potable and fire service feeding from that connection.
- H. The Developer should engage an appropriately qualified hydraulic consultant to assess the suitability of the water supply system to cater for the proposed development, including firefighting requirements in accordance with AS2419.
- I. Arrangements for the installation of any new metered service and sub-meters, or removal of an existing service, must be made with Council's Water and Wastewater Infrastructure Planning Technical Support Section.



SITE PLAN - 8 River Terrace, Millbank - 322.2017.48396.1



Projection: GDA_1994_MGA_Zone_56

Date: 27/9/2017 11:37 AM

Scale 1 : 337.53

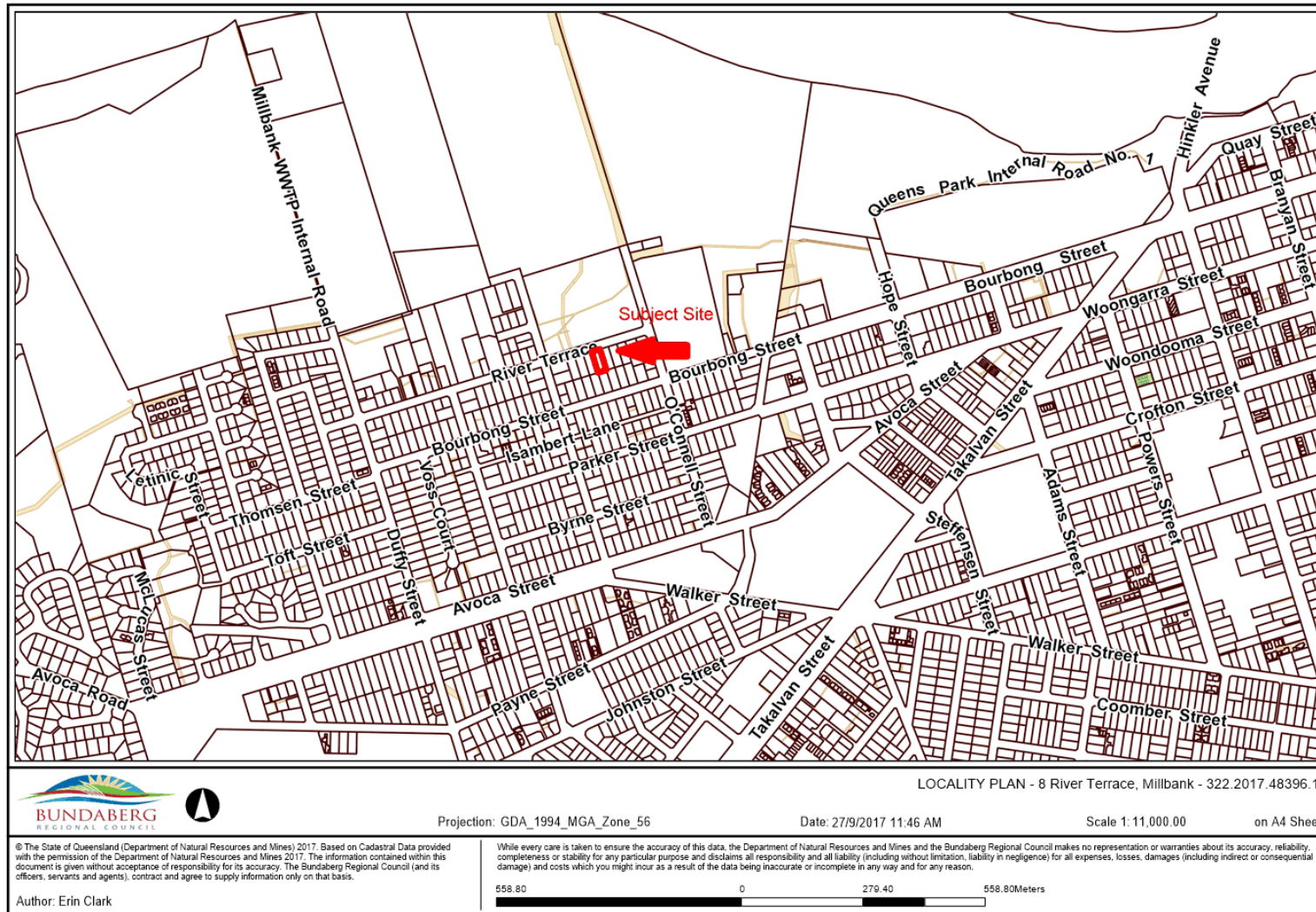
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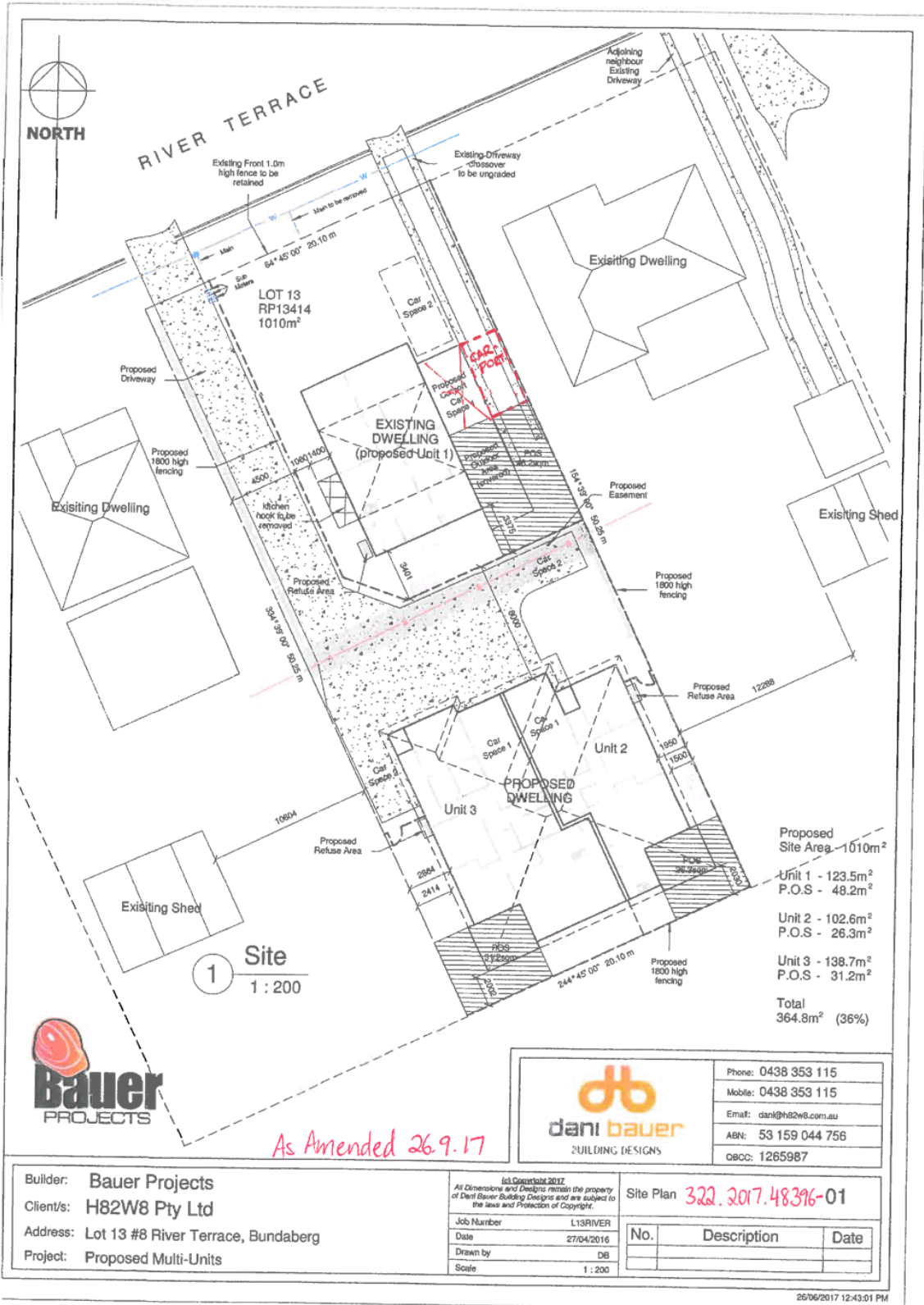
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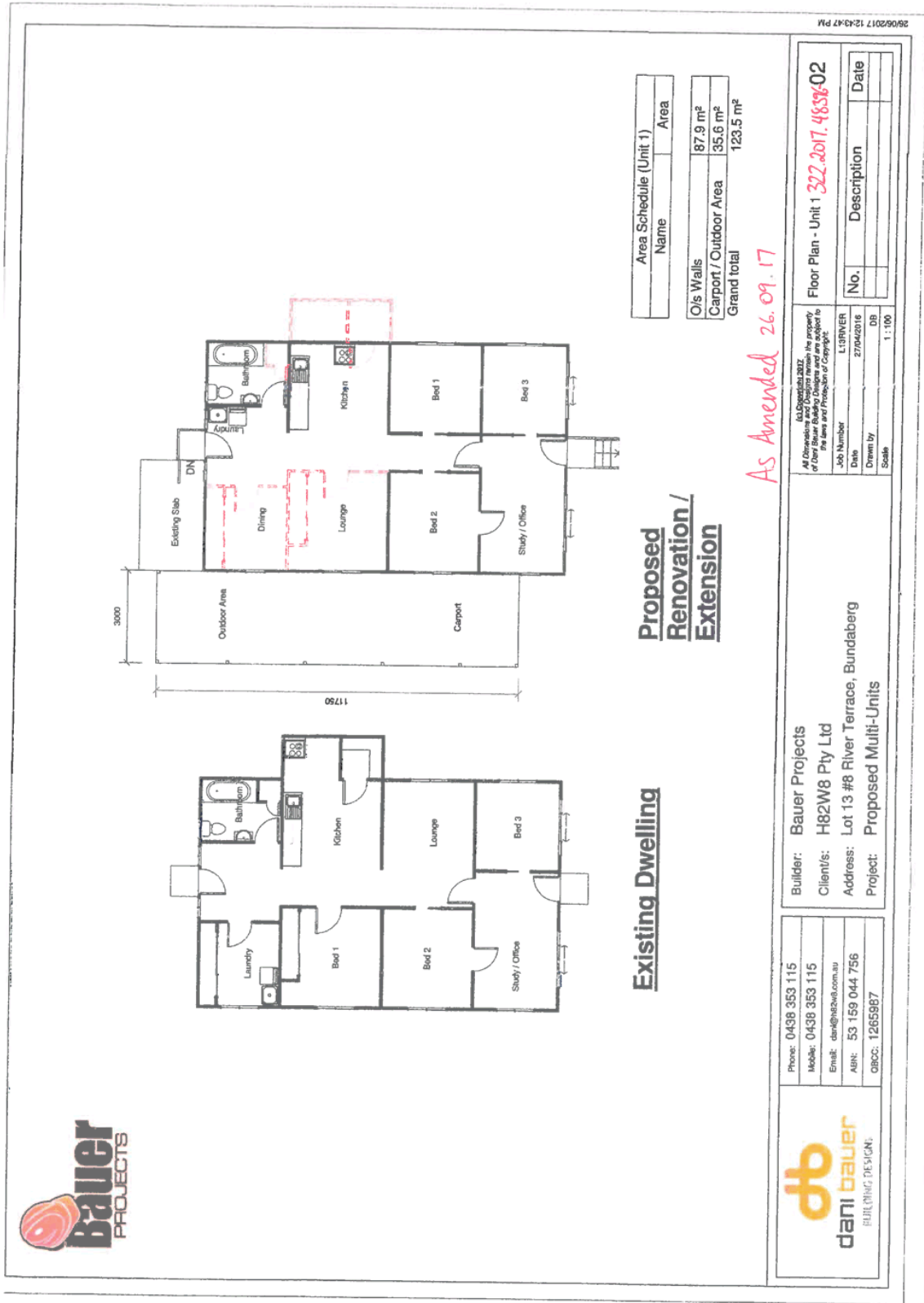
While every care is taken to ensure the accuracy of this data, the Department of Natural Resources and Mines and the Bundaberg Regional Council makes no representation or warranties about its accuracy, reliability, completeness or stability for any particular purpose and disclaims all responsibility 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.

6.75 0 3.38 6.75 Meters

Author: Erin Clark









1 Floor Plan
1 : 100

Area Schedule (Unit 2)	
Name	Area
Habitable Area	70.1 m ²
Non-Habitable Area	19.6 m ²
Outdoor Area	11.2 m ²
Patio	1.7 m ²
Grand total	102.6 m²

"Habitable Area" includes the Laundry part of the Garage.

Area Schedule (Unit 3)	
Name	Area
O/s Walls	125.6 m ²
Outdoor Area	11.5 m ²
Patio	1.6 m ²
Grand total	138.7 m²

Combined Total of 241.3sqm

Energy Efficiency - Lighting:
This Applies to new Class 1 Buildings and sole Occupancy units in Class 2 Buildings. Energy Efficient Lighting includes fluorescent and compact fluorescent lights. Compliance is achieved when Energy Efficient Lights are used for about 80% of the total floor area of the dwelling.

General Notes:
Check all dimensions and clarify discrepancies prior to construction of any work.
Noted dimensions shall take priority to scaled dimensions.
The Spacing between downpipes must not be more than 12m as per the BCA Volume 2 Part 3.5.2

Phone: 0438 353 115
Mobile: 0438 353 115
Email: dani@h82w8.com.au
ABN: 53 159 044 756
OBCC: 1265987

Builder: Bauer Projects
 Client/s: H82W8 Pty Ltd
 Address: Lot 13 #8 River Terrace, Bundaberg
 Project: Proposed Multi-Units

As Amended
26.09.17

1st Generated 2017
 All Dimensions and Designs remain the property of Dani Bauer Building Designs and are subject to the laws and Protection of Copyright.
 Job Number: L15RIVER
 Date: 27/04/2016
 Drawn by: DE
 Scale: 1 : 100

Floor Plan - Units 2 & 3
322.2017.48396 03

No.	Description	Date
1		


Elevation A

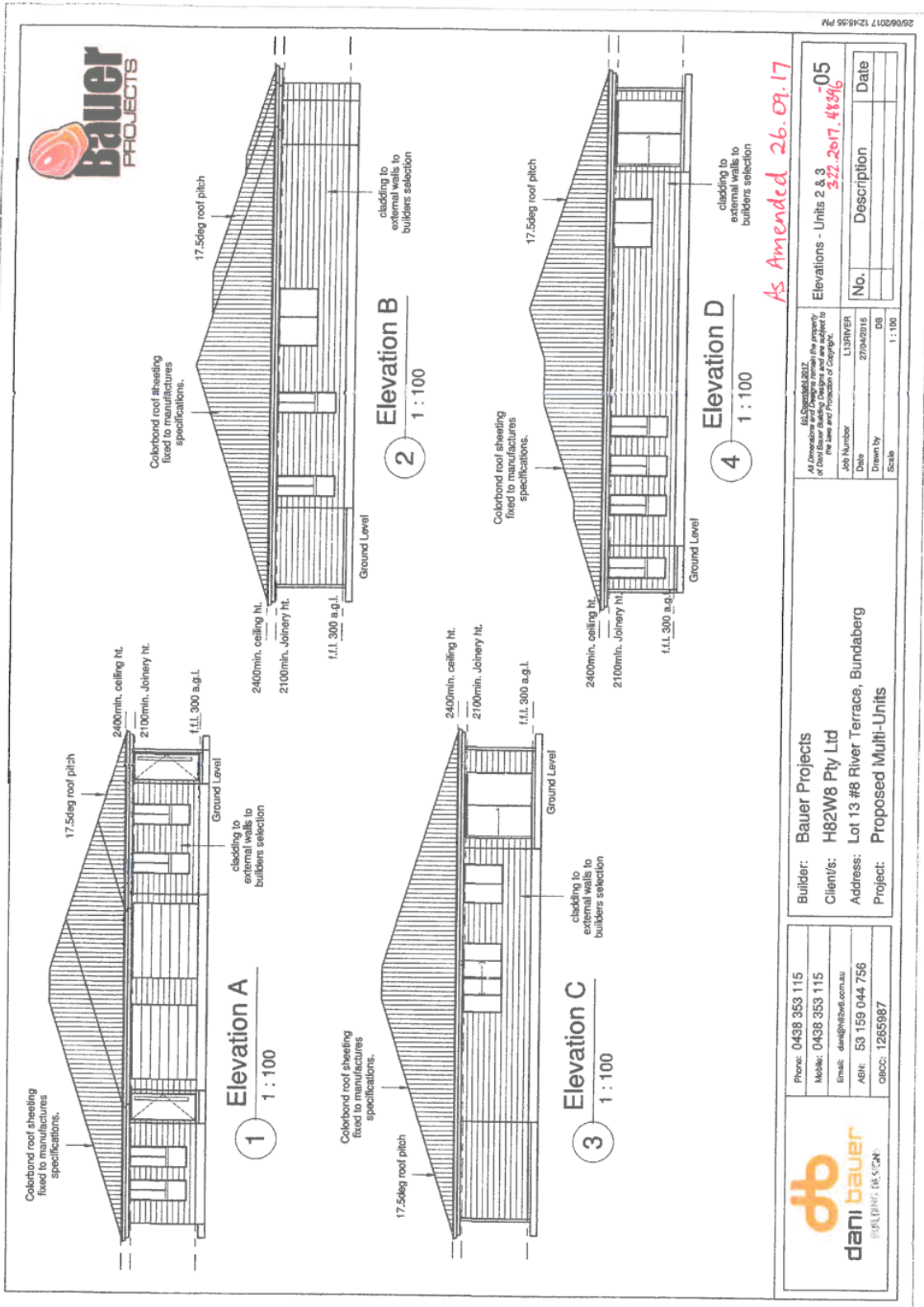
Elevation B

Elevation C

Elevation D

As Amended 26.09.17

		Phone: 0438 353 115 Mobile: 0438 353 115 Email: dan@dbdw.com.au ABN: 53 159 044 756 ORG: 1265987	
Builder: Bauer Projects Client/s: H82W8 Pty Ltd Address: Lot 13 #8 River Terrace, Bundaberg Project: Proposed Multi-Units			
All Dimensions and Details remain the property of the author and are subject to the laws and provisions of Copyright.			
Job Number: L18RVER Date: 27/04/2016 Drawn by: Author Scale: 1 : 100		Elevations - Unit 1 322.2017.48316-04	
No.	Description	Date	





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

Resolution (No. 1) 2015

To: H82W8 Pty Ltd
 From Authority

Date of Issue: 29/06/2017
 Register No.: 331.2017.926.1

Land to which the Charge Applies

Address: 8 River Terrace MILLBANK 4670
 Property Description: RP:13414/13

Development to which the Adopted Infrastructure Charge Applies

The adopted infrastructure charge applies to the following development type: Material Change of Use
 Development Approval No.: 322.2017.48396.1

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 Changes Resolution (No.1) 2015 and Chapter 8 of the Sustainable Planning Act 2009. Please see Schedule 1 of this notice for the detailed calculation of the current amount.

Current Amount of Adopted Infrastructure Charge =
 (as at date of issue)

Offsets

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

Total offsets applicable to this development =

Refunds

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

Total refunds applicable to this development =

Automatic Increase

The charges are subject to an automatic increase in accordance with Bundaberg Regional Council Adopted Infrastructure Changes 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 631 of SPA this automatic increase provision is calculated as follows:

- (a) 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
- (b) 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:

$$\text{automatic increase provision} = \frac{\text{Smoothed PPI (paid date)}}{\text{Smoothed PPI (levied date)}} \dots\dots\dots(1)$$

Where: Smoothed PPI (paid date) = 3 yearsly smoothed PPI at time the charge is paid
 = average (12 previously published PPI figures relative to paid date)
 Smoothed PPI (levied date) = 3 yearsly smoothed PPI at time the charge is levied
 = average (12 previously published PPI figures relative to levied date)



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

The *adopted infrastructure charge* payable is equal to the charge amount at the time the charge is levied multiplied by the automatic increase provision amount as shown in equation 2 below:

$$\text{adopted infrastructure charge payable} = \text{levied charge} \times \text{automatic increase provision} \dots(2)$$

Finally, if after applying the automatic increase provision the *adopted infrastructure charge payable* is:

- (a) more than the maximum adopted charge that Council could have levied for the development at the time the charge is paid, then the adopted infrastructure charge payable is the maximum adopted charge for the development; or
- (b) less than the charge amount at the time the charge is levied, then the *adopted infrastructure charge* payable is the charge amount at the time the charge is levied.

Payment of the Adopted Infrastructure Charge

- The **due date for payment** of the *adopted infrastructure charge* is:
 - before the certificate of classification for the building work is issued
- 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.

Other Important Information

1. PAYMENT

This notice is due and payable by the due date shown. Cheques, money orders or postal notes should be made payable to Bundaberg Regional Council and crossed "Not Negotiable". Change cannot be given on cheque payments. Property owners will be liable for any dishonour fees.

2. GOODS AND SERVICES TAX

The federal government has determined that rates and utility charges levied by a local government will be GST exempt. Accordingly, no GST is included in this infrastructure charges notice.

3. INFRASTRUCTURE CHARGES ENQUIRIES

Enquiries regarding this infrastructure charges notice should be directed to Council's Development Assessment Team on telephone 1300 883 699 during office hours or e-mail: duty_planner@bundaberg.qld.gov.au

Notice is hereby given under the *Sustainable Development Act 2009* and the *Local Government Act 2009* that the adopted infrastructure charges notice is levied by the Bundaberg Regional Council on the described land. The adopted infrastructure charge is DUE AND PAYABLE BY THE ABOVE DUE DATE. The adopted infrastructure charge plus any arrears and interest may be recovered by legal process without further notice if unpaid after the expiration of the DUE DATE as the charge is deemed to be overdue. STEPHEN JOHNSTON, CHIEF EXECUTIVE OFFICER

Richard Jenner
 Development Assessment Manager



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

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

Applicant: H82W8 Pty Ltd
Applicant From Authority
Site address: 8 River Terrace MILLBANK 4670
Plan/Lot: RP:13414/13

Development Type: Material Change of Use
Due date for payment: before the certificate of classification for the building work is issued
Dev Approval No.: 322.2017.48396.1
Register No.: 331.2017.926.1

Prepared by: Ross Hunter
Authorising Officer: Richard Jenner
Inside PIA: Yes

Adopted Infrastructure Charges: \$ 43,200.00
Offset: n/a
Refund: n/a
AICN - Amount Payable: \$ 43,200.00

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 m ² GFA	Charge per m ² impervious area	Dwellings or lots or bedrooms or tents or cabins	GFA (m ²)	Impervious Area (m ²)	Discount category	Discount	Subtotal
MCU	New	Fully Serviced	Residential	Multiple dwelling	\$ per 3 or more bedroom dwelling	\$ 25,200.00	n/a	n/a	2			n/a	0%	\$ 50,400.00
MCU	New	Fully Serviced	Residential	Multiple dwelling	\$ per 2 bedroom dwelling	\$ 18,000.00	n/a	n/a	1			n/a	0%	\$ 18,000.00
MCU	Existing credit	Fully Serviced	Residential	Dwelling house	\$ per 3 or more bedroom dwelling	\$ (25,200.00)	n/a	n/a	1			n/a	0%	\$ (25,200.00)
Adopted Infrastructure Charges Total:														\$ 43,200.00

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 ABN 72 427 835 198

ADOPTED INFRASTRUCTURE CHARGES NOTICE INFORMATION NOTICE

1. REASON FOR DECISION

This notice has been issued pursuant to the Bundaberg Regional Council Adopted Infrastructure Changes Resolution (No. 1) 2015 and Chapter 8 of the Sustainable Planning Act 2009.

2. APPEAL RIGHTS

The recipient of the infrastructure charge may appeal to the Planning and Environment Court in accordance with section 478 of the Sustainable Planning Act 2009.

478 Appeals about infrastructure charges notice

- (1) The recipient of an infrastructure charges notice may appeal to the court about the decision to give the notice.
- (2) However, the appeal may be made only on 1 or more of the following grounds—
 - (a) the charge in the notice is so unreasonable that no reasonable relevant local government could have imposed it;
 - (b) the decision involved an error relating to—
 - (i) the application of the relevant adopted charge; or
 - (ii) the working out, for section 636, of additional demand; or
 - (iii) an offset or refund;
 - (c) there was no decision about an offset or refund;

Examples of possible errors in applying an adopted charge—

 - (i) the incorrect application of gross floor area for a non-residential development;
 - (ii) applying an incorrect 'use category' under an SPRP (adopted charges) to the development.
 - (d) if the infrastructure charges notice states a refund will be given—the timing for giving the refund.
- (3) To remove any doubt, it is declared that the appeal must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of infrastructure identified in an LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.
- (4) The appeal must be started within 20 business days after the day the recipient is given the relevant infrastructure charges notice.

478A Appeals against refusal of conversion application

- (1) The applicant for a conversion application may appeal to the court against a refusal, or deemed refusal, of the application.
- (2) The appeal must be started within the following period—
 - (a) if the applicant is given written notice of the refusal—20 business days after the day the applicant is given the notice;
 - (b) otherwise—20 business days after the end of the required period under section 660(5) for the application.

The recipient of the infrastructure charge may appeal to a building and development committee in accordance with section 535 of the Sustainable Planning Act 2009.



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 Local Call **1300 883 699** | Fax **(07) 4150 5410**
 ABN 72 427 835 198

535 Appeals about infrastructure charges decisions

- (1) The recipient of an infrastructure charges notice may appeal to a building and development committee about the decision to give the notice.
- (2) However, the appeal may be made only on 1 or more of the following grounds—
 - (a) the decision involved an error relating to—
 - (i) the application of the relevant adopted charge; or
 - (ii) the working out, for section 636, of additional demand; or
 - (iii) an offset or refund;
 - (b) there was no decision about an offset or refund;
 Examples of possible errors in applying an adopted charge—
 - (i) the incorrect application of gross floor area for a non-residential development;
 - (ii) applying an incorrect 'use category' under an SPRP (adopted charges) to the development;
 - (c) if the infrastructure charges notice states a refund will be given—the timing for giving the refund.
- (3) To remove any doubt, it is declared that the appeal must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of infrastructure in an LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.
- (4) The appeal must be started within 20 business days after the day the recipient is given the relevant infrastructure charges notice.

535A Appeals against refusal of conversion application

- (1) The applicant for a conversion application may appeal to a building and development committee against a refusal, or deemed refusal, of the application.
- (2) The appeal must be started within the following period—
 - (a) if the applicant is given written notice of the refusal—20 business days after the day the applicant is given the notice;
 - (b) otherwise—20 business days after the end of the required period under section 660(5) for the application.

**Item****10 October 2017**

Item Number:	File Number:	Part:
M1	A3288794	HEALTH & REGULATORY SERVICES

Portfolio:

Community & Environment

Subject:

Partnerships & Sponsorships Grant Application - 2017 Lighthouse Festival

Report Author:

Bruce Green, Operational Supervisor Community Development

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:

An application has been received from the Burnett Heads Sports and Progress Association seeking financial support in the amount of \$10,000 (ex GST) for the 2017 Lighthouse Festival to be held at Burnett Heads on Saturday 28 October, together with a request to supply and collect 30 general and 30 recycle bins.

The Lighthouse Festival continues to be one of the more popular events in the region and Burnett Heads' most significant event. Over 8,000 people attended the event in 2016.

Bundaberg Regional Council has supported this event previously through in-kind and financial support, and in 2016, the Lighthouse Festival received a \$5,000 grant and waiver of park hire fees.

Venues and Facilities have waived the park hire fees for the 2017 Lighthouse Festival to the value of \$1648.

An application for the provision of bins for the event has been made through Council's Equipment Loan program.

As a major sponsor, Council would be entitled to the following benefits (as outlined in the 2017 Lighthouse Festival Sponsorship Proposal Kit):-

- Logo recognition in TV, print media including the program and on Lighthouse Festival website
- Verbal recognition on the day and on radio pre-event
- Signage at the event

- Invitation to the sponsors function
- Unique sponsor trophy
- Promotional 3 m x 3 m site at the festival

The grant application and associated documentation is attached for your perusal. The application indicates that the funding will be used for the hire and purchase of event equipment and services (see attached).

Associated Person/Organization:

Perry Bacon, Strategic Events Coordinator

Consultation:

Portfolio Spokesperson: Cr Judy Peters

Divisional Councillor: Cr Scott Rowleson

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

An allocation of \$5,000 has been made in the 2017/18 budget for this event.

Risk Management Implications:

Risk Management for this activity is the responsibility of the Burnett Heads Sports and Progress Association.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓1](#) BRC waiver request (2)
- [↓2](#) LHF Funding assistance request- monetary and In Kind
- [↓3](#) Lighthouse Festival Business Plan 2017
- [↓4](#) The Lighthouse Festival insurance 2017-2018
- [↓5](#) Appendix A LHF projected Budget 2017
- [↓6](#) Appendix B Sponsor Kit 2017

Recommendation:

That a cash donation in the amount of \$5,000 be provided to the Burnett Heads Sports and Progress Association to assist with the hire and purchase of event equipment and services for the 2017 Lighthouse Festival.

This cash donation is in addition to the \$1,648 in park hire fee waivers and \$1,200 of in-kind support for provision of 60 waste and recycling bins and the servicing which Council is already providing for the event.

The Chief Executive Officer
Bundaberg Regional Council
PO Box 3130
BUNDABERG QLD 4670

Dear Mr Johnston,

The 2017 Burnett Heads Lighthouse Festival Committee would like to request that the Bundaberg Regional Council consider waiving any fees associated with the hire of facilities and equipment to support the Festival. This includes:

- Use of the South Head Parklands, Jack Norgate Oval, Lighthouse Park, and Gorman Park,
- Preparation of these Parks prior to the Festival,
- Supply and collection of 30 each recycling and general waste wheelie bins,
- BRC marquees (as available),
- Electrical power boards, and
- Supply of approximately 2,000 square meters of safety mesh fencing with star pickets and caps.

This is requested as part of controlling our costs for this sustainable not-for-profit event which is now a major community festival attended by around 10,000 participants, drawing tourism dollars and positively promoting the Bundaberg Regional Council's community.

The Bundaberg Regional Council's past sponsorships for this event have been highly appreciated and our revised packages are attached for your further consideration.

Kind Regards,

Sherilee Ramm
Chairperson
The Lighthouse Festival Committee
PH: 0498 354 055

Bundaberg Regional Council

Grant Application Details

Monetary Support - \$10,000

Qty	Description	Amount
598	Temporary Fencing	\$ 2,599
1	Generator - 160kVA (Diesel)	\$ 250
2	Generator - 45kVA (Diesel)	\$ 370
1	Generator - 20kVA (Diesel)	\$ 150
2	Lighting Towers	\$ 170
1	Message Board (5 Colour)	\$ 85
12	Toilet Portable - Fresh Water Flush	\$ 360
3	Distribution Board (hire) & leads	\$ 415
1	First Aid Services	\$ 528
200	Star Picket Posts	\$ 1,484
200	Star Picket Posts caps	\$ 66
5	Orange Safety Mesh	\$ 325
1	Backline (stage)	\$ 610
1	Traffic Management	\$ 1,100
300	Chairs	\$ 400
1	Large Marquee	\$ 480
2	Security	\$ 920
		<u>\$ 10,312</u>
	Total incl GST	<u>\$ 10,312</u>

In Kind Support

Qty	Description
30	waste bins (BRC)
4	Fee Waiver of Park Hire
1	Distribution Board(BRC hire)



Lighthouse Festival

Business Plan

2017

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SUMMARY

2017 will be the eighth year for the Lighthouse Festival which has grown from a small community event to one of the most anticipated events on the Queensland event's calendar. Overall the attending public has embraced this event with it attracting very little negative feedback and an ever increasing list of people who speak positively about it.

This is largely down to the professional management of voluntary committee for the event which has translated into great experiences for stakeholders across the board. Responsible financial management has in turn allowed the organisers to continually improve the offering which in turn magnifies the levels of satisfaction.

Overall, the event is sustainably financially and operationally stable with interest from continuing stakeholders.



2016 Lighthouse Festival Flyer

About the Lighthouse Festival

The Lighthouse Festival is currently in its eighth year after commencing in 2010, and is managed by the Burnett Heads Sporting and Progress Association (BHSPA).

The BHSPA initiated it as grass roots community event held on the last Saturday in October. Over the past 7 years the Lighthouse Festival has grown to become a much anticipated and well supported key event on the Wide Bay regional events calendar.

Mission

The Burnett Heads Lighthouse Festival is a celebration of the lifestyle and culture of our region. The festival is based in Burnett Heads with the town's old lighthouse forming a historical centrepiece for the fun and entertainment.

Our mission is to provide visitors of all ages with an inexpensive day out while being entertained and experiencing all that is great about our region including:

- Burnett Heads and its role in the Bundaberg region
- Enjoying the location and natural assets of the area on the doorstep to the southern Great Barrier Reef
- The wealth of talent performing and creating original art.
- Our business innovators.
- Tourism opportunities.

Just as our lighthouses safely lit the way for growth and activity around the Burnett River all those years ago, the Lighthouse Festival is responsibly creating opportunities for everyone from artists to innovators now and into the future.

Strategic Objectives

- To provide an economic stimulus to the region by growing the event into one of the most attended coastal family events in the Wide Bay.
- To help emerging artists (musical and visual) advance their skills and career by providing a vehicle for exposure to a large audience and the chance to learn from more experienced artists.
- To provide Bundaberg residents with the opportunity to see and experience entertainment at very low cost that they might not otherwise be able to experience.
- To directly assist the growth of businesses and attractions in the region by providing an audience for them to market their service or product to.
- To continue developing partnerships with stakeholders such as accommodation providers and tourism operators, Bundaberg North Burnett Tourism, the general business community, and associated interest groups.

Current and Future Financial Position

Budget

See Appendix A for 2016 profit and loss actual and 2017 budget forecast

Profitability and Seed Funds

The first six festivals have operated at a small profit each year resulting in funds of \$21 675 being held as seed funds prior to the 2016 event. This amount would cover approximately 50% of the operating costs in the unlikely event that these costs were not covered by other sources. Once again a small profit is forecast for 2017. While expenditure has grown due to the addition of more entertainment, price increases, purchase of equipment; a strong level of sponsorship has covered these additional costs.

Future Income

Sponsorship

Through providing excellent value to our stakeholders, the Lighthouse Festival has been able to continually grow its sponsorship base at all levels.

Notable relationships with ongoing potential growth include:

- The Lighthouse Hotel has been a sponsor of the festival each year since its inception. This year they are increasing their sponsorship to \$6000 making them a major contributor who intends to support the festival to grow in the future.
- Gladstone Ports Corporation has been a sponsor of the festival each year since its inception. In the first four years their contribution was \$500. In 2014, 2015 and 2016 they have contributed \$3000 each year and taken on naming rights to the art and photography exhibition. We have secured another \$3000 for this year, continuing this relationship by positioning GPC as a major contributor to the cultural growth of the community.
- A new in-kind agreement with TJM has seen us land a
- Stroud Homes has come on board this year with a \$1000 contribution and are excited about continuing the partnership in the future.
- We have continued support from the business community as they are aware of the excellent coverage provided by being involved with this event.

See Appendix B for current sponsorship packages as presented to prospects. These are indicative only and do not necessarily reflect final negotiations.

Other Income

In addition to growing the sponsorship base, there is also potential for future events to increase income from other sources.

Site Fees

All stall sites sold well in advance over the past three years with 2015 requiring a waiting list and 2016 changing the site plan to allow for more sites.

Entry Fees

Over past years the entrance fee has been raised from a broad 'gold coin' to a flat \$2 or \$5 per family of 4. This entry fee was reviewed in early 2016 being changed to a flat \$2 per person with children under 5 being free. It is important to retain our core principle of providing a low cost event for families. It is envisaged that with the additional entertainment that has been provided, numbers and subsequently gate takings will continue to increase.

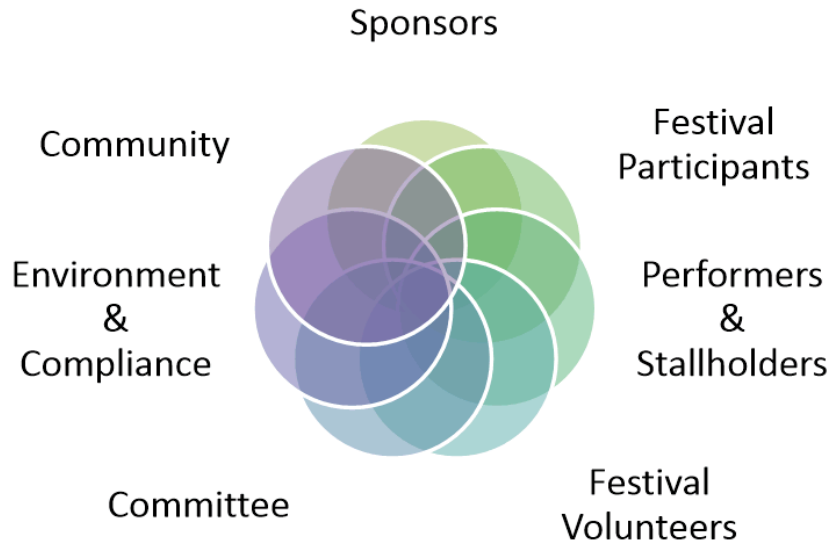
Grants

The committee applied for a grant from Gladstone Ports Corporation which was successful. This is outlined above in the sponsorship section.

Department of Social Services Volunteer Grant 2016/2017 amount \$4993 to assist our volunteer committee & volunteers with the work undertaken at the festival. Equipment purchased and fuel vouchers for volunteers.

Stakeholders

Stakeholder map



Stakeholder Consultation Plan

Stakeholder	Responsibility	Frequency
Continuing Major Sponsors <ul style="list-style-type: none"> • Bundaberg Regional Council • AUSWIDE Bank • Gladstone Ports Corporation • Kay's real Estate • Burnett Heads Lighthouse Hotel-Motel 	Chairperson and Sponsors Coordinator	Each event
Continuing Silver level Sponsors <ul style="list-style-type: none"> • Channel 7 • Bundy Live • Kurramine Beach Holiday Park • Bundaberg Port marina • McDonalds Bundaberg • LARC Tours • Hitz FM Radio 	Chairperson, Sponsors Coordinator and Raffles Coordinator	Each event
Other continuing Sponsors	Chairperson	Each event
Events Tourism QLD	Media Coordinator	Quarterly

Burnett Heads Sports & Progress Association	Secretary	Each month
Dept Natural Resources – Mon Repos Ranger to be contacted	Site Manager	Each event
Burnett Heads Community	Secretary, Media Coordinator	Each event
Performers	Entertainment Coordinator	Each event
Stallholders	Stallholder Coordinator	Each event
Volunteers	Volunteers Coordinator	Each event
Festival participants	all	Festival Day

Stakeholder consultation methods

The Lighthouse Festival Committee apply a variety of strategies to ensure stakeholder expectations are met.

These include

- Reports
- Emails
- Social Media
- Phone
- Site meetings

Marketing

Event Analysis

Strengths

- Successful events from 2010
- Affordable entry
- Excellent location of site
- A core group on the committee with experience. Sound management.
- A large variety of activities
- A core group of sponsors who support the event each year
- A reputation as professionally run and organised

Weaknesses

- Currently there are limited accommodation and dining options in Burnett Heads itself
- Difficulty embracing a specific and unique theme

Opportunities

- Scope to improve and expand event
- Being only a few days before the start of the turtle season, there is an opportunity to use an event/destination strategy to attract visitors to the region.
- Future development of tourist facilities at the Burnett Heads Marina and Port of Bundaberg are conducive to the staging and growth of a major event in the area

Threats

- Limited income from current sources
- As the event grows it is becoming harder for committee members to put in the effort required to run and grow the festival.
- It is becoming increasingly harder to find volunteers

Key Points Arising From SWOT Analysis

- The Lighthouse Festival benefits from having a core group of experienced people on its committee and strong relationships with existing stakeholders.
- The combination of excellent location of the site, good value, and a variety of activities make the festival an attractive proposition for potential visitors.
- With currently limited accommodation and dining options for visitors in Burnett Heads there is a need to work more closely with providers in Bargara and Bundaberg to fill this void.
- The recent approval of a major development at Burnett Heads Marina and the release of the Port of Bundaberg Master Plan mean that new tourist facilities will be developed in the immediate area over the next few years. This bolsters our ability to establish a major event in Burnett Heads and expand to multiple venues in coming years.

- While there is a strong case for the Lighthouse Festival to grow and expand the demands of running the event already present a challenge for the existing committee of volunteers. It is important that each year comprehensive planning is done to make the event more sustainable from that perspective.
- The issue of daytime heat prompted a trial in 2015 of a new time slot of 12pm – 8pm to allow for an evening component. The success of this trial was proven by increased numbers and positive feedback. As such we have decided to continue with this arrangement.

Target Markets

Age Demographics

The event is intentionally designed to hold appeal for a wide range of age groups. This is done deliberately to keep in step with one of our core values of being a family friendly event. While many visitors may come in a smaller group with a limited range of ages, hypothetically an entire family from toddlers through to grandparents could visit the Lighthouse Festival and all find something of interest.

Geographic:

Bundaberg Region

Without staging an event, typically most people within the local region would not otherwise visit the seaside village of Burnett Heads. In order to achieve the objective of providing a significant audience for our stakeholders it is important to attract visitors from within our own region.

Drive Market

In order to grow the event and provide significant economic benefits to the region it is also important to attract visitors from outside the Bundaberg region. In particular we are focusing on neighbouring and nearby regions including the Fraser Coast, Gladstone, South Burnett, Gympie, Darling Downs and Rockhampton.

Positioning

Differentiation

- Feedback from past events has indicated that while the event is very enjoyable, not enough is done to reflect the name “The Lighthouse Festival”. In 2014 and 2015 steps have been taken to draw more focus on the lighthouse itself.
- Our entertainment offering is based around having a mix of experienced performers as drawcards as well as providing opportunities to young performers with a high percentage of original content. By doing so we ensure that visitors can experience entertainment that they would not usually see anywhere else.
- The Lighthouse Festival is one of the best showcases of local talent and businesses in the region.
- As the event’s financial position improves year on year we anticipate the trend of constantly building the entertainment offering will continue.

Central Marketing Themes

- Family oriented
- Variety
- Excellent value
- Great entertainment

Marketing Action Plan

Local Region

- Local media partners Channel 7 Wide Bay and Bundaberg Broadcasters provide part paid and part in-kind advertising for TV and radio plus interviews and editorial coverage.
- Website
- Paid and free Social media - Facebook, Twitter, Instagram, YouTube
- Brochures distributed around region
- Roadside signage
- Posters in businesses and places of interest
- Utilise announcements and free advertising opportunities in various community publications

Other Regions

- TV advertising on Channel 7 Wide Bay and 7TWO already extends into the Fraser Coast, Gympie, and South Burnett.
- Website and blog
- General Social media activity - Facebook, Twitter, YouTube
- Facebook advertising in targeted regions
- Print brochures and distribute to tourist centres in other regions
- Radio advertising on stations in the Grant Radio Network (which owns our radio partner Bundaberg Broadcasters)
- Utilise ATDW and Eventfinder and associated websites
- Campervan Motorhome Club of Australia National Rally Magazine

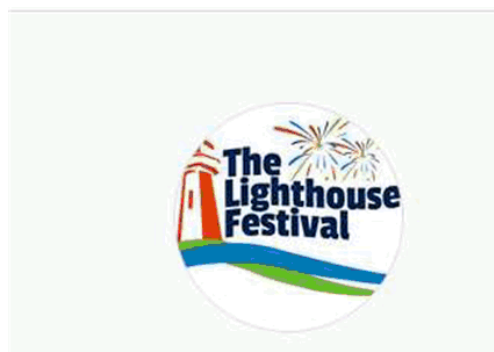
Sponsor's Marketing

Sponsors of the Lighthouse Festival enjoy active promotion of their generosity via Social Media, festival programs and marketing:

2016 Marketing posts	

Social Media

The Lighthouse Festival recognises the benefits and increased acceptance of technologies with event stakeholders and has an active presence on Facebook and Instagram:



Event Evaluation

Key Performance Indicators

- To attract 9000 visitors from within local region each year
- To attract 1200 visitors from outside the region growing to 2000 by 2018.
- To increase our number of art and photography entrants to 250 (from 200 in 2015).
- To increase Facebook 'fans' to 4000 with an average post reach of 1500
- 100% satisfaction from sponsors with the level of recognition received for their investment

Evaluation Strategy

- Gate 'clickers' for overall numbers
- Also use gate prize entries, gate takings, and SES vehicle counts to assess numbers and other information such as origin of visitors from gate entry form
- Participant numbers from exhibitors, entrants, performers, vendors
- Feedback survey with incentives for completion – available online and offline
<https://www.surveymonkey.com/r/WW57MWD>
- Social media insights
- Formal sponsor and vendor feedback
- Accommodation bookings

Risk Management

Risk Management Plan Summary

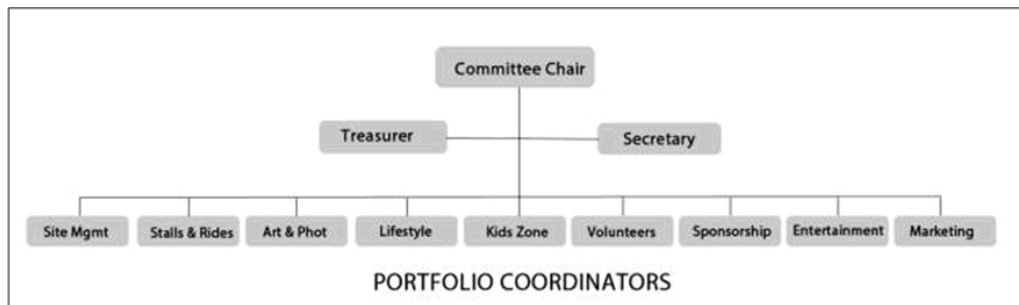
RISK DESCRIPTION	LIKELIHOOD	IMPACT	PRIORITY	PREVENTATIVE ACTION
<p>Emergency Services – There is a risk Primary Committee Members & Emergency Services are not aware</p> <p>Parking site layout</p> <p>Set up, event and dismantling times and activities.</p>	M	VH	VH	<ul style="list-style-type: none"> • Consultation to be held with SES key personnel during finalisation of site and parking layout plan. • Copies of Plans to be provided to SES, Qld Police, Burnett Heads rural Fire Brigade, Auxiliary Fire Brigade and St Johns Ambulance personnel. • Volunteers and Committee members provided access to Site Plan. • Copies of Site Plan distributed on day of Festival. • Changes must have final approval by Committee Chairperson and personal nominated as responsible on day of Festival • Event location detail • Site plan has been provided showing access points • Road Closures if applicable • Event start and finish times and set up and dismantle arrangements • Refer Appendix A for contact details of Primary Committee Members and Emergency Services
Terrorist Attack or Activity	L	VH	VH	<ul style="list-style-type: none"> • In the case of any terrorist activity or attack, control of the event will immediately be handed over to Qld Police Services • Volunteers or SES are to advise Event Chairperson and Site Co-ordinator immediately. • All Volunteers, SES will be advised of emergency and routine procedures at pre Festival briefing.

RISK DESCRIPTION	LIKELIHOOD	IMPACT	PRIORITY	PREVENTATIVE ACTION
Theft or damage to equipment set up day prior to event	L	VH	VH	<ul style="list-style-type: none"> Security firm engaged
Fireworks or other high risk activity injures a spectator	L	VH	VH	<ul style="list-style-type: none"> Site control of the area used for fireworks or other high risk activity is given to the contractor or stall owner of this activity. No access to areas deemed high risk is permitted unless instructed by the contractor or stall owner of this activity. St Johns Ambulance will be on site to provide immediate management of any personal injuries. In the case of any major incidents SES and Volunteers to alert St Johns Ambulance and SES Community Group Leader
Volunteers or Committee members affected by weather	L	M	M	<ul style="list-style-type: none"> Water, shade and sunscreen provided
Inadequate toilet facilities	M	L	L	<ul style="list-style-type: none"> Comply with Council Guidelines Contract cleaning and resupply activities
Litter generated by event	M	L	M	<ul style="list-style-type: none"> Obtain sufficient waste management bins Clean up area post event Check area was cleaned
Temporary structures damaged by weather	M	H	H	<ul style="list-style-type: none"> Temporary structures must be secured according to manufacturer or provider's specifications Stall holders to check their structures remain safe during the event

RISK DESCRIPTION	LIKELIHOOD	IMPACT	PRIORITY	PREVENTATIVE ACTION
Use of generators creating noise hazard	H	M	H	<ul style="list-style-type: none"> • Only approved generators to be used on site • Leads not accessible to public • Use limited to event needs
Temporary storage of fuels creating fire hazard	H	VH	VH	<ul style="list-style-type: none"> • Storage area to be secured and signposted • Fuels must be stored according to MSDS and Site Manager notified
Power leads cause trip hazard or are not tagged	H	VH	VH	<ul style="list-style-type: none"> • Stall holders directed to use tested and tagged power leads • Stall holders directed to secure leads
Children become separated from carer	H	VH	VH	<ul style="list-style-type: none"> • Children directed to Volunteer area and Committee Chairperson advised • Children only left in the care of a Committee person holding a current Blue Card

Organisational Structure and Roles of the Committee

Organisational Structure



Duties from Role Descriptions

Lighthouse Festival Chairperson

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Festival in all legal purposes and financial purposes;
- Including Fireworks activities (this risk may be transferred to the fireworks contractor by agreement)
- Regularly focus the Committee's attention on matters of Festival governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 - The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 - Goals and relevant strategic and business plans are developed in order to achieve the goals of the Festival.
- Serve as a spokesperson for the Festival when required
- Communicate regularly and systematically with the Executive Committee of the Burnett Heads Progress & Sports Association
- Be a co-signatory on Lighthouse Festival bank account
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Lighthouse Festival.

Lighthouse Festival Treasurer

- Provide advice to the Lighthouse Festival Committee in their management of the Festival finances
- Administer all financial affairs of the Lighthouse festival
- Lead the annual budget process and ensure an appropriate annual budget is provided to the BHPSA Committee for approval

- Ensure development and Lighthouse Festival Committee review of financial policies and procedures support the BHPSA financial documents
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Recognise all monetary equivalent values of non-monetary donations or sponsorships
- Pay all accounts as approved; issuing GST compliant receipts
- Maintain accurate ATO compliant records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for any periodical payment
- Issue yearly membership fee to ensure Lighthouse Festival Committee members remain current BHPSA members
- Provide accurate record of all transactions to BHPSA Treasurer
- Be a co-signatory on Lighthouse Festival bank account

Lighthouse Festival Secretary

- Maintain records of the Lighthouse Festival Committee and ensure effective management of Committee's records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Festival are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained as members of the Burnett Heads Progress & Sports Association. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Access an up-to-date copy of the Constitution and bylaws if required, as a sub-committee of the Burnett Heads Progress & Sports Association.
- Ensure that proper notification is given of Lighthouse Festival Committee meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Festival members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Burnett Heads Progress & Sports Association members via monthly reports, email or noticeboards

- Be a co-signatory on Lighthouse Festival bank account
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation or other licensing requirements associated with volunteers or the successful operation of the Lighthouse Festival.

Lighthouse Festival Site Manager

- Develop and maintain Site Management related activities for the sustainability of the Lighthouse Festival and ensure effective stakeholder relationships
- Is responsible for security and safety of Lighthouse Festival participants, including members of the community
- Development of the overall Site Management Plan in consultation with other Committee members and key stakeholders
- Development of any documents required to meet legal requirements related to site management activities
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic communication to members and other relevant stakeholders

Lighthouse Festival Volunteers Coordinator

- Develop and maintain Volunteers activities related to the Lighthouse Festival and ensure effective management of Committee's Volunteers activities and related relationships
- Development of the overall Volunteers schedule in consultation with other Committee members and stakeholders
- Source Volunteers for the Lighthouse Festival and seek approval from Committee prior to finalizing arrangements
- Develop a 'Volunteers schedule of events' which demonstrates planned Volunteers activities across a range of skills and abilities and update this as required
- Present schedule at Festival meetings and report on schedule progress or variances
- Is responsible for ensuring that accurate and sufficient Volunteers documentation exists to meet legal requirements including (but not limited to) risk assessments, safety inductions for Volunteers participants
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Ensure that the Volunteers related records of the Festival are maintained as required by law and made available when required by authorised persons. These records may include volunteer registrations, non-monetary arrangements, Volunteers related expenses and other official records
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic Volunteers related communication to members and other relevant stakeholders

Lighthouse Festival Stallholders Coordinator

- Develop and maintain Stallholders and related activities for the sustainability of the Lighthouse Festival and ensure effective stakeholder relationships
- Development of the overall Stallholders register in consultation with other Committee members and key stakeholders

- Development of the risk management strategy to meet legal requirements related to site activities
- Is responsible for ensuring that accurate and sufficient Stallholders details documentation exists to meet legal requirements
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic Stallholders related communication to members and other relevant stakeholders

Lighthouse Festival Kid's Zone Coordinator

- Develop and maintain a Kids Zone and related activities for the sustainability of the Lighthouse Festival and ensure effective stakeholder relationships
- Development of the overall Kids Zone register in consultation with other Committee members and key stakeholders
- Development of the risk management strategy to meet legal requirements related to Kids Zone activities
- Is responsible for ensuring that accurate and sufficient Kids Zone details documentation exists to meet legal requirements
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic Kids Zone related communication to members and other relevant stakeholders

Lighthouse Festival Entertainment Coordinator

- Develop and maintain Entertainment activities related to the Lighthouse Festival and ensure effective management of Committee's Entertainment related relationships
- Development of the overall Entertainment schedule in consultation with other Committee members and stakeholders
- Is responsible for ensuring that accurate and sufficient Entertainment documentation exists to meet legal requirements including (but not limited to) music licencing, risk assessments, safety inductions for entertainment participants
- Understand and provide advice on music licence requirements <http://apraamcos.com.au/music-customers/licence-types/>
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Ensure that the Entertainment related records of the Festival are maintained as required by law and made available when required by authorised persons. These records may performance agreements, non-monetary arrangements, entertainment related expenses and other official records
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic Entertainment related communication to members and other relevant stakeholders

Lighthouse Festival Art and Photography Coordinator

- Develop and maintain a Arts & Photography and related activities for the sustainability of the Lighthouse Festival and ensure effective stakeholder relationships
- Development of the overall Arts & Photography register in consultation with other Committee members and key stakeholders

- Development of the risk management strategy to meet legal requirements related to Arts & Photography activities
- Is responsible for ensuring that accurate and sufficient Arts & Photography details documentation exists to meet legal requirements
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic Arts & Photography related communication to members and other relevant stakeholders

Lighthouse Festival Sponsorships Coordinator

- Develop and maintain Sponsorship activities related to the Lighthouse Festival and ensure effective management of Committee's Sponsorships activities and related relationships
- Development of the overall Sponsorships register in consultation with other Committee members and stakeholders
- In consultation with the Lighthouse Festival Committee, develop agreed Sponsorship levels of in-kind Festival related activities
- Source Sponsors or funding for the Lighthouse Festival and seek approval from Committee prior to finalizing arrangements
- Develop a 'Sponsorships register' which documents agreed Sponsorships, non-monetary or financial agreements, sponsorship activities and update this as required
- Present register at Festival meetings and report on variances
- Is responsible for ensuring that accurate and sufficient Sponsorships documentation exists to meet legal requirements including (but not limited to) sponsor contact details, agreements, risk assessments, safety inductions for Sponsorships participants to the Lighthouse Festival
- Understand and provide advice on compliance including <https://www.business.qld.gov.au/industry/liquor-gaming/gaming> and <http://www.acma.gov.au/>
- Is sufficiently familiar with all current Committee documents to note applicability during meetings
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic Sponsorships related communication to members and other relevant stakeholders

Lighthouse Festival Media Coordinator

- Develop and maintain media activities related to the Lighthouse Festival and ensure effective management of Committee's media relationships
- Development of the overall media schedule in consultation with other Committee members and stakeholders
- Develop a 'media schedule of events' which demonstrates planned media activities and update this as required
- Present schedule at Festival meetings and report on schedule progress or variances
- Is responsible for ensuring that accurate and sufficient media documentation exists to meet legal requirements
- Understand and provide advice on compliance requirements including ACMA <http://www.acma.gov.au/>
- Is sufficiently familiar with all current Committee documents to note applicability during meetings

- Ensure that the media related records of the Festival are maintained as required by law and made available when required by authorised persons. These records may include website and domain currency, website related document links and images, Festival participant surveys, survey results, images, media transcripts and other official records
- Provide all expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help and lead the Committee in providing systematic media related communication to members and other relevant stakeholders

Lighthouse Festival Supporters

- Before the event:
 - Physical activity e.g. marking out oval, moving tables, chairs, rubbish bins and setting up marquees, fencing and signage.
 - Assist in setting up Art Exhibition
 - Receipt art entries
- During the event
 - Gold Coin collector at entrance gates. (A Police check may be required if handling money)
 - Gather and record feedback from festival participants.
 - Collect and dispose of rubbish and ensuring the grounds are kept free of litter
 - Filling in for other volunteers (duties may vary)
- After the event:
 - Physical activity e.g. moving tables, chairs, rubbish bins and taking down up marquees, fencing and signage
 - Collect and dispose of rubbish and ensuring the grounds are kept free of litter
 - Dismantle and return art stands
 - Return art entries to owners

Lighthouse Festival Raffles Coordinator

- Identify and suggest raffle activities related to the Lighthouse Festival and its stakeholders
- Advise on compliance requirements for raffle activities, as stated in <https://www.business.qld.gov.au/industry/liquor-gaming/gaming>
- Prepare accurate and sufficient documentation to meet legal requirements
- Be sufficiently familiar with all current Committee documents to note applicability during meetings
- Provide any expense related documentation to the Lighthouse Festival Treasurer in a timely manner
- Help the Committee members in providing positive communication to the community and other relevant stakeholders



Coversure Pty Ltd
 ACN 134 635 180 ABN 84 413 814 665 AFSL 407505
 Suite 501, Level 5, 1 Chandos Street
 P.O. Box 108
 St Leonards NSW 1590
 Phone Number (02) 8404 9500
 Web: www.coversure.com.au

CERTIFICATE OF CURRENCY

Certificate Number: EL0004761X
 Certificate Wording/s: Coversure General Liability Wording
 Insurer: Certain Underwriters at Lloyd's of London
 Insured: Burnett Heads Progress & Sports Association
 Premises: at and from Burnett Heads QLD 4670
 Business Occupation: Principally NFP Progress Association - Involved in Annual Lighthouse Festival, Monthly Bus Tour, Hall Hire, Indoor Line Dancing, Craft Activities, Youth Group, Library, & other as per Policy Schedule.
 Interested Parties: Bundaberg Regional Council (Hall Owner) FTRR&I Only
 Geographical/Territorial Limits: Refer to Details
 Period of Insurance: From: 31/07/2017 To: 31/07/2018 at 4.00pm

Items	Limit (\$)
Section 1 - Liability	
Public Liability any one Occurrence	\$20,000,000
Products Liability in the Aggregate	\$20,000,000
Goods in Care, Custody & Control	\$100,000
Errors & Omissions	\$0
Retroactive Date excluding all known claims or incidents	
Section 2 - Statutory Liability	
Statutory Liability	\$0
Retroactive Date excluding all known claims or incidents	
Section 3 - Professional Indemnity	
Professional Indemnity	\$0
Retroactive Date excluding all known claims or incidents	

Date of Issue: 30 June 2017

Signed

LIB 4472

6/7

2017 Budget

Projected Income 2017

Sponsorship	15000
BRC (Grant)	10000
Site Fees	7800
Raffles/Fundraising	3000
Gate Entry	10000
Art Entry Fees	1800
Bank Interest	20
TOTAL	47620

Projected Expenses 2017

Marketing/Advertising	3850
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Art Expenses	2200
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Sponsorship Expenses	1300
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Entertainment Expenses	18310
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Admin & General	
Audit Fees	220
Bank Charges	35
Insurance	970
BNBT Membership	220
PO Box	125
Raffle Expenses	200
Kidszone Expenses	100
Telephone	120
Website	132
Buses	550
St Johns Ambulance	528
	3200

Volunteers Expenses	500
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Site Expenses	15320
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SUM TOTAL	44680
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BUDGET INCOME 47620

BUDGET EXPENSES 44680

PROFIT/(Loss) 2940



Saturday 28th October 2017
SPONSOR INFORMATION KIT

www.thelighthousefestival.com.au



Creedance: The John Fogerty Show 2016



ABOUT The Lighthouse Festival

Beginning in 2010, the Lighthouse Festival is a sustainable feast of entertainment, lifestyle, and culture held in Burnett Heads, near Bundaberg. The voluntary committee members are passionate about promoting the economic growth and opportunities this Festival brings each year, serving our local community and stakeholders with pride. Our relationships with continuing sponsors have been built on a strong foundation of trust, always delivering what we have promised, and evaluating their levels of satisfactions through targeted feedback. Held the last Saturday each October, this year's festival will feature live entertainment on several stages, art & photography, a boating & outdoors expo, Kids Zone, plus plenty of great stalls, rides, and special displays.

We are looking at adding this year a new feature of a culinary food trail to highlight that our region is fast becoming known as the "Food Bowl".

OUR MISSION

Our mission is to provide visitors of all ages with an inexpensive day out while being entertained and experiencing all that is great about our region including:

- The nautical history of our Burnett Heads and its role in the Bundaberg region
- Enjoying the natural assets of the area on the doorstep to the southern Great Barrier Reef
- The wealth of talent performing and creating original art.
- Our business innovators.
- Tourism opportunities.



LHF Committee and Cameron Cusack 2012



James Blundell 2015

WHY SUPPORT The Lighthouse Festival?

The Lighthouse Festival offers the following attributes as a partner:

- Recognition and support from Bundaberg Regional Council as a 'key event' within the region's event strategy meaning we have solid long term prospects for growth and key partnerships.
- An established history of sound management providing financial stability, sustainability, and environmental and community responsibility. **Aligning yourself with our event reflects well on your company and involves you with a proven and successful event.**
- Our sponsors continually identify the Lighthouse Festival as providing the most substantial level of recognition for sponsors of any event in the region.

Gladstone Ports Corporation have proudly sponsored our Arts & photography Exhibition since 2010



Australia Day Awards 2017 -LHF Committee with Mayor Jack Dempsey



GPC Art & Photography Junior Award winner 2016 with LHF Committee

WHO COMES TO The Lighthouse Festival?

The festival holds appeal for a wide range of age groups and people from all walks of life. However, families are by the far the predominant group that attend the event. By changing the time of the event to extend into the evening we noticed that the demographic included young adults. Surveys show that

around 80% of festival attendees have come from within the 4670 postcode and 15% have come from interstate. In 2016 our gate takings indicated participation around 6,000. This year our marketing objectives include growing the number of attendees and increasing the percentage coming from neighbouring regions such as the Fraser Coast, Gladstone, and South and North Burnett and interstate.



What makes the Burnett Heads Lighthouse Festival unique?

- The Burnett Heads Lighthouse Festival is a celebration of the unique lifestyle and culture of our coastline, promoting both arts and music.
- It provides opportunities for micro local businesses to participate in an event gaining state wide attention.
- Our Arts & Photography exhibition is now promoted to emerging artists and photographers as a preferred launch for their works within their circles.
- The majority of works displayed have not been made available to other regional art events.
- Our 2 music stages promote upcoming musicians, local cultural groups and features local talent.
- Participation is now attracting interest from interstate and is seen as a sound strategy for promoting the cultural strengths and diversity of skills for local community members; providing an opportunity otherwise unavailable.



Children twirling - Visionary Fire 2016

MARKETING

Our advertising and public relations activity includes (but is not necessarily limited to) the following:

- TV advertising on Channel 7
- Radio advertising with Bundaberg Broadcasters utilising all 3 stations 93.9, 4BU, and KIX FM
- Print advertising
- Posters in businesses and places of interest
- Roadside signage at time of event
- Printed brochures
- Website (www.thelighthousefestival.com.au)
- Social media updates and paid Facebook advertising
- Membership to Bundaberg North Burnett Tourism and registration with Australian Tourism Data Warehouse providing listing on over fifty major travel and tourism websites.
- Registration with Eventfinder.com.au
- Council events website
- Utilisation of free publications and community noticeboards
- Our PR campaign typically yields coverage on Channel 7 and WIN local news, 2-3 articles in the NewsMail, interviews on Wide Bay Today (4BU), Hitz 93.9, and ABC Wide Bay.
- In the past we have also secured coverage by ABC Statewide Drive and the RACQ Road Ahead magazine.

The Lighthouse Festival

JUST \$2 P.P. (US FREE)

Lots of Fun For The Whole Family

Live Entertainment On Several Stages * Prizes To Win
 Fantastic Stalls * Joyology Workshops * Fire Twirlers
 Gladstone Ports Corp Art & Photography Exhibition
 Show Rides & Camel Rides * Tasty Food * Kids Zone
 Outdoors Displays * FIREWORKS * Helicopter Flights
CATCH THE BUS FROM BUNDY - details on Facebook

FEATURED GUESTS
EAT. AT DAN & STEPH'S
CREEDENCE THE JAZZ FOREST SHOW

The Lighthouse Festival
 Saturday 29th October 2016, 12pm to 8pm
 Jack Norgate Oval, Zunker St, Burnett Heads QLD
www.thelighthousefestival.com.au

PLATINUM SPONSOR
BUNDABERG REGIONAL COUNCIL

Gold Sponsors
AUSWIDE BANK
 Gladstone Ports Corporation
MIGHTHOUSE HOTEL
Law's REAL ESTATE

Silver Sponsors
McDonald's
CORPORATE AV
 BURNETT HEADS Community Raffles
ALL YOUR HOBBIES
LARC! TOURS
BUNDY LIVE
rock brand
Karamba Beach
marina

Bronze Sponsors
BURNETT HEADS COMMUNITY
SEA JAY
BURNETT HEADS
Grog & Soda
IGA
 Roger & Christine Saunders
Palm Lakes Resort
Kellys

SPONSOR LEVELS

Platinum Sponsor

- Unique Sponsor Trophy
- Acknowledgement in TV advertisements as main Sponsor of the festival.
- PA acknowledgement throughout the day by the MC plus optional on stage interview or presentation to highlight your contribution.
- Mentions in radio advertising.
- Logo on all print advertising.
- Your own feature page on our website highlighting your business.
- Offer of own promotional site at the festival - 3x3 metres square for sponsor materials.
- Invitation to the Festival sponsors function.
- Recognition on on-site signage with company logo and/or name.
- Sponsors logo on the programme handed out at the gates.
- Sponsor recognition on the Lighthouse Festival website and on social media.

\$6,000

Monetary, in kind, or combination



His Merry Men 2013



Sponsor's Trophies 2016

SPONSOR LEVELS

Gold Sponsor

- Unique Sponsor Trophy
- Logo in TV advertisements.
- Extended PA acknowledgement throughout the day by the MC.
- Mentions in radio advertising.
- Logo on print advertising.
- A link to your website or Facebook page on our website
- 10 x Social media free posts in recognition
- 1 x Social media paid post recognition (max value \$50)
- Offer of own promotional site at the festival - 3x3 metres square for sponsor materials.
- 3 Invitations to the Festival sponsors function.
- Recognition on on-site signage with company logo and/or name.
- Sponsor recognition on agreed media channels (unpaid).



Helicopter Rides

\$3,000

Monetary, in kind, or combination



Variety of stalls

SPONSOR LEVELS

Silver Sponsor

- Unique Sponsor Trophy.
- Extended PA acknowledgement throughout the day by the MC.
- Logo on agreed printed advertising.
- Offer of own promotional site at the festival - 3x3 metres square for sponsor materials.
- 5 x Social media free posts in recognition.
- 1 x Social media paid post recognition (max value \$50)
- 1 x Invitation to the Festival sponsors function.
- Recognition on on-site signage with company logo and/or name.
- Sponsor recognition via social media channels (unpaid)



Amusement Rides



Dedicated/Wonderful Volunteers

\$1,000

Monetary, in kind, or combination

SPONSOR LEVELS

Bronze Sponsor

- Certificate of Appreciation
- PA acknowledgement throughout the day by the MC.
- Logo on all print advertising.
- Recognition on some on-site signage.
- Sponsor recognition via social media channels (unpaid).

\$500

Monetary, in kind, or combination

Recognised Supporter*

- Certificate of appreciation
- Acknowledgement of your support wherever possible which may include website, social media, and some printed material.
- *Recognised as contributing under \$500 in more than one event.

\$50 - \$200

Monetary, in kind, or combination



Camel rides join in the Dads Read 2016



Free Activities in the Kidszone

THANK YOU FOR YOUR INTEREST
to discuss further please get in touch with:

Sherilee Ramm
Chairperson
The Lighthouse Festival Committee

0498 354 055 (LHF)
0418 931194 (mobile)
(07) 4159 5602

Email: info@thelighthousefestival.com.au



Vulcan Firework Display

**Item****10 October 2017****Item Number:**

N1

File Number:

TEN0314

Part:COMMUNITY & CULTURAL
SERVICES**Portfolio:**

Community & Environment

Subject:

Tender Consideration Plan Moncrieff Entertainment Centre Seating Replacement

Report Author:

David Cornwell, Operational Supervisor Libraries, Arts & Theatre

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

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

Background:

Approval is being sought to prepare tender documents to fulfil the requirements of the Works for Queensland 2 allocation for the seating replacement and associated works at the Moncrieff Entertainment Centre. A Tender Consideration Plan (TCP) has been developed which would be undertaken via s230 of the Local Government Regulations 2012 Chapter 6 Contracting the Plan.

Objectives of the Plan:

1. to take into consideration the long lead time resulting from key elements being sourced from overseas;
2. to ensure that the tight timetable for the refurbishment is met;
3. ensure the Council complies with the Work for Queensland 2 grant and deed conditions.

The objective will be achieved by adopting an early contractor involvement model. Theatre seating is a very specialised service. The seats need to fit with fire egress and building code compliance, fire retardant materials, be hard wearing (structure and fabrics), fit within existing structures, provide the appropriate aisle and row labelling and lighting and be an appropriate style to maximise seating capacity and patron comfort.

Moncrieff staff have worked with three suppliers to date in terms of identifying funding levels required to make the project work.

The main consideration at this point, given that we need to install the seats in March, is time. Due to the fact that all companies manufacture or source materials overseas, and the fact that fabrics need to be ordered in one dye-lot, there is usually a 16 week manufacture turnaround. Christmas/New Year breaks need to be taken into consideration which extends ordering lead time to at least 20 weeks, which would take us right up to beginning of March if ordered in mid-October 2018. With this timing in mind, there is a very small window to appoint an appropriate Contractor and to get the materials ordered for a March 2018 installation. There is no time to go to formal tender under s 228.

Having said that, three suppliers will be involved in the early contractor engagement model. The Contractors are:

- Civic Australia (Brisbane) www.civicaustralia.com.au
- Hadley Australia (Sydney) www.hadleyaustralia.com.au
- Profurn (Melbourne) www.profurn.com.au

The objectives will be measured by ensuring that the project is delivered within the tight deadlines, to budget and to the scope and specifications. Selected Contractors are able to offer a turnkey solution as this will help mitigate any risks.

The alternative was a full tender response under s 228 of the Regulations. Given the tight timeframes and specialised nature a full tender approach is not practical.

This is a design and construct contract so AS4902-2000 will be used. The contract time is expected to be 5 months.

The proposed tender timetable is as follows:

Action	Time / Date
Invitation to Offer released / Date of advertisement	11 October 2017
Closing Date for Enquiries	4.00 pm (Australian Eastern Standard Time) on Wednesday 25 October 2017
Closing Time	2.00 pm (Australian Eastern Standard Time) on Friday 27 October 2017

Associated Person/Organization:

Rod Ainsworth, Coordinator Moncrieff Entertainment Centre

Consultation:

Portfolio Spokesperson – Cr Judy Peters

General Manager – Gavin Steele

Operational Supervisor, Libraries, Arts and Theatre – David Cornwell

Strategic Supply – Manager, Jennifer Marshallsea

AMS – Technical Supervisor, Mike Paul

Legal Implications:

Strategic Supply have drafted the Tender Consideration Plan (TCP) re the above. Under s230 of the Local Government Regulations 2012 Chapter 6 - Contracting the Plan.

Policy Implications:

The reason for the proposed Tender Consideration Plan, rather than a standard tender process under s228 of the Regulations, is time. The lead time to manufacture seating is long (16-20 weeks) and a tender would need to be awarded in early November in order for supply and installation to occur in March 2018, which is the only time available in the Moncrieff Entertainment Centre's schedule this Financial Year to fulfil Works for Queensland 2 deadlines.

Financial and Resource Implications:

\$440,000 has been allocated through Works for Queensland 2 funding. This project is designed to fit within that funding allocation.

Risk Management Implications:

A tender would be awarded as a primary contractor arrangement whereby the successful tenderer would manage the seating and carpet installation and any minor works required to finish the job to required professional levels. A design and construct contract so AS4902-2000 will be used. The contract time is expected 5 months. This means the risk is with the primary contractor.

There is some implication to revenue loss while the venue is closed for up to five weeks. However, March is usually a quiet month which is why this time has been chosen. April to June is a very busy period. Penalty clauses will be included in the contract documents to allow for compensation should the project run over time.

In terms of market implications, a desktop review of the IBISWorld Industry Report C2511 Wooden Furniture and Upholstered Seat Manufacturing in Australia highlighted that the industry is in decline with high (over 50%) import penetration. There is low supplier concentration with stable and clearly segmented products and brands. Further, the market is subject to low levels of technological and process change.

The main risk is not meeting Works for Queensland 2 funding deadlines by end of financial year. Going to a full tender process under s 228 of the Regulations would put this timeframe at significant risk. Overall the market risk is low as is the risk to Council.

Communications Strategy:

Once Council has resolved on the tender arrangements, consultation will occur with the Communications Team. A plan will be developed in consultation with internal stakeholders to look at making the information public on award of the tender.

Communications Team consulted.

Yes

No

Attachments:

- [↓1](#) WORKS FOR QUEENSLAND_Moncrieff Scope_DRAFT1
- [↓2](#) TEN0314 Project Plan

Recommendation:

That Council approve the Tender Consideration Plan including use of a closed tender under *Section 230 of the Local Government Regulations 2012 Chapter 6 - Contracting the Plan*, for purchase and installation of seating and associated works at the Moncrieff Entertainment Centre. The tender is to be advertised on 11 October 2017 or as soon as possible thereafter, as per the proposed project timelines.

WORKS FOR QUEENSLAND – MONCRIEFF ENTERTAINMENT CENTRE**SEATING AND CARPET REPLACEMENT****Notes on Scope of Works Required****1. Design Works**

- seating configuration to take into account existing footprint and BRC objectives
- choice of carpet (2)
- choice of seating (2)
- choice of step treads
- choice of paint type and colour (3)
- choice of seat labelling (material, style and font)
- As construct and as build seating and flooring plans

2. Site preparation

- Remove and safely dispose of existing seating, brackets and frames
- Remove and safely dispose of the existing carpet and any underlay
- Remove existing electrics (row lighting)
- Repair any damage to flooring in preparation for installing the new seating
- Removal any other rubbish from the site

3. Installation

Carpet laying**Carpet:**

Moncrieff Entertainment Centre staff will make the final choice of carpet based on the parameters below, budget and scope.

Carpet required in foyer areas (foyer, coordinator's office and small hallway to disability toilet)

Lay carpet either:

- a) Full auditorium, or
- b) Replacement of existing blue patterned Axminster carpet like for like

Preference is Axminster to replace existing Axminster and alternative fire retardant material to be quoted on regarding replacement of existing non-Axminster carpets under seats in the front half of the auditorium.

In scope

- The preference is for option a) but will depend on carpet chosen and budget
- Underlay required in foyer, office and hallway area only
- Auditorium and steps (access to auditorium and in auditorium) do not require underlay

- Timber floors in back area of auditorium from row AA to row K will need some minor restoration work including some sanding and sealing

Out of Scope

- There is currently carpet laid vertically from the floor to the bottom of the foyer seating, up the walls in the stairwell and on a small dividing wall at Row L (at the top of the stairs). Carpet will not be required on these surfaces in the refurbishment (see section 4 below)

Stair Nosing:

- Existing aluminium stair nosing will be reused. It will need to be removed and cleaned.
- The existing step tread strips will need to be removed prior to the tread being cleaned.
- Step tread strips are to be replaced with luminescent, glow in the dark stripping – all three strips in each stair nosing fitting will need to be this material.

Seating installation

Seating:

Moncrieff Entertainment Centre staff will make the final choice of seats and colours

Seats to include:

- Row labelling and lighting
- Required electrics to enable lighting operation (advice may be sought from Council electricians)
- Seat numbering is required
- Two options are to be quoted on: with and without cup holders. Cup holders are to be a plain tapered circle style to reduce cleaning requirements.

Additional information:

- The entire front row are to be removable free standing seats for disability access purposes.
- Lighting under the lip of the dividing wall in front of Row L (at the top of the entry stairs) is to be reinstated on the same circuit as row lighting. This should be replaced with LED strip lighting.
- If possible, all row and safety lighting in the auditorium and stairwell should be wired to one switch (currently three). Council electricians are to undertake all electrical work.

Row Labelling:

Note that Moncrieff intend to reconfigure the row labelling to have AA as the very front row, moving up the auditorium to Row X as the rear row.

Minor Electrical Works

Minor auditorium and foyer refurbishments

Installation of Pressed Tin:

Where existing carpet is laid on the stairwell to the auditorium and on the dividing wall at Row L (at the top of the stairs), this will be replaced with pressed tin sheeting, the same as has been used in the Candy Bar and Bar.

This was sourced from:

Pressed Tin Panels
22 Vale Road, Bathurst NSW 2795
Phone 02 6332 1738

These are the manufacturers of the material. There are other suppliers, but the material all comes from one source.

- Pattern is “original”
- Surface is powder coated black gloss
- Panels come in 600 x 1800 or 900 x 1800
- A small number of full sheets remain from the Candy Bar and Bar renovations which should be used
- There are specific cutting and installation instructions which come with that material

Timber renovation:

The timber surrounds on the auditorium stairwell and on the dividing wall at the top of the stairs are varnished. The varnish will need to be removed and those surfaces painted in a hard wearing black semi gloss enamel (or other hard wearing paint).

Minor painting:

The walls in the stairwell and the small areas under the seats in the foyer which are currently carpeted will need to be patched and painted.

The contractor will supply paint and associated materials.

Moncrieff Entertainment Centre will have final decision on paint type and colour.

Reinstatement

Cleaning:

It is required that the venue is returned to full operating condition, including cleaning, and removal of all rubbish after completion of the works and prior to the Venue being open to the public

TEN/0314 Moncrieff Theatre Refurbishment	
Overview	
Project	<p>Project in four stages:</p> <ul style="list-style-type: none"> A) Removal of existing seats and some carpet B) Replacement of seating C) Replacement of carpets D) Small renovations to auditorium <p>Funding is via Works for Queensland 2 and the overall budget is \$440,000. 50% is paid up front with another instalment at 50% completion then a small residual paid on completion. The project must be completed by 30 June 2018.</p>
Business Issue	Theatre seating is a very specialized service. The seats need to fit with fire egress and building code compliance, fire retardant materials, be hard wearing (structure and fabrics), fit within existing structures, provide the appropriate aisle and row labelling and lighting and be an appropriate style to maximize seating capacity and patron comfort.
Proposed solution	Given the specialised nature of the procurement a Tender Consideration Plan (s230) will be presented to Council for resolution. Once approved this allow for early supplier engagement and the selection of a best option without going to full tender. This will ensure the tight deadline and lead times can be met.
Consultants	Civic Australia Hadley Australia Profurn BRC Asset Management Services
Project Objective	<ul style="list-style-type: none"> A) Manufacture and ship seating and component parts to the venue B) Contract to be delivered and completed during the month of March 2018. C) Install seating by Easter 2018
Potential Companies	Civic Australia Hadley Australia Profurn
In Scope	<ul style="list-style-type: none"> Manufacture, Deliver and Install seating Removal of carpet Prepare surfaces Install new carpet Minor Carpentry Work
Out of Scope	
Benefits	A selective tender will help expedite the procurement process given the Short notice provided.
Created by	Troy Redden
Created date	28/09/2017
Role Players	
Project Sponsor	Jennifer Marshallsea
Project Manager	Rod Ainsworth
Stakeholders	Rod Ainsworth Mike Paul

Which department is responsible for realising benefits?	Moncrieff Entertainment Theatre		
Estimated Duration & Resources	Task	Resource	Timeline
	Prepare report to Council	Jennifer Marshallsea / Rod Ainsworth	29/09/2017
	Submit to Council and get Approval	Rod Ainsworth	3/10/2017
	Prepare tender documents in preparation for tender	Troy Redden / Rod Ainsworth	4/10/2017
	Open tender to selected suppliers	Troy Redden	11/10/2017
	Close tender	Troy Redden	27/10/2017
	Evaluate tender	Mike Paul, Rod Ainsworth, Gavin Steel, Troy Redden (probity)	31/10/2017
	Memo of recommendation & formal instrument of agreement	Troy Redden	1/11/2017
		Contractor commences work	Contractor and PM
	Moncrieff closed	Contractor and PM	March 2018
	Contract close out	Contractor and PM	April 2018
Risks and Issues	The risk of delay in the supply chain is medium, due to the products being custom manufactured off shore by a third party then shipped to Australia.		
Sponsor	Name	Signature	Date
	Rod Ainsworth		Click here to enter a date.
Co-Sponsor	Name	Signature	Date
	Jennifer Marshallsea		Click here to enter a date.

**Item****10 October 2017****Item Number:**

S1

File Number:**Part:**STRATEGIC PROJECTS &
ECONOMIC DEVELOPMENT**Portfolio:**

Executive Services

Subject:

Memorandum of Understanding with City of Brisbane Investment Corporation

Report Author:

Amanda Pafumi, Strategic Projects Co-ordinator

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

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

Background:

The City of Brisbane Investment Corporation (CBIC) is a wholly owned subsidiary of the Brisbane City Council, managed by a small professional Executive team and support staff, under the guidance of a sophisticated and independent Board. CBIC makes strategic investments on behalf of the residents of Brisbane, and across a series of assets classes. The company strives to maximize total returns on investments made and has achieved a strong growth rate in its funds over the last five years.

Council has become aware CBIC has excess cash reserves they are looking to invest in strategic investments outside the Brisbane City Council region, and they have acknowledged their interest in exploring mutually beneficial economic development and investment opportunities in the Bundaberg region.

Associated Person/Organization:

Chief Executive Officer, City of Brisbane Investment Corporation

Consultation:

Preliminary discussions between BRC and CBIC have occurred at Chief Executive level.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

Nil financial implications for Council at this time. In-kind support by way of Council time and resources to be provided on an as needs basis from the Chief Executive's Office, Strategic Projects Co-ordination branch.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

Nil

Recommendation:

That the Mayor and Chief Executive Officer be delegated authority to enter into a Memorandum of Understanding with City of Brisbane Investment Corporation to explore mutually beneficial economic development opportunities for the Bundaberg Region.