



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 31 OCTOBER 2017, COMMENCING AT 10.00 AM**

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**Item****31 October 2017****Item Number:**

E1

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

2017/2018 Budget Review for period ending 30 September 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:

The 1st amended budget for the financial year acknowledges the draft financial position of Council at 30 June 2017 as submitted to audit and includes capital projects carried forward from the previous financial year.

Financial Year 2017 Result

Council has returned a consolidated operating surplus of \$18.1 million for the financial year 2017, a significant increase from the estimated surplus of \$3.7 million. The increase in operating result has led to an unallocated surplus of \$15.5 million across all businesses of Council with the majority of the unallocated surplus belonging to the Water Business (\$14.3 million), and Waste Business (\$5.7 million).

The General Fund's position improved from a deficit of \$10.4 million in 2016 to a deficit of \$4.4 million in 2017. However this was mainly due to the federal government's decision to bring forward the anticipated first and second quarters' component of the 2018 Financial Assistance Grant and pre-pay \$3.96 million in 2017. This impact will be reversed if the federal government does not maintain this prepayment in future years.

Other contributing factors to the improved operating surplus include:

- \$1.55 million in fees and charges received in excess of budgeted fees and charges, predominantly because the assessment of revenue tends to be on the conservative side. The most significant additional revenues received were as follows:

- Recoverable Works (mainly National Disaster Relief and Recovery Arrangements (NDRRA) and Road Maintenance Performance Contract (RMPC)) \$850,000;
 - Airport \$100,000;
 - Waste disposal fees \$200,000;
 - Moncrieff Entertainment Centre \$75,000;
 - Health services \$50,000;
 - Planning fees \$90,000.
- Interest revenue was \$432,000 more than budgeted as cash balances were significantly higher than expected, resulting from difficulties in predicting capital expenditure and the level of cashflow during the year.
 - Actual employee expenses were \$3.3 million less than budgeted. The number of full time equivalents was lower than the previous year, partially due to a moratorium on new and replacement employees.
 - Material and services expenses were \$3.2 million less than budgeted expenditure. Significant savings in electricity (\$210,000), raw water (\$200,000), consultancies (\$410,000) and fleet consumables (\$400,000) eventuated.
 - Depreciation was \$1.87 million less than budgeted, primarily due to a comprehensive review of the roads asset class's valuation and asset management methodology
 - Finance costs were \$104,000 less than budgeted.

Council's capital expenditure (excluding Donated Assets) for 2017 was \$89.2 million out of a budgeted \$100.9 million. Applications to carry forward project funding of \$7.9 million have been received and including the 2018 amended budget.

2018 1st Quarter Amended Budget

The 1st quarter amended budget for 2018 has been completed and is now presented to Council for adoption. The budget amendment has been prepared in accordance with the requirements of Section 170 and 173 of *Local Government Regulation 2012*.

Recurrent Budget

The result of the amendment indicates a slight increase in Council's operating surplus from \$6.97 million to \$7.5 million. The attached Budgeted Comprehensive Income Statement shows total operating revenues are anticipated to be \$179.9 million, a reduction of \$3.3 million and total operating expenses are anticipated to be \$172.5 million, a decrease of \$3.8 million from the original budget.

The changes in the Comprehensive Income are mainly attributable to the following:-

Operating Revenue

- Anticipated receipts from water consumption charges have increased by \$660,000;
- Fees and charges have decreased by \$1.3 million:-

- Airport fees and charges have been reduced by \$552,000 to reflect the concessions offered to Alliance Airlines; and
- Accrual adjustments for the Fees and charges paid in advance of \$684,000 were processed.
- Operating grants and subsidies have decreased by \$3.6 million:-
 - The anticipated Financial Assistance Grant has been reduced by \$3.6 million to reflect the funding prepaid in FY2017.

Operating Expenditure

- Wages have been increased by \$472,000 largely driven by increased staffing levels in Corporate applications.
- Materials and services charges have increased by \$1.9 million resulting predominantly from:-
 - Qunaba phytocapping stage 1 \$802,500 (reallocated from capital);
 - Corporate applications \$277,568; and
 - Wastewater facilities \$332,440.
- Consultancies have been reduced by \$235,840;
- Depreciation expense has been reduced by \$6.3 million. Council completed a comprehensive revaluation and detailed review of the supporting assumptions and methodologies associated with the Roads asset class. At the time of framing the original budget Council expected an increase in the value of roads from this review, and accordingly an increase in depreciation;

Capital Income

- Capital grants, subsidies and contributions have increased by \$15.7 million with the second round of Works for Queensland; Burnett Heads CBD and Aviation Precinct.

Capital Budget

Budgeted capital expenditure has been revised to \$137.5 million, an increase of \$13 million from the original budget of \$124.7 million. This is primarily due to previously approved projects being carried-over from the previous financial year \$7.8 million. Other significant amendments have resulted from funding agreements include:-

- Works for Queensland \$2 million;
- NDRRA \$1.2 million;
- Aviation Precinct \$2.3 million;
- Land purchase in Quay St \$400,000;
- Blackspot projects \$1.2 million;
- Deferral of Corporate Applications \$3 million;
- Qunaba Landfill Phytocapping transferred to Recurrent Expenditure \$802,500.

Council Capital Projects are funded by the following mix of revenue sources:-

- General revenue \$60 million;
- Loans \$35.52 million;
- Grants, Contributions, Donations \$35.4 million;
- Assets sales \$0.9 million;
- Council Reserves \$11.3 million.

The loan borrowings have increased from \$33.7 million and will be utilised against the following projects:-

- Cedars Roads Cell 3 \$4 million;
- Burnett heads CBD \$1.6 million;
- Burnett Heads Sewerage Infrastructure \$2.1 million;
- Bundaberg CBD \$8 million;
- Rubyanna WWTP \$17 million;
- Woodgate Vacuum Sewer \$1.82 million;
- Belle Eden Gravity Main \$1 million.

Wages On-Costs

Wages on-costs (Leave entitlements, Superannuation, Works Compensation Insurance, etc.) have been trending downwards over the previous years, triggering a review of the on-costs rates applied to all ordinary wages costs. The base on-cost rates have been reduced from 48% to 44% for internal staff and 47% for external staff. Casual staff base on-cost rate has decreased from 23% to 18%.

The change in on-cost rates will bring an anticipated total reduction in Employee Costs across Council of \$0.7 million over the remainder of 2018. This will be reflected in the next amended budget.

Note: The current Revenue Statement and Revenue Policy forms part of this amended budget, however as no changes were recorded, these documents have not been attached to this report.

Associated Person/Organization:

Not applicable.

Consultation:

Chief Executive Officer, General Managers, Managers, Supervisors and relevant staff.

Legal Implications:

Budget amendments must comply with the requirements of Section 170 and 173 of *Local Government Regulation 2012*.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

Amend Council's Operational and Capital Budget for FY2018 to acknowledge the financial position at 30 June 2017, projects carried forward from the previous year and other amendments during the year to identify the potential impacts on financial forecasts and sustainability ratios.

Risk Management Implications:

Continuous review and amendment of the budget enables Council to focus on the future direction and sustainability. Although Council may spend money that is not approved in the Budget for emergency or hardship under resolution, this does not identifying the impact of this spending on the long-term financial forecast and sustainability.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓](#)1 Budgeted Financial Statements 2017/2018 - 1st Quarter Reivew

Recommendation:

That in accordance with Sections 170 and 173 of *Local Government Regulation 2012*, the amended budget for the Financial Year 2018 (as detailed on the 14 pages appended to this report) - be adopted.

BUNDABERG REGIONAL COUNCIL**Budgeted Statement of Comprehensive Income**

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Revenue					
Rates, levies and charges	142,637,455	151,634,430	152,294,430	156,805,101	161,489,566
Less: Discounts & Pensioner remissions	(7,843,875)	(8,327,900)	(8,327,900)	(8,484,462)	(8,644,012)
Net rates and utility charges	134,793,580	143,306,530	143,966,530	148,320,639	152,845,554
Fees and charges	19,360,242	21,375,060	20,041,096	20,481,188	20,931,197
Interest received	3,747,774	3,139,800	3,939,129	3,508,997	3,091,249
Contract and recoverable works	5,039,489	4,361,200	3,677,200	3,750,744	3,825,759
Sale of goods	986,862	-	782,122	797,764	813,720
Grants, subsidies, contributions and donations	15,864,226	11,060,227	7,531,291	11,412,050	11,640,291
Profit on sale of developed land held for resale	74,444	-	-	-	-
TOTAL OPERATING REVENUES	179,866,617	183,242,617	179,937,368	188,271,382	193,147,770
Expenses					
Employee benefits	(61,648,407)	(67,205,270)	(67,676,867)	(71,052,721)	(72,812,216)
Materials and services	(49,625,255)	(54,729,895)	(56,675,878)	(58,881,878)	(58,987,998)
Finance costs	(4,712,963)	(3,922,732)	(4,027,933)	(4,766,785)	(5,027,355)
Depreciation and amortisation	(45,788,589)	(50,413,508)	(44,079,054)	(49,000,885)	(52,328,922)
TOTAL OPERATING EXPENSES	(161,775,214)	(176,271,205)	(172,459,732)	(183,722,269)	(189,156,491)
Operating surplus (deficit)	18,091,403	6,971,412	7,477,636	4,549,113	3,991,279
Capital income and expenditure:					
Cash capital grants, subsidies and contributions	25,805,602	14,809,100	30,521,501	9,897,555	14,921,263
Other capital income	3,491,816	-	954,000	1,000,000	1,000,000
Donated physical capital assets	4,545,792	5,500,000	5,500,000	5,500,000	5,500,000
Capital Expenses	(27,223,625)	954,000	-	-	-
Increase/(decrease) in asset revaluation surplus	94,096,227	-	-	-	-
Net result	118,807,215	28,234,512	44,453,137	20,946,668	25,412,542

BUNDABERG REGIONAL COUNCIL**Budgeted Statement of Financial Position**

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Current Assets					
Cash and cash equivalents	106,021,236	52,586,824	80,226,859	63,081,010	48,543,724
Trade and other receivables	16,099,627	16,917,951	14,465,608	15,185,951	15,578,403
Inventories	4,090,453	4,137,946	4,090,453	4,090,453	4,090,453
Non-current assets held for sale	798,233	325,681	798,233	798,233	798,233
	<u>127,009,549</u>	<u>73,968,402</u>	<u>99,581,153</u>	<u>83,155,647</u>	<u>69,010,813</u>
Non-Current Assets					
Investment Property	8,347,178	5,693,418	8,347,178	8,347,178	8,347,178
Property, plant and equipment	1,994,932,761	1,923,557,662	2,087,881,984	2,143,918,829	2,201,972,712
Intangible assets	6,560,269	10,221,304	6,574,628	6,787,694	6,331,322
	<u>2,009,840,208</u>	<u>1,939,472,384</u>	<u>2,102,803,790</u>	<u>2,159,053,701</u>	<u>2,216,851,212</u>
TOTAL ASSETS	<u>2,136,849,757</u>	<u>2,013,440,786</u>	<u>2,202,384,943</u>	<u>2,242,209,348</u>	<u>2,285,862,025</u>
Current Liabilities					
Trade and other payables	23,117,219	14,117,403	14,237,690	14,825,981	14,944,367
Borrowings	5,638,483	9,504,000	8,560,602	12,123,776	15,158,588
Provisions	12,089,836	1,500,000	12,000,000	12,000,000	12,000,000
Unearned revenue	570,928	457,158	570,928	570,928	570,928
	<u>41,416,466</u>	<u>25,578,561</u>	<u>35,369,220</u>	<u>39,520,685</u>	<u>42,673,883</u>
Non-Current Liabilities					
Borrowings	52,638,535	76,891,438	79,257,995	90,607,025	92,955,794
Provisions	17,005,728	26,816,682	17,515,564	17,935,564	18,355,564
	<u>69,644,263</u>	<u>103,708,120</u>	<u>96,773,559</u>	<u>108,542,589</u>	<u>111,311,358</u>
TOTAL LIABILITIES	<u>111,060,729</u>	<u>129,286,681</u>	<u>132,142,779</u>	<u>148,063,274</u>	<u>153,985,241</u>
NET COMMUNITY ASSETS	<u>2,025,789,028</u>	<u>1,884,154,105</u>	<u>2,070,242,164</u>	<u>2,094,146,074</u>	<u>2,131,876,784</u>
Community Equity					
Asset revaluation surplus	461,030,782	366,960,096	461,030,782	463,988,024	476,106,193
Retained surplus	1,564,758,246	1,517,194,009	1,609,211,382	1,630,158,050	1,655,570,591
TOTAL COMMUNITY EQUITY	<u>2,025,789,028</u>	<u>1,884,154,105</u>	<u>2,070,242,164</u>	<u>2,094,146,074</u>	<u>2,131,876,784</u>

BUNDABERG REGIONAL COUNCIL
Budgeted Statement of Cash Flows

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Cash Flows from Operating Activities					
Receipts from customers	169,875,858	169,042,790	166,837,234	170,483,915	175,524,004
Payments to suppliers and employees	(112,326,066)	(121,934,965)	(133,524,574)	(129,644,454)	(131,985,937)
	57,549,792	47,107,825	33,312,660	40,839,461	43,538,067
Recurrent grants, subsidies, contributions and donations	15,376,615	11,060,227	8,170,060	11,093,083	11,824,145
Interest received	3,608,077	3,139,600	3,939,129	3,508,997	3,091,249
Proceeds from sale of developed land held for resale	96,100	-	-	-	-
Costs incurred on developed land held for resale	(5,552)	-	-	-	-
Borrowing costs	(3,111,804)	(3,922,732)	(3,165,643)	(3,926,941)	(4,157,679)
Net Cash Inflow/(Outflow) from Operating Activities	73,513,228	57,384,920	42,256,206	51,514,600	54,095,782
Cash Flow from Investing Activities :					
Proceeds from sale of non-current assets held for sale	61,487	-	-	-	-
Proceeds from sale of property, plant and equipment	693,119	954,000	-	-	-
Capital grants, subsidies, contributions and donations	28,102,217	14,809,100	30,521,501	9,897,555	14,921,263
Payments for property, plant and equipment	(85,324,153)	(115,848,096)	(131,163,636)	(96,208,555)	(92,268,263)
Payments for intangible assets	-	(3,379,000)	(379,000)	(585,000)	(40,000)
Payments for investment property	-	-	-	-	-
Net Cash Inflow/(Outflow) from Investing Activities	(56,467,330)	(103,463,996)	(101,021,135)	(86,896,000)	(77,387,000)
Cash Flow from Financing Activities :					
Proceeds from borrowings	-	33,750,000	35,520,000	24,000,000	18,000,000
Repayment of borrowings	(5,382,266)	(5,512,000)	(5,978,420)	(9,087,797)	(12,816,419)
Net Cash Inflow/(Outflow) from Financing Activities	(5,382,266)	28,238,000	29,541,580	14,912,203	5,383,581
Net Increase (Decrease) in Cash Held	11,663,632	(17,841,076)	(25,794,377)	(17,145,848)	(14,537,287)
Cash at beginning of reporting period	94,357,604	70,427,900	106,021,236	80,226,858	63,081,011
Cash at end of Reporting Period	106,021,236	52,586,824	80,226,859	63,081,010	48,543,724

BUNDABERG REGIONAL COUNCIL**Budgeted Statement of Changes in Equity**

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Opening Balance - Retained Surplus	<u>1,454,154,352</u>	<u>1,488,959,497</u>	<u>1,564,758,246</u>	<u>1,609,211,382</u>	<u>1,630,158,050</u>
Net result	<u>110,603,894</u>	<u>28,234,512</u>	<u>44,453,136</u>	<u>20,946,668</u>	<u>25,412,540</u>
Closing Balance - Retained Surplus	<u>1,564,758,246</u>	<u>1,517,194,009</u>	<u>1,609,211,382</u>	<u>1,630,158,050</u>	<u>1,655,570,590</u>
Opening Balance - Asset Revaluation Reserve	<u>366,960,096</u>	<u>366,960,096</u>	<u>461,030,782</u>	<u>461,030,782</u>	<u>463,988,024</u>
Increase in asset revaluation surplus	<u>94,070,686</u>	<u>-</u>	<u>-</u>	<u>2,957,242</u>	<u>12,118,170</u>
Closing Balance - Asset Revaluation Reserve	<u>461,030,782</u>	<u>366,960,096</u>	<u>461,030,782</u>	<u>463,988,024</u>	<u>476,106,194</u>
Total Community Equity	<u>2,025,789,028</u>	<u>1,884,154,105</u>	<u>2,070,242,164</u>	<u>2,094,146,074</u>	<u>2,131,676,784</u>

BUNDABERG REGIONAL COUNCIL
Budgeted Statement of Comprehensive Income

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2016/27	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Revenue												
Rates, levies and charges	142,637,455	151,634,430	152,294,430	156,805,101	161,489,566	165,435,512	169,486,350	173,949,467	178,529,459	183,245,436	188,085,088	193,068,642
Less: Discounts & Pensioner remissions	(7,843,875)	(8,327,900)	(8,327,900)	(8,484,462)	(8,644,012)	(8,806,609)	(8,972,311)	(9,141,178)	(9,313,272)	(9,488,658)	(9,667,392)	(9,849,547)
Net rates and utility charges	134,793,580	143,306,530	143,966,530	148,320,639	152,845,554	156,628,903	160,514,039	164,808,289	169,216,187	173,756,780	178,417,696	183,219,095
Fees and charges	19,362,242	21,375,060	20,041,096	20,481,188	20,931,197	21,391,562	21,868,797	22,351,454	22,844,122	23,357,140	23,882,007	24,415,249
Interest received	3,747,774	3,139,600	3,939,129	3,506,997	3,091,249	2,722,242	2,866,104	2,572,517	2,575,062	2,825,489	3,591,014	3,468,275
Contract and recoverable works	5,039,499	4,361,200	3,677,200	3,750,744	3,825,759	3,902,274	3,980,320	4,059,926	4,141,124	4,223,947	4,308,426	4,394,594
Sale of goods	986,862	-	782,122	797,784	813,720	828,994	846,594	863,526	880,796	898,412	916,381	934,708
Grants, subsidies, contributions and donations	15,984,226	11,060,227	7,531,291	11,412,050	11,640,291	11,873,096	12,110,558	12,352,770	12,599,825	12,851,821	13,108,858	13,371,035
Profit on sale of developed land held for resale	74,444	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	179,866,617	183,242,617	179,937,368	188,271,382	193,147,770	197,348,071	201,987,412	207,008,482	212,257,116	218,013,589	224,224,382	229,802,956
Expenses												
Employee benefits	(61,648,407)	(67,205,270)	(67,676,867)	(71,052,721)	(72,812,216)	(74,621,657)	(76,589,612)	(78,500,536)	(80,464,217)	(82,615,228)	(84,825,979)	(87,043,276)
Materials and services	(49,625,255)	(54,729,695)	(56,675,878)	(58,881,878)	(58,987,998)	(59,094,240)	(59,200,608)	(59,307,102)	(59,413,727)	(59,520,484)	(59,627,376)	(59,734,406)
Finance costs	(4,712,963)	(3,922,732)	(4,027,933)	(4,786,785)	(5,027,355)	(4,918,814)	(4,532,280)	(3,989,552)	(3,508,248)	(3,210,661)	(3,048,662)	(3,024,022)
Depreciation and amortisation	(45,788,589)	(50,413,508)	(44,079,054)	(48,000,885)	(52,328,922)	(55,726,750)	(58,710,344)	(61,622,155)	(63,901,207)	(63,760,531)	(66,841,954)	(70,474,188)
TOTAL OPERATING EXPENSES	(161,775,214)	(176,271,205)	(172,459,732)	(183,722,269)	(189,156,491)	(194,361,461)	(199,032,824)	(203,419,345)	(207,287,399)	(209,106,904)	(214,340,971)	(220,275,892)
Operating surplus (deficit)	18,091,403	6,971,412	7,477,636	4,549,113	3,991,279	2,986,610	2,954,588	3,589,137	4,969,717	8,906,685	9,883,411	9,527,064
Capital income and expenditure:												
Cash capital grants, subsidies and contributions	25,805,602	14,809,100	30,521,501	9,897,555	14,921,263	4,400,000	4,500,000	4,600,000	4,700,000	4,800,000	4,900,000	5,000,000
Other capital income	3,491,816	-	954,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Donated physical capital assets	4,545,792	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000
Capital Expenses	(27,223,625)	954,000	-	-	-	-	-	-	-	-	-	-
Increase/(decrease) in asset revaluation surplus	94,096,227	-	-	-	-	-	-	-	-	-	-	-
Net result	118,807,215	29,234,512	44,453,137	20,946,688	25,412,542	13,886,610	13,954,588	14,689,137	16,169,717	20,206,685	21,283,411	21,027,064

BUNDABERG REGIONAL COUNCIL

Budgeted Statement of Financial Position

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Current Assets												
Cash and cash equivalents	106,021,236	52,586,824	60,226,859	63,081,010	48,543,724	44,101,239	37,841,775	32,499,535	42,321,081	65,524,213	56,774,910	84,098,973
Trade and other receivables	16,099,827	16,917,951	14,465,808	15,185,951	15,578,403	15,996,644	16,382,574	16,802,958	17,187,054	17,678,474	18,134,249	18,602,850
Inventories	4,090,453	4,137,946	4,090,453	4,090,453	4,090,453	4,090,453	4,090,453	4,090,453	4,090,453	4,090,453	4,090,453	4,090,453
Non-current assets held for sale	798,233	325,681	798,233	798,233	798,233	798,233	798,233	798,233	798,233	798,233	798,233	798,233
	127,009,549	73,966,402	99,581,153	83,155,647	59,010,813	64,986,569	58,913,035	54,191,179	64,396,821	88,091,373	79,797,845	107,590,509
Non-Current Assets												
Investment Property	8,347,178	5,693,418	8,347,178	8,347,178	8,347,178	8,347,178	8,347,178	8,347,178	8,347,178	8,347,178	8,347,178	8,347,178
Property, plant and equipment	1,994,932,761	1,823,557,862	2,087,881,984	2,143,918,829	2,201,972,712	2,213,488,579	2,226,492,646	2,252,936,529	2,273,746,837	2,284,594,419	2,332,318,754	2,344,418,390
Intangible assets	6,560,269	10,221,304	6,574,628	6,787,694	6,331,322	6,069,362	5,749,663	5,397,069	4,881,424	4,644,567	4,247,332	3,931,552
	2,009,840,208	1,939,472,384	2,102,803,790	2,159,053,701	2,216,651,212	2,227,905,119	2,240,588,487	2,266,680,776	2,287,075,439	2,297,566,164	2,344,813,264	2,356,695,120
TOTAL ASSETS	2,136,849,757	2,013,440,786	2,202,384,943	2,242,209,348	2,285,662,025	2,292,891,688	2,299,502,522	2,320,871,955	2,351,472,260	2,385,677,537	2,424,711,109	2,464,285,629
Current Liabilities												
Trade and other payables	23,117,219	14,117,403	14,237,690	14,825,981	14,944,367	15,148,767	15,325,273	15,497,115	15,630,492	15,864,938	16,081,495	16,258,615
Borrowings	5,638,483	9,504,000	8,560,602	12,123,776	15,158,588	14,555,379	14,486,781	12,417,673	9,362,730	6,935,078	8,593,799	10,297,507
Provisions	12,089,836	1,500,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Unearned revenue	570,928	457,158	570,928	570,928	570,928	570,928	570,928	570,928	570,928	570,928	570,928	570,928
	41,416,466	25,578,561	35,369,220	39,520,685	42,673,883	42,275,074	42,382,982	40,485,716	37,564,150	35,370,944	37,226,222	39,127,050
Non-Current Liabilities												
Borrowings	52,639,535	76,891,438	79,257,995	90,607,025	92,955,794	83,371,622	68,884,841	56,467,188	53,882,600	51,789,066	52,878,356	52,263,938
Provisions	17,005,728	26,816,682	17,515,564	17,935,564	18,355,564	18,775,564	19,195,564	19,615,564	20,035,564	20,455,564	20,875,564	21,295,564
	69,844,263	103,708,120	96,773,559	108,542,589	111,311,358	102,147,186	88,080,405	76,082,732	73,918,164	72,244,630	73,753,920	73,559,502
TOTAL LIABILITIES	111,060,729	129,286,681	132,142,779	148,063,274	153,985,241	144,422,260	130,463,387	116,568,448	111,482,314	107,615,574	110,980,142	112,686,552
NET COMMUNITY ASSETS	2,025,789,028	1,884,154,105	2,070,242,164	2,094,146,074	2,131,676,784	2,148,469,428	2,169,039,135	2,204,303,507	2,239,989,946	2,278,061,963	2,313,730,967	2,351,599,077
Community Equity												
Asset revaluation surplus	461,030,782	366,960,096	461,030,782	463,988,024	476,106,193	479,012,227	485,627,346	506,202,582	525,719,304	543,584,634	557,970,228	574,811,273
Retained surplus	1,564,758,246	1,517,194,009	1,609,211,382	1,630,158,050	1,655,570,591	1,669,457,201	1,683,411,789	1,698,100,925	1,714,270,842	1,734,477,329	1,755,760,739	1,776,787,804
TOTAL COMMUNITY EQUITY	2,025,789,028	1,884,154,105	2,070,242,164	2,094,146,074	2,131,676,784	2,148,469,428	2,169,039,135	2,204,303,507	2,239,989,946	2,278,061,963	2,313,730,967	2,351,599,077

BUNDABERG REGIONAL COUNCIL

Budgeted Statement of Cash Flows

For the period ending 30 June 2018

	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	2016/17	2017/18	2017/18	2016/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash Flows from Operating Activities												
Receipts from customers	169,875,858	169,042,790	166,837,234	170,483,915	175,524,004	179,790,117	184,225,248	189,010,152	193,987,846	198,986,159	204,250,149	209,618,853
Payments to suppliers and employees	(112,326,066)	(121,934,965)	(133,524,574)	(129,644,454)	(131,985,937)	(133,621,689)	(135,932,109)	(131,835,689)	(133,412,775)	(142,237,027)	(144,599,274)	(146,929,887)
	57,549,792	47,107,825	33,312,660	40,839,461	43,538,067	45,968,428	48,293,139	57,174,463	60,575,071	56,749,132	59,650,875	62,688,966
Recurrent grants, subsidies, contributions and donations	15,376,815	11,060,227	8,170,060	11,093,083	11,624,145	11,851,348	12,091,041	12,332,862	12,582,349	12,828,280	13,087,732	13,349,486
Interest received	3,608,077	3,139,600	3,939,129	3,508,997	3,091,249	2,722,242	2,666,104	2,572,517	2,575,062	2,825,489	3,591,014	3,468,275
Proceeds from sale of developed land held for resale	96,100	-	-	-	-	-	-	-	-	-	-	-
Costs incurred on developed land held for resale	(5,552)	-	-	-	-	-	-	-	-	-	-	-
Borrowing costs	(3,111,904)	(3,922,732)	(3,165,843)	(3,926,941)	(4,157,649)	(4,039,177)	(3,842,332)	(3,089,128)	(2,597,050)	(2,268,549)	(2,112,272)	(2,079,129)
Net Cash Inflow/(Outflow) from Operating Activities	73,513,228	57,384,920	42,256,206	51,514,600	54,095,812	56,502,841	59,407,952	66,990,714	73,135,432	70,214,352	74,217,349	77,427,598
Cash Flow from Investing Activities :												
Proceeds from sale of non-current assets held for sale	61,487	-	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	693,119	954,000	-	-	-	-	-	-	-	-	-	-
Capital grants, subsidies, contributions and donations	28,102,217	14,809,100	30,521,501	9,897,555	14,921,263	4,400,000	4,500,000	4,600,000	4,700,000	4,800,000	4,900,000	5,000,000
Payments for property, plant and equipment	(85,324,153)	(115,848,096)	(131,163,636)	(96,208,555)	(92,268,263)	(58,324,623)	(59,029,593)	(61,363,209)	(59,004,148)	(50,605,925)	(93,883,463)	(59,515,000)
Payments for intangible assets	-	(3,379,000)	(379,000)	(585,000)	(40,000)	(250,000)	(250,000)	(275,000)	(275,000)	(300,000)	(300,000)	(40,000)
Payments for investment property	-	-	-	-	-	-	-	-	-	-	-	-
Net Cash Inflow/(Outflow) from Investing Activities	(56,467,330)	(103,463,996)	(101,021,135)	(86,896,000)	(77,387,000)	(54,174,623)	(54,779,593)	(57,038,209)	(54,579,148)	(46,105,925)	(89,383,463)	(54,555,000)
Cash Flow from Financing Activities :												
Proceeds from borrowings	-	33,750,000	35,520,000	24,000,000	18,000,000	5,000,000	-	-	7,000,000	5,000,000	10,000,000	10,000,000
Repayment of borrowings	(5,382,266)	(5,512,000)	(5,978,420)	(9,087,797)	(12,616,419)	(15,187,381)	(14,555,379)	(14,486,781)	(12,639,511)	(9,521,186)	(7,251,989)	(8,910,710)
Net Cash Inflow/(Outflow) from Financing Activities	(5,382,266)	28,238,000	29,541,580	14,912,203	5,383,581	(10,187,381)	(14,555,379)	(14,486,781)	(5,639,511)	(4,521,186)	2,748,011	1,089,290
Net Increase (Decrease) in Cash Held	11,663,632	(17,841,076)	(25,794,377)	(17,145,848)	(14,537,287)	(4,442,485)	(6,458,464)	(5,142,240)	9,821,546	23,203,132	(8,749,303)	27,324,082
Cash at beginning of reporting period	94,357,604	70,427,900	106,021,236	80,226,858	83,081,010	48,543,724	44,101,239	37,641,775	32,499,535	42,321,081	65,524,213	56,774,911
Cash at end of Reporting Period	106,021,236	52,586,824	80,226,859	63,081,010	48,543,723	44,101,239	37,641,775	32,499,535	42,321,081	65,524,213	56,774,910	84,098,993

BUNDABERG REGIONAL COUNCIL

Budgeted Statement of Changes in Equity

For the period ending 30 June 2018

	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening Balance - Retained Surplus	1,454,154,352	1,488,959,497	1,564,758,246	1,609,211,382	1,630,158,050	1,655,570,590	1,669,457,201	1,683,411,789	1,698,100,925	1,714,270,642	1,734,477,328	1,755,760,738
Net result	110,603,894	28,234,512	44,453,136	20,946,868	25,412,540	13,886,610	13,954,588	14,689,136	16,169,717	20,206,687	21,283,410	21,027,065
Closing Balance - Retained Surplus	1,564,758,246	1,517,194,009	1,609,211,382	1,630,158,050	1,655,570,590	1,689,457,200	1,683,411,789	1,698,100,925	1,714,270,642	1,734,477,329	1,755,760,738	1,776,787,803
Opening Balance - Asset Revaluation Reserve	366,960,096	366,960,096	461,030,782	461,030,782	463,988,024	476,106,194	479,012,227	485,627,346	508,202,582	525,719,304	543,584,634	557,970,229
Increase in asset revaluation surplus	94,070,686	-	-	2,957,242	12,118,170	2,906,004	6,615,119	20,575,236	19,516,722	17,865,330	14,365,595	16,841,045
Closing Balance - Asset Revaluation Reserve	461,030,782	366,960,096	461,030,782	463,988,024	476,106,194	479,012,228	485,627,346	506,202,582	525,719,304	543,584,634	557,970,229	574,811,274
Total Community Equity	2,025,789,028	1,884,154,105	2,070,242,164	2,094,146,074	2,131,676,784	2,148,469,428	2,169,039,135	2,204,303,507	2,239,989,946	2,278,061,963	2,313,730,967	2,351,599,077

BUNDABERG REGIONAL COUNCIL
Budgeted Statement of Comprehensive Income

SIGNIFICANT BUSINESS ACTIVITY
WATER

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Revenue					
Rates, levies and charges	25,948,163	26,312,280	26,972,280	27,000,530	27,705,986
Less: Pensioner remissions	- 165,165	- 169,500	- 169,500	- 177,975	- 188,874
Net rates and utility charges	25,782,998	26,142,780	26,802,780	26,822,555	27,519,112
Fees and charges	784,857	800,000	800,000	836,500	878,552
Interest received	1,143,774	974,000	1,111,000	974,000	974,000
Sales - contract and recoverable works	532,244	866,700	866,700	910,035	955,535
Operating grants, subsidies, contributions & donations	-	-	-	-	-
Proceeds from sale of developed land held for sale	-	-	-	-	-
TOTAL OPERATING REVENUES	28,243,873	28,783,480	29,560,480	28,545,090	30,327,199
Expenses					
Employee benefits	- 4,159,093	- 4,209,080	- 4,209,080	- 4,300,552	- 4,365,276
Materials and services	- 7,137,442	- 7,663,754	- 7,663,754	- 7,748,919	- 7,836,260
Finance costs	- 322,930	- 312,000	- 311,600	- 296,000	- 426,000
Depreciation and amortisation	- 5,086,364	- 5,230,629	- 5,230,629	- 5,350,933	- 5,457,952
Cost of land held for sale	-	-	-	-	-
TOTAL OPERATING EXPENSES	- 16,705,849	- 17,415,463	- 17,415,063	- 17,696,404	- 18,085,488
Operating surplus / (deficit)	11,538,024	11,368,017	12,165,417	11,848,686	12,241,711
Transfers to					
Internal Business Activities					
Community Service Obligations	972,244	466,639	466,639	482,711	499,750
Competitive neutrality adjustments	- 125,325	39,626	39,626	45,182	26,153
Internal Tax Equivalents Paid	- 3,714,574	- 3,562,285	- 3,562,285	- 3,672,842	- 3,747,392
Return on Capital	- 5,500,000	- 5,500,000	- 5,500,000	- 5,500,000	- 5,500,000
TOTAL TRANSFERS	- 8,367,655	- 8,556,020	- 8,556,020	- 8,644,949	- 8,721,489
Net result	3,170,369	2,811,997	3,609,397	3,203,737	3,520,222

BUNDABERG REGIONAL COUNCIL
Budgeted Statement of Comprehensive Income

SIGNIFICANT BUSINESS ACTIVITY
WASTEWATER

For the period ending 30 June 2018	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Revenue					
Rates, levies and charges	26,481,226	27,435,750	27,435,750	28,502,750	29,594,410
Less: Pensioner remissions	- 212,553	- 218,500	- 218,500	- 223,963	- 229,562
Net rates and utility charges	26,268,673	27,217,250	27,217,250	28,278,787	29,364,848
Fees and charges	529,266	728,000	728,000	763,770	801,171
Interest received	780,964	725,600	551,800	725,000	725,000
Sales - contract and recoverable works	294,925	299,500	299,500	314,475	330,197
Operating grants, subsidies, contributions & donations	123,165	-	-	-	-
Proceeds from sale of developed land held for sale	-	-	-	-	-
TOTAL OPERATING REVENUES	27,996,993	28,970,350	28,796,350	30,082,032	31,221,216
Expenses					
Employee benefits	- 4,642,552	- 4,858,050	- 4,858,050	- 4,958,982	- 5,032,710
Materials and services	- 5,339,686	- 6,878,099	- 7,060,539	- 9,730,592	- 9,946,970
Finance costs	- 1,205,115	- 1,156,000	- 1,287,860	- 1,589,000	- 1,697,000
Depreciation and amortisation	- 4,825,168	- 5,587,379	- 5,587,379	- 5,715,889	- 5,830,206
Cost of land held for sale	-	-	-	-	-
TOTAL OPERATING EXPENSES	- 16,012,521	- 18,479,528	- 18,793,828	- 21,994,463	- 22,506,886
Operating surplus / (deficit)	11,984,472	10,490,822	10,002,522	8,087,569	8,714,330
Transfers to					
Internal Business Activities					
Community Service Obligations	981,619	533,146	533,146	548,111	563,503
Competitive neutrality adjustments	- 846,990	- 92,550	- 92,550	- 163,900	- 178,969
Internal Tax Equivalents Paid	- 3,641,873	- 3,279,425	- 3,279,425	- 2,496,665	- 2,641,113
Return on Capital	- 3,800,000	- 3,800,000	- 3,800,000	- 3,800,000	- 3,800,000
TOTAL TRANSFERS	- 7,307,244	- 6,638,829	- 6,638,829	- 5,914,454	- 6,056,579
Net result	4,677,228	3,851,993	3,363,693	2,173,115	2,657,751

BUNDABERG REGIONAL COUNCIL
Budgeted Statement of Comprehensive Income

SIGNIFICANT BUSINESS ACTIVITY
WASTE

For the period ending 30 June 2018	Unaudited	Original	1st Qtr	Forecast	Forecast
	Actuals	Budget	Amended		
	2016/17	2017/18	2017/18	2018/19	2019/20
	\$	\$	\$	\$	\$
Revenue					
Rates, levies and charges	14,061,670	14,369,000	14,369,000	14,734,000	15,108,125
Less: Pensioner remissions	- 195,222	- 200,000	- 200,000	- 210,000	- 220,500
Net rates and utility charges	13,866,448	14,169,000	14,169,000	14,524,000	14,887,625
Fees and charges	4,280,515	4,308,348	4,308,348	4,415,806	4,525,949
Interest received	189,848	140,000	153,000	140,000	140,000
Sales - contract and recoverable works	-	-	-	-	-
Operating grants, subsidies, contributions & donations	4,452	500	500	512	525
Proceeds from sale of developed land held for sale	-	-	-	-	-
TOTAL OPERATING REVENUES	18,341,063	18,617,848	18,630,848	19,080,318	19,554,099
Expenses					
Employee benefits	- 5,152,201	- 5,078,201	- 5,046,201	- 5,195,226	- 5,325,952
Materials and services	- 8,060,947	- 10,318,238	- 10,834,833	- 10,470,476	- 10,741,107
Finance costs	- 900,795	- 320,000	- 342,430	- 434,000	- 396,000
Depreciation and amortisation	- 796,398	- 1,177,892	- 947,516	- 1,093,182	- 1,107,171
Cost of land held for sale	-	-	-	-	-
TOTAL OPERATING EXPENSES	- 14,910,341	- 16,894,331	- 17,170,980	- 17,192,884	- 17,570,230
Operating surplus / (deficit)	3,430,722	1,723,517	1,459,868	1,887,434	1,983,869
Transfers to					
Internal Business Activities					
Community Service Obligations	3,201,597	3,449,342	3,449,342	3,552,479	3,659,606
Competitive neutrality adjustments	- 265,634	- 92,508	- 92,508	- 116,422	- 114,451
Internal Tax Equivalents Paid	- 1,783,040	- 1,374,576	- 1,374,576	- 1,412,148	- 1,468,221
Landfill Restoration Provision	- 420,220	- 498,432	- 420,220	- 420,220	- 420,220
Return on Capital	-	-	-	-	-
TOTAL TRANSFERS	732,703	1,483,826	1,562,038	1,603,691	1,656,714
Net result	4,163,425	3,207,343	3,021,906	3,491,125	3,640,583

BUNDABERG REGIONAL COUNCIL
Budgeted Statement of Comprehensive Income

OTHER BUSINESS ACTIVITIES

For the period ending 30 June 2018	Estimated Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast
	2016/17 \$	2017/18 \$	2017/18 \$	2018/19 \$	2019/20 \$
Airport					
Recurrent Revenue	5,601,889	5,485,250	5,485,250	5,626,565	5,764,822
Recurrent Expenditure	- 5,281,474	- 4,968,133	- 5,013,733	- 4,982,673	- 4,967,545
Projected Net Result	<u>320,415</u>	<u>517,117</u>	<u>471,517</u>	<u>643,892</u>	<u>797,277</u>
Caravan Parks					
Recurrent Revenue	2,648,665	2,670,875	2,670,875	2,736,022	2,802,797
Recurrent Expenditure	- 2,368,239	- 2,495,399	- 2,495,109	- 2,516,388	- 2,554,526
Projected Net Result	<u>280,426</u>	<u>175,476</u>	<u>175,766</u>	<u>219,634</u>	<u>248,271</u>

BUNDABERG REGIONAL COUNCIL
Financial Sustainability Ratios

For the period ending 30 June 2018	Target	Unaudited Actuals	Original Budget	1st Qtr Amended Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Net Financial Liabilities Ratio	< 60%	-8.9%	30.2%	18.1%	34.5%	44.0%	40.3%	35.4%	30.1%	22.2%	9.0%	13.9%	2.2%
Total liabilities less current assets divided by operating revenue													
Operating Surplus Ratio	0% -15%	10.1%	3.8%	4.2%	2.4%	2.1%	1.5%	1.5%	1.7%	2.3%	4.1%	4.4%	4.1%
Net operating surplus divided by total operating revenue													
Asset Sustainability Ratio	> 90%	82.0%	62.4%	74.0%	106.0%	59.0%	53.0%	41.0%	56.0%	55.0%	42.0%	54.0%	62.0%
Capital expenditure on replacement assets divided by depreciation expense													

BUNDABERG REGIONAL COUNCIL
Change in total Rates and Charges levied

For the period ending 30 June 2018	Unaudited	1st Qtr	Change
	Actuals	Amended Budget	
	2016/17	2017/18	%
	\$	\$	
Rates, levies and charges levied	<u>143,614,186</u>	<u>153,605,150</u>	7.0%
Less: Discounts & Pensioner remissions	<u>(7,843,975)</u>	<u>(8,328,000)</u>	
Net rates and utility charges levied	<u>135,770,211</u>	<u>145,277,150</u>	7.0%

**Item****31 October 2017****Item Number:**

E2

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 30 September 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 30 September 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 30 September 2017

Recommendation:

That the Financial Summary as at 30 September 2017 (as detailed on the 19 pages appended to this report) – **be noted by Council.**

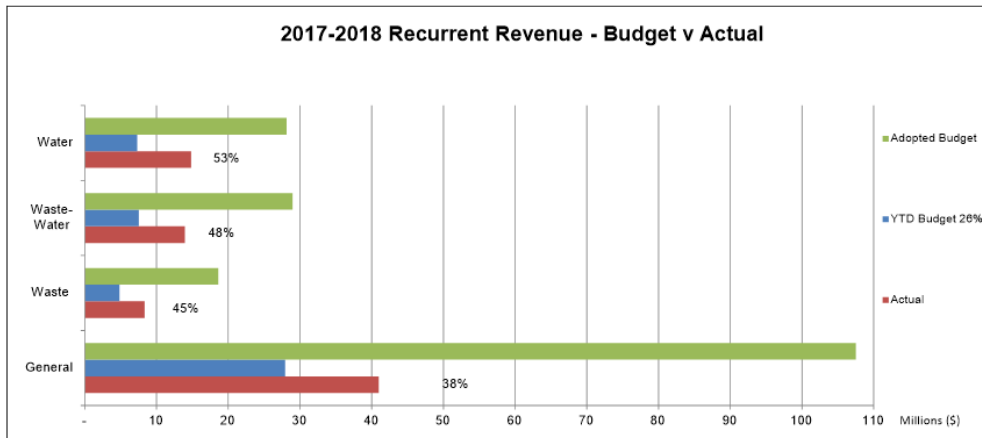
Financial Summary
as at 03 Oct 2017

Progress check - 26%	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	72,819,024	151,634,430	48%	37,701,873	83,517,400	45%	7,233,260	14,369,000	50%	13,713,946	27,435,750	50%	14,169,945	26,312,280	54%
Less: Discounts and pensioner remissions	(4,135,738)	(8,327,900)	50%	(3,859,423)	(7,739,900)	50%	(94,386)	(200,000)	47%	(102,969)	(218,500)	47%	(78,960)	(169,500)	47%
	68,683,286	143,306,530	48%	33,842,450	75,777,500	45%	7,138,874	14,169,000	50%	13,610,977	27,217,250	50%	14,090,985	26,142,780	54%
Fees and Charges	6,639,885	25,736,260	26%	4,845,299	19,383,712	25%	1,111,171	4,308,348	26%	280,096	1,027,500	27%	403,319	1,016,700	40%
Interest Revenue	441,619	3,139,600	14%	(35,163)	1,300,000	-3%	76,049	140,000	54%	85,623	725,600	12%	315,110	974,000	32%
Grants, Subsidies & Donations	2,342,175	11,060,227	21%	2,337,688	11,059,727	21%	4,487	500	897%	-	-	-	-	-	-
Sale of Developed Land Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	78,106,965	183,242,617	43%	40,990,274	107,520,939	38%	8,330,581	18,617,848	45%	13,976,696	28,970,350	48%	14,809,414	28,133,480	53%
<i>Expenses</i>															
Employee Costs	14,438,441	67,205,270	21%	11,378,205	53,369,939	21%	1,152,861	5,078,201	23%	1,074,306	4,858,050	22%	833,069	3,899,080	21%
Materials and Services	14,668,669	54,729,695	27%	9,647,222	29,895,604	32%	1,998,691	10,318,238	19%	1,224,811	6,878,099	18%	1,797,945	7,637,754	24%
Finance Costs	802,647	3,922,732	20%	359,624	1,636,300	22%	152,251	818,432	19%	246,145	1,156,000	21%	44,627	312,000	14%
Depreciation	12,603,377	50,413,508	25%	9,604,402	38,417,608	25%	294,473	1,177,892	25%	1,396,845	5,587,379	25%	1,307,657	5,230,629	25%
Total Recurrent Expenditure	42,513,134	176,271,205	24%	30,989,453	123,319,451	25%	3,598,276	17,392,763	21%	3,942,107	18,479,528	21%	3,983,298	17,079,463	23%
Operating Surplus	35,593,831	6,971,412		10,000,821	(15,798,512)		4,732,305	1,225,085		10,034,589	10,490,822		10,826,116	11,054,017	
<i>Transfers to</i>															
Restricted Capital Cash	-	3,851,993	0%	-	-	-	-	-	-	-	3,851,993	0%	-	-	-
NCP Transfers	-	-	-	(3,303,148)	(13,212,591)	25%	(495,565)	(1,982,258)	25%	1,659,708	6,638,829	25%	2,139,004	8,556,020	25%
Total Transfers	-	3,851,993	0%	(3,303,148)	(13,212,591)	25%	(495,565)	(1,982,258)	25%	1,659,708	10,490,822	16%	2,139,004	8,556,020	25%
Movement in Unallocated Surplus	35,593,831	3,119,419		13,303,969	(2,585,921)		5,227,870	3,207,343		8,374,881	-		8,687,112	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)	51,119,094	18,644,682		8,924,046	(6,965,844)		10,880,048	8,859,521		8,374,881	-		22,940,120	16,751,005	
Capital Activities															
<i>Council's Capital Expenditure (Excludes Donated Assets)</i>															
Council Expenditure on Non-Current Assets	19,954,255	121,451,096	16%	10,728,245	75,684,096	14%	771,316	5,677,000	14%	7,953,386	31,207,000	25%	501,308	6,659,000	8%
Loan Redemption	1,477,498	5,512,000	27%	930,952	3,588,000	26%	124,445	455,000	27%	344,110	1,205,000	29%	77,991	284,000	27%
Total Capital Expenditure	21,431,753	126,963,096	17%	11,659,197	79,252,096	15%	895,761	6,132,000	15%	8,297,496	32,412,000	26%	579,299	6,943,000	8%
Cash opening balance (incl. investments)	106,021,236	70,427,900													
Cash closing balance (incl. investments)	136,582,915	52,586,824													

Further to the Financial Summary Report as at 3 October 2017, the following key features are highlighted. The following figures are based on the original budget. The 1st Quarter Amended Budget has been submitted to Council for adoption.

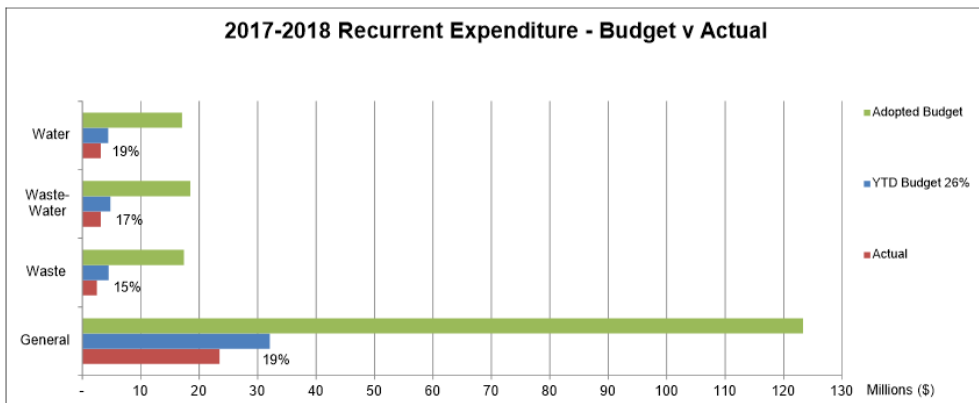
Recurrent Revenue

- Rates have been levied for the 1st half of the year and revenue is around 48% of budget. This will increase to 50% as prepaid rates are received in the lead up to the 2nd half year levy.
- Interest Revenue – There have been significant investments made in the last month due to revenue received from incoming rates. These will mature later in the calendar year and the revenue will be recognised at this time.
- 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 amended to reflect the balance of the 2018 grant.



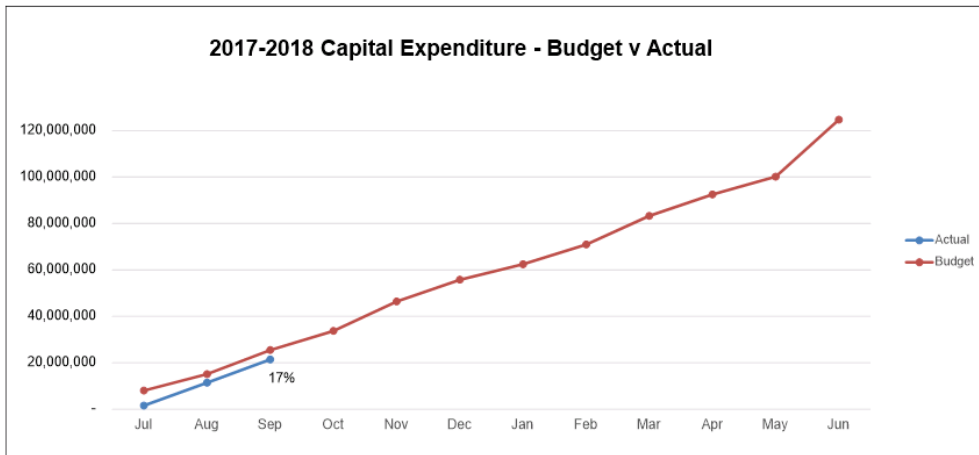
Recurrent Expenditure

- Employee costs are tracking slightly lower than budget when compared to the number of pay periods processed to date (23%). This will be monitored over the next quarter, following the appointment of officers in several vacant positions.
- The first quarter loan repayment was made on 15 September 2017. However, other Finance Costs such as Landfill Provision movements and write offs are not yet reflected in the Actuals.
- The budgeted depreciation expenditure is apportioned evenly across the 12 months of the year and is processed every month. The depreciation amount for 2018 is expected to decrease significantly from the original budget and the actuals will be adjusted accordingly.



Capital Expenditure

- Capital Expenditure is tracking close to the budget forecast. Construction is yet to start on major projects such as the Thabeban Stormwater Drainage Scheme and the Bundaberg CBD Revitalisation.

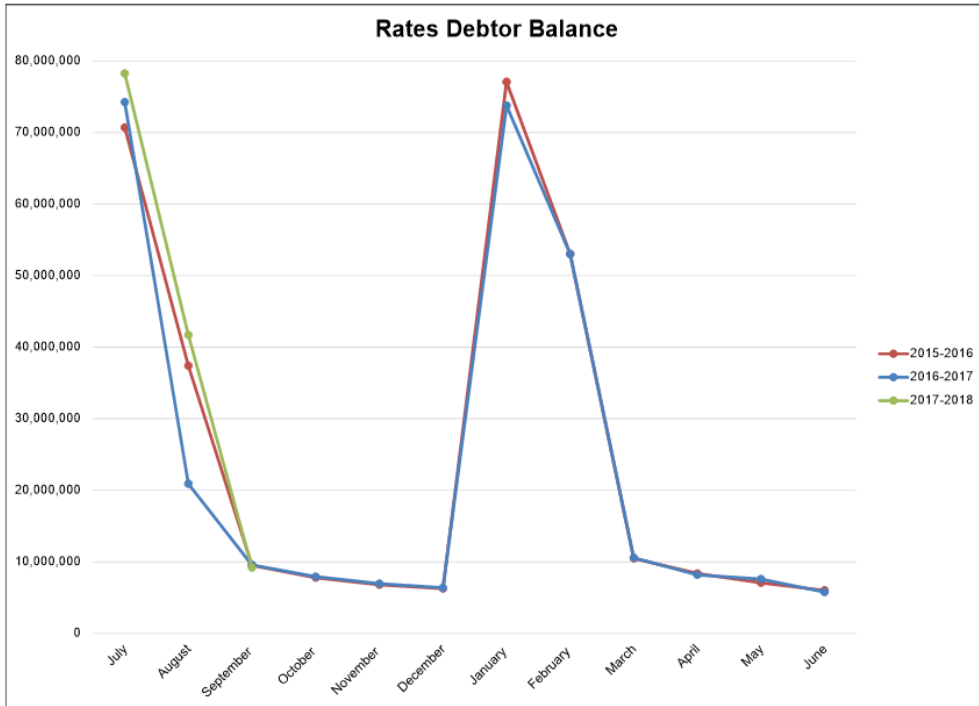


For more details regarding Capital Expenditure projects please refer to the summary of capital projects below.

Revenue Statistics

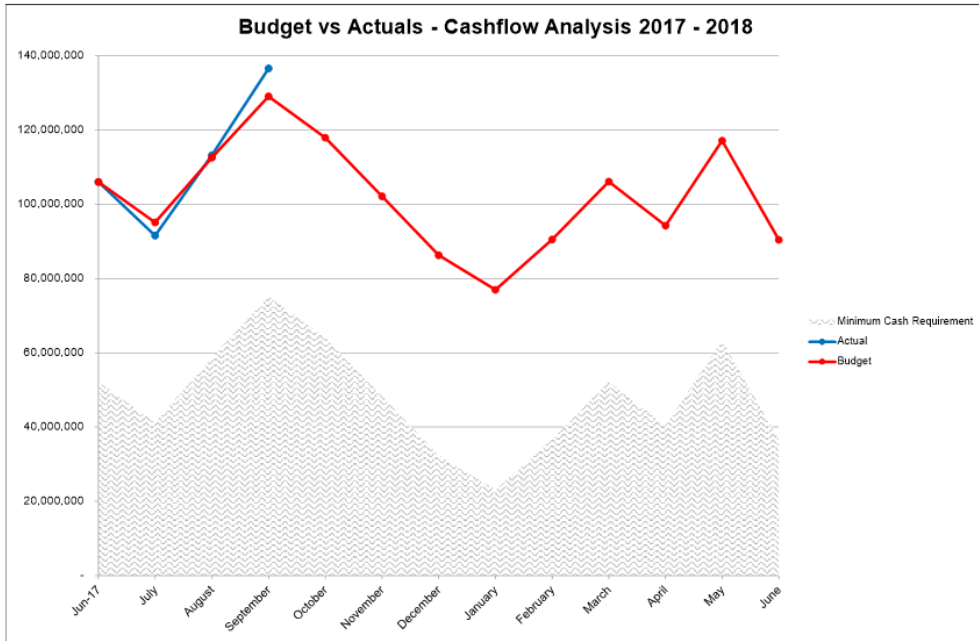
Rates Debtor

- The current rates levy totalling \$82.5 million was raised in July. At 30 September 2017, the rates debtor balance was \$9.2 million, similar to the balance of \$9.6 million at 30 September 2016. As a percentage, the rates outstanding have reduced from 13.4% last year to 11.9% this year, due to improved debt collection processes.



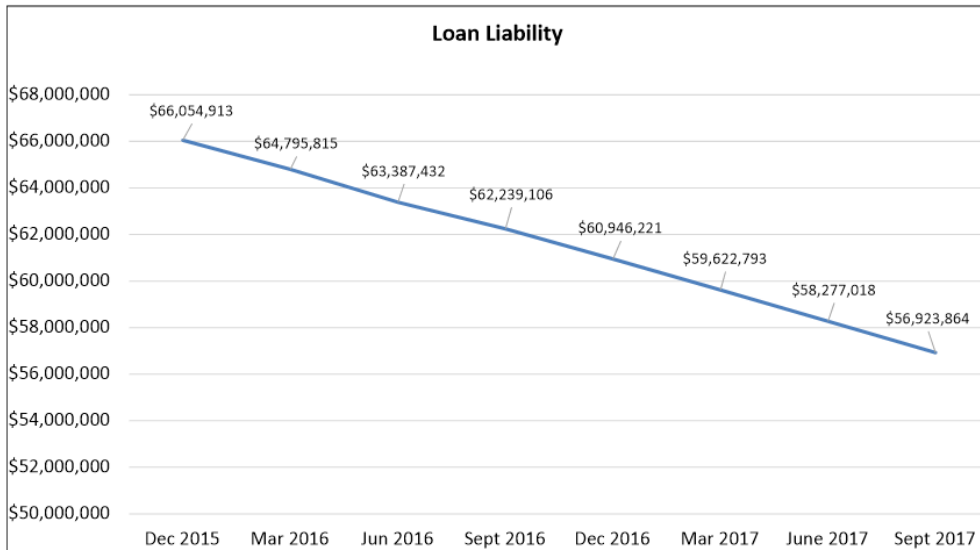
Cash Flow

- The cash balance as at 30 September 2017 was \$136.6 million, an increase of \$23.4 million from 31 August 2017.
- During September, an additional \$8.8 million was received from the Department of Infrastructure as part of the Works for Queensland initiative. \$3.2 million being 30% of Round 1 Funding, 2nd milestone and \$5.6 million being 50% of Round 2 Funding, 1st milestone.
- 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.



Loans

- Loan balances include the 1st quarter repayment.
- Council has budgeted to draw down \$33.75 million this financial year. The major projects include the Rubyanna Waste Water Treatment Plant and the Bundaberg CBD Revitalisation. The borrowing requirements will continue to be monitored during the 2017/2018 financial year.
- Movement and details of loan balances are shown below:



Account Name	Closing Balance as at 30 September 2017
1008 Aviation Precinct	468,719.81
1008 Bundaberg Airport	12,003,388.71
1022 Elliott Heads Caravan Park	249,486.62
1027 Fleet Management	2,461,611.12
1031 Hall of Aviation	1,437,446.93
1040 Kolan Gardens Aged Care	259,914.67
1045 Burnett Heads Holiday Park	75,357.24
1069 Sew erage Services	25,617,701.96
1081 Water Services	3,637,745.65
1120 General Facilities	5,802,959.39
1129 Waste Services	4,909,531.67
Grand Total	56,923,863.77

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.	-	61,886	x	62,737	62,737	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	3,546,057	47%	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>3,607,943</i>	<i>48%</i>	<i>9,462,737</i>	<i>1,962,737</i>	
Bundaberg CBD Revitalisation	✓	Tender has been awarded to Hassell Ltd to undertake design and documentation.	8,000,000	22,112	0%	8,000,000	-	
Burnett Heads CBD Revitalisation	✓	Design is complete. Tender has closed and are currently evaluating submissions.	4,800,000	155,923	3%	4,800,000	-	
Burnett Heads CBD Sewerage Infrastructure	✓	Design is complete. Tender has closed and are currently evaluating submissions.	2,100,000	493	0%	2,100,000	-	
		<i>Cost to Council</i>	<i>6,900,000</i>	<i>156,416</i>	<i>2%</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	15,990	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, minor delays in sourcing some materials, project expected to be completed by end of January 2018.	4,294,000	662,233	15%	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	775	0%	1,000,000	-	
Eggmolesse Street - Upgrade to Sealed Standard (Johanna Boulevard End)	○	Project is currently under construction. Due to be completed early December 2017.	700,000	146,777	21%	789,141	89,141	Revised Budget Revision Submitted to Reprovision \$89,141 unspent in 2016/2017 financial year to 2017/2018 financial year.
Fitzgerald Street/ Eggmolesse Street, Norville - Construction of Roundabout	○	Service relocations have occurred. Tender has been awarded to Devcon. Construction has commenced and due to be completed mid December 2017.	1,200,000	249,014	21%	1,292,968	92,968	Revised Budget Revision Submitted to Reprovision \$92,968 unspent in 2016/2017 financial year to 2017/2018 financial year.
Johnston Street, Avoca - Upgrade	✓	Project is currently being designed. Drainage easement negotiations are continuing.	650,000	11,523	2%	650,000	-	
Thabeban Stormwater Drainage Scheme - Stage 3	○	Project is currently being designed	3,000,000	10,273	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	-	2,902	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	-	135,616	x	150,968	150,968	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>	-	138,519	x	331,179	331,179	
Ten Mile Road, Sharon - Upgrade and Widen	✓	Detailed design to be undertaken.	2,650,000	10,287	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	○	The Project Plan for the Pilot has been finalised to be presented to Council in October.	1,250,000	40,537	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 is currently out to Tender.	800,000	963	0%	800,000	-	
Gregory Water Treatment Plant Upgrade	○	Project is currently being designed.	500,000	51,334	10%	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	52,133	10%	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	50,565	8%	600,000	-	
Branyan WTP Clear Water Storage - New Roof Structure	✓	Project is currently being Designed.	500,000	357	0%	500,000	-	
Woodgate Vacuum Sewer Extension	○	Design has been completed. Procurement of equipment currently underway.	1,820,000	119,014	7%	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	✓	Equipment has been procured and will be installed after consultation with property owners.	280,000	29,941	11%	280,000	-	
Hughes Road/Blain Street, Bargara - SPS Gravity Main Conversion to Rising Main	★	Project is complete.	-	51,720	x	51,720	51,720	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.	-	117,689	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	7,430,259	34%	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	7,080	18%	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>7,437,339</i>	<i>34%</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 December. Project has been delayed due to rain event in April and some material shipment delays.	-	356,386	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	86,497	87,348
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	12,609,162	6,755,219	12,609,162
Demolition of Skating Rink and Lessee Compensation	Operating	✓	Demolition to occur 2017/2018	250,000	250,000	-	250,000
Demolition of Skating Rink and Lessee Compensation	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	15,622,817	15,622,817	15,622,817
			<i>Cost to Council</i>	<i>25,365,118</i>	<i>31,621,707</i>	<i>25,579,650</i>	<i>31,684,444</i>
Bundaberg CBD Revitalisation	Capital	✓	Tender has been awarded to Hassell Ltd to undertake design and documentation.		16,064,181	86,293	16,064,181
				16,000,000			
Bundaberg CBD Streetscape Revitalisation - Non-Capital Costs	Operating	✓	Work is ongoing		279,254	174,775	279,254
			<i>Cost to Council</i>	<i>16,000,000</i>	<i>16,343,435</i>	<i>261,068</i>	<i>16,343,435</i>
Mount Perry Flood Evacuation Route Upgrade	Operating	x	Costs have been finalised	8,758,570	4,663,944	4,673,174	4,673,174
Mount Perry Flood Evacuation Route Upgrade Complementary Works including Retaining Wall, Open Drain, Botanic Gardens Pit and Water Main	Capital	x	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>5,946,758</i>	<i>5,946,758</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. Tender has closed and are currently evaluating submissions.	3,259,707	4,962,003	317,927	4,962,003
Burnett Heads CBD Sewerage Infrastructure	Capital	✓	Design is complete. Tender has closed and are currently evaluating submissions.	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>318,518</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	21,642	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>
Airports 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, minor delays in sourcing some materials, project expected to be completed by end of January 2018.	4,294,000	4,366,808	735,041	4,366,808
Qunaba Landfill Phytocapping Stage 1, Southern and Western Batters	Non Capital	✓	Project Manager is developing a Business Case in line with the Project Decision Framework.	802,500	802,500	277	802,500
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	17,416	1,468,641
Eggmolesse Street - Upgrade to Sealed Standard (Johanna Boulevard End)	Capital	●	Project is currently under construction. Due to be completed early December 2017.	4,200,000	2,965,249	2,322,885	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 mid December 2017.	1,400,000	1,400,100	356,147	1,400,100
Johnston Street, Avoca - Upgrade	Capital	✓	Project is currently being designed. Drainage easement negotiations are continuing.	995,015	650,000	11,523	650,000
Thabeban Stormwater Drainage Scheme - Stage 3	Capital	●	Project is currently being designed	1,308,000	3,700,000	62,150	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>4,721,593</i>	<i>1,083,743</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	2,387,370	2,210,061	2,387,370
Monduran Road Approach Road on East Side of Kolan River	Capital	●	Project is Practically Complete awaiting financial completion	-	550,000	596,628	611,980
			<i>Cost to Council</i>	<i>3,300,000</i>	<i>2,937,370</i>	<i>2,806,689</i>	<i>2,999,350</i>
Ten Mile Road, Sharon - Upgrade and Widen	Capital	✓	Detailed design to be undertaken.	2,650,000	2,650,000	10,287	2,650,000
Water and Wastewater							
Smart Meter Trial	Capital	●	The Project Plan for the Pilot has been finalised to be presented to Council in October.	8,000,000	8,000,000	40,993	8,000,000
Heaps Street New Roof Structure	Capital	✓	Design Complete. Project is currently out to Tender.	800,000	800,000	-	800,000
Gregory Water Treatment Plant Upgrade	Capital	●	Project is currently being designed.	16,200,000	7,682,847	161,572	7,682,847
Kalkie Water Treatment Plant Quality Upgrade	Capital	●	Project is currently being designed.	3,100,000	8,000,000	79,434	8,000,000
Innes Park Dry Sewers	Capital	✓	Phase one has been completed. Phase two to be completed by December.	600,000	601,387	51,952	601,387
Branyan WTP Clear Water Storage - New Roof Structure	Capital	✓	Project is currently being Designed.	500,000	500,000	357	500,000
Woodgate Vacuum Sewer Extension	Capital	●	Design has been completed. Procurement of equipment currently underway.	1,500,000	2,100,000	154,217	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	✓	Equipment has been procured and will be installed after consultation with property owners.	780,000	506,378	256,319	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 (\$)
Hughes Road/Blain Street, Bargara - SPS Gravity Main Conversion to Rising Main	Capital	★	Project is complete.	600,000	672,487	724,207	724,207
Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main	Capital	●	Pump testing is outstanding.	950,000	866,333	841,429	866,333
Coral Cove Sewer - Easement Negotiations and Compensation	Operating	●	Negotiations are continuing.	-	17,251	17,251	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>927,251</i>	<i>902,348</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	37,026,761	52,927,231
Project Administration and Control (All Stages)	Capital	●	Work is ongoing		1,005,000	837,430	1,005,000
Non Capital Costs for Design and Construction of Plant	Maintenance	✓	Work is ongoing		234,373	234,521	234,521
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
Rubyanna STP - Trunk Pipelines Concept Design and Survey	Capital	★	Costs have been finalised		7,057,331	7,057,331	7,057,331

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 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>53,190,405</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 December. Project has been delayed due to rain event in April and some material shipment delays.	1,189,098	1,189,098	721,365	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
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
- Monitor 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	30,044	13%	96,000	(13,156)	21/10/2017	30% funding received at execution of sub agreement. Project is complete and the final claim is being prepared for submission. Payment due in October 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	Project is complete. Final claim has been submitted and is currently being assessed. Payment due in October 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	Project is complete. Final claim has been submitted and is currently being assessed. Payment due in October 2017.
Major Projects	Multi-Use Sports and Community Centre - Stage 2	Building Our Regions	5,000,000	2,000,000	40%	12,260,000	6,755,219	55%	2,260,000	2,255,219	14/02/2018	Milestone 3 will be submitted in November 2017. Payment due in December 2017.
		Community Development Grant	5,000,000	2,500,000	50%							Milestone 3 will be submitted in December 2017. Payment due in January 2018.
Wastewater	Rubyanna Sewerage Treatment Plant	Building Our Regions	5,000,000	4,250,000	85%	62,050,000	37,026,761	60%	57,050,000	32,776,761	30/07/2018	Final claim will be submitted for payment on completion of the project. Please note that total approved expenditure refers to the minimum expenditure required by the Grant funding.
Roads and Drainage	Kay McDuff Drive Extension	Heavy Vehicle Safety and Productivity Programme Round Five	1,407,166	985,016	70%	2,766,657	2,481,699	90%	-	516,275	31/07/2017	Heavy Vehicle Safety and Productivity Programme Round Five final claim to be submitted and paid in October 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	2,806,689	86%	-	203,353	31/08/2017	Project is practically complete and the final claim is being prepared for submission. Payment due in October 2017.
		TIDS	1,663,471	1,403,337	84%							Project savings have resulted in a reduction in revenue. Further TIDS funding approved for 18/19 and 19/20 Financial Year.
	Eggmolesse Street - Upgrade to Sealed Standard (Johanna Boulevard End)	TIDS	258,407	258,407	100%	4,016,814	2,322,885	58%	258,407	(745,756)	30/06/2018	Next Milestone payment due in October 2017.
		Roads to Recovery	3,500,000	2,810,234	80%							Further TIDS funding approved for 18/19 and 19/20 Financial Year.

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	On-Road Cycle Facilities (PCNP) on Avoca Street/Branyan Drive	Cycle Network Local Government Grants Program	392,500	294,375	75%	884,500	258,783	29%	492,000	(35,592)	28/02/2018	50% funding received at execution of agreement. A further 25% was received on commencement of the project and the final claim will be submitted for payment on completion of the project.
	Branyan Drive Culvert	National Disaster Resilience Program	181,560	108,823	60%	302,600	414,709	137%	121,040	305,885	24/11/2017	Milestone 3 has been submitted and is currently being assessed. Council will receive the funds when this process is complete. Next Milestone payment due in October 2017.
	Windermere Road Culvert	National Disaster Resilience Program	327,600	141,173	43%	546,000	519,327	95%	218,400	378,154	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 October 2017.
	Scotland Street/Eastgate Street - Intersection Safety Improvements	BLACKSPOT	410,000	205,000	50%	410,000	228,037	56%	-	23,037	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	17,416	1%	739,900	17,416	30/09/2018	Funding is received progressively during construction. First Milestone payment due October 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 October 2017.
	Woondooma Street/Tarlitha Street - Intersection Safety Improvements	BLACKSPOT	334,000	167,000	50%	334,000	1,656	0%	-	(165,344)	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	1,313	0%	-	(144,437)	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	3,813	3%	-	(67,437)	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 - Round 1	Works for Queensland	10,676,000	9,608,400	90%	10,676,000	6,228,170	58%	-	(3,380,230)	31/12/2017	60% funding received at execution of agreement. A further 30% was received upon expending 50% of the total allocation. The final 10% will be received on completion of the project.
	Works for Queensland - Round 2	Works for Queensland	10,573,000	5,286,500	50%	10,573,000	-	0%	-	(5,286,500)	30/06/2019	50% funding received at execution of agreement. A further 40% will be received upon expending the initial allocation. The final 10% will be received on completion of the project.

**Item****31 October 2017****Item Number:**

F1

File Number:

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Part:GOVERNANCE &
COMMUNICATIONS**Portfolio:**

Organisational Services

Subject:

Local Law Review

Report Author:

Christopher Joosen, Governance Manager

Authorised by:

Stuart Randle, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.7 Organisational structure, processes and systems that innovatively support effective governance and service delivery.

Background:

Council has a suite of Local Laws and Subordinate Local Laws that were introduced in December 2011. This was the first consolidation of local laws of the previous Councils. Only minor amendments have been made since their adoption.

Following Councillor and Officer feedback on the application of certain Local Laws, it was considered appropriate to undertake a review of the entire suite and their Subordinates. Workshops were held with Councillors, relevant Officers and Council's lawyers on this matter, King & Company Solicitors.

Attached is a copy of the entire proposed suite of Local Laws. You may note that the suite includes the adoption of a new Local Law No 8, Waste Management. This was deemed necessary because of changes to the Waste Reduction and Recycling Act 2011 and its associated Regulations.

The formal process for adopting Local Laws and Subordinates is prescribed in the Local Government Act 2009 and Local Government Regulation 2009 and Councils adopted Local Law making procedure. At this time it is necessary for Council to resolve that it proposes to make the attached Local Laws/Subordinates, identify if there are any anti-competitive provisions in the Local Laws and undertake a State Interests Check where the views of various government agencies are invited. At the conclusion of this period Council must again consider the content of any responses and determine if it is necessary to amend the Local Laws in any way. King & Company are well versed in the process and the Local Laws have been drafted with full intent to not enliven any state interests.

When Council considers any response from the State it will be necessary to again consider the suite, and if appropriate, go out for public consultation on the Local Laws. The public consultation period will likely be 21 days, at which time Council would need to consider any representations made to it. If the process runs seamlessly Council can expect to be going out for public consultation in early 2018.

Associated Person/Organization:

King & Company Solicitors

Consultation:

Councillors, Chief Executive Officer, General Managers, various Council Officers.

Legal Implications:

Local Laws and Subordinate Local Laws are a critical component of the legal framework of Council. Not having a comprehensive suite in place will impact Council's ability to undertake certain actions that would prevent or weaken Council's ability to provide good governance for the region.

Policy Implications:

It is critical that Council has in place an appropriate suite of Local Laws and Subordinate Local Laws. The provision of a suite is anticipated by the Local Government Act 2009 and certain matters cannot be provided for by Council Policy, instead requiring a Local Law and Subordinate Local Laws.

Financial and Resource Implications:

Legal expenses are provided in the 2017/2018 Budget. There are no additional resource implications other than Officer/Councillor involvement from a process perspective.

Risk Management Implications:

There appear to be no particular risk management implications in the development and adoption of the suite. Should a comprehensive and appropriate suite not be in place, Council would not be able to undertake the activities provided for in the Local Laws in a rational and risk managed manner.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

- [↓](#) 1 Administration (Amendment) Local Law (No. 1) 2017
- [↓](#) 2 Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#) 3 Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#) 4 Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No. 1) 2017

- [↓](#)5 Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)6 Operation of Shared Facility Accommodation (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)7 Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)8 Animal Management (Amendment) Local Law (No. 1) 2017
- [↓](#)9 Animal Management (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)10 Community and Environmental Management (Amendment) Local Law (No. 1) 2017
- [↓](#)11 Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)12 Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017
- [↓](#)13 Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)14 Parking (Amendment) Subordinate Local Law (No. 1) 2017
- [↓](#)15 Local Law No. 8 (Waste Management) 2017
- [↓](#)16 Local Law (Repealing) Local Law (No. 1) 2017
- [↓](#)17 Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017
- [↓](#)18 Likely Anti-Competitive Provisions

Recommendation:

That Council:-

1. propose to make each of the following:

- (a) Administration (Amendment) Local Law (No 1) 2017;**
- (b) Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No 1) 2017;**
- (c) Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No 1) 2017;**
- (d) Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No 1) 2017;**
- (e) Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No 1) 2017;**
- (f) Operation of Shared Facility Accommodation (Amendment) Subordinate Local Law (No 1) 2017;**
- (g) Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No 1) 2017;**

- (h) Animal Management (Amendment) Local Law (No 1) 2017;**
 - (i) Animal Management (Amendment) Subordinate Local Law (No 1) 2017;**
 - (j) Community and Environmental Management (Amendment) Local Law (No 1) 2017;**
 - (k) Community and Environmental Management (Amendment) Subordinate Local Law (No 1) 2017;**
 - (l) Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No 1) 2017;**
 - (m) Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No 1) 2017;**
 - (n) Parking (Amendment) Subordinate Local Law (No 1) 2017;**
 - (o) Local Law No 8 (Waste Management) 2017;**
 - (p) Local Law (Repealing) Local Law (No 1) 2017;**
 - (q) Subordinate Local Law (Repealing) Subordinate Local Law (No 1) 2017;**
- 2. consult with relevant government entities about the overall State interest in each proposed Local Law under section 29A(3) of the *Local Government Act 2009*; and**
 - 3. note the schedule that identifies the anti-competitive provisions in the Local Laws and forward them to the State Government agencies.**

**BUNDABERG REGIONAL COUNCIL
Administration (Amendment) Local Law (No. 1) 2017**

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	4 Amendment of sch2 (Prescribed activities)	2

Part 1 Preliminary

1 Short title

This local law may be cited as *Administration (Amendment) Local Law (No. 1) 2017*.

2 Local law amended

This local law amends *Local Law No. 1 (Administration) 2011*.

Part 2 Amendment of local law

3 Amendment of sch1 (Dictionary)

Schedule 1, definition *shared facility accommodation*—

omit, insert—

‘*shared facility accommodation* means accommodation, including accommodation in a hotel or motel, which is occupied or available for occupation by residents, in return for payment, on the basis of resident’s sharing 1 or more of the following facilities—

- (i) dormitories or bedrooms;
- (ii) toilets;
- (iii) bathrooms, showers or other bathing facilities;
- (iv) laundries;
- (v) dining facilities;
- (vi) cooking facilities;
- (vii) recreation facilities.’

4 Amendment of sch2 (Prescribed activities)

- (1) Schedule 2, part 2, definition of prescribed activity ‘establishment or occupation of a temporary home’, ‘structure,’—

omit, insert—

‘tent, structure, caravan, bus or other vehicle which is’.

- (2) Schedule 2, part 2, definition of prescribed activity ‘operation of shared facility accommodation’—

omit, insert—

‘*operation of shared facility accommodation*—

- (a) means the provision of shared facility accommodation to holiday makers or travellers; and
- (b) includes the provision of shared facility accommodation to holiday makers or travellers in a hotel or motel.’

Bundaberg Regional Council
Administration (Amendment) Local Law (No. 1) 2017

3

This and the preceding 2 pages bearing my initials is a certified copy of *Administration (Amendment) Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the
day of 2017.

.....
Chief Executive Officer

622338_1

**Bundaberg Regional Council
Commercial Use of Local Government Controlled Areas
and Roads (Amendment) Subordinate Local Law (No. 1)
2017**

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*Bundaberg Regional Council
Commercial Use of Local Government Controlled Areas and Roads (Amendment)
Subordinate Local Law (No. 1) 2017*

2

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of sch 1 (Commercial use of local government controlled areas and roads)

- (1) Schedule 1, section 6(1)(q), ‘.’—

omit, insert—

‘; and’.

- (2) Schedule 1, after section 6(1)(q) —

insert—

‘(r) deliver to the local government a copy of each current insurance policy of the approval holder which relates to the operation of the prescribed activity at specified intervals.’.

This and the preceding page bearing my initials is a certified copy of *Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of 2017.

.....
Chief Executive Officer

622508_1

**Bundaberg Regional Council
Establishment or Occupation of a Temporary Home
(Amendment) Subordinate Local Law (No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of sch 1 (Establishment or occupation of a temporary home)

- (1) Schedule 1, section 2, from 'The establishment' to 'residence.'—

omit, insert—

'(1) Section 6(2) of the authorising local law does not apply to the establishment or occupation of a temporary home on land if—

- (a) the temporary home is merely being stored on the land; or
- (b) the temporary home is established or occupied on the land for less than 4 weeks in any 52 week period and—
 - (i) the land is vacant; or
 - (ii) if a building or structure, other than a permanent residence, exists on the land — the temporary home is not established or occupied in front of the building or structure; or
- (c) the temporary home is established or occupied on the land for less than 4 weeks in any 52 week period and —
 - (i) a permanent residence exists on the land; and
 - (ii) the temporary home is established or occupied at the rear of the permanent residence.

(2) However, subsection (1) only applies if—

- (a) no waste liquids or materials, including grey water is deposited on the land whilst the temporary home is established or occupied on the land; and
- (b) appropriate, and adequate, sanitation, water, waste water, refuse and personal hygiene facilities are established, and utilised, on the land; and
- (c) the temporary home which is established or occupied on the land is not classified, under the Building Code of Australia, as a Class 10a non-habitable building or structure.'

4 Amendment of sch 3 (Dictionary)

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Establishment or Occupation of a Temporary Home (Amendment)
Subordinate Local Law (No. 1) 2017*

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Schedule 3 —

insert—

'building has the meaning given in the *Building Act 1975*.

structure has the meaning given in the Act.'.

This and the preceding 2 pages bearing my initials is a certified copy of *Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

622521_1

**Bundaberg Regional Council
Operation of Public Swimming Pools (Amendment)
Subordinate Local Law (No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2011*.

Part 2 Amendment of subordinate local law

3 Insertion of new s3A

After section 3—

insert—

'3A Definitions

- (1) Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.
- (2) The dictionary in schedule 2 defines particular words used in this subordinate local law.'

4 Amendment of s4 (Matters regarding the prescribed activity— Authorising local law, s6(3))

- (1) Section 4, heading, after '6(3)'—

insert—

'(4), 8(2)(a), 9(1)(d), 10(3), 12, 13(a), 14(1)(a).'

- (2) After section 4(2)—

insert—

'(3) For section 6(4) of the authorising local law, it is declared that the prescribed activity named in section 1 of schedule 1 is a category 2 activity.

(4) For section 8(2)(a) of the authorising local law, the documents and materials that must accompany an application for approval for the prescribed activity are stated in section 3 of schedule 1.

(5) For section 9(1)(d) of the authorising local law, the local government may only grant an approval for the prescribed activity if it is satisfied the proposed operation and management of the activity would be consistent with the additional criteria prescribed in section 4 of schedule 1.

(6) For section 10(3) of the authorising local law, the conditions that must be imposed on an approval for the prescribed activity are stated in section 5 of schedule 1.

(7) For section 10(3) of the authorising local law, the conditions that will

ordinarily be imposed on an approval for the prescribed activity are stated in section 6 of schedule 1.

- (8) For section 13(a) of the authorising local law, the term of an approval for the prescribed activity is provided for in section 7 of schedule 1.
- (9) For section 14(1)(a) of the authorising local law, the further term for renewal or extension of an approval for the prescribed activity is provided for in section 8 of schedule 1.’

5 Amendment of sch 1 (Operation of public swimming pools)

- (1) Schedule 1, section 2, ‘Operation of public swimming pools.’—

omit, insert—

- ‘(1) Section 6(2) of the authorising local law does not apply to the undertaking of the prescribed activity if the person undertaking the prescribed activity complies with the minimum standards specified in subsection (2).
- (2) A person undertaking the prescribed activity of the operation of a public swimming pool must comply with the following minimum standards—
 - (a) water in the public swimming pool must at all times comply with each of—
 - (i) the chemical parameters specified in subsection (3), table A; and
 - (ii) the microbiological criteria specified in subsection (3), table B; and
 - (b) facilities provided at the public swimming pool, such as toilets and change rooms, must be maintained in a clean and sanitary condition at all times; and
 - (c) facilities, fittings and equipment provided at the public swimming pool must be maintained in a good state of repair and working order and condition; and
 - (d) the operator of the public swimming pool must—
 - (i) keep and maintain, for a minimum period of 24 months, and have available for inspection at all times at the public swimming pool—
 - (A) written results of all testing of water in the public swimming pool; and
 - (B) written particulars of all backwashing, chemical adjustments and dose settings undertaken by the operator in relation to the water in the public swimming pool at any time; and
 - (ii) install and maintain all necessary equipment for the disinfection, filtration and recirculation of water in the public swimming pool; and
 - (iii) provide and maintain dressing rooms and facilities for showering and sanitation; and

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Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No. 1) 2017*

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- (iv) not permit or allow any person suffering, or appearing to suffer from, an infectious, contagious or offensive disease or skin complaint, to enter the public swimming pool; and
 - (e) the operator of the public swimming pool must test the water in the public swimming pool to ensure compliance with the prescribed chemical parameters and microbiological criteria—
 - (i) at least daily; and
 - (ii) more often than daily, if necessary, having regard to any of the following—
 - (A) bather load and likely use;
 - (B) level of environmental contamination;
 - (C) climatic considerations;
 - (D) health status of pool users; and
 - (f) the operation of the public swimming pool, including each building, structure, facility and equipment used in the operation of the public swimming pool must be kept and maintained—
 - (i) in good working order and condition; and
 - (ii) in a clean, tidy and sanitary condition; and
 - (iii) each toilet, bathroom, kitchen, laundry and drinking water facility used in the operation of the public swimming pool must be provided with an adequate and continuous supply of water.
- (3) This subsection (3) specifies prescribed chemical parameters and microbiological criteria for public swimming pool water.

TABLE A

CHEMICAL PARAMETERS TABLE

	Indoor Pool	Indoor Pool (Heated)	Outdoor Pool	Outdoor Pool (Heated)	Spa
Water Temperature		>26 °C		>26 °C	35 °C – 37 °C Ideal 40 °C Max
Free Chlorine (mg/L, ppm minimum)	1.5	2	1.5	3	3
Free Chlorine (mg/L, ppm with cyanic acid)	N/A	N/A	3	4	N/A
Total Chlorine (mg/L, ppm)	Free chlorine + 1 (10max)	Free chlorine + 1 (10max)	Free chlorine + 1 (10max)	Free chlorine + 1 (10max)	10.0

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Bromine (mg/L, ppm)	3.0	4.0	3.0	4.0	4 - 6
Ozone (for Chlorine Level see above)	0 residual	0 residual	0 residual	0 residual	0 residual
pH	7.2 – 7.8	7.2 – 7.8	7.2 – 7.8	7.2 – 7.8	7.2 – 7.8
Total Alkalinity (mg/L, ppm)	80 - 200	80 - 200	80 - 200	80 - 200	80 - 200
Cyanuric Acid	0*	0*	30 - 50	30 - 50	0*

* As indoor pools are protected from direct sunlight, cyanuric acid must not be used as the effectiveness of chlorine is reduced.

NOTE: Combined chlorine shall not exceed half the total chlorine concentration with a maximum of 1.0 ppm.

TABLE B

MICROBIOLOGICAL CRITERIA TABLE

Type of Organism	Maximum Count Allowable
Heterotrophic Colony Count (HCC), 35-37 °C/48	<100ml
Thermotolerant (Faecal) coliforms or <i>Escherichia coli</i>	Nil per 100mL
<i>Pseudomonas aeruginosa</i>	Nil per 100mL

(2) Schedule 1, after section 2—

insert—

'3 Documents and materials that must accompany an application for an approval

- (1) Details of the public swimming pool including a plan or other information identifying the public swimming pool and all buildings proposed to be used in the operation of the public swimming pool.
- (2) Details of the proposed management and supervision of the public swimming pool (including the qualifications and experience of the proposed managers and supervisors).
- (3) If the applicant is not the owner of the land on which the public swimming pool is to be situated — the owner's written consent to the application.
- (4) Details of the equipment that will be used for chlorination, filtration and recirculation of water in the public swimming pool.
- (5) Details of procedures that will be adopted to ensure that the public swimming pool water is adequate to protect public health.
- (6) Details of the equipment which will be used for emergency medical treatment and first aid.

- (7) Details of the operation of the public swimming pool including —
- (a) the hours of operation of the public swimming pool; and
 - (b) whether the public swimming pool is to be heated or non-heated; and
 - (c) the existence or otherwise of automatic dosing equipment to be used in conjunction with the chlorination, filtration and recirculation of water in the public swimming pool.

4. Additional criteria for the granting of an approval

- (1) The equipment for chlorination, filtration and recirculation of public swimming pool water must be adequate to protect public health.
- (2) The management and supervision of the public swimming pool must be adequate to protect public safety and prevent nuisance.
- (3) Any proposed manager or supervisor of the public swimming pool must be suitably qualified.
- (4) The equipment which will be used for emergency medical treatment and first aid must be situated at an appropriate location at the public swimming pool.
- (5) Provision must be made at the public swimming pool for separate dressing rooms for male and female users of the pool that are—
 - (a) of a size sufficient to accommodate the likely maximum number of users (at any 1 time) of the pool; and
 - (b) situated and constructed so that they totally conceal persons within the dressings rooms from persons who may be outside the dressing rooms.
- (6) Provision must be made at the public swimming pool for proper and sufficient male and female sanitary conveniences.

5. Conditions that must be imposed on an approval

No conditions stated.

6. Conditions that will ordinarily be imposed on an approval

The holder of the approval must comply with the minimum standards specified in section 2(2) and (3).

7. Term of an approval

- (1) The term of an approval must be determined by the local government having regard to the information submitted by the applicant.
- (2) The term of the approval must be specified in the approval.
- (3) An approval may be granted for a term of up to 1 year.

8. Term of renewal of an approval

- (1) The term for which an approval may be renewed or extended must be determined by the local government having regard to the information submitted by the approval holder.
- (2) The term for which an approval may be renewed or extended must not

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Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No. 1) 2017*

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exceed 1 year.

- (3) If the local government grants the application, the local government must specify in the written notice, the term of the renewal or extension.’

6 Insertion of new sch 2

After schedule 1—

insert—

‘Schedule 2 Dictionary

Section 3A

building has the meaning given in the *Building Act 1975*.

nuisance includes anything that—

- (a) disturbs or inconveniences people in the vicinity of a public swimming pool; or
- (b) detracts from the use or enjoyment of land adjoining or in the vicinity of a public swimming pool.

public swimming pool means a swimming pool that is made available for use by—

- (a) members of the public or a section of the public; or
- (b) participants in organised swimming or diving competitions or in training for organised swimming or diving competitions; or
- (c) persons who have a commercial relationship with the owner of the pool.

sanitary convenience has the meaning given in the *Environmental Protection Act 1994*.

structure has the meaning given in the *Local Government Act 2009*.

swimming pool has the meaning given in the *Building Act 1975*.’.

This and the preceding 6 pages bearing my initials is a certified copy of *Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

623569_1

**Bundaberg Regional Council
Operation of Temporary Entertainment Events
(Amendment) Subordinate Local Law (No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of sch 1 (Operation of temporary entertainment events)

(1) Schedule 1, after section 3(8)—

insert—

‘(9) If requested by the local government—a copy of each policy of insurance of the applicant which is applicable to the undertaking of the prescribed activity including, without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000.00.

(10) If requested by the local government—an event management plan which details proposed arrangements for each of the following—

- (a) consultation with key stakeholders; and
- (b) notification of the event to the surrounding residents, including contact details for the nominated responsible person under section 4(7); and
- (c) cleaning and sanitation; and
- (d) noise management, including audio equipment; and
- (e) waste and recycling; and
- (f) catering services with food safety plan for each service; and
- (g) toilet and wash basin adequacy; and
- (h) drinking water quality and supply; and
- (i) security services; and
- (j) emergency response; and
- (k) traffic management; and

- (l) risk management strategy; and
- (m) fire and evacuation plan; and
- (n) fire response plans; and
- (o) camping controls including shower and ablutions facilities and medical responses (if applicable); and
- (p) copies of applicable approvals and certifications, for example—
 - (i) a permit under the *Liquor Act 1992* if the consumption of liquor is permitted; and
 - (ii) a fire safety audit report conducted in accordance with AS4655-Fire Safety Audits, taking into account—
 - (A) AS2444—Portable fire extinguishers and fire blankets—selection and location; and
 - (B) AA2293—Emergency escape lighting and exit signs; and
 - (C) AS1851—Maintenance of fire protection system and equipment; and
 - (iii) a report from an approved electrical contractor, taking into account—
 - (A) AS/NZS3760—In-service safety inspection and testing of electrical equipment; and
 - (B) AS/NZS3001—Transportable structures in vehicles including their sites; and
 - (iv) a certified structural safety report for all temporary construction work; and
 - (v) a fireworks licence issued by the Department of Environment and Heritage Protection; and
 - (vi) the registration document, and inspection and testing records issued by a competent person, under the *Work Health and Safety Act Qld*, for each amusement device; and
 - (vii) a current public liability insurance certificate; and
 - (viii) a temporary food business license issued under the *Food Act 2006*; and
 - (ix) a public open space booking; and
 - (x) a traffic control permit.

*Bundaberg Regional Council
Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017*

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- (2) Schedule 1, after section 4(8)—
insert—
- ‘(9) If the temporary entertainment event—
- (a) involves the use of 1 or more animals; and
 - (b) is to be undertaken on a local government controlled area or a road,
- the use of each animal must be in accordance with any applicable guideline or policy of the Royal Society for the Prevention of Cruelty to Animals (RSPCA) Australia.’
- (3) Schedule 1—
- (a) section 6(o)(vi), ‘.’—
omit, insert—
‘; and’.
 - (b) after section 6(o)—
insert—
‘(p) require the approval holder to deliver a bond or security to the local government to secure compliance with the requirements of each condition of the approval and the provisions of the authorising local law.’.

This and the preceding 3 pages bearing my initials is a certified copy of *Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of 2017.

.....
Chief Executive Officer

623743_1

**Bundaberg Regional Council
Operation of Shared Facility Accommodation (Amendment)
Subordinate Local Law (No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Operation of Shared Facility Accommodation (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of sch 1 (Operation of shared facility accommodation)

- (1) Schedule 1, section 2, 'No activity stated.'—

omit, insert—

'(1) Section 6(2) of the authorising local law does not apply to the operation of shared facility accommodation at premises if—

- (a) the prescribed activity is undertaken in compliance with the criteria prescribed in subsection (2); and
- (b) the undertaking of the prescribed activity at the premises does not oblige, or require, a resident of the premises to share any of the following facilities—
 - (i) a bedroom;
 - (ii) a dormitory;
 - (iii) toilet facilities;
 - (iv) bathroom, shower or other bathing facilities.

(2) This subsection prescribes criteria for the operation of shared facility accommodation at premises—

- (a) the operator of the shared facility accommodation, or a representative of the operator, must reside at the premises; and
- (b) the operator of the shared facility accommodation must—
 - (i) display at the premises, in a prominent position, a plan that is visible to all guests and visitors of the premises that identifies each bedroom at the premises and specifies the maximum number of persons who may be accommodated in each bedroom at the premises; and
 - (ii) develop and implement a suitable bed bug management plan; and
 - (iii) maintain a register of the residents of the premises; and
 - (iv) allow an authorised person of the local government to enter the premises for the purpose of undertaking an inspection of the

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Operation of Shared Facility Accommodation (Amendment)
Subordinate Local Law (No. 1) 2017*

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- premises; and
- (c) the use of the premises for the prescribed activity must—
 - (i) be lawful; and
 - (ii) not cause a significant risk to public health or safety; and
 - (d) the premises, and all fixtures and fittings proposed to be used for the purposes of the prescribed activity, must be—
 - (i) in good working order and condition; and
 - (ii) in a good state of repair; and
 - (iii) in a clean and sanitary condition; and
 - (iv) free of pests; and
 - (e) the operator of the shared facility accommodation must—
 - (i) provide regular maintenance of the premises (including internal and external paintwork); and
 - (ii) provide regular maintenance of facilities, for example, pool water testing and grease trap maintenance; and
 - (iii) provide regular maintenance of furniture and equipment; and
 - (iv) provide regular cleaning of the premises; and
 - (v) provide regular fumigation or other treatment of the premises to keep the premises free of pests; and
 - (vi) provide regular maintenance of the kitchen, clothes washing, clothes drying, bathroom, shower and toilet facilities; and
 - (f) the walls of each bedroom at the premises must be so constructed as to ensure the privacy of the occupants of the room; and
 - (g) each wall or partition wall at the premises must be of a proper and workmanlike construction; and
 - (h) a room at the premises must not be used as a bedroom unless each occupant of the room can obtain access to it without passing through any other bedroom or other room in the private occupation of another person; and
 - (i) every common use room at the premises must be so situated that any resident of the premises can obtain access to it without passing through any bedroom or other room which is not a common use room; and
 - (j) the floor and the ground surface below the floor of a bedroom must be kept free of dampness; and
 - (k) if a bedroom is or becomes affected by dampness so as to interfere with the comfort or health of a person accommodated in the room, the room must not be further used as a bedroom until the floor or ground surface has been damp-proofed; and
 - (l) where the provision of accommodation includes the supply of bedding and linen, the operator must ensure that—

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Operation of Shared Facility Accommodation (Amendment)
Subordinate Local Law (No. 1) 2017*

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- (i) all bedding and linen is clean; and
- (ii) linen provided to a person accommodated has been washed since it was last used; and
- (m) the premises must be either—
 - (i) connected to a reticulated water supply system; or
 - (ii) provided with an adequate water supply which complies with—
 - (A) all relevant legislation relating to the minimum standards for drinking water; and
 - (B) the current *Australian Drinking Water Guidelines*; and
- (n) an adequate and continuous supply of potable hot and cold water must be reticulated to all showers, baths, hand basins, kitchen sinks and laundry facilities at the premises; and
- (o) the premises must be configured so that every person accommodated has convenient access to at least 1 bath or shower and at least 1 water closet and hand basin without having to pass through any bedroom or any other room which is not a common use room; and
- (p) for single dwelling accommodation (that is, accommodation which does not involve shared laundry facilities), the premises must be equipped (at least) with—
 - (i) electrical and drainage facilities to accommodate a washing machine; and
 - (ii) a clothes line or hoist with not less than 10 m of line or, alternatively, 1 electric heat operated clothes dryer; and
- (q) for accommodation which involves shared laundry facilities, not being short term or tourist accommodation, the premises must be equipped (at least) with—
 - (i) a laundry of adequate size containing—
 - (A) a laundry tub with reticulated hot and cold water; and
 - (B) 1 washing machine for each 4 bedrooms; and
 - (ii) an external clothes line in the ratio of 7.5 m of clothes line for each bedroom or, alternatively, 1 electric heat operated clothes dryer for each 4 dwelling units; and
- (r) the operator must keep the premises free from—
 - (i) vermin, insects, nesting birds and lice; and
 - (ii) any other pests of a generally similar class specified in a written notice given by an authorised person to the approval holder; and
- (s) the operator must, if required by written notice given by an authorised person—
 - (i) obtain an inspection report in relation to the safety of electrical wiring and other electrical fittings in the premises; and
 - (ii) give a copy of the report to the local government; and

*Bundaberg Regional Council
Operation of Shared Facility Accommodation (Amendment)
Subordinate Local Law (No. 1) 2017*

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- (iii) repair or remedy any defects specified in the report within—
 - (A) 30 days after the date of the report; or
 - (B) any longer period which may be specified by written notice given to the operator by an authorised person.’.
- (2) Schedule 1, after section 3(3)—
 - insert—*
 - ‘(4) A suitable bed bug management plan.’.
- (3) Schedule 1, section 6—
 - (a) subsection (1)(g), after ‘of the premises’—
 - insert—*
 - ‘at specified intervals by a licensed pest control operator’; and
 - (b) subsection (1)(k), after ‘keep’—
 - insert—*
 - ‘and maintain, at the premises,’;
 - (c) subsection 1(q), ‘.’—
 - omit, insert—*
 - ‘; and’;
 - (d) after subsection (1)(q)—
 - insert—*
 - ‘(r) require the approval holder to develop and implement a suitable bed bug management plan.’; and
 - (e) subsection (2), after ‘walls’—
 - insert—*
 - ‘and doors’; and
 - (f) subsection (14)(a)—
 - omit, insert—*
 - ‘(a) a laundry of adequate size containing —
 - (i) at least 1 laundry tub with reticulated hot and cold water; and
 - (ii) if up to 25 persons are to occupy the premises—1 washing machine with an adequate supply of hot and cold water; and
 - (iii) if more than 25 persons are to occupy the premises — a minimum of 2 washing machines with an adequate supply of hot and cold water; and’.
 - (g) after subsection (17)—
 - insert—*
 - ‘(18) The premises must be provided with toilet and ablution facilities which comply with the requirements of the Building Code of Australia.’.

*Bundaberg Regional Council
Operation of Shared Facility Accommodation (Amendment)
Subordinate Local Law (No. 1) 2017*

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This and the preceding 5 pages bearing my initials is a certified copy of *Operation of Shared Facility Accommodation (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

623669_1

**Bundaberg Regional Council
Undertaking Regulated Activities on Local Government
Controlled Areas and Roads (Amendment) Subordinate
Local Law (No. 1) 2017**

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Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local
Law (No. 1) 2017*

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of sch 1 (Undertaking regulated activities on local government controlled areas and roads)

- (1) Schedule 1, section 1(2)(c)(x), after ‘wedding;’—

insert—

‘or’.

- (2) Schedule 1, after section 1(2)(c)(x)—

insert—

‘fundraising;’.

4 Amendment of sch 4 (Dictionary)

Schedule 4—

insert—

‘**fundraising** includes the collection of donations for—

- (a) charitable or community purposes; or
- (b) an incorporated association; but
- (c) does not include, the public place activity identified in schedule 1, section 1(2)(c)(vi).’.

This and the preceding page bearing my initials is a certified copy of *Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

624271_1

Bundaberg Regional Council Animal Management (Amendment) Local Law (No. 1) 2017

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Part 1 Preliminary

1 Short title

This local law may be cited as *Animal Management (Amendment) Local Law (No. 1) 2017*.

2 Local law amended

This local law amends *Local Law No. 2 (Animal Management) 2011*.

Part 2 Amendment of local law

3 Amendment of s10 (Exclusion of animals)

Section 10(2) '20 penalty units'—

omit, insert—

'50 penalty units'.

4 Amendment of s11 (Dog off-leash areas)

Section 11(1) to (3)—

omit, insert—

- (1) The local government may, by resolution—
- (a) designate an area within a public place as an area where a dog is not required to be on a leash (a *dog off-leash area*); and
 - (b) for a dog off-leash area — designate the dog off-leash area as an area where a dog is not required to be on a leash —
 - (i) at any time; or
 - (ii) on specified days; or
 - (iii) during specified hours on specified days.
- (2) However, before making a resolution under subsection (1), the local government must—
- (a) consult with the public for at least 21 days about each designation proposed under subsection (1); and
 - (b) consider every submission properly made to it about each designation proposed under subsection (1).
- (3) The local government must take reasonable steps to provide notice to members of the public regarding each designation under subsection (1).
- (4) In this section—
- reasonable steps* include, as a minimum, the display of a notice at a prominent place within the dog off-leash area indicating the extent of each designation under subsection (1).
- (5) The local government must keep a record available for public inspection

- identifying each designation under subsection (1).
- (6) For the avoidance of doubt, the local government may, from time to time, by resolution, repeal or amend a resolution about a designation under subsection (1).
 - (7) The repeal or amendment of a resolution about a designation under subsection (1) does not —
 - (a) revive anything not in force or existing at the time the repeal or amendment takes effect; or
 - (b) affect the previous operation of any provision of this local law or the resolution or anything suffered, done or begun under any provision of this local law or the resolution; or
 - (c) affect a right, privilege or liability acquired, accrued or incurred under any provision of this local law or the resolution; or
 - (d) affect a penalty incurred in relation to an offence arising under any provision of this local law; or
 - (e) affect an investigation or proceeding in relation to a right, privilege, liability or penalty mentioned in paragraph (c) or (d).
 - (8) The investigation or proceeding may be started, continued or completed, and the right, privilege or liability may be enforced and the penalty imposed, as if the repeal or amendment had not happened.
 - (9) Without limiting subsections (7) and (8), the repeal or amendment of a resolution about a designation under subsection (1) does not affect—
 - (a) the proof of anything that has happened; or
 - (b) any right, privilege or liability saved by the operation of this section or the resolution; or
 - (c) any repeal or amendment made by the resolution.’.

5 Amendment of s12 (Control of animals in public places)

- (1) Section 12(1), ‘Maximum penalty for subsection (1) — 20 penalty units.’—
omit, insert—
 ‘Maximum penalty for subsection (1)(a) if the animal is in a public place of environmental significance—50 penalty units.
 Maximum penalty for subsection (1)(a) if the animal is in a public place other than a public place of environmental significance—20 penalty units.
 Maximum penalty for subsection (1)(b)—20 penalty units.’.
- (2) After section 12(3)—
insert—
 ‘(4) In this section—
environmental significance, for a public place, means a public place which is designated as a public place of environmental significance by subordinate local law.’.

6 Amendment of s21 (Seizure of animals)

- (1) Section 21(1)(b)—

omit, insert—

‘(b) if a compliance notice has been given to the owner or responsible person for the animal in relation to compliance with a requirement of this local law—the authorised person has entered a property, including private property, under chapter 5, part 2, division 1 of the Act, and reasonably believes the owner or responsible person for the animal has not complied with the compliance notice; or’.

- (2) Section 21(2)(b)—

omit, insert—

‘(b) if a compliance notice has been given to the owner or responsible person for the dog in relation to compliance with a requirement of this local law—the authorised person has entered a property, including private property, under chapter 5, part 2, division 1 of the Act, and reasonably believes the owner or responsible person for the dog has not complied with the compliance notice; or’.

7 Amendment of s32 (Sale, disposal or destruction of animals)

Section 32(1)(b)(ii)—

omit, insert—

‘(ii) dispose of the animal in some other way without destroying it, for example, by giving the animal to an animal welfare agency for disposal by the animal welfare agency; or’.

8 Amendment of s42 (Sale of animals)

- (1) Section 42, heading, ‘Sale’—

omit, insert—

‘Supply’.

- (2) Section 42(1), ‘offer—

omit, insert—

‘supply’.

- (3) Section 42(1), ‘, for sale’—

omit.

- (4) Section 42(3), ‘offer or display animals for sale’—

omit, insert—

‘supply animals’.

9 Amendment of s43 (Subordinate local laws)

- (1) Section 43(g)—
omit, insert—
'(g) the designation of a public place as a public place of environmental significance;³² or'.
- (2) Section 43(p), 'sale'—
omit, insert—
'supply'.

10 Amendment of sch (Dictionary)

Schedule—

insert—

'*animal welfare agency* means—

- (a) the Royal Society for the Prevention of Cruelty to Animals (Queensland);
and
- (b) the Animal Welfare League of Queensland; and
- (c) another incorporated association which—
- (i) has objects similar to the objects of the corporation referred to in paragraph (a) or the incorporated association referred to in paragraph (b); and
- (ii) is recognised as an animal welfare agency by the local government.

supply includes doing any of the following things if doing the things affects the possession of an animal other than the mere temporary custody of it—

- (a) exchange, give or sell;
- (b) offer or agree to supply;
- (c) cause or permit to supply;
- (d) possess for supply.'

Part 3 Transitional provision for Animal Management (Amendment) Local Law (No. 1) 2017

11 Transitional provision for dog off-leash areas

For the avoidance of doubt, the local government may make a resolution about a designation under section 11(1) contemporaneously with, or after, the commencement of this local law if, before making the resolution, the local government consulted with the public for at least 21 days about, and considered every submission properly made to it about, each designation proposed under

³² See section 12(4).

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section 11(1).

Example—

The local government may consult with the public and consider every submission properly made to it contemporaneously with the public consultation undertaken by the local government as part of the local law making process adopted by the local government, by resolution, under section 29(1) of the *Local Government Act 2009*.

This and the preceding 5 pages bearing my initials is a certified copy of *Animal Management (Amendment) Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

622421_1

**Bundaberg Regional Council
Animal Management (Amendment) Subordinate Local Law
(No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Animal Management (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 2 (Animal Management) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of s2 (Purpose and how it is to be achieved)

Section 2(2)(e)—

omit, insert—

‘(e) the conditions to be complied with by persons who supply animals, or a particular species of animal; and’.

4 Replacement of s11 (Dog off-leash areas — Authorising local law, s11(1))

Section 11—

omit, insert—

‘11 Control of animals in public places — Authorising local law, s12(4)

For section 12(4) of the authorising local law, schedule 7 identifies public places which are designated as a public place of environmental significance.’.

5 Amendment of s16 (Place of care for impounded animals — Authorising local law, s24)

Section 16, after ‘operated by’—

insert—

‘, or with the agreement of,’.

6 Amendment of s17 (Animals that may be disposed of without auction or tender — Authorising local law, s32(1)(b))

(1) Section 17(c), ‘.’—

omit, insert—

‘; and’.

(2) After section 17(c)—

insert—

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- (d) cattle; and
- (e) poultry; and
- (f) horses; and
- (g) goats, sheep and other animals of a similar size.’

7 Amendment of s19 (Conditions regarding sale of animals — Authorising local law, s42(1))

- (1) Section 19, heading, ‘sale’—
omit, insert—
‘supply’.
- (2) Section 19, ‘offer for sale’—
omit, insert—
‘supply’.

8 Amendment of sch 1 (Prohibition on keeping animals)

- (1) Schedule 1, item 3, columns 1 and 2—
omit, insert—
‘Not used’.
- (2) Schedule 1, item 4, column 1, from ‘Sheep’ to ‘deer’—
omit, insert—
‘Horse, donkey, camel, cow, bull, ox, or other animal of a similar size and sheep, goat, alpaca, llama, deer or other animal of a similar size’.

9 Amendment of sch 4 (Minimum standards for keeping animals generally)

- Schedule 4, section 3—
omit.

10 Amendment of sch 5 (Minimum standards for keeping particular animals)

- (1) Schedule 5, item 1, column 2, paragraph (b), ‘the greyhound’—
omit, insert—
‘a greyhound utilised for racing purposes’.
- (2) Schedule 5, item 6, column 1, after ‘rooster,’—
insert—
‘chicken.’

11 Amendment of sch 6 (Prohibition of animals in public places)

- (1) Schedule 6, item 1, column 1, paragraph (a), ‘identified in schedule 7’—
omit.

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- (2) Schedule 6, item 1, column 1, paragraph (b), ‘in schedule 7’—
omit.

12 Replacement of sch 7 (Dog off-leash areas)

Schedule 7—

omit, insert—

‘

Schedule 7 Public places of environmental significance

Section 11

1. *Insert particulars of public places of environmental significance by reference to real property description and address and the inclusion of a map in the event that it is necessary to accurately identify the relevant area by map with the relevant area indicated by a bold line circumscribing an area hatched in black on the map.*
2. *For practical purposes, provided the area is appropriately identified, it really does not matter whether the area is of environmental significance for turtle nesting, or any other purpose of environmental significance. ’.*

13 Amendment of sch 12 (Conditions for sale of animals)

Schedule 12, heading, ‘sale’—

omit, insert—

‘supply’.

14 Amendment of sch 13 (Dictionary)

Schedule 13, definition *keep*, paragraph (b)(ii) ‘an authorised’—

omit, insert—

‘a’.

This and the preceding 3 pages bearing my initials is a certified copy of *Animal Management (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the
day of 2017.

.....
Chief Executive Officer

623777_1

**Bundaberg Regional Council
Community and Environmental Management (Amendment)
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Part 1 Preliminary

1 Short title

This local law may be cited as *Community and Environmental Management (Amendment) Local Law (No. 1) 2017*.

2 Local law amended

This local law amends *Local Law No. 3 (Community and Environmental Management) 2011*.

Part 2 Amendment of local law

3 Amendment of s2 (Purpose and how it is to be achieved)

Section 2(2)(e), after 'community'—

insert—

'annoyance and'.

4 Amendment of s13 (Overgrown allotments)

(1) Section 13(1)—

omit, insert—

'(1) The responsible person for an allotment must not permit or allow the allotment to become overgrown with vegetation to such an extent that the vegetation—

- (a) seriously affects as the visual amenity of the allotment; or
- (b) is likely to attract or harbour reptiles; or
- (c) is likely to attract or harbour vermin; or
- (d) is likely to present a risk to the health or safety of the public.

Maximum penalty—20 penalty units.'

(2) Section 13(2), 'The authorised'—

omit, insert—

'An authorised'.

(3) After section 13(4)—

insert—

'(5) The local government may, by subordinate local law, prescribe requirements for the control of vegetation on allotments.'

5 Amendment of s14 (Accumulation of objects and materials on allotments)

(1) Section 14(1)—

omit, insert—

- ‘(1) The responsible person for an allotment must not bring onto the allotment, or allow to remain or accumulate on the allotment, objects or materials which—
- (a) seriously affect the visual amenity of the allotment; or
 - (b) are likely to attract or harbour reptiles; or
 - (c) are likely to attract or harbour vermin; or
 - (d) are likely to present a risk to the health or safety of the public.

Examples for paragraph (a) of objects and materials that may seriously affect the visual amenity of an allotment—

- Discarded or disused machinery or machinery parts.
- Broken-down or severely rusted vehicles.
- Discarded bottles, containers or packaging.
- Refuse or scrap material.

Maximum penalty—20 penalty units.’

- (2) Section 14(2)(a), ‘(1)(a) or (b)’—

omit, insert—

‘(1)(a), (b), (c) or (d)’.

- (3) Section 14(2)(b), ‘(1)(a) or (b)’—

omit, insert—

‘(1)(a), (b), (c) or (d)’.

- (4) After section 14(3)—

insert—

‘(4) The local government may, by subordinate local law, prescribe requirements about objects or materials which are brought onto, or allowed to remain or accumulate on, an allotment.’.

6 Amendment of pt5 (Community safety hazards)

Part 5, heading, after ‘Community’ —

insert—

‘annoyance and’.

7 Amendment of s17 (What is a community safety hazard)

- (1) Section 17, heading, after ‘community’—

insert—

‘annoyance or’.

- (2) Section 17, after ‘A community’—

insert—

‘annoyance or’.

- (3) Section 17(c), after ‘community’—
insert—
‘annoyance or’.
- (4) Section 17, example, after ‘community’—
insert—
‘annoyance or’.

8 Amendment of s18 (Power to enter property to inspect for community safety hazards)

- (1) Section 18, heading, after ‘*community*’—
insert—
‘*annoyance and*’.
- (2) Section 18(1), after ‘community’—
insert—
‘annoyance or’.
- (3) Section 18(1), ‘hazards’—
omit, insert—
‘hazard’.
- (4) Section 18(2)(b), ‘community’—
omit, insert—
‘any community annoyance or’.
- (5) section 18(2)(b), ‘hazards’—
omit, insert—
‘hazard’.

9 Amendment of s19 (Removal or reduction of community safety hazards)

- (1) Section 19, heading, after ‘**community**’—
insert—
‘**annoyance and**’.
- (2) Section 19(1), after ‘community’—
insert—
‘annoyance or’.
- (3) Section 19(2), after ‘the community’—
insert—
‘annoyance or’.

- (4) Section 19(2)(a), after ‘the’—
insert—
‘annoyance or’.
- (5) Section 19(2), example, after ‘a community’—
insert—
‘annoyance or’.

10 Amendment of s20 (Prescribed requirements)

- (1) Section 20(1), after ‘community’—
insert—
‘annoyance or’.
- (2) Section 20(1), ‘hazards’—
omit, insert—
‘hazard’.

11 Insertion of new pt6A (Community amenity)

After part 6—

insert—

‘Part 6A Community amenity

21A Releasing helium balloons

A person must not release an unsecured balloon containing helium unless the balloon is—

- (a) released unintentionally and without negligence; or
- (b) released inside a building or structure and does not make its way into the open air; or
- (c) released for scientific, including meteorological, purposes; or
- (d) a balloon aircraft that is recovered after landing.

Maximum penalty—20 penalty units.’.

12 Amendment of s22 (Subordinate local laws)

- (1) After section 22(a)—
insert—
- ‘(aa) prescribed requirements for the control of vegetation on allotments;^{18A}
or
 - (ab) prescribed requirements about objects or materials which are brought

^{18A} See section 13(5).

onto, or allowed to remain or accumulate on, an allotment;^{18B} or’.

- (2) Section 22(d), after, ‘community’—
insert—
‘annoyance and’.
- (3) Section 22(e), ‘community safety hazards’—
omit, insert—
‘any community annoyance and safety hazard’.
- (4) Section 22(aa) to (f)—
renumber as paragraphs (b) to (h).
- (5) Section 22, footnotes 18A to 23—
renumber as footnotes 19 to 25.

13 Amendment of sch (Dictionary)

- (1) Schedule, definition *responsible person*—
insert—
Example—
 - If a place is not occupied then the person who has control or management of the place is the owner of the place and the owner is the responsible person for the place. If a place is occupied and the occupier has control or management of the place then the occupier will be the responsible person for the place.’
- (2) Schedule —
insert—
‘*aircraft* has the meaning given in the *Civil Aviation Act 1988 (Cwlth)*.’.

This and the preceding 5 pages bearing my initials is a certified copy of *Community and Environmental Management (Amendment) Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

622418_1

^{18B} See section 14(4).

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 3 (Community and Environmental Management) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of s2 (Purpose and how it is to be achieved)

- (1) Section 2(2)(d), after ‘community’—
insert—
‘annoyance and’.
- (2) Section 2(2)(e), ‘community safety hazards’—
omit, insert—
‘a community annoyance or a safety hazard’.

4 Amendment of s7 (Prohibition on lighting or maintaining fires – Authorising local law, s15(2))

Section 7(2)—
omit, insert—

- ‘(2) For section 15(2) of the authorising local law, subject to subsection (3), in the whole of the local government area—
 - (a) the lighting or maintaining of a fire in the open is only permitted on an allotment with an area of 4,000m² or less subject to the following conditions—
 - (i) the fire must be contained in a properly prepared barbecue or similar cooking apparatus using clean and dry combustible material for the purpose of cooking food for human consumption; or
 - (ii) the fire must be contained in a heater or fireplace which is—
 - (A) properly prepared and enclosed; and
 - (B) constructed so as to prevent the escape of fire or any burning material from the heater or fireplace; and

- (b) the lighting or maintaining of a fire in the open is only permitted on an allotment with an area of 4,001m² or more subject to the following conditions—
 - (i) the fire must be contained in a properly prepared barbecue or similar cooking apparatus using clean and dry combustible material for the purpose of cooking food for human consumption; or
 - (ii) the fire must be contained in a heater or fireplace which is —
 - (A) properly prepared and enclosed; and
 - (B) constructed so as to prevent the escape of fire or any burning material from the heater or fireplace; or
 - (iii) the fire is lit or maintained in a fireplace in the open which does not comply with the conditions specified in subsection (2)(b)(i) or (ii) but —
 - (A) only clean and dry non-toxic combustible material is burned in the fire; and
 - (B) only 1 fire may be lit and maintained on the allotment at any time; and
 - (C) appropriate firefighting equipment, which may include water, hoses and pumps, is kept on the allotment and available at all times when the fire is lit or maintained; and
 - (D) the fire is not lit before 7.00 a.m. and is extinguished no later than dusk on the day on which the fire was lit; and
 - (E) ashes must be thoroughly wetted down when the fire is extinguished; and
 - (F) the person proposing to light the fire must advise all neighbours of the intention of the person to light the fire and the date on which the fire is to be lit; and
 - (G) the place at which the fire is lit must be set back at least 6m from every boundary of the allotment and any building on the allotment; and
 - (H) a responsible person must be in attendance at the fire at all times from when the fire is lit until the extinguishment of the fire; and
- (c) the lighting or maintaining of a fire in the open in a local government controlled area in the local government area is prohibited unless the fire is lit and maintained in a fireplace, barbecue or incinerator constructed by the local government.’

5 Replacement of pt 5 (Community safety hazards)

Part 5—

omit, insert—

Part 5 Community annoyance and safety hazards

9 Community annoyance and safety hazards—Authorising local law, s17(c)

For section 17(c) of the authorising local law, each of the following is declared to be a community annoyance or a safety hazard—

- (a) barbed wire fencing;
- (b) electric fencing;
- (c) a shopping trolley left in a public place;
- (d) the slaughtering of an animal on an allotment;
- (e) roof sheeting, guttering, sheet metal or other similar materials kept on land;
- (f) a plant on an allotment which—
 - (i) is dangerous or attracts vermin; or
 - (ii) has caused, or is, in the opinion of an authorised person, likely to cause—
 - (A) personal injury or property damage; or
 - (B) a negative impact on the amenity of the surrounding area;
- (g) an act or omission on an allotment which—
 - (i) is dangerous or attracts vermin; or
 - (ii) has caused, or is, in the opinion of an authorised person, likely to cause—
 - (A) personal injury or property damage; or
 - (B) a negative impact on the amenity of the surrounding area;
- (h) a dead animal on an allotment which—
 - (i) is dangerous or attracts vermin; or
 - (ii) has caused, or is, in the opinion of an authorised person, likely to cause—
 - (A) personal injury or property damage; or
 - (B) a negative impact on the amenity of the surrounding area.

10 Prescribed requirements for community annoyance and safety hazards—Authorising local law, s 20(1)

- (1) For section 20(1) of the authorising local law, this section prescribes requirements that must be met by responsible persons relating to specified types of community annoyance or safety hazard.
- (2) If the community annoyance or safety hazard is barbed wire fencing on land, the responsible person for the barbed wire fencing must meet the following requirements—
 - (a) the barbed wire fencing must not be installed along a boundary of the land which adjoins a public place which is a park; and
 - (b) barbed wire fencing may only be used in a security fence in an urban area if the barbed wire is more than 2m above ground level.
- (3) If the community annoyance or safety hazard is electric fencing on land, the responsible person for the electric fencing must meet the following requirements—
 - (a) if the electric fencing is installed on land in an urban area that adjoins a road or a public place, the responsible person for the electric fencing must install warning signs on the electric fencing—
 - (i) of a size that can be read from a distance of 5m; and
 - (ii) at 5m intervals along the fence; and
 - (b) electric fencing installed on land in an urban area must be situated—
 - (i) at least 1.5m from a fence located on or within the boundary of the land; or
 - (ii) such that the electric fencing is installed on the boundary of the land, but the lowest point of the electric fencing which is capable of imparting an electric shock when touched is at least 2m above ground level; and
 - (c) the electric fencing must be installed, operated and maintained in accordance with AS/NZS3014:2003; and
 - (d) electric fencing which is installed for security purposes must be installed, operated and maintained in accordance with AS/NZS3016:2002.
- (4) If the community annoyance or safety hazard is a shopping trolley left in a public place, each of the following requirements are prescribed—
 - (a) a person must not, without reasonable excuse—
 - (i) take a shopping trolley of a retailer from the retailer's premises; and
 - (ii) leave unattended, or abandoned, a shopping trolley at a prescribed place outside the retailer's premises; and
 - (b) if a retailer—

- (i) makes a shopping trolley available for use by customers of the retailer at the retailer's premises; or
 - (ii) permits or allows customers of the retailer to use a shopping trolley at the retailer's premises,
- the retailer must—
- (iii) within 60 days of the commencement of this section, ensure that the shopping trolley of the retailer is clearly identified with the name or brand of the retailer and the address of the retailer's premises; and
 - (iv) take all reasonable precautions to ensure that the shopping trolley remains on the retailer's premises.
- Example—fitting the shopping trolley with a wheel lock or a coin operated release.
- (5) If the community annoyance or safety hazard is the slaughtering of an animal on an allotment, the responsible person for the slaughtering of the animal must meet the following requirements—
- (a) an animal must not be slaughtered on an allotment unless—
 - (i) the area of the allotment is not less than 4,000m²; or
 - (ii) the animal is a fish, chicken or another animal of a similar size; and
 - (b) an animal may be slaughtered on an allotment with an area of 4,001m² or more; and
 - (c) only an animal which has been kept on an allotment in compliance with the requirements of *Local Law No. 2 (Animal Management) 2011* may be slaughtered on the allotment; and
 - (d) if the slaughtering of an animal constitutes development under the Planning Act—the slaughtering may not be undertaken unless a development approval has been granted; and
 - (e) the slaughtering of the animal must be suitably screened so as not to be visible from any land adjoining the allotment or a public place; and
 - (f) the slaughtering must not cause, or be likely to cause, a nuisance on land adjoining the allotment or a public place from odour, vermin, or fly breeding; and
 - (g) waste and by-products from the slaughtering of the animal must be disposed of in accordance with the requirements of the *Environmental Protection Act 1994*; and
 - (h) the area used in the slaughtering of the animal must be treated to maintain it in a clean and sanitary condition.
- (6) If the community annoyance or safety hazard is roof sheeting, guttering, sheet metal or other similar materials kept on land and the materials are not fixed to a structure, the responsible person must ensure that the materials are weighted down, tied down or otherwise secured to prevent the materials—

- (a) becoming airborne during high winds; or
- (b) being carried from the land by the overland flow of water or stormwater.’.

6 Omission of sch 3 (Prohibited fires)

Schedule 3—

omit.

7 Omission of sch 4 (Prescribed requirements for community safety hazards)

Schedule 4—

omit.

8 Amendment of sch 6 (Dictionary)

- (1) Schedule 6, definitions *urban area* and *urban district*—

omit, insert—

urban area, for land, means the land is identified in the planning scheme of the local government in a zone other than the rural zone or the rural residential zone.

- (2) Schedule 6—

insert—

‘non-toxic, for a material, means the material is not composed of poisonous materials that could harm the environment or human health.

park has the meaning given in *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*.

prescribed place includes—

- (a) a local government controlled area; and
- (b) a road.

retailer means a vendor of goods, or goods and services, to be sold direct to its customers within the local government area who makes shopping trolleys available for use by its customers.

retailer’s premises, for a retailer, means premises—

- (a) which are owned or occupied by the retailer; and
- (b) from which the retailer sells goods, or goods and services, direct to its customers.

shopping trolley—

- (a) means a wheeled basket or frame used for transporting goods purchased from a retailer; and
- (b) of a retailer, means a shopping trolley which is owned by, or under the control of, the retailer.

*Bundaberg Regional Council
Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017*

8

slaughtering, of an animal on an allotment, means the killing of the animal for consumption by the person occupying the allotment, other than in compliance with the requirements of the *Food Production (Safety) Act 2000*, for example, under, and in accordance with, an accreditation.’.

This and the preceding 7 pages bearing my initials is a certified copy of *Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of 2017.

.....
Chief Executive Officer

624664_1

**Bundaberg Regional Council
Local Government Controlled Areas, Facilities and Roads
(Amendment) Local Law (No. 1) 2017**

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Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017*

2

Part 1 Preliminary

1 Short title

This local law may be cited as *Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017*.

2 Local law amended

This local law amends *Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*.

Part 2 Amendment of local law

3 Amendment of s5 (Prohibited and restricted activities)

Section 5(4), '20'—

omit, insert—

'50'.

4 Amendment of s7 (Opening hours of local government controlled areas)

Section 7(1), 'subordinate local law'—

omit, insert—

'resolution'.

5 Amendment of s12 (Subordinate local laws)

(1) Section 12(d)—

omit.

(2) Section 12, paragraphs (e) and (f)—

renumber as paragraphs (d) and (e).

(3) Section 12, footnotes 13 and 14—

renumber as footnotes 12 and 13.

This and the preceding page bearing my initials is a certified copy of *Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of 2017.

.....
Chief Executive Officer

623770_2

**Bundaberg Regional Council
Local Government Controlled Areas, Facilities and Roads
(Amendment) Subordinate Local Law (No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of s2 (Purpose and how it is to be achieved)

After section 2(2)—

insert—

‘Note— This subordinate local law does not contain a section 8 or a schedule 4.’.

4 Omission of s8 (Opening hours for local government controlled areas— Authorising local law, s 7(1))

Section 8—

omit.

5 Amendment of sch 1 (Prohibited activities for local government controlled areas or roads)

- (1) Schedule 1, item 2, column 2, paragraph (a), after ‘road’—

insert—

‘including, for example, onto the road drainage infrastructure and facilities of a road’.

- (2) Schedule 1, item 2, column 2, paragraph (b), after ‘with a road’—

insert—

‘, for example, the road drainage infrastructure and facilities of a road’.

- (3) Schedule 1, item 2, column 2, paragraph (c)—

omit, insert—

‘(c) Creating a nuisance, or increasing the impact of an existing nuisance, on a road, including, for example, the road drainage infrastructure and facilities of a road.’.

- (4) Schedule 1, item 10, column 1, paragraph (a), ‘Barolin’—

omit, insert—

‘Maryborough’.

6 Amendment of sch 2 (Restricted activities for local government controlled areas or roads)

(1) Schedule 2, item 1—

omit, insert—

	Column 1 Local government controlled area or road	Column 2 Restricted activity	Column 3 Extent of restriction
1	All local government controlled areas within the local government area	(a) Busking. (b) Fundraising.	(a) Permitted only if authorised under the conditions of an approval for a prescribed activity. (b) Permitted only if authorised under the conditions of an approval for a prescribed activity.

(2) Schedule 2, after item 2(d)—

insert—

	Column 1 Local government controlled area or road	Column 2 Restricted activity	Column 3 Extent of restriction
		(e) Fundraising.	(e) Permitted only if authorised under the conditions of an approval for a prescribed activity.

(3) Schedule 2, item 4, column 3, paragraph (b)—

omit, insert—

(b) Permitted only—

- (i) with the written authorisation of the chief executive officer of the local government; or

- (ii) if authorised by a notice displayed by the local government at the park or reserve.’.
- (4) Schedule 2, item 11, column 3—
- (a) paragraph (a)(iv)—
omit, insert—
- ‘(iv) a type of motor vehicle which is designated by the local government, by the display of a notice, which is—
- (A) attached to a trailer; and
- (B) being used by the driver of the motor vehicle for the purpose of launching or retrieving a trailable vessel from or to the trailer at an area of the foreshore which is designated by the local government, by the display of a notice, as an area which is suitable for the launch and retrieval of a trailable vessel from or to a trailer; and’.
- (b) paragraph (b)—
omit, insert—
- ‘(b) the driver of the motor vehicle enters and exists the area of the foreshore at—
- (i) a ramp which is designated by the local government for motor vehicle access purposes; or
- (ii) another area which is designated by the local government, by the display of a notice, as suitable for motor vehicle access purposes.’.

7 Omission of sch 4 (Opening hours of local government controlled areas)

Schedule 4—
omit.

8 Amendment of sch 6 (Identification of local government controlled areas)

Schedule 6, Local government caravan parks,

Finemore Holiday Park		33 Quay Street, Bundaberg	121	CP898251	’—
--------------------------	--	---------------------------	-----	----------	----

omit.

9 Amendment of sch 7 (Dictionary)

Schedule 7—
insert—

‘**fundraising** has the meaning given in *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*.’.

Bundaberg Regional Council
Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2017 5

This and the preceding 4 pages bearing my initials is a certified copy of *Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of 2017.

.....
Chief Executive Officer

623830_2

**Bundaberg Regional Council
Parking (Amendment) Subordinate Local Law (No. 1) 2017**

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Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Parking (Amendment) Subordinate Local Law (No. 1) 2017*.

2 Subordinate local law amended

This subordinate local law amends *Subordinate Local Law No. 5 (Parking) 2011*.

Part 2 Amendment of subordinate local law

3 Amendment of sch 2 (Declaration of off-street regulated parking areas)

Schedule 2 —

'insert map of the new off-street regulated parking area which must be in the same form as the maps of off-street regulated parking areas already included in Subordinate Local Law No. 5 (Parking) 2011.'

This and the preceding page bearing my initials is a certified copy of *Parking (Amendment) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

638300_1

Local Law No. 8 (Waste Management) 2017

Contents

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3
Local Law No. 8 (Waste Management) 2017

Local Law No. 8 (Waste Management) 2017

Part 1 Preliminary

1 Short title

This local law may be cited as *Local Law No. 8 (Waste Management) 2017*.

2 Objects

The object of this local law is to protect the public health, safety and amenity related to waste management by—

- (a) regulating the storage, servicing and removal of waste; and
- (b) regulating the disposal of waste at waste facilities; and
- (c) ensuring that an act or omission does not result in—
 - (i) harm to human health or safety or personal injury; or
 - (ii) property damage or loss of amenity; or
 - (iii) environmental harm or environmental nuisance.

3 Relationship to other laws

- (1) This local law is—
 - (a) in addition to and does not derogate from laws about the management of waste; and
 - (b) to be read with *Local Law No. 1 (Administration) 2011*.
- (2) For the purposes of *Environmental Protection Regulation 2008*, section 81ZC, this local law replaces *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments).

4 Definitions

The dictionary in the Schedule (Dictionary) of this local law defines the particular words used in this local law.

Part 2 Waste management

Division 1 Designation of areas for general or green waste collection

5 Designation of areas

The local government may—

- (a) by resolution, designate areas within its local government area in which the local government may conduct general waste or green waste collection; and
- (b) decide the frequency of general waste or green waste collection in the designated areas.

Division 2 General waste

Subdivision 1 Storage of general waste

6 Owner or occupier of premises to supply waste containers

- (1) The owner or occupier of premises must—
 - (a) subject to subsection (2), supply standard general waste containers at the premises as—
 - (i) are necessary to contain the general waste produced at the premises; or
 - (ii) are prescribed by subordinate local law; or
 - (b) supply at the premises, waste containers, other than standard general waste containers, as—
 - (i) if required by the local government — are necessary to contain the general waste produced at the premises; or
 - (ii) are prescribed by subordinate local law.

Examples of ways the local government may require waste containers for paragraph 1(b)(i)—

by a resolution of the local government or a development approval for the premises

Maximum penalty — 20 penalty units.

-
- (2) However, subsection (1)(a) does not apply if the local government supplies to the premises the number of standard general waste containers the local government reasonably considers is required at the premises.
 - (3) If the local government supplies a standard general waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the owner or occupier of the premises to the local government.
 - (4) However, subsection (3) does not prevent the local government from supplying a standard general waste container to premises without cost to the owner or occupier of the premises.

7 Requirements for storing general waste in waste containers

- (1) The occupier of premises must—
 - (a) store general waste produced as a result of the ordinary use or occupation of the premises in—
 - (i) a standard general waste container; or
 - (ii) if another type of waste container is prescribed by subordinate local law — the other type of container; and
 - (b) keep each waste container clean and in good repair; and
 - (c) ensure that each waste container is securely covered, except when the waste is being placed in, or removed from, the container or the container is being cleaned.

Maximum penalty — 20 penalty units.

- (2) A person must not—
 - (a) place any of the following in a waste container—
 - (i) a liquid, semi-liquid or moist substance, unless the substance is securely wrapped or contained to prevent the substance leaking from the wrapper or container; or
 - (ii) material that is smouldering or aflame; or
 - (iii) matter or a thing that is alive; or
 - (iv) a thing stated in a subordinate local law; or
 - (b) remove or disturb the cover of a waste container, except when placing waste in or cleaning the container; or
 - (c) use or damage a waste container so that it is not weatherproof or serviceable or cannot be securely covered; or

- (d) disturb or otherwise interfere with the contents of a waste container; or
- (e) if a waste container is set aside for the collection of recyclable waste alone—place in the waste container a matter or thing other than recyclable waste.

Maximum penalty — 20 penalty units.

- (3) The occupier of the premises must not allow a person to place a thing in a waste container in contravention of subsection (2)(a).

Maximum penalty — 20 penalty units.

- (4) It is a defence in a proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

8 General requirements for keeping waste containers at serviced premises

- (1) Subject to subsection (2), the occupier of serviced premises must ensure that a waste container supplied for the premises is kept—

- (a) if the local government requires the container to be kept at a particular place at the premises — at the place (the *waste container storage place*); or

Examples of ways the local government may require waste containers to be kept at a particular place —

by a resolution of the local government or a development approval for the premises

- (b) if a subordinate local law requires the container to be kept at a particular place at the premises — at the place (also a *waste container storage place*); or
- (c) if paragraphs (a) and (b) do not apply — at ground level close to the rear alignment of a building at the premises.

Maximum penalty — 20 penalty units.

- (2) Subsection (1) does not prevent the occupier of the serviced premises from placing a waste container in a place outside the premises for the collection of general waste from the container, if—

- (a) the local government has arranged to collect waste from the container at the place; and
- (b) the container is in the place for no longer than—
 - (i) the period, if any, allowed under a local law of the local government; or

- (ii) 24 hours before or after the scheduled collection day for the collection of the waste in the container.

Example of a place outside serviced premises—

the kerb adjacent to the serviced premises

- (3) If the local government has arranged for the collection of general waste from a waste container at serviced premises, the occupier of the premises must ensure there is unobstructed access to the container for removal of the waste.

Maximum penalty for subsection (3) — 20 penalty units.

- (4) It is a defence in the proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

9 Other requirements for storing general waste at particular serviced premises

- (1) This section applies to any of the following persons (each a *prescribed person*) for serviced premises, other than a single detached dwelling—

- (a) the owner or occupier of the premises;
- (b) if a prescribed ERA is carried out at the premises — the holder of the environmental authority for the prescribed ERA.

- (2) The prescribed person must ensure that the waste container storage place for the premises is supplied with—

- (a) if required by the local government — each of the following—
- (i) either—
- (A) an elevated stand at a level required by the local government for holding all waste containers; or
- (B) an imperviously paved area, drained as required by the local government, where all waste containers can be placed;
- (ii) a hose cock and hose in the vicinity of the stand or paved area;
- (iii) a suitable enclosure for the area where the waste containers are kept; and

Examples of ways the local government may require a prescribed person to comply with subsection (2)(a) —

by a resolution of the local government or a development approval for the

premises

- (b) if a requirement is prescribed by subordinate local law — facilities and structures for the placement, storage and cleaning of waste containers as prescribed by subordinate local law.

Maximum penalty for subsection (2) — 20 penalty units.

Subdivision 2 Removal of general waste

10 Local government may give notice about removal of general waste

- (1) This section applies where the local government has arranged for the removal of general waste produced at a premises.
- (2) The local government may give the occupier of the premises a written notice stating—
 - (a) the days (each a *scheduled collection day*) on which the waste is to be collected; and
 - (b) the location (*collection location*) where the waste container is to be placed for collection of the waste ; and
 - (c) the time by which the waste container is to be placed in the collection location for collection of the waste; and
 - (d) the time by which the waste container is to be removed from the collection location.

11 Depositing or disposal of general waste from premises other than serviced premises

- (1) This section applies if general waste is produced at a premises, other than serviced premises.
- (2) The local government may—
 - (a) give a written approval to the owner or occupier of the premises for depositing or disposing of the waste; and
 - (b) impose conditions on the approval, including, for example, conditions about—
 - (i) the place for depositing or disposing of the waste; or
 - (ii) the method of depositing or disposing of the waste.

-
- (3) A person must not deposit or dispose of the waste unless the person deposits or disposes of the waste—
- (a) at a waste facility in accordance with part 3; or
 - (b) in accordance with—
 - (i) an approval under subsection (2) for disposal of the waste; and
 - (ii) if the approval has been given on conditions — the conditions of the approval.

Maximum penalty for subsection (3) — 20 penalty units.

Division 3 Storage and treatment of industrial waste

12 Requirements for storing industrial waste

- (1) The occupier of premises where there is industrial waste must—
- (a) if required by the local government—
 - (i) supply at the premises the number of industrial waste containers required by the local government for storing the waste at the premises safely, efficiently and without causing a nuisance; and
 - (ii) keep the waste containers at the particular place at the premises required by the local government; and
 - (iii) keep each waste container clean and in good repair; and

Examples of ways the local government may require compliance with subsection 1(a) —

by a resolution of the local government or a development approval for the premises

- (b) if a requirement is prescribed by subordinate local law — comply with each requirement prescribed by subordinate local law, about each of the following—
 - (i) the supply at the premises of industrial waste containers for storing the waste at the premises;
 - (ii) keeping the waste containers at a particular place at the premises;
 - (iii) keeping each waste container clean and in good repair.

Maximum penalty — 20 penalty units.

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Local Law No. 8 (Waste Management) 2017

- (2) The local government may supply industrial waste containers at the premises if the occupier does not supply at the premises the number of industrial waste containers which are—
- (a) required by the local government under subsection (1)(a); or
 - (b) prescribed by subordinate local law under subsection (1)(b).
- (3) If the local government supplies an industrial waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the occupier of the premises to the local government.

13 Requirement to treat industrial waste for disposal

The occupier of premises where there is industrial waste must—

- (a) if required by the local government, treat the waste to a standard approved by the local government—
 - (i) for disposal of the waste at a waste facility; or
 - (ii) for transport to, and disposal of the waste at, a waste facility; and

Examples of ways the local government may require an occupier to treat industrial waste for disposal —

by a resolution of the local government or a development approval for the premises

- (b) comply with requirements, as prescribed by subordinate local law, about the treatment of industrial waste—
 - (i) for disposal of the waste at a waste facility; and
 - (ii) for transport to, and disposal of the waste at, a waste facility.

Maximum penalty — 40 penalty units.

Part 3 Waste receipt and disposal

14 Unlawful disposal of waste at waste facility

- (1) A person must not deposit the following waste at a waste facility—
- (a) liquid or semiliquid waste;
 - (b) hot ash;
 - (c) material that is smouldering or aflame;
 - (d) material that can spontaneously combust;

-
- (e) material containing a substance that may be harmful to persons or property because, if it reacts with air or water, it may produce toxic gases or become corrosive or explosive;
 - (f) an explosive;
 - (g) ammunition, other than ammunition that no longer contains explosives, pyrotechnics or propellants apart from trace residues that are no longer capable of supporting combustion or an explosive reaction;
 - (h) waste prescribed by subordinate local law.

Maximum penalty — 20 penalty units.

- (2) Subsection (1) does not apply to waste deposited with the consent of—
 - (a) the person who—
 - (i) is the registered suitable operator for the facility; or
 - (ii) holds an environmental authority for the facility; or
 - (b) the person in charge of the facility.

15 Restrictions on burning waste at waste facility

A person must not set fire to, or burn, waste at a waste facility other than—

- (a) under an environmental authority; or
- (b) under a development condition of a development approval; or
- (c) under the *Fire and Emergency Services Act 1990*.

Maximum penalty — 20 penalty units.

16 Restrictions on use of waste facility

- (1) A person must not, without the consent of a waste facility's owner or operator—
 - (a) enter the facility other than to deposit waste; or
 - (b) remain on the facility after depositing waste; or
 - (c) interfere with waste at, or remove waste from, the facility.

Maximum penalty — 10 penalty units.

- (2) Subsection (1) does not apply to—

- (a) the facility's owner or operator; or
- (b) an authorised person; or
- (c) a person who acquires from a waste facility, with the consent of the local government—
 - (i) recyclable waste, for example, mulch or green waste; or
 - (ii) 1 or more items of waste which are made available for sale or disposal by the local government, for example, at a "tip shop".

17 Person to comply with directions and give information

- (1) This section applies to a person who transports waste to a waste facility.
- (2) The person must—
 - (a) comply with all relevant and reasonable directions contained in any sign displayed at the facility by a facility person; and
 - (b) comply with all reasonable instructions about dealing with the waste at the waste facility which are given by—
 - (i) the person in charge of the facility; or
 - (ii) a facility person; and
 - (c) if asked by a facility person — give information to the facility person about the type and amount of waste being delivered to the facility; and
 - (d) if asked by a facility person — give information to the facility person that provides satisfactory evidence of the identity and residential address of the person.

Maximum penalty — 10 penalty units.

- (3) In this section, for a waste facility, facility person means each of the following—
 - (a) the operator of the waste facility;
 - (b) the owner of the waste facility;
 - (c) the local government.

Part 4 Subordinate local laws

18 Subordinate local laws

The local government may, by subordinate local law, specify—

- (a) a thing that is specified to be waste pursuant to the Schedule (Dictionary) of this local law; and
- (b) requirements about the necessity to supply standard general waste containers at premises under section 6(1)(a); and
- (c) requirements about the supply at premises of waste containers, other than standard general waste containers, to contain the general waste produced at the premises under section 6(1)(b); and
- (d) another type of waste container for the storage of general waste produced as a result of the ordinary use or occupation of premises under section 7(1); and
- (e) a thing that a person must not place in a waste container under section 7(2); and
- (f) requirements about the keeping of the waste container supplied for premises at a particular place at the premises under section 8(1)(b); and
- (g) requirements about the supply of facilities and structures for the placement, storage and cleaning of waste containers under section 9(2)(b); and
- (h) requirements about the supply at premises of industrial waste containers for storing industrial waste at the premises and other requirements about waste containers for the storage of industrial waste under section 12(1)(b); and
- (i) requirements about the treatment of industrial waste under section 13(b); and
- (j) waste that a person must not deposit at a waste facility under section 14(1).

Part 5 Transitional provisions

19 Continuation of chapter 5A requirements

- (1) This section applies if a provision of *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments), is replaced by a provision of this local law.

- (2) In this section, **prescribed provision** means a provision of *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments) which is replaced by a provision of this local law.
- (3) If the local government has made a requirement under a prescribed provision prior to the commencement of this local law, the requirement applies for the provision of this local law which replaced the prescribed provision from the commencement of this local law.

Example —

The local government may require that a waste container supplied for serviced premises be kept at a particular place at the premises by development approval for the premises under *Environmental Protection Regulation 2008*, section 81ZH(1). *Environmental Protection Regulation 2008*, section 81ZH(1) is a prescribed provision which is replaced by section 8 (General requirements for keeping waste containers at serviced premises). A requirement under the prescribed provision made prior to the commencement of this local law would apply for section 8 of this local law from the commencement of this local law.

Schedule Dictionary

section 3

authorised person means a person appointed by the chief executive officer of the local government, pursuant to *Local Government Act 2009*, section 202, to exercise the powers of an authorised person under this local law.

collection location means a place at, or adjacent to, premises at which a standard general waste container associated with the premises can be easily accessed by a general waste collection vehicle without causing obstruction.

commercial premises means any of the following types of premises—

- (a) a hotel, motel, caravan park, cafe, food store or canteen;
- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse;
- (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out.

commercial waste means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.

development approval has the meaning given in the *Planning Act 2016*.

domestic premises means any of the following types of premises—

- (a) a single unit private dwelling;
- (b) premises containing 2 or more separate flats, apartments or other dwelling units;
- (c) a boarding house, hostel, lodging house or guest house.

domestic waste means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.

environmental authority has the meaning given in the *Environmental Protection Act 1994*.

environmental harm has the meaning given in the *Environmental Protection Act 1994*.

environmental nuisance has the meaning given in the *Environmental Protection Act 1994*.

general waste means—

- (a) waste other than regulated waste; and
- (b) for part 2, any of the following—
 - (i) commercial waste;
 - (ii) domestic waste;
 - (iii) recyclable waste.

green waste means grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.

industrial waste means—

- (a) interceptor waste; or
- (b) waste other than the following—
 - (i) commercial waste;
 - (ii) domestic clean-up waste;
 - (iii) domestic waste;
 - (iv) green waste;
 - (v) recyclable interceptor waste;
 - (vi) recyclable waste;
 - (vii) waste discharged to a sewer.

industrial waste container means a container of a type approved by the local government for storing industrial waste at premises in the local government's area.

interceptor means a device used to intercept a substance in sewage, waste water or trade waste and prevent its discharge into a sewer, septic tank, waste water disposal system or other treatment device.

Examples of interceptors—

- neutralising interceptors for neutralising acidic and alkaline substances
- grease interceptors for collecting and solidifying fat, grease and similar matter

- oil interceptors for collecting oil and petroleum products
- silt interceptors for collecting soil, sand, gravel and other sedimentary solids

interceptor waste means matter, other than recyclable interceptor waste, intercepted by, and held in, an interceptor.

manufacturing process means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.

occupier of premises means the person who has the control or management of the premises.

owner of premises means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.

premises includes domestic premises, government premises, industrial premises and commercial premises.

prescribed ERA has the meaning given in the *Environmental Protection Act 1994*.

prescribed person see section 9(1).

recyclable interceptor waste means matter that is, or is intended to be, removed from a grease interceptor and taken elsewhere for processing into a non-toxic, non-hazardous and usable substance for sale.

recyclable waste, means clean and inoffensive waste that is declared by the local government to be recyclable waste for the area of the local government.

Examples of waste that may be declared to be recyclable waste—

glass bottles, plastic containers, paper, cardboard, steel and aluminium cans.

regulated waste has the meaning given in the *Environmental Protection Regulation 2008*.

scheduled collection day see section 10(2).

serviced premises means—

- (a) premises which are in an area designated by the local government as an area in which the local government may conduct general waste collection under—
 - (i) *Waste Reduction and Recycling Regulation 2011*, section 7;
or

- (ii) section 5; and
- (b) premises for which the local government has required the owner or occupier of the premises to arrange for removal of general waste from the premises.

standard general waste container—

- (a) means a container of a type approved by the local government for storing domestic waste, commercial waste or recyclable waste at premises in the local government's area; and
- (b) for the avoidance of doubt, includes 1 or more containers each of which is approved by the local government for storing, at premises in the local government's area—
 - (i) 1 or more or multiple types of commercial waste; or
 - (ii) 1 or more or multiple types of recyclable waste.

Example for paragraph (b)—

The local government may approve 1 container for storing recyclable waste which is green waste and 1 container for storing recyclable waste other than green waste.

waste, has the meaning given in the *Environmental Protection Act 1994*, and includes any thing that is specified to be waste under a subordinate local law.

waste container storage place see section 8(1).

waste facility—

- (a) for part 2, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste; and
- (b) for part 3, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste, but only if the local government is the lessee, occupier, operator or owner of the facility.

This and the preceding 17 pages bearing my initials is a certified copy of *Local Law No. 8 (Waste Management) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the _____ day of _____ 2017.

.....
Chief Executive Officer

638541_1

Local Law (Repealing) Local Law (No. 1) 2017

Contents

1	Short title	2
2	Commencement.....	2
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1 Short title

This local law may be cited as *Local Law (Repealing) Local Law (No. 1) 2017*.

2 Commencement

This local law commences on the date notice of the making of the local law is published in the gazette.

3 Local law repealed

This local law repeals *Local Law No. 8 (Rental Accommodation Other Than Shared Facility Accommodation) 2011*.

4 Expiration

This local law expires on the day after notice of the making of the local law is published in the gazette.

This and the preceding page bearing my initials is a certified copy of *Local Law (Repealing) Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of (*insert the date of the relevant resolution of Council*) 2017.

.....
Chief Executive Officer

**Subordinate Local Law (Repealing) Subordinate Local Law
(No. 1) 2017**

Contents

1	Short title.....	2
2	Commencement.....	2
3	Subordinate local law repealed.....	2
4	Expiration	2

1 Short title

This subordinate local law may be cited as *Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017*.

2 Commencement

This subordinate local law commences on the date notice of the making of the subordinate local law is published in the gazette.

3 Subordinate local law repealed

This subordinate local law repeals *Subordinate Local Law No. 8 (Rental Accommodation Other Than Shared Facility Accommodation) 2011*.

4 Expiration

This subordinate local law expires on the day after notice of the making of the subordinate local law is published in the gazette.

This and the preceding page bearing my initials is a certified copy of *Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017* made in accordance with the provisions of the *Local Government Act 2009* by Bundaberg Regional Council by resolution dated the day of *(insert the date of the relevant resolution of Council)* 2017.

.....
Chief Executive Officer

(4) Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Local Law: Administration (Amendment) Local Law (No. 1) 2017

Purpose: The purpose of the local law is to amend Local Law No. 1 (Administration) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Local law section 3 (Amendment of schedule 1)	5 – prescribed standards 7 – business restriction 10 – permit requirement	Definition of shared facility accommodation – facilitates the imposition of requirements about the regulation of shared facility accommodation, including a requirement to obtain an approval for the prescribed activity and may have an impact on the conduct of a business activity.
Local law section 4 (Amendment of schedule 2)	5 – prescribed standards 7 – business restriction 10 – permit requirement	Definition for the expression “operation of shared facility accommodation” – facilitates the imposition of requirements about the regulation of shared facility accommodation, including a requirement to obtain an approval for the prescribed activity and may have an impact on the conduct of a business activity.

Subordinate Local Law: Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 3 (Amendment of schedule 1)	10 – permit requirement	The power to impose conditions and examples of subject matter for conditions which form part of the process for the grant of an approval. The imposition of conditions may have an impact on the conduct of a business activity.

List of likely anti-competitive provisions

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Subordinate local Law: Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provision identified in the proposed subordinate local law	Not applicable	Not applicable

Subordinate Local Law: Operation of Public Swimming Pools (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 5 (Amendment of schedule 1)	5 – prescribed standards 7 – business restriction 10 – permit requirement	The local government may declare that the authorising local law does not apply to particular activities and impose requirements or conditions which must be complied with if the authorising local law does not apply to the particular activities. The requirements and conditions may have an impact on the conduct of a business activity, and in particular, the prescribed activity identified in the subordinate local law. Regulates the process for the grant of an approval by constraining the Council's discretion. The power to impose conditions and examples of subject matter for conditions which form part of the process for the grant of an approval. The imposition of conditions may have an impact on the conduct of a business activity.

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Subordinate Local Law: Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events)

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 3 (Amendment of schedule 1)	5 – prescribed standards 7 – business restriction 10 – permit requirement	Regulates the process for the grant of an approval by constraining the Council's discretion. The power to impose conditions and examples of subject matter for conditions which form part of the process for the grant of an approval. The imposition of conditions may have an impact on the conduct of a business activity.

Subordinate Local Law: Operation of Shared Facility Accommodation (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation)

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 3 (Amendment of schedule 1)	5 – prescribed standards 7 – business restriction 10 – permit requirement	The local government may declare that the authorising local law does not apply to particular activities and impose requirements or conditions which must be complied with if the authorising local law does not apply to the particular activities. The requirements and conditions may have an impact on the conduct of a business activity, and in particular, the prescribed activity identified in the subordinate local law. Regulates the process for the grant of an approval by constraining the Council's discretion. The power to impose conditions and examples of subject matter for conditions which form part of the process for the grant of an approval. The imposition of conditions may have an impact on the conduct of a business activity.

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Subordinate Local Law: Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provision identified in the proposed subordinate local law	Not applicable	Not applicable

Local Law: Animal Management (Amendment) Local Law (No. 1) 2017

Purpose: The purpose of the local law is to amend Local Law No. 2 (Animal Management) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Local law section 8 (Amendment of section 42)	5 – prescribed standards 7 – business restriction	The local government may, by subordinate local law, specify conditions to be complied with by a person who supplies animals, or a particular species of animal. A person must not supply animals unless the person complies with the conditions. The conditions may have an impact on the conduct of a business activity.

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Subordinate local Law: Animal Management (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 2 (Animal Management) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 7 (Amendment of section 19)	5 – prescribed standards 7 – business restriction	The local government may specify conditions to be complied with by a person who offers to supply animals, or a particular species of animal. The conditions may have an impact on the conduct of a business activity.
Subordinate local law section 8 (Amendment of schedule 1)	5 – prescribed standards 7 – business restriction	The keeping of an animal or animals may be prohibited in specified circumstances. The prohibition may have an impact on the conduct of a business activity.
Subordinate local law section 9 (Amendment of schedule 4)	5 – prescribed standards 7 – business restriction	The local government may prescribe minimum standards for the keeping of animals which must be complied with. The requirement for compliance with the prescribed standards may have an impact on the conduct of a business activity.
Subordinate local law section 10 (Amendment of schedule 5)	5 – prescribed standards 7 – business restriction	The local government may prescribe minimum standards for the keeping of animals which must be complied with. The requirement for compliance with the prescribed standards may have an impact on the conduct of a business activity.

Local Law: Community and Environmental Management (Amendment) Local Law (No. 1) 2017

Purpose: The purpose of the local law is to amend Local Law No. 3 (Community and Environmental Management) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Local law section 4 (Amendment of section 13)	5 – prescribed standards 7 – business restriction	A requirement that a responsible person for an allotment take specified action to clear vegetation on an overgrown allotment. Compliance with the requirements of the section may have an impact on the conduct of a business activity.
Local law section 5 (Amendment of section 14)	5 – prescribed standards 7 – business restriction	A requirement that a responsible person for an allotment take specified action to remove an accumulation of objects and materials in specified circumstances. Compliance with the requirement may have an impact on the conduct of a business activity.
Local law section 9 (Amendment of section 19)	5 – prescribed standards 7 – business restriction	A requirement that a responsible person for an allotment take specified action in relation to a community safety hazard. Compliance with the

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
		requirements may have an impact on the conduct of a business activity.
Local law section 10 (Amendment of section 20)	5 – prescribed standards 7 – business restriction	The local government may prescribe requirements that must be met by a responsible person relating to a specified community safety hazard. Compliance with the prescribed requirements may have an impact on the conduct of a business activity.

Subordinate Local Law: Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 3 (Community and Environmental Management) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 4 (Amendment of section 7)	5 – prescribed standards 7 – business restriction	Regulation of the lighting and maintaining of fires in specified circumstances. Compliance with the regulations may have an impact on the conduct of a business activity.
Subordinate local law section 5 (Replacement of part 5)	5 – prescribed standards 7 – business restriction	A responsible person for a community annoyance and safety hazard must meet prescribed requirements for the community annoyance and safety hazard. Compliance with the prescribed requirements may have an impact on the conduct of a business activity.

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Local Law: Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2017

Purpose: The purpose of the local law is to amend Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Local law section 3 (Amendment of section 5)	5 – prescribed standards 7 – business restriction 10 – permit requirement	The local government may, under a subordinate local law, declare an activity to be a prohibited activity or a restricted activity. In respect of various restricted activities, a subordinate local law imposes a requirement to obtain an approval in respect of the undertaking of the activity, a prescribed activity, and may have an impact on the conduct of a business activity, and in particular, the prescribed activity. If an activity is identified as a prescribed activity, Local Law No. 1 (Administration) 2011 and the subordinate local law made under the local law provide a legal and procedural framework for the administration and regulation of the grant of approvals to undertake the prescribed activity.

Subordinate Local Law: Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: and The purpose of the subordinate local law is to amend Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 5 (Amendment of schedule 1)	5 – prescribed standards 7 – business restriction 10 – permit requirement	The local government may, under a subordinate local law, declare an activity to be a prohibited activity or a restricted activity. In respect of various restricted activities, a subordinate local law imposes a requirement to obtain an approval in respect of the undertaking of the activity, a prescribed activity, and may have an impact on the conduct of a business activity, and in particular, the prescribed activity. If an activity is identified as a prescribed activity, Local Law No. 1 (Administration) 2011 and the subordinate local law made under the local law provide a legal and procedural framework for the administration and regulation of the grant of approvals to undertake the prescribed activity.

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Subordinate local law section 6 (Amendment of schedule 2)	5 – prescribed standards 7 – business restriction 10 – permit requirement	The local government may, under a subordinate local law, declare an activity to be a prohibited activity or a restricted activity. In respect of various restricted activities, a subordinate local law imposes a requirement to obtain an approval in respect of the undertaking of the activity, a prescribed activity, and may have an impact on the conduct of a business activity, and in particular, the prescribed activity. If an activity is identified as a prescribed activity, Local Law No. 1 (Administration) 2011 and the subordinate local law made under the local law provide a legal and procedural framework for the administration and regulation of the grant of approvals to undertake the prescribed activity.

Subordinate local Law: Parking (Amendment) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to amend Subordinate Local Law No. 5 (Parking) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provision identified in the proposed subordinate local law	Not applicable	Not applicable

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Local Law:

Local Law No. 8 (Waste Management) 2017

Purpose:

The purpose of the local law is to protect the public health, safety and amenity related to waste management by:-

- (a) regulating the storage, servicing and removal of waste; and
- (b) regulating the disposal of waste at waste facilities; and
- (c) ensuring that an act or omission does not result in—
 - (i) harm to human health or safety or personal injury; or
 - (ii) property damage or loss of amenity; or
 - (iii) environmental harm or environmental nuisance.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
Local Law, section 6(1)	5 – prescribed standard 7 – business restriction	The local government may prescribe requirements about the supply of standard general waste containers and waste containers other than standard general waste containers. Compliance with the requirements may have an impact on the conduct of a business activity.
Local Law, section 7(1) and (2)	5 – prescribed standard 7 – business restriction	Requirements are prescribed for the storage of general waste in waste containers. Compliance with the requirements may have an impact on the conduct of a business activity.
Local Law, section 8(1) and (2)	5 – prescribed standard 7 – business restriction	Requirements are prescribed for the keeping of waste containers at serviced premises. Compliance with the requirements may have an impact on the conduct of a business activity.
Local Law, section 9(1) and (2)	5 – prescribed standard 7 – business restriction	Requirements are prescribed for the storage of general waste at particular serviced premises and compliance with the requirements may have an impact on the conduct of a business activity.
Local Law, section 11	5 – prescribed standard 7 – business restriction	Requirements may be prescribed for the depositing and disposal of general waste at premises other than services premises. Compliance with the requirements may have an impact on the conduct of a business activity.
Local Law, section 12(1)	5 – prescribed standard 7 – business restriction	Requirements are prescribed for the storage of industrial waste. Compliance with the requirements may have an impact on the conduct of a business activity.
Local Law, section 13	5 – prescribed standard	Requirements may be prescribed about the treatment of industrial waste

LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
	7 – business restriction	for disposal. Compliance with the requirements may have an impact on the conduct of a business activity.

Local Law: Local Law (Repealing) Local Law (No. 1) 2017

Purpose: The purpose of the local law is to repeal Local Law No. 8(Rental Accommodation Other Than Shared Facility Accommodation) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provision identified in the proposed local law.	Not applicable	Not applicable.

Subordinate Local Law: Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017

Purpose: The purpose of the subordinate local law is to repeal Subordinate Local Law No. 8(Rental Accommodation Other Than Shared Facility Accommodation) 2011.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provision identified in the proposed subordinate local law.	Not applicable	Not applicable.



Item

31 October 2017

Item Number: F2	File Number: .	Part: GOVERNANCE & COMMUNICATIONS
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Portfolio:

Organisational Services

Subject:

2017/2018 1st Quarter Operational Report

Report Author:

Kresha Hodges, Coordinator Corporate Planning & Performance Management

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 accordance with Section 174 of Local Government Regulation 2012, “*The chief executive officer must present a written assessment of the local government’s progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months*”.

Quarterly reports provide a process for monitoring and assessing Council’s progress in meeting the goals of the Corporate Plan. The attached report highlights the achievement of Council over the past 3 months with most areas achieving the targets set. Each manager has provided a comment in the report on their Department’s or Section’s progress. This report includes all capital projects and identified progress of each project both in dollar terms and with comments on its progress.

This 1st Quarter Operational Report is the first report against the new 2017-21 Corporate Plan. The following table shows amendments made to Operational Plan Key Performance Indicators.

Service Area	KPI Description	Amendment
Wastewater Services	Sewer main breaks and chokes per 100 km of main	Revised Target <10 (from <40)
Community Care - Neighbourhood Centres	Number of service users with improved ability to access appropriate services	Revised Target 4000 (from 1000)
	Number of Service Users with improved quality of life.	
	Number of service users with improved social connectedness.	

Service Area	KPI Description	Amendment
	Community Support Services (CHSP and QCC): Number of service users with improved ability to access appropriate services.	Revised Target 50 (from 300)
Libraries - Regional History and Heritage	Number of images, recordings and items documented, catalogued or posted to our website.	Revised Target 100 (from 400)
Natural Resource Management	Networks & Partnerships: Number of community led environmental protection activities.	To be reported biannually (from quarterly).
Regulatory Services	CBD Project – Number of consultation activities.	Deleted
Environmental Health	Vector Control Program: Percentage of identified risk areas controlled through spraying.	To be reported annually (from quarterly)
Waste Services Waste Disposal	Maximise putrescible waste being disposed of at our lined landfill site (Cedar Road).	Revised Target 40,000 (from 35,000 Tonnes)
Workplace Health & Safety	Days Lost: Number of days lost as a result of injury	Deleted
	Workplace compensation: Year- end percentage reduction in the number of statutory workers compensation claims.	Added
	Lost time injuries: Number of people injured requiring leave.	Deleted
	Workplace compensation: Year- end percentage reduction in the number of lost-time workers compensation <u>claims</u> .	Added
	Workplace compensation: Year- end percentage reduction in the number of <u>days lost</u> on workers compensation claims.	Added
Libraries, Arts & Theatre	Creativity and Innovation: Arts & Cultural Plan	Deleted (will be reported internally)
Customer Service	Customer Service Strategy.	Deleted (Strategy doc not required)
Information Systems	Mobility Strategy to be incorporated into Digital Technology Strategy.	Revised due date March 18
Com Bus & Ec Dev KPIs have been transferred to Airport & Tourism Services and Strategic Projects. Property Management KPIs have also been transferred to Strategic Projects from the Internal Ombudsman's Department. Strategic Projects KPIs will be reviewed in subsequent quarters.		

Consultation:

Portfolio Spokesperson: Cr Helen Blackburn

All General Managers and Managers

Legal Implications:

Complies with Section 174 of the *Local Government Regulation 2012*.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

All financial implications and resource utilisations have been identified in the report.

Risk Management Implications:

This Quarterly Report provides links to operational risks identified by Department Managers in department business plans. Results, comments and status symbols additionally provide up-to date information that informs ongoing risk management and mitigation.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓1](#) 1st Quarter Operational Report 2017-2018
- [↓2](#) Projects Report - 1st Quarter 2017-18

Recommendation:

That the 2017-2018 – 1st Quarter Operational Report (as detailed on the 34 pages appended to this report) – **be received and noted by Council.**



1st Quarter Operational Report

2017 - 2018

Operations & Performance Measures

The following symbols are used to indicate the progress of objectives.

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 back on track within the next quarter or financial year.
T	Trend	This data is being collected for observation and analysis.
⊠	Action required	Progress is significantly behind schedule or is rated 'closely monitor'. Decisive action is required to get back on track.

Infrastructure & Planning - **Development**

Core Programs/Services Areas				Strategic Links	Risk Id.
Community & Internal Customer Service Development Assessment - Development Compliance Strategic Planning – Policy Development and Implementation				Corporate Plan Strategies 1.1.1 & 2.1.1	Business Plan IP-1:6-9
Key Performance Indicators				<i>*Note: Development KPI Targets are quarterly.</i>	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Community & Internal Planning Searches	Percentage planning searches are issued within statutory and corporate time frames.	95%	100%	<input checked="" type="checkbox"/>	There were 239 Building Compliance Searches, 6 Limited Planning Certificates and 4 Standard Planning Certificates issued for the quarter.
Development Assessment 10 days or less	Percentage of total Development applications issued with a decision within 10 days.	30%	20%	<input checked="" type="checkbox"/>	11 applications were decided within 10 days out of 55 total.
Development Assessment 40 days or less	Percentage of total Development applications issued with a decision within 40 days.	85%	82.2%	<input checked="" type="checkbox"/>	45 applications were decided within 40 days out of 55 total.
Development Assessment Negotiated Requests	Percentage of Development approvals that have a negotiated request.	< 10%	2%	<input checked="" type="checkbox"/>	1 Negotiated Decision notice was issued for the quarter.
Development Compliance Enforcement Actions	Percentage of enforcement actions taken within statutory timeframes (includes actions against breaches and unlawful use of land, defective or illegal building works)	95%	100%	<input checked="" type="checkbox"/>	There were 88 complaints received for the quarter. 41 Compliance letters, 15 Show Cause Notices, 8 Enforcement Notices and 1 PIN were issued during this time.
Policy Development & Implementation	CBD Master Plan finalised and adopted for the Bundaberg region.	June 18	95%	<input checked="" type="checkbox"/>	The executive summary is with the graphic designer for preparation of final draft print.
Policy Development & Implementation	Local Government Infrastructure Plan finalised and adopted for the Bundaberg region.	June 18	80%	<input checked="" type="checkbox"/>	Approval to advertise was received from the Minister 15/9/17. Public notification period commenced 3/10/17

Infrastructure & Planning – Major Projects

Core Programs/Services Areas				Strategic Links	Risk Id.
Strategic Project Planning Project Governance Project Delivery				CP 2.2.1 & 3.1.2	BP-IP-2:9-11
Key Performance Indicator				<i>*Note: Major Projects KPI Target is quarterly.</i>	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Recoveries Work hour recovery from Capital Works	Percentage of recoveries as a proportion of operational work hours.	75%	78%	<input checked="" type="checkbox"/>	Major Projects have exceeded the target for recoveries this quarter.

Infrastructure & Planning – Roads & Drainage

Core Programs/Services Areas				Strategic Links	Risk Id.
Projects - Footpaths & Network Pathways Projects - Roads				CP 2.2.1, 2.3.1 & 3.1.2	BP-IP-3:7-8
Key Performance Indicators				<i>*Note: Roads & Drainage KPI Targets below are annual - reported YTD.</i>	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Pathways Program - Maintenance	Percentage of budget expended - excluding depreciation and corporate overheads.	100%	31%	<input checked="" type="checkbox"/>	Addressing defects.
Pathways Program - Construction	Percentage of budget expended - annual capital works program.	100%	26%	<input checked="" type="checkbox"/>	Includes W4Q paths being done first.
Roads Maintenance	Percentage of budget expended - excluding depreciation and corporate overheads.	100%	27%	<input checked="" type="checkbox"/>	On track.
Roads Major Projects	Percentage of budget expended - annual capital works program.	100%	15%	<input checked="" type="checkbox"/>	Day Labour projects 23%. Includes major W4Q project. First contract for road widenings has been let.
Roads Minor Projects	Percentage of budget expended - annual capital works program.	100%	32%	<input checked="" type="checkbox"/>	Includes W4Q projects.
Sealed road resurfacing	Percentage of road resurfacing annual program complete.	100%	0%	<input type="radio"/>	Tenders for microsurfacing and reseals have been let.
Unsealed re-sheeting	Percentage of gravel re-sheeting annual program complete.	100%	0%	<input type="radio"/>	Work to commence on completion of W4Q projects.

Infrastructure & Planning – Roads & Drainage

Core Programs/Services Areas	Strategic Links	Risk Id.
Projects – Roads (continued)	CP 2.2.1 & 3.1.2	BP-IP-3:7-8
Projects – Stormwater Drainage	1.5.1, 2.2.1 & 3.1.2	
Operations Management	2.3.1 & 3.5.1	

Key Performance Indicators		*Note: Roads & Drainage Projects Targets are annual - reported YTD. Operations Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Roads Rehabilitation	Percentage of roads rehabilitation annual program complete.	100%	15%	○	Package 1 Road Rehabilitation Contract has been let.
Bridges and Major Culverts Rehabilitation	Percentage of bridges and major culvert annual program complete.	100%	0%	○	Design progressing.
Rehabilitation – Other	Percentage of other rehabilitation annual program complete.	100%	0%	○	Scoping progressing.
Drainage Maintenance	Percentage of budget expended excluding depreciation and corporate overheads.	100%	37%	☑	Proactive maintenance ahead of wet season.
Stormwater Drainage Major Projects	Percentage of budget expended - annual capital works program.	100%	1%	○	Thabeban project in design stage (Wyllie Street Infrastructure Agreement signed).
Stormwater Drainage Minor Projects	Percentage of budget expended - annual capital works program.	100%	6%	☑	Includes Zielke Avenue W4Q project.
Network Pathway - Outstanding Defects	Percentage increase or decrease of outstanding network pathway defects (i.e. maintenance work to be completed).	0%	-1%	☑	The quarterly percentage outstanding decreased by 1% with 113 defects addressed. 37% is the 12 month trend.
Roads - Outstanding Defects	Percentage increase or decrease of outstanding roads defects (i.e. maintenance work to be completed).	0%	-5%	☑	The quarterly percentage outstanding decreased by 5% with 3,400 defects addressed. 14% is the 12 month trend.
Response to complaints and community requests for works and advice.	Percentage of Customer Requests (CRMs) completed within allocated time periods.	80%	76%	☑	1476 requests were completed within an average time of 8 days.

Infrastructure & Planning – Roads & Drainage

Core Programs/Services Areas			Strategic Links		Risk Id.
Group Management			CP 2.1.1 & 3.2.2		BP-IP-1:6-9
Key Performance Indicators			<i>*Note: Roads & Drainage KPI Targets below are annual.</i>		
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
3 Year Capital Works Program	Presented for approval to Council February each year.	Feb. 18	-	-	This KPI will be reported in the 4 th quarter.
Footpath Network - Overall condition	Percentage of footpath network within worst 20% condition rating.	Trend	T	-	This KPI will be reported in the 4 th quarter.
Road Network - Overall condition	Percentage of road network within the worst 20% condition rating.	Trend	T	-	This KPI will be reported in the 4 th quarter.
Road Asset Renewal Ratio	Renewal expenditure vs. annual depreciation.	Trend	T	-	This KPI will be reported in the 4 th quarter.

Core Programs/Services Areas			Strategic Links		Risk Id.
Main Roads & Recoverable Works			CP 3.3.1, 3.1.2 & 2.3.1		BP-IP-1:6-9
Key Performance Indicators			<i>*Note: RMPC KPI Targets are quarterly.</i>		
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Road Maintenance Performance Contract (RMPC) Claims	RMPC Claims are within target expenditure for programmed expenditure, as provided by Department of Transport and Main Roads for Schedule 1: Bruce Highway	80%	180%	<input checked="" type="checkbox"/>	TC Debbie damage to road network significantly impacted expenditure this quarter.
RMPC Claims	Percentage of footpath network RMPC Claims are within target expenditure for programmed expenditure, as provided by Department of Transport and Main Roads for Schedule 2: State Controlled Roads	80%	135%	<input checked="" type="checkbox"/>	TC Debbie damage to road network significantly impacted expenditure this quarter.

Infrastructure & Planning – Support Services

Core Programs/Services Areas				Strategic Links	Risk Id.
Asset Maintenance – Maintenance Advice, Planning & Design – Maintenance Delivery				CP 2.4.3 & 3.7.1 3.1.2 & 3.2.2	BP-IP-4:17-19
Asset Management – Strategy & Support					
Key Performance Indicators				*Note: Asset Maintenance Targets are quarterly. Asset Management Targets are biannual.	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Maintenance - Advice Planning and Design	Internal Client Satisfaction: Percentage of internal client survey results satisfactory or above.	75%	90%	☑	Overall average of 89.3% of customer satisfaction received from 66% of surveys sent. This average is consistent with 4th Qtr 2016 – 2017 reporting of 90% from 12 surveys returned. 24 surveys returned resulting in 47.5% very good, 42.6% good, 7.6% average 1% poor and 1.3% very poor. Open discussion has occurred within the team on client comments received. Further discussion has also occurred with client on poor customer service comment.
Maintenance Delivery - Planned Maintenance	Percentage of Priority 1 & 2 work tickets raised against the total number tickets.	Trend	51.1%	☑	Total scheduled tasks were 1228 with 627 (51.1%) work tickets being Priority 1 & 2. Upward trend from 47.2% during the previous quarter.
Maintenance - Requested Maintenance:	Percentage of Priority 1 & 2 work tickets raised against the number of works completed	95%	89%	○	Total of 627 Priority 1 & 2 scheduled work tickets, with 558 (89%) completed, which is a decrease in completed works from the previous quarter of 90.4%
Asset Management	Asset Valuation & Revaluation: Percentage revaluation has been completed.	June 18	100%	☑	This KPI will be reported in the 2 nd and 4 th quarters.
Asset Management	Corporate Asset Management Framework Review: Percentage the review of Asset Management documents has been completed.	June 18	100%	☑	This KPI will be reported in the 2 nd and 4 th quarters.
Asset Management – Sustainable Management	Reconciliation of assets and infrastructure against long-term sustainability: End of financial year reconciliation process.	June 18	100%	☑	This KPI will be reported in the 2 nd and 4 th quarters.

Infrastructure & Planning – Support Services

Core Programs/Services Areas		Strategic Links		Risk Id.	
Design Services Fleet Management		CP 3.2.1 & 3.7.1 2.4.3		BP-IP-4:20-24	
Key Performance Indicators		*Note: Design Services Targets are annual & quarterly respectively. Fleet Management Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Design Services - Civil Design Program	Percentage of Design Projects delivered against the revised capital budget.	100%	26%	<input checked="" type="checkbox"/>	YTD - 26% of known capital works projects have been completed in the first quarter. This is made up of 49 Roads and Drainage projects and 17 Water and Wastewater Projects, of these 13 and 4 have been respectively completed. Of the remaining projects 20 are in progress.
Design Services - Technical Advice	Provision of quality technical advice across Council departments: Percentage of internal client survey results satisfactory or above.	75%	100%	<input checked="" type="checkbox"/>	100% of client surveys returned results of satisfactory or above during the 1st quarter. Customer Satisfaction Surveys are issued at the completion of design projects, completion of these forms is at the discretion of the client.
Fleet Management	Availability of plant, vehicle and equipment: Percentage of overall plant, vehicle and equipment availability.	95%	95.1%	<input checked="" type="checkbox"/>	Overall major plant availability of 95.1% as per MyData. Availability is measured during working hours Monday – Friday / 7am – 4pm, and refers to the percentage of Council's plant, vehicle and equipment fleet that is available for use by Council's operational crews during normal working hours.
Fleet Management	Utilization of plant, vehicle and equipment: Percentage user departments have met minimum utilization target.	90%	100%	<input checked="" type="checkbox"/>	User group utilisation in the 1st quarter was 88.7% of the quarterly utilisation target.
Fleet Management	Internal Client Satisfaction: Percentage of internal client survey results satisfactory or above.	75%	100%	<input checked="" type="checkbox"/>	100% of client surveys returned results of satisfactory or above during the 1st quarter. Customer Satisfaction Surveys are issued at the completion of preventative maintenance services. 60 surveys were sent out in the 1st quarter with 25 being returned. Very Satisfied - 53.8%; Satisfied - 46.2%

Infrastructure & Planning – Water & Wastewater

Core Programs/Services Areas		Strategic Links		Risk Id.	
Water Services - Water treatment & delivery systems		CP 3.2.1 & 3.7.1		BP-IP-5:17- 18	
Water -Group Management		2.4.3 1.1.1 & 2.4.1			
Key Performance Indicators		*Note: The WS Capital Works Program Target is annual – reported YTD. Water Services and Group Management Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Capital Works Program	Delivery of Water Capital Projects Program. Percentage of adopted budget completed.	95%	31%	○	31% of the 1 st Quarter Budget has been spent. Please refer to Water Capital Projects Report for further information on individual projects.
Water Supply Systems - reliability	Water service reliability: Percentage customers do not experience interruption.	95%	95%	☑	1664 water connections experienced a planned/unplanned service interruption from a total of 32,782 connections.
Water Supply Systems - incidents	Water quality incidents per 1,000 connections.	<5	0.2	☑	There was a total of seven (7) incidents for the quarter, which falls within the expected target range.
Water Supply Systems - complaints	Water quality complaints per 1,000 connections.	<10	0.91	☑	There were 30 water quality complaints for the quarter from a total of 32,782 connections, which falls within the expected target range.
Water Supply Systems - compliance	Compliance with Australian Drinking Water Guidelines (ADWG).	98%	100%	☑	There were no non-conformances for this quarter. This includes microbiological, metals & chemical characteristics.
Water Supply Systems - usage	Raw water usage vs allocation. Water usage as a percentage of allocation for Bundaberg Region.	<80%	81.5%	☑	This is slightly above the target of <80%. Water usage has been higher due to the extended dry period for this quarter. Water usage for this quarter was 3,400 mega litres as compared to 2,300 mega litres for this time last year.
Group Management. Water and Wastewater Connections	New water and wastewater connections installed within 25 days.	95%	92.6%	☑	A total of 81 Notice to Service Provider applications were received for this quarter, with 75 applications installed within 25 working days.
Group Management	Water and wastewater complaints per 1,000 connections.	<25	2.36	☑	A total of 140 Water & Wastewater complaints were received for this quarter.

Infrastructure & Planning – **Water & Wastewater**

Core Programs/Services Areas		Strategic Links		Risk Id.	
<u>Wastewater Services</u> - Wastewater schemes collection and treatment		CP 2.2.1, 2.3.2, 2.4.1 & 2.4.2		BP-IP-5:17- 18	
Key Performance Indicators		*Note: The WW Capital Works Program Target is annual – reported YTD. Wastewater Services Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Capital Works Program	Delivery of Wastewater Capital Projects Program. Percentage of adopted budget completed.	95%	100%	<input checked="" type="checkbox"/>	100% of the 1 st Quarter Budget has been spent. Please refer to Wastewater Capital Project Reports for further information on individual projects.
Wastewater Services - reliability	Wastewater Services Reliability: Percentage customers do not experience interruption.	95%	99.9%	<input checked="" type="checkbox"/>	36 sewerage connections experienced a service interruption from a total of 26,146 sewerage connections.
Wastewater Services - incidences	Reportable Incidences: Number of reportable incidents.	<5	8	<input checked="" type="checkbox"/>	Eight (8) reportable incidents were recorded for the quarter relating to exceedance of effluent quality limits. Of these eight (8) reportable incidents, three (3) were from East WWTP, three (3) from Woodgate WWTP, one (1) from Childers WWTP and one (1) from Thabeban WWTP. This is above the acceptable KPI tolerances and all incidents have been investigated with corrective actions being implemented.
Wastewater Services - complaints	Wastewater odour complaints per 1,000 connections	<5	0.3	<input checked="" type="checkbox"/>	A total of seven (7) odour complaints were received for the quarter from a total of 26,146 sewerage connections. This is within the service standard target for the quarter.
Wastewater Services - breaks	Sewer main breaks and chokes per 100km of mains.	<10	5.24	<input checked="" type="checkbox"/>	36 Sewer main blockages occurred across the region during this period. The total length of sewerage main is 686.62km. This equates to 5.24 blockages per 100km, which falls within the quarterly target.

Infrastructure & Planning – **Water & Wastewater**

Core Programs/Services Areas		Strategic Links		Risk Id.	
Plumbing Services and Trade Waste		CP 1.1.1, 2.4.2 & 3.5.1		BP-IP-5:17- 18	
Key Performance Indicators			<i>*Note: Plumbing and Trade Services Targets are quarterly.</i>		
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Plumbing Services	Standard Approvals: Percentage of approvals decided within 20 days.	95%	100%	☑	150 Standard Plumbing Applications were assessed within 20 working days.
Plumbing Services	Fast-track Approvals: Percentage of approvals decided within 5 days.	95%	100%	☑	21 Fast Track Plumbing Applications were assessed within 5 working days.
Plumbing Services	Inquiries: Number of inquiries.	Trend	2357	T	2357 inquiries were received for the quarter. This is an increase of 270 inquiries from the last quarter report.
Plumbing Services	Inspections: Number of inspections (i.e. ensuring compliance with plumbing codes).	Trend	713	T	713 inspections were conducted for this quarter. This is a decrease of 90 inspections from the last quarter report.
Trade Waste	Register: Number of trade waste generators against estimated total number of generators.	Trend	36	T	Council currently has a total of 1299 Trade Waste generators, with 36 new Trade Waste generators entered into the register for this quarter.
Trade Waste: Back Flow Prevention	Number of back-flow prevention devices added to council's Back-flow Register.	Trend	40	T	Council currently has 2393 Back flow prevention devices on the register. 40 new devices were entered into the register for this quarter.
Trade Waste On-site Sewer Installations	Number of complaints associated with on-site installations.	Trend	23	T	23 complaints were received for the quarter. Complaints are up on the previous quarter of 17 complaints.

Community & Environment – **Airport & Tourism Services**

Core Programs/Services Areas		Strategic Links		Risk Id.	
Airport and Tourism Services		CP 1.2.1		CE-1:9-10	
*Note: Unless otherwise stated <i>Airport and Tourism</i> KPI Targets are quarterly.					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Airport Services	Bundaberg Regional Airport: Number of passenger services.	380	483	<input checked="" type="checkbox"/>	The number of RPT services has increased in recent years and this actual for the Sept 2017 quarter is in line with previous quarters.
Airport Services	Bundaberg Regional Airport: Number of passengers processed through Bundaberg Regional Airport terminal.	30,000	45,081	<input checked="" type="checkbox"/>	Passenger numbers were up by 2% on the same quarter last year and up 3% on the previous quarter. The airport continues to see strong passenger growth overall.
Tourism Development & Services	Bundaberg North Burnett Tourism (BNBT) Partnership Agreement: Monitor and manage the partnership agreement: Percentage progress reports by BNBT have been satisfactory completed.	100%	100%	<input checked="" type="checkbox"/>	Target is biannual - 1st and 4 th quarters. BNBT delivered their 2016/17 Annual Report to Council on 31 July as per the Partnership Agreement. At this meeting the 2017/18 Business Plan and Marketing Activities report was provided and accepted by Council.
Tourism Development & Services	Number of visitors to iconic facilities (Hinkler Hall of Aviation and Fairymead House)	3,000	6,959	<input checked="" type="checkbox"/>	This number includes visitors to both Hinkler Hall of Aviation Fairymead House. Due to the upgrade of the Sugar Museum and the introduction of a 'Combined Attraction' ticked we have seen a 53.7% increase in visitors to Fairymead House for this quarter compared to the same period in 2016/17.

Community & Environment – **Community Care**

Core Programs/Services Areas		Strategic Links	Risk Id.		
Home Support and Community Care Services Children and Family Support Programs Senior's Housing		CP 1.4.1	CE-2:7		
Key Performance Indicators		*Note: Unless otherwise stated <i>Community Care</i> KPI Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Home Support and Community Care Services (Isis, South Kolan and Gracie Dixon)	Percentage services are demonstrating compliance with standards.	98% Annual YTD	24%	☑	Availability for CBDC and In Home, Limited Home maintenance, waitlist for domestic.
Children & Family Support Programs	Percentage programs are demonstrating compliance with standards.	98% Annual YTD	25%	☑	Meeting requirements.
Senior's Housing	Percentage services are demonstrating compliance with standards.	98% Annual YTD	25%	☑	2 units vacant Gin going Kolan Centenary Village.
Community Support Services - Neighbourhood Centres	Number of occasions that information, advice and referral services were provided.	Trend	6249	T	Access for information remains a core activity.
Community Support Services - Neighbourhood Centres	Access to Services- Number of service users who received a service.	Trend	6320	T	Utilisation is consistent.
Access to Services - Neighbourhood Centres	Number of service users with improved ability to access appropriate services	4,000	5671	☑	Service continue to have improved awareness.
Quality of Life - Neighbourhood Centres	Number of service users with improved quality of life.	4,000	6466	☑	Service users report improved quality of life.
Social Connectedness - Neighbourhood Centres	Number of service users with improved social connectedness	4,000	5508	☑	Service users report improved social connections.

Community & Environment – **Community Care**

Core Programs/Services Areas		Strategic Links		Risk Id.	
Home Support and Community Care Services Children and Family Support Programs Senior's Housing		CP 1.4.1		CE-2:7	
Key Performance Indicators		*Note: Unless otherwise stated <i>Community Care</i> KPI Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Community Support Services - CHSP & QCC	Number of occasions that information, advice and referral services were provided.	Trend	3292	T	Access for information remains a core activity.
Community Support Services - CHSP & QCC	Number of service users who received a service.	Trend	420	T	The total number of clients receiving a service in our data base.
Access to Services - CHSP & QCC	Number of service users with improved ability to access appropriate services.	50	95	<input checked="" type="checkbox"/>	Service continue to have improved awareness.
Quality of Life - CHSP & QCC	Number of Service Users with improved quality of life.	300	420	<input checked="" type="checkbox"/>	Service users report improved quality of life
Social Connectedness - CHSP & QCC	Number of service users with improved social connectedness	150	265	<input checked="" type="checkbox"/>	Service users report improved social connections

CHSP- Community Support Services Commonwealth Home Support Program

QCC - Queensland Community Care programs.

Community & Environment – Community Development

Core Programs/Services Areas		Strategic Links		Risk Id.	
Community Development Youth Development Community Events Community and Council Facilities		CP 1.2.1, 1.2.2, 1.3.3, 1.4.1 & 3.8.2		CE-3:8-9	
Key Performance Indicators		*Note: Unless otherwise stated Community Development KPI Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Facilities: Holiday Parks	Holiday Parks (Council-owned): Occupancy rate - Percentage Holiday Park accommodation is occupied.	Trend Annual		T	This KPI will be reported in the 4 th quarter.
Facilities Utilisation.	Percentage usage of the Recreational Precinct.	Trend	16.21%	T	This percentage is the total number of bookings of each zone in the Precinct (164) against the possible use of every zone for each day of the quarter (92 days X 11 zones = 1012). It is critical to view this percentage as a long term trend, not as an individual amount as a number of zones are rarely used. Booking revenue in the last 3 years has increased by 213%. Of the 11 zones, the Equestrian Arena and Canine Area are the most popular zones accounting for over half the bookings.
Major Events	Community Engagement: Estimated number of participants in the major events delivered or coordinated by council.	Trend Biannual	-	T	This KPI will be reported in the 2 nd and 4 th quarters.
Major Events	Attendee satisfaction: Childers Festival survey results.	Milestone Report	76%	<input checked="" type="checkbox"/>	Excellent 76% Good 20% Fair 2% Poor 1%
Community Events	Community Engagement: Estimated number of participants in community events delivered or coordinated by council.	Trend Biannual	-	T	This KPI will be reported in the 2 nd and 4 th quarters.
One-off Events	Community Engagement: Estimated reach - number of participants in one-off promotional events initiated by Council.	Trend Annual	-	T	This KPI will be reported in the 4 th quarter. YTD - Governor General's visit - Approximately 60 guests representing key business and community groups attended a function at the Botanic Gardens. Press and media coverage included local radio & Newspaper.
Community and Major Events	Number of stall-holders participating in events delivered or coordinated by council.	Trend	338	T	58 Stallholders participated in Bundy Flavours & Winterfeast Farmers Markets/Farm Flavours Picnic.

Community & Environment – **Community Development**

Core Programs/Services Areas		Strategic Links		Risk Id.	
Community Development Youth Development Community Events Community and Council Facilities		CP 1.2.1, 1.2.2, 1.3.3, 1.4.1 & 3.8.2		CE-3:8-9	
Key Performance Indicators <i>*Note: Unless otherwise stated Community Development KPI Targets are quarterly.</i>					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Events - Community capacity building	Events Workshop: Number of attendees - capacity building workshop for events.	Trend Annual	-	T	This KPI will be reported in the 4 th quarter.
Community Networks	Networking Activities: Number of community meetings attended by Community & Development staff each quarter.	Trend	57	T	1. Options Day (7) 2. Dvina (1) 3. Welfare Support Network (3) 4. Family & Baby Network (1) 5. Bundaberg Seniors Network (3) 6. Child Protection Week working group (7) 7. Bundaberg Region Inclusive Communities (3) 8. All Abilities Alliance (2) 9. Gin Gin, Childers & Bundaberg Interagency (9) 10. Bundaberg Regional Youth Hub (5) 11. Youth forum (1) 12. Headspace (3) 13. Homelessness (4) 14. Youth Crime Advisory (2) 15. T2S Youth Justice (3) 16. Day for Daniel (2) 17. Career Expo (1)
Community Support	Number of community grants administered.	Trend	17	T	Community Grants - 10 Micro Grants - 5 Sponsorships/Partnerships - 2
Community Programs	Delivery of Community Programs: Number of programs delivered and quarterly progress summary.	Trend	1	T	RUOK Local Champion - 2 sessions
Community Projects	Delivery of Community Projects: Number of projects and quarterly progress summary.	Trend	5	T	1. RUOK Day - 3 activities held. 2. NAIDOC Week - Partnerships with a number of community agencies to hold NAIDOC Week. 3. Seniors Expo 4. Child Protection Week 5. Options Day (Council successful in acquiring \$3,900 grant).
Planning	Review of Social Development Action Plan to Community Development Strategy. Phase 1: Youth Strategy	Annual Milestone	Dec. 17	<input checked="" type="checkbox"/>	One review meeting held with young people.
Planning	Review of Social Development Action Plan to Community Development Strategy. Phase 2: Community Development Strategy (incorporating the Youth Strategy).	Annual Milestone	Jun. 18	<input checked="" type="checkbox"/>	Initial Planning commenced for Community Development Strategy.

Community & Environment – **Disaster Management**

Core Programs/Services Areas		Strategic Links	Risk Id.
Prevention Strategies Disaster Management Plans Programs and Partnerships – S.E.S.		CP 1.5.1	CE-4:10-11

Key Performance Indicators				<i>*Note: Disaster Management KPI Targets are annual.</i>	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Disaster Management	Preparedness	4	1 YTD	<input checked="" type="checkbox"/>	Bundaberg LDMG Ordinary Meeting occurred on 30th August 2017. Next meeting planned for December.
Disaster Management	Prevention, Preparedness, Response, Recovery	>5/10	-	<input checked="" type="checkbox"/>	This KPI will be reported in the 2nd quarter. Current assessment is: 8.5/10.

Community & Environment – Libraries, Arts & Theatre

Core Programs/Services Areas – Libraries		Strategic Links		Risk Id.	
Resources & Facilities – Libraries Community Services & Programs History & Heritage Collections & Publications		CP 1.2.1, 1.6.1, 1.7.1 & 1.81		CE-5:11-12	
Key Performance Indicators			*Note: Unless otherwise stated <i>Libraries</i> KPI Targets are quarterly.		
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Libraries Usage	Number of patrons using our libraries.	75,000	74,831	☑	74,831 patrons visited our libraries this quarter.
Community Programs	Number of participants in our community programs.	2,000	3,148	☑	Programs were conducted for children, adults and seniors across Bundaberg, Childers and Gin Gin branches. Programs ranged from Story Time to technology classes, as well as participation in Senior's Week and Adult Learners Week.
Digital Literacy Program	Number of participants in our Digital Literacy programs.	100	157	☑	After School Robotics, and our Dash and Dot robots used during school holiday activities, were particularly popular. We also offered sessions in Family History and Catch up TV.
Regional History and Heritage	Number of images, recordings and items documented, catalogued or posted to our website.	100	80	☑	80 images have been scanned for inclusion in Picture Bundaberg. We continue to share these images via our Facebook page which results in great interest and interaction. We average an audience of 6000 people per post, with our most popular post reaching 29,000 people.
Creative Regions Partnership	Total audience numbers and participants in Council funded programs managed by Creative Regions.	Trend Biannual	-	T	This KPI will be reported in the 2 nd and 4 th quarters.
Creative Regions: Major Events	Crush Festival Percentage of total participants that are visitors from other regions.	20% Annual	-	☑	This KPI will be reported in the 2 nd quarter.

Community & Environment – Libraries, Arts & Theatre

Core Programs/Services Areas - Galleries		Strategic Links		Risk Id.	
Resources & Facilities – Galleries Exhibition & Arts Programs & Services Community & Stakeholder Partnerships Cultural Identity & Heritage Cultural Collections		CP 1.2.2, 1.3.2, 1.6.1, & 1.81		CE-5:11-12	
Key Performance Indicators		*Note: Unless otherwise stated Galleries KPI Targets are quarterly.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Community & Stakeholder Partnerships	Number of strategic partnerships maintained or developed.	Trend	23	T	Of these, 4 were new partnerships 1. Alowishus (AIR welcome pack vouchers) 2. The Money Edge (\$1000 sponsorship of Emerge Exhibition 2017) 3. Art Plus (Sponsorship of Emerge Exhibition 2017) 4. YMCA Y360 Program (Community Arts Project).
Arts: Exhibition Program	Number of visitors to BRAG and ChArts.	Trend	9,888	T	BRAG Visitation: 4451; CHARTS Visitation 5437.
Arts : Arts & Culture Programs	Community Participation: Number of participants in Arts and culture programs.	Trend	2837	T	2837 people participated in Community Arts and Public Programs across BRAG and CHARTS.
Community Events - Arts Support	Number of significant community events supported by the Arts section.	Trend Biannual	-	T	4 YTD - This KPI will be reported in full in the 2 nd & 4 th quarters.
Arts: Special Projects Support Services	Number of special projects being supported by Arts Services	Trend	2	T	Two special projects were supported. 1. <u>Community Public Art Project 'The Barolin Mob'</u> : Collaboration with Council's Parks, Sport and Natural Areas Department and community groups. 2. <u>Burnett Heads Town Centre Street Scape Upgrade</u> : Collaboration with Infrastructure and Planning Services Project Control Group to incorporate Public Art in the new revitalisation of the Burnett Heads Streetscape.

Community & Environment – Libraries, Arts & Theatre

Core Programs/Services Areas - Moncrieff Entertainment Centre		Strategic Links		Risk Id.	
Resources & Facilities Cinema & Theatre Programs Community Programs & Partnerships Cultural Events		CP 1.2.2 & 1.6.1		CE-5:11-12	
Key Performance Indicators					*Note: MEC KPI Targets are quarterly.
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Theatre: Building Our Performing Arts Community	Number of MEC initiatives designed to grow our Performing Arts Community.	3	12	☑	Range of activities from school/kindy back stage visit; to work experience; Eisteddfods; Seniors' Week Concert; supporting Army Band visit, and major support of events such as NAIDOC Week; Winterfeast, and the Confluence Festival of India.
Theatre: Cinema & Theatre	Number of cinema and theatre patrons visiting the Moncrieff Theatre.	8,000	15,358	☑	Successful commercial touring shows plus major self-produced events (NAIDOC Concert, Women in Voice). 63% of total are live event audiences.
Theatre: Venue - Community Access / Utilisation	Number of community groups using or engaging with the Moncrieff Entertainment Centre.	Trend	19	T	Includes Pottery Club exhibition; fund-raisers for a range of charity groups; demand driven screenings; Faces of India exhibition, and Visitor Info Centre volunteer family.

Community & Environment – **Parks, Sport & Natural Areas**

Core Programs/Services Areas – Parks	Strategic Links	Risk Id.
Parks & Open Space Management Foreshores & Beaches	CP 1.3.1 & 2.1.1	BP-CE-6a:4

Key Performance Indicators

Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Parks & Open Spaces: Maintenance	Meeting agreed service standards for Parks and Open Spaces: Percentage service levels have been meet.	85% Quarterly	96%	<input checked="" type="checkbox"/>	Service levels were met. Drier conditions reduced required mowing frequency.
Parks & Open Spaces: Planning	Review of the Parks & Open Space Strategy.	June 18 Milestone	5%	<input checked="" type="checkbox"/>	The strategy will be reviewed following adoption of the Local Government Infrastructure Plan (LGIP) as this sets service levels for trunk infrastructure. Currently LGIP is out for public consultation.

Core Programs/Services Areas – Sport and Recreation	Strategic Links	Risk Id.
Physical Activity & Preventative Health Youth Representativeness & Sports Organisations	CP 1.2.2, 1.3.1 & 2.1.1	BP-CE-6a:7-8

Key Performance Indicators

*Note: Parks KPI Targets are quarterly.

Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Physical Activity and Preventative Health	Number of physical activity and preventative health initiatives promoted and supported by council.	25 Quarterly	30	<input checked="" type="checkbox"/>	EOI - Be Active Be Alive/Sport and Recreation Community Consultation/Workshops/Enews/Facebook posts/Funding Application communication/Anti-Smoking Campaign
Sport & Recreation: Programs & Projects Participation	Number of community members participating in preventative health programs and projects.	Trend Biannual	-	T	This KPI will be reported in the 2 nd & 4 th quarters.
Sport: Youth Representatives & Sport Organisations	Number of successful grant applications in support of individual sportspeople and organisations.	10 Quarterly	10	<input checked="" type="checkbox"/>	7 Applications for National/International representation, 3 applications for State representation
Sport & Recreation: Planning	Review of Sport and Recreation Strategy.	Dec. 17		<input checked="" type="checkbox"/>	Currently undertaking Community Consultation - Regional Sport and Recreation Strategy (2018-2028)

Community & Environment – **Parks, Sport & Natural Areas**

Core Programs/Services Areas – Natural Resource Management	Strategic Links	Risk Id.
Land Protection Natural Areas Management Coastal Areas Management	CP 2.5.1 & 2.5.2	BP-CE-6a:7-8

Key Performance Indicators					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Natural Resource Management	Land Protection- Weeds: Number of properties inspected.	350 Annual YTD	383	<input checked="" type="checkbox"/>	There were a high number (383) of private properties inspected for declared weeds this quarter.
Natural Resource Management	Public Awareness & Education: Number of public awareness and education programs and activities.	8 Quarterly	10	<input checked="" type="checkbox"/>	There were 8 public awareness campaigns and events held including Baldwin Swamp Management Plan overviews and land protection displays at Oceanfest and the Childers Beef Expo.
Natural Resource Management: Networks and Partnerships	Number of community led environmental protection activities.	Trend Biannual	-	T	This KPI will be reported in the 2 nd & 4 th quarters.

Community & Environment – Regulatory Services

Core Programs/Services Areas – Regulatory Services		Strategic Links		Risk Id.	
Animal Management		CP 2.6.1, 2.6.2 &		BP-CE-6b:5	
Local Law		3.5.1			
Regulated Parking					
Key Performance Indicators					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Animal Management	Percentage of customer requests overdue in relation to assigned timeframes	<15%	12.16%	<input checked="" type="checkbox"/>	170 customer requests were overdue.
Animal Management	Number of customer requests received.	Trend Quarterly	1,398	T	1,398 Animal Management requests were received during the 1st quarter.
Animal Management Plan/Strategy	Development of Plan/Strategy	Dec. 17		<input checked="" type="checkbox"/>	The Animal Management Plan is currently in draft format for review prior to presentation to Council.
Regulated Parking	Number of parking infringements issued.	Trend Quarterly	1,293	T	1,293 parking infringements were issued during the 1st period.
Regulated Parking	SPER (Penalties Enforcement Agency). Number of infringements forwarded to SPER for debt recovery	Trend Quarterly	323	T	323 infringements were referred to SPER during the 1st quarter.
Local Law	Local Law Enforcement: Number of customer requests received.	Trend Quarterly	194	T	194 Local Law requests were received during the 1st quarter.

Community & Environment – **Strategic Projects**

Core Programs/Services Areas – Commercial Business & Economic Development				Strategic Links	Risk Id.
Business Networks & Partnerships Economic Development Strategy Sustainable Bundaberg 2030 Strategy Property & Leasing				CP 1.1.2, 1.1.3 & 1.2.2	BP- CE-1:9-10
Key Performance Indicators				<i>*Note: Strategic Projects KPI Targets are annual.</i>	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Economic Development	Review of Economic Development Strategy 2014 - 2024	June 18	-	-	This KPI will be reported in subsequent quarters.
Economic Development	Development of Sustainable Bundaberg 2030 strategy document.	June 18	-	-	This KPI will be reported in subsequent quarters.
Business Growth	Percentage increase or decrease in business entities registered.	Trend	-	-	This KPI will be reported in the 2 nd quarter.
Economic Growth	Gross Regional Product: Percentage growth in our region's Gross Regional Product.	2%	-	-	This KPI will be reported in the 2 nd quarter.
Employment Rate	Unemployment rate for the Bundaberg region	< 6.5%	-	-	This KPI will be reported in the 2 nd quarter.
Export Growth	Export Growth: Value of goods exported from the Bundaberg Region	\$1.8B	-	-	This KPI will be reported in the 2 nd quarter.

Community & Environment – Waste & Health Services

Core Programs/Services Areas – Health Services		Strategic Links		Risk Id.	
Food Safety Public Health Risks Environmental Nuisances & Pollution Environmental Health Promotion & Public Education		CP 2.6.1, 2.6.2 & 1.4.1		BP-CE- 8b-7-11	
Key Performance Indicators					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Food Safety	Percentage of inspections completed against the total number for the financial year.	98% Annual YTD	25%	☑	25% of the annual food licensing inspections have been undertaken.
Food Safety- Compliance	Percentage of premises with 3 Star Rating or above (i.e. meeting compliance)	75% Quarterly	91%	☑	91% of all Eat Safe eligible licensed food businesses are operating at a compliance level of 3 Stars or above.
Food Safety	Training: Number of training courses provided to the community.	4 Annual YTD	2	☑	Council held 2 face-to-face free food hygiene courses for a not-for-profit organisation. Additionally, Council's free online food safety and hygiene course has had 585 user over the first quarter.
Illegal Dumping	Number of illegal dumping and littering complaints investigated.	Trend Quarterly	54	T	68 littering and illegal dumping complaints have been received. 54 of these complaints have been completed with the remainder still under investigation.
Vector Control	Vector Control Program: Percentage of identified risk areas controlled through spraying.	95% Annual YTD	12%	○	8 areas throughout the Bundaberg Region have been identified as "at risk" areas. 1 of these areas has been spray treated this quarter. Environmental Health Services also pellet treated known hotspots after rain events on an as needed basis.
Vector Control	Mosquito identification: Percentage of mosquitos identified (i.e. during annual collection program)	50% Annual YTD	0%	○	No mosquitoes have been collected for identification purposes due dry conditions during the quarter.
Environmental Health: Community Programs	Number of community health/education programs delivered.	Trend Biannual	-	T	This KPI will be reported in the 2 nd & 4 th quarters.

Community & Environment – Waste & Health Services

Core Programs/Services Areas – Waste Services				Strategic Links	Risk Id.
Waste & Recycling Collections Waste Disposal Material Recovery				CP 2.1.1, 2.3.2, 2.4.2, 3.5.1 & 3.8.1.	BP- CE-8a:7-8
Key Performance Indicators					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Waste Services: Collection	Percentage of customer requests/complaints processed effectively	95% Quarterly	99.9%	<input checked="" type="checkbox"/>	785 of 786 Collection CRMs were completed for the months of July, August and September.
Waste Services: Collection	Waste Collection: Domestic & Commercial: Expansion of rural services residential and properties report/summary.	June 2018	-	<input checked="" type="checkbox"/>	This KPI will be reported in the 4 th quarter.
Waste Services: Disposal	Maximise putrescible waste being disposed of at our lined landfill site (Cedar Road).	40,000 Tonnes Annual	-		This KPI will be reported in the 4 th quarter.
Waste Services: Resource Recovery	BRC collection municipal solid waste diverted from landfills: Percentage of waste diverted to be reused.	30% Quarterly	23%	<input checked="" type="checkbox"/>	23% of the total Domestic Waste Collection tonnages is being processed at the Recycling Plant.
Waste Services: Facilities: Landfill Management	Phyto-capping trial Qunaba Landfill - Construction Project report/summary.	June 2018	-	<input checked="" type="checkbox"/>	This KPI will be reported in the 4 th quarter.
Waste: Education & Public Relations	Waste reduction initiatives: Number of Initiatives delivered.	Trend Biannual	-	T	This KPI will be reported in the 2 nd & 4 th quarters.
Waste: Planning & Review	Develop Waste Reduction and Recycling Plan.	June 18	-	<input checked="" type="checkbox"/>	This KPI will be reported in the 4 th quarter.

Organisational Services – Financial Services

Core Programs/Services Areas – Financial Accounting		Strategic Links	Risk Id.
Financial Accounting Investment & Debt Management Procurement Corporate Purchase Cards	Financial Processes and Statements Financial Asset Management Invoices & Payments	CP 3.1.1 & 3.2.2	BP-OS-1:12, 13-14, 16

Key Performance Indicators

Task/ Action	Performance Measure	Target	Actuals	Status	Comment																								
Cash Flow	Level of funds available greater than \$30m at the end of the financial year.	> 30m Annual YTD end of the financial year	\$136.6m	<input checked="" type="checkbox"/>	Quarterly Targets 1st Quarter- greater than \$30m; 2nd Quarter- greater than \$62 m; 3rd Quarter- \$30m; 4th Quarter- \$52m. Current cash balance is significantly higher than the minimum cash balance required. Council has appropriate cash levels to cover major projects during the financial year and beyond. No liquidity issues are foreseeable in the near future.																								
Financial Audits	Prepare unaudited Annual Financial Statements in accordance with the applicable accounting standards and forward to the external auditors within legislative timeframe.	100% Annual YTD end of 2 nd quarter	75%	<input checked="" type="checkbox"/>	Unaudited Financial Statements have been prepared and are currently being audited by the QAO Audit representatives. No major audit issues have been identified at this stage. Audit and sign off of financials should be finalised by end of October.																								
Taxation	Taxation requirements completed (includes GST, BAS & Payroll)	100% Annual YTD end of calendar year	25%	<input checked="" type="checkbox"/>	All Taxation Reporting requirements are being met as required for this time of year.																								
Revenue - Rates	Outstanding rates as a percentage of rates levied, prior to six monthly rates billing.	< 5% Biannual 1st & 3rd Quarters	3.5%	<input checked="" type="checkbox"/>	Rates debt owing before the current half-yearly Rates Billing, as a percentage of rates levy, was the lowest in the Council's history. Comparative figures/trends are as follows: <table border="1" data-bbox="992 1151 1327 1301"> <thead> <tr> <th>Period Ending</th> <th>Rates Owing (\$Million)</th> <th>Rates Levy (\$Million)</th> <th>% Owing to Levy</th> </tr> </thead> <tbody> <tr> <td>Dec 2017</td> <td>\$5,3M</td> <td>\$153M</td> <td>3.49%</td> </tr> <tr> <td>Jun 2017</td> <td>\$5,8M</td> <td>\$153M</td> <td>3.77%</td> </tr> <tr> <td>Dec 2016</td> <td>\$5,5M</td> <td>\$146M</td> <td>3.79%</td> </tr> <tr> <td>Jun 2016</td> <td>\$5,7M</td> <td>\$146M</td> <td>3.90%</td> </tr> <tr> <td>Dec 2015</td> <td>\$5,8M</td> <td>\$139M</td> <td>4.15%</td> </tr> </tbody> </table>	Period Ending	Rates Owing (\$Million)	Rates Levy (\$Million)	% Owing to Levy	Dec 2017	\$5,3M	\$153M	3.49%	Jun 2017	\$5,8M	\$153M	3.77%	Dec 2016	\$5,5M	\$146M	3.79%	Jun 2016	\$5,7M	\$146M	3.90%	Dec 2015	\$5,8M	\$139M	4.15%
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Financial Asset Management: Overall Condition	Percentage of assets in a satisfactory or higher condition (index less than 7). Excludes asset to be decommissioned.	98% Annual YTD	94.3%	<input checked="" type="checkbox"/>	A large percentage of these assets are part of Council's ageing infrastructure.																								
Strategic Supply Procurement	Spend under Management: Management of expenditure through a defined procurement process	60% Quarterly	65%	<input checked="" type="checkbox"/>	With the roll out of the Contracts Register more arrangements are being formalised.																								
Accounts Payable	Creditor Invoices: Number of payments outside of terms	< 90 Quarterly	61	<input checked="" type="checkbox"/>	Number of invoices paid short is dependent upon council staff returning invoices to accounts to effect payment, and the prompt follow up by Accounts Payable staff.																								

Organisational Services – Financial Services

Core Programs/Services Areas – Sustainable Finance	Strategic Links	Risk Id.
Financial Planning, Reporting & Forecasting Corporate Planning & Reporting Performance Management	CP 3.1.1	BP-OS-6:7-8

Key Performance Indicators		*Note: Sustainable Finance KPI Targets are annual, reported in the 4 th quarter.			
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Loan indebtedness	Loan indebtedness does not exceed 60% of Gross Operating Expenses.	< 60%	-	-	This KPI will be reported in the 4th quarter. The 2016-17 figure was negative 14%.
Operating Surplus	Ratio is between 0 and 15% of total operating revenue for whole of Council.	5%	-	-	This KPI will be reported in the 4th quarter. The 2016-17 figure was 9.5%.
Asset Sustainability Ratio	The capital expenditure on replacement assets is greater than 90% of depreciation.	100%	-	-	This KPI will be reported in the 4th quarter. The 2016-17 figure was 50%. However, this was a preliminary estimate prior to the finalised Audited Financial Statements. Council is currently undertaking major new capital works.
Own Source Revenue	Own source revenue as a percentage of total recurrent revenue.	Trend	-	-	This KPI will be reported in the 4th quarter. The 2016-17 figure was 78%.
Own Source Revenue	Own source revenue per head of regional population.	Trend	-	-	This KPI will be reported in the 4th quarter. The 2016-17 figure was \$1,414 -up by 3.1% from \$1,371 in 2015/16

Core Programs/Services Areas – Customer Service	Strategic Links	Risk Id.
Customer Service Disaster Management Support	CP 3.5.1	BP-OS-1:15

Key Performance Indicators		Target	Actuals	Status	Comment
Task/ Action	Performance Measure				
Customer Service: Call Centre	Percentage of calls processed within allocated timeframes.	90%	95%	<input checked="" type="checkbox"/>	As the first point of contact, service delivery from within the Call Centre base within the issue of property rates and peak customer demand has exceeded set standards.
Customer Service: Customer Request Management (CRM)	Percentage of CRMs overdue across council in relations to the timeframes assigned.	<15%	14%	<input checked="" type="checkbox"/>	Customer requests have been processed within accepted tolerances, meeting Councils expected service delivery standards.

Organisational Services – Information Services

Core Programs/Services Areas – Financial Accounting				Strategic Links	Risk Id.
Information Technology Infrastructure & Support Corporate Applications GIS Services & Support Records Management				CP 1.3.1, 1.5.1 & 3.7.1	BP-OS-2:5-8
Key Performance Indicators					
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
CCTV Surveillance	Reduced crime statistics in CBD and assistance with apprehension of perpetrators.	Trend Quarterly	Not available	-	Queensland Police Service (QPS) are still collating statistics and determining the best way to report. Once statistics are received we will commence reporting.
CCTV Surveillance	Quarterly meetings with QPS and Safe Night Precinct Committee.	1 Quarterly	1	☑	First financial year quarterly meeting held in August with QPS and Safe Night Bundaberg CBD Precinct president. Next meeting scheduled in November.
Disaster Management	Development of Information Services Disaster Recovery & Business Continuity Plans.	June 18	5%	☑	Organising 3rd Party vendor quotations to assist with the investigation and delivery of an IT Disaster Recovery Plan and IT Business Continuity Plan.
Smart Communities	Development of Smart Communities: Digital Technology Strategy	June 18	5%	☑	Awaiting the on-boarding of a fixed term resource to assist with coordination of this strategy and numerous smart technology related projects.
Information Services Strategy	Development of Information Services Strategy incorporating the Mobility Strategy.	March 18	5%	☑	Investigating various vendors to assist with the creation of the Information Services Strategy.
Information Services - Support Requests	Number of support requests resolved	Trend	2024	T	Slightly higher trend than previous quarter - 1912
IS Service Desk	Customer support satisfaction	80% Biannual	-	☑	This KPI will be reported in the 2 nd and 4 th quarters.
IS Infrastructure	Systems availability	95% Quarterly	89%	○	Lower availability result due to PD Online and Authority Objective Attachment issues that required vendor support to resolve over numerous days.

Organisational Services – Internal Ombudsman

Core Programs/Services Areas – Financial Accounting				Strategic Links	Risk Id.
Corporate Governance Statutory Requirements Insurance Risk Management				CP 3.3.1, 3.4.1, 3.6.1 & 3.8.2.	BP- OS-3-8-9
Key Performance Indicators				*Note: Internal Ombudsman KPI Targets are quarterly.	
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Administrative Reviews	Number of Administrative Reviews received and processed within applicable timeframes.	Trend	7	T	7 administrative reviews were received and processed within applicable timeframes.
Right to Information (RTI)	Percentage of RTI and Privacy Applications received and processed within applicable timeframes.	90%	100%	<input checked="" type="checkbox"/>	4 Right to Information applications were processed within timeframes during the quarter.
Governance Compliance & Privacy Training	Percentage of staff trained in Right to Information (RTI) and Information Privacy (IP) processes and procedures.	90%	98.95%	<input checked="" type="checkbox"/>	472 of 477 eligible employees have completed Right to Information and Information Privacy training.
Insurance	Percentage of insurance claims processed (submitted) within timeframes (i.e. General Insurance and Public Liability Claims).	95%	100%	<input checked="" type="checkbox"/>	9 insurance claims were processed within timeframes (general insurance and public liability claims).
Risk Management	Percentage of open risk compared to total risk each quarter.	25%	13.1%	<input checked="" type="checkbox"/>	A total of 1486 risks have been identified across Council. 1291 have been closed. 195 risks remain open this quarter, equating to 13.1%.

Organisational Services – People & Performance

Core Programs/Services Areas – Financial Accounting			Strategic Links		Risk Id.
Recruitment	Training & Development		CP 3.4.1 & 3.6.2	BP-OS-4:8-9-10	
Payroll	Employee Relations & Community Relations				
Workplace Health & Safety					
Key Performance Indicators			*Note: Unless otherwise stated People & Performance KPI Targets are quarterly.		
Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Training & Development	Staff satisfaction: Percentage of staff satisfaction with training.	80%	88%	<input checked="" type="checkbox"/>	Employees continue to indicate they are satisfied with training and the standard of delivery (Code of Conduct, Delivering Constructive Criticism, Recruitment & Selection, Employment at Council and Corporate Induction).
WHS Management	<u>Workplace compensation</u> : Year-end percentage reduction in the number of <u>statutory</u> workers compensation claims.	5%	-	<input type="checkbox"/>	There was a percentage increase in the number of workers' compensation claims from the previous quarter. Actuals to be reported at the end of the year.
WHS Management	<u>Workplace compensation</u> : Year-end percentage reduction in the number of <u>lost-time</u> workers compensation claims	5%	-	<input type="checkbox"/>	There was a percentage increase in the number of lost time workers' compensation claim over the previous quarter. Actuals to be reported at end of year.
WHS Management	<u>Workplace compensation</u> : Year-end percentage reduction in the number of <u>days lost</u> on workers compensation claims.	5%	-	<input type="checkbox"/>	A number of employees had complex injuries, resulting in a percentage increase in the number of days lost over the previous quarter. Actuals to be reported at the end of year.
WHS Management	<u>Hazard Inspections</u> : Timeliness of hazard inspections: Percentage of inspections carried out on time.	95% Annual YTD	100%	<input checked="" type="checkbox"/>	This is in line with the scheduling for the reporting period.
WHS Management	<u>Lost Time Injury Frequency Rate (LTIFR)</u> : Industry standard measurement based on number of injuries per number of hours worked (all employees across whole organisation).	17.9 Annual YTD	44.52	<input checked="" type="checkbox"/>	The LTIFR has increased significantly due to higher than usual number of injuries requiring time off work. No specific trends have been identified as contributing to the injuries.
WHS Management	<u>Notifiable incidents</u> : Number of notifiable incidents.	0 Annual YTD	2	<input type="checkbox"/>	There have been 2 notifiable incidents for the year to date 2 X electrical.
WHS Management	<u>Reported Incidents</u> : Percentage of reported incidents investigated.	80% Annual YTD	100%	<input checked="" type="checkbox"/>	All reported incidents were investigated initially by the Supervisor and the WHS team using the incident reporting process.
WHS Management	<u>Return to work Programs</u> : Percentage of successful return to work programs i.e. staff member has returned to normal duties.	90% Annual YTD	98%	<input checked="" type="checkbox"/>	Two staff remain off work. The other staff have returned to their substantive positions and are performing their normal duties (either on full or reduced hours).
Training & Development	Staff satisfaction with <u>WHS training</u> .	80% Annual YTD	86%	<input checked="" type="checkbox"/>	Employees continue to indicate they are satisfied with training and the standard of delivery.

Organisational Services – **Integrated Management Systems & Internal Audits**

Core Programs/Services Areas – Financial Accounting	Strategic Links	Risk Id.
Integrated Management Systems Internal Audits	CP 3.6.1, 3.6.2 & 3.7.1	BP-OS-6:7-8

Key Performance Indicators

Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Integrated Management Systems (IMS)	Document Review: Percentage of up-to-date documents in IMS.	98% Quarterly	92%	○	All documents published in the IMS remain current until they are superseded by a new version. Currently 8% of IMS documents have gone past their proposed review date and await staff attention.
Internal Quality Audit	Coordinate and conduct Internal Quality Audits: Number of Internal Quality Audits.	7 Annual Reported YTD	1	○	Audit 161708 WHS Consultation is finalised (carry over from 2016/2017 Audit Plan). Audit 171803 Central Laboratory Quality Objectives is currently underway and is at the Reporting stage.
Internal Audit	Coordinate and conduct Internal Audits: Number of Internal Audits.	7 Annual Reported YTD	1	○	One audit was completed in this quarter which was a carryover from 2016/2017. In addition one audit has commenced and is at the preliminary research stage.

Executive Services – **Communications and Media**

Core Programs/Services Areas – Financial Accounting	Strategic Links	Risk Id.
Community & Council Communications Media & Marketing	CP 3.8.1, 3.8.2, 3.9.1 & 3.9.2	BP-OS-5:7-8

Key Performance Indicators

*Note: *Communications and Media* KPI Targets are quarterly.

Task/ Action	Performance Measure	Target	Actuals	Status	Comment
Media Communications	Number of media releases including releases, statements and web-site posts.	Trend	112	T	This figure is down from 162 in the previous quarter. This is due to a key media team position being vacated on 21/07/2017.
Websites	Consolidation of Council websites: Phase 1 Corporate Website	June 18	-	-	This KPI will be reported in subsequent quarters.
Marketing Project	Communications branding and templates.	Mar. 18	-	-	This KPI will be reported in subsequent quarters.
Internal Communications	Staff engagement with 360 quarterly newsletter. Number of times the publication was accessed by staff.	Insufficient data available this quarter.	-	-	This KPI will be reported in subsequent quarters.





2017 - 2018

LOCATION	PROJECT DESCRIPTION	ORIGINAL BUDGET	1st QTR REVISION	Actuals	Status	Comment
Bundaberg Airport	Bundaberg Airport - Following annual ATI Electrical Inspection it was noted that lighting on Bays 1 & 2 does not meet the Illumination standard. The existing metal halide lights have to be replaced with LED's. 2017/2018	45,000	45,000	-		
Bundaberg Airport	Bundaberg Airport - Terminal Car Park Covered Walkway - 2017/2018	320,000	320,000	-		Release of Design & Construct tender deferred until we know the outcome (particularly the cost) of the Aviation Precinct (BRAAP) tender. BRAAP tender outcome to be known by 31 Dec 2017.
Bundaberg Airport	Bundaberg Airport - New server required for CCTV camera's - 2017/2018	25,000	-	-		Budget reallocated to CCTV upgrade (W18937).
Bundaberg Airport	CPA2663.2017 - Bundaberg Airport - CCTV Upgrade	-	180,000	-		Capital Project based upon recent Office of Transport Security (OTS) security exercise. Budget allocated from W18057 and additional funds required. Project will commence scoping phase in November.
Bundaberg Airport	Bundaberg Airport - Aviation Precinct - Construct Taxiway Alpha & Adjacent Aircraft Aprons - essential infrastructure to link Aviation Precinct to end of main runway - 2017/2018	420,000	2,270,300	-		Budget increased due to successful grant application. Capital Revenue increased to offset expenditure. Additional budget allocation from RPT Apron Surface Enrichment and Construction of stub road. Major projects finalising project design and tender documentation. It is expected the tender process will be completed by Dec 2017 and construction will commence around March 2018.
Bundaberg Airport	Bundaberg Airport - RPT Apron Surface Enrichment - Bays 3-5 and Bay 5 slurry application - visual cracking now evident in high traffic areas of the	100,000	-	-		Budget reallocated to construct Taxiway Alpha & adjacent aircraft aprons.
Bundaberg Airport	Bundaberg Airport - Airport Drive - concrete footpath to link Commercial Street and Isis Highway - 2017/2018	32,000	32,000	32,596		Project complete.
Bundaberg Airport	Upgrade Taxiways - replace failing GA taxiways. Replace TWYs that are failing and undulating outside of CASA standards in GA and Heli areas (including drainage work)	50,000	50,000	-		Project planning underway.
Bundaberg Airport	Bundaberg Airport - CRD2355.2017 - Construction of stub road as per DA approval and condition of sale of lot 17 Airport Drive	195,000	-	-		Budget reallocated to W18054. (See BRAAP comments above)
Bundaberg Airport	Aviation Precinct - Construction of Stage 3 as per the aviation commercial precinct development plan - 2017/2018	1,000,000	1,438,675	-		Budget increased due to successful grant application. Capital Revenue increased to offset expenditure.
Bundaberg Airport	Aviation Precinct - Headworks Charges - Stage 3 - required to seal the plan and make allotments available for sale - 2017/2018	224,000	224,000	-		As the construction of the BRAAP is not expected to be completed until early in the 2018/19 FY the Headworks Charges will have to be carried over.
Bundaberg Airport	QTC Loan Redemption for Bundaberg Airport	1,382,000	1,382,000	372,444		
Café 1928	Works for Queensland 2017 - Café 1928, Botanic Gardens - Replace Pathways and Landscape around Building to Relieve Drainage Problems and Repair Rising Damp Damage	55,000	28,898	11,754		Works for Queensland, adjusted budget to align with construction schedule.
Hall of Aviation	Hall of Aviation - Refit HHA to accommodate Bert Hinkler's car	40,000	40,000	-		
Hall of Aviation	Hinkler Hall of Aviation - Stage 1 - upgrade lighting design replacing halogen lights with LED to improve visitor experience and safety - 2017/2018	50,000	50,000	-		
Hall of Aviation	QTC Loan Redemption for Hall of Aviation	128,000	128,000	35,625		
Tourism Services	CPL2323.2016 - Tourism Services - Implementation of Stage 1 of the BRC Heritage Tourism Trail which focusses on the Bundaberg CBD	-	50,000	-		Budget moved from Economic Development to Tourism Services. This project now subject to further consultation with Cr Trevor and the possible development of a Childers CBD Heritage Trail in partnership with the Childers Chamber of Commerce.
Kolan Gardens Aged Care	QTC Loan Redemption for Kolan Gardens Aged Care	33,000	33,000	8,925		
Anzac Park Olympic Pool	Anzac Park Olympic Pool - Purchase of new Pool Cleaner.	-	12,080	12,081		Budget part allocated from Norville Pool Cleaner and additional funds requested as the previously cleaner failed without notice.
Bargara Beach Caravan Park	CBU2273.2016 - Bargara Beach Caravan Park - Refurbish residence. (Assets Renewal)	40,000	40,000	-		

LOCATION	PROJECT DESCRIPTION	ORIGINAL BUDGET	1st QTR REVISION	Actuals	Status	Comment
Bargara Beach Caravan Park	Bargara Beach Caravan Park - refurbish amenities	30,000	30,000	9,185		
Burnett Heads 'Lighthouse' Holiday Park	QTC Loan Redemption for Burnett Heads 'Lighthouse' Holiday Park	4,000	4,000	1,255		
Childers Swimming Pool	2015/2016 Childers Swimming Pool - Sand Filter System Renewal (Budget Task)	85,000	-	-		Project completed in 16/17 financial year, therefore capital budget not required.
Childers Swimming Pool	CBU2238.2016 - Childers Swimming Pool - Portable Access Lift	20,000	20,000	-		Project delayed due to uniqueness of equipment. Presently obtaining necessary quotes.
Community Centres	CBU2234.2016 - Bargara Cultural Centre - Replacement Fire Panel	25,000	25,000	-		
Community Halls & Facilities	2016/2017 Goodnight Scrub Hall - Roof Replacement	15,000	15,000	-		Project being delivered by Major Projects.
Community Halls & Facilities	Community Development - 2016/2017 - Wallaville Hall Roof - Replacement Roof	35,000	35,000	-		Project being delivered by Major Projects.
Community Halls & Facilities	CBU2235.2016 - Boolboonda Hall -Replace Roof Sheeting	20,000	20,000	-		Project being delivered by Major Projects.
Community Halls & Facilities	CBU2235.2016 - Coronation Hall - Kitchen Refurbishment and Floor Coverings	40,000	40,000	-		
Council Service Centres	CBU2078.2016 - Community Development - 2016/2017 - Bundaberg Administration Centre - Air conditioner renewal Program. (5 year Program)	80,000	-	20		Budget reallocated to W18692.
Council Service Centres	CBU2078.2016 - Bundaberg Administration Centre - Air Conditioner Renewal Program, replaces W17162	-	80,000	2,860		Budget reallocated from W17162.
Elliott Heads Holiday park	2016/2017 Elliott Heads Holiday park - BBQ Shelter Replacement	49,500	-	-		Reallocated to Elliott Heads Holiday Park Office replacement.
Elliott Heads Holiday park	CWW2239.2016 - Elliott Heads Holiday Park - Effluent Holding tank and disposal area expansion	50,000	50,000	-		
Elliott Heads Holiday park	CBU2275.2016 - Elliott Heads Holiday Park - Park Office Replacement (park Assets Renewal project)	150,000	200,000	347		Budget allocated from Elliott Heads Holiday Park BBQ Shelter Replacement.
Elliott Heads Holiday park	Elliott Heads Holiday Park - New Roof of 2 cabins at Elliott Head Holiday Park.	-	11,629	11,629		Originally budgeted as operational in the 16/17 financial year.
Elliott Heads Holiday park	QTC Loan Redemption for Elliott Heads Holiday Park	36,000	36,000	9,551		
Gin Gin Swimming Pool	CBU2243.2016 - Gin Gin Swimming Pool - Pole Removal and Light Replacement	21,000	21,000	5,029		Waiting for materials to arrive.
Gin Gin Swimming Pool	CBU2274.2016 - Gin Gin Swimming Pool - Perimeter Fence Replacement	70,000	70,000	-		
Miara Holiday Park	2016/2017 - Miara Foreshore rock wall construction *In 3 year capex forecast, not PDF required*	-	242,281	-		Budget reprovioned from 16/17 financial year.
Miara Holiday Park	CBU2245.2016 - Miara Holiday Park - electrical upgrade - replace existing power heads.	20,000	20,000	-		Originally budgeted as operational in the 16/17 financial year.
Miara Holiday Park	CWW2246.2016 - Miara Holiday Park - upgrade of effluent disposal.	95,000	95,000	-		
Moore Park Caravan Park	2016/2017 - Moore Park Caravan Park - Effluent Treatment and Disposal Area Upgrade	125,000	136,880	14,471		Additional budget reprovioned from 16/17 financial year.
Norville Park Olympic Pool	CAS2077.2016 - Community Development - 2016/2017 - Norville Park Olympic Pool - Fixed Shaded seating roof replacement	50,000	50,000	-		
Norville Park Olympic Pool	Works for Queensland - Norville Pool, Norville - Wet Edge to 50 Metre Pool	213,000	782,582	423,801		Adjusted budget to align with construction schedule. Reprovioned from 16/17 financial year. 2 nd quarter budget revision to be done. Work complete.
Norville Park Olympic Pool	Works for Queensland - Norville Pool, Norville - Wet Edge to 25 Metre Pool	94,500	250,125	423,801		Adjusted budget to align with construction schedule. Reprovioned from 16/17 financial year. 2 nd quarter budget revision to be done. Work complete.
Norville Park Olympic Pool	CBU2489.2017 - Norville Park Olympic Pool, Installation of Access Lift	50,000	-	-		Budget revised as Access Lift was donated by Wet Edge Contractor. Funds no longer required.
Norville Park Olympic Pool	CPL2247.2016 - Norville Park Olympic Pool - Pool Cleaner Purchase	19,000	12,080	12,081		Additional Budget allocated to Anzac Pool Cleaner.
Norville Park Olympic Pool	CBU2489.2017 - Norville Park Olympic Pool, Automatic Timing System	100,000	-	-		Budget rolled into the Works for Qld. Norville Pool Project.

LOCATION	PROJECT DESCRIPTION	ORIGINAL BUDGET	1st QTR REVISION	Actuals	Status	Comment
Racecourse	CBU2280.2016 - 2017/2018 Capital Budget - Bundaberg Racecourse Stables Roof Replacement	84,000	84,000	-		
Racecourse	CBU2241.2016 - Bundaberg Racecourse Refurbishment - Clubhouse Refurbishment	60,000	60,000	-		
Showgrounds	CBU2277.2016 - 2017/2018 Capital budget - Childers Showgrounds Lighting Upgrade	170,000	170,000	-		
Showgrounds	CBU2242.2016 - Childers Showground - Grandstand Refurbishment	120,000	120,000	-		
Sport & Recreation Facilities	2016/2017 Project - Bundaberg Recreational Precinct - Purchase of grandstands	-	61,323	50,344		Budget reprovisioned from 16/17 financial year.
Sport & Recreation Facilities	CBU2285.2016 - Bundaberg Recreation Precinct - Electrical Upgrades	70,000	70,000	50,908		
Sport & Recreation Facilities	CBU2286.2016 - Bundaberg Recreation Precinct - Solar Light Installation	18,000	18,000	-		
Sport & Recreation Facilities	CBU2278.2016 - Apple Tree Creek Sports Reserve - Roof Replacement (Assets Renewal)	10,000	10,000	-		
Sport & Recreation Facilities	CBU2281.2016 - Bargara Tennis Courts Resurface - 2017/2018	25,000	25,000	-		
Sport & Recreation Facilities	CBU2136.2016 - Sport & Recreation Facility - Netball Association Carpark lighting	12,000	12,000	1,374		
Sport & Recreation Facilities	Community Development - 2016/2017 - Bundaberg Recreational Precinct - New Amenities Block (in 3yr Capex - no PDF required) - 60% funding from Department of Local Government and Planning \$144,000	240,000	240,000	2,027		
Sport & Recreation Facilities	CRD2288.2016 - Bundaberg Recreation Precinct - Road Sealing	250,000	250,000	47,041		
Sport & Recreation Facilities	CRD2317.2016 - Sport & Recreation Facilities - Netball Association Carpark Extension	368,000	368,000	-		
Disaster Management	Disaster Management - Burnett River Gauge Site Hardening at Walla - Installation of a Second Gas Bubble Pipe at the Walla Gauge Site on the Burnett River	-	-	4,445		The original budget - for the 2016-17 FY was \$42,000. IN 2016-17, a total of \$37,800 was spent, leaving a balance of 4,200. This offsets the expenditure incurred in this the 2017-18 FY. Project is completed.
State Emergency Services	CBU2368.2017 - Elliott Heads SES Building - Roof Replacement - Replacement of Damaged/Corroded Sections/Repair	10,000	10,000	140		
Arts Centres	Bundaberg Regional Art Gallery - Carpark	3,561	3,561	-		Roads and Drainage advised project deferred until new year has been directed to work on roads projects.
Library	CAS2074.2016 - RFID Project - Bundaberg Library \$110,000 for 2015/16 budget - PDF exemption	15,000	-	-		Project completed 2016/2017 FY. Budget reallocated to New Library attached to Gin Gin Service Centre.
Library	Gin Gin Library - New Library attached to Gin Gin Service Centre	15,000	30,000	7,628		Project in design phase. Additional budget allocated from completed RFID Project.
Moncrieff Entertainment Centre	CBU2207.2016 - Upgrade Fire System - Fire Auditor Output to meet code - 2017/2018	10,000	10,000	-		Main works completed Monday 9/10. To be invoiced. One remaining task - updating benchmark data. Will be complete by end November.
Moncrieff Entertainment Centre	CBU2208.2016 - Moncrieff - Work Room Access Steps - WHS hazard - 2017/2018	10,000	10,000	7,009		Project nearing completion. Some additional work to be undertaken but will be finalised by December.
Moncrieff Entertainment Centre	CBU2209.2016 - Moncrieff - Upgrade Security Systems - 2017/2018	30,000	30,000	-		Waiting on updated quotes from providers is taking much longer than anticipated. Likely that this work will not go ahead until January/February 2018.
Moncrieff Entertainment Centre	CBU2211.2016 - Moncrieff - Store Room Refit - 2017/2018	5,000	5,000	-		Some work completed. Yet to be invoiced. This is small maintenance work that will continue through to March 2018.
Moncrieff Entertainment Centre	CBU2213.2016 - Moncrieff - Façade Signage Repairs - 2017/2018 - Repair broken neon sign - replace with LED system	6,000	6,000	-		Quotes have now been received from potential contractors. Some WHS logistics around access to the front awning are being worked on in-house. It is likely that this work will not go ahead until January/February 2018.
Cemeteries	Future Capital Budget - CAS2090.2016 - Generic Cemeteries Roads	49,613	3,000	-		Budget reallocated to Bundaberg Cemetery Roads Renewal.
Cemeteries	CAS2090.2016 - Bundaberg Cemetery - Roads Renewal	-	46,613	-		Budget allocated from Generic Cemeteries Roads.

LOCATION	PROJECT DESCRIPTION	ORIGINAL BUDGET	1st QTR REVISION	Actuals	Status	Comment
Natural Resource Management	Future Capital Budget - Renewal of Buildings in Regional Natural Areas	10,000	10,000	-		
Natural Resource Management	Future Capital Budget - Renewal of Roads, Footpaths and Bridges in Regional Natural Areas	52,500	-	-		Budget reallocated to Baldwin Swamp Bridge Refurbishment.
Natural Resource Management	Future Capital Budget - New and Upgrade Roads Footpaths & Bridges in Regional Natural Areas	29,500	29,500	-		
Natural Resource Management	Natural Resource Management - Footbridge Upgrades for Baldwin Swamp Environment Park. PDF APPROVED	-	-	2,443		2nd Qtr. budget revision required to allocate from New and upgrade Footpaths & Bridges in Regional Natural Areas.
Natural Resource Management	CRD2348.2016 - Baldwin Swamp - Bridge Refurbishment	-	52,500	8,213		Budget allocated from Renewal of Roads, Footpaths & Bridges in regional natural areas.
Parks & Open Space	Future Capital Budget - CBU2094.2016 - New and Upgrade Generic Parks and Open Space	70,000	45,000	-		Budget reallocated to New Christen Park Shade Sail.
Parks & Open Space	Parks & Open Space - 2016/2017 - CBU2098.2016 - Toilet Block Renewal & Repair	40,000	40,000	52		
Parks & Open Space	Parks & Open Space - 2016/2017 - CBU2105.2016 - Shelters & Building & Shade Cover Renewal	100,000	100,000	-		
Parks & Open Space	Parks & Open Space - 2016/2017 - CPE2103.2016 - Playground Renewals	150,000	130,000	-		Budget reallocated to Heathwood Park Playground renewal.
Parks & Open Space	Parks & Open Space - 2016/2017 - CPE2099.2016 BBQ and Park furniture renewal	20,000	20,000	-		
Parks & Open Space	CPE2101.2016 - Parks & Open Space - 2016/2017 - Electrical & Lighting renewal - PDF Approved	50,000	50,000	-		
Parks & Open Space	Parks & Open Space - 2016/2017 - CPE2093.2016 - Park infrastructure development - new developer contributed parks	-	13,560	-		Reprovisioned from 2016/17 FY year.
Parks & Open Space	CBU2098.2016 - 2016/2017 - Oaks Beach Toilet Block Amenities Renewal. *PDF APPROVED*	-	53,614	62,969		Reprovisioned from 2016/17 FY year. Further budget revision required for additional expenditure.
Parks & Open Space	CPE2103.2016 - 2016/2017 - Parks & Open Space - Alexandra Park Rubber Soft-fall Replacement - PDF Approved	-	97,790	-		Reprovisioned from 2016/17 FY year.
Parks & Open Space	CIA2111.2016 - Parks & Open Space - 2016/2017 - Anzac Park Memorial & Park embellishment - PDF Approved	-	25,000	-		Reprovisioned from 2016/17 FY year.
Parks & Open Space	CPE2135.2016 - Nanning Garden Upgrade - Bundaberg Botanic Gardens - PDF STILL TO BE COMPLETED - WILL BE COMPLETED BEFORE 2nd BUDGET REVIEW - SEE MEMO	-	824,118	516,152		Reprovisioned from 2016/17 FY year.
Parks & Open Space	Master Planning & Design for future major parks developments and capital projects - e.g. Norville Park, Old Showgrounds, and Teen Play Branyan. - 2017/2018	65,000	65,000	-		
Parks & Open Space	Parks & Open Space - Renewal of Balance Valve between lake 2 & 4 within the Bundaberg Botanic Gardens - 2017/2018	20,000	20,000	-		
Parks & Open Space	Parks & Open Space - Natural Themed Playground in Botanic Gardens with bespoke play elements to replace or enhance existing - 2017/2018	500,000	500,000	-		
Parks & Open Space	Works for Queensland 2017 - Illet Park, Rustic Road, Burnett Downs - Construct 2 Cubicle Disabled Unisex Amenities Facility	-	-	5,417		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - More Park Beach Foreshore Playground, Moore Park - Construct 3 Shelters over Picnic Tables and Connecting Pathway	-	-	13,430		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Rattray Park, Bundaberg North - Installation of Shade Sail Over Play Equipment and Installation of Single Shelter with Pic	-	-	5,878		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Mary Kinross Park, Bargara - Construction of 2 Twin Shelters with BBQ	-	-	7,944		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.

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Parks & Open Space	Works for Queensland 2017 - Submarine Lookout, Elliott Heads - Upgrade of Memorial	-	-	348		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Esplanade, Elliott Heads - Construction of 4 Picnic Shelters and Tables	-	-	27,213		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Barolin Point Reserve, Coral Cove - Construction of a Picnic Node	-	-	4,481		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Barolin Point Reserve, Coral Cove - Construction of a Fitness Node	-	-	8,666		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Innes Park, Innes Park - Construction of a Outdoor Fitness Node	-	-	12,498		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Burnett Heads, Burnett Heads - Construction of Picnic Shelter	-	-	1,552		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Eric Boyd Park, Coral Cove - Construction Shade Sail over Park.	-	-	35,838		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Doblo Park, Elliott Heads - Construction of Single Shelter with Double Plate BBQ	-	-	18,646		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Elliott Heads, Elliott Heads - Construction of Amenities, including Ambulant and Shower Facilities	-	-	7,173		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Lihs Street, Elliott Heads - Construction of Half Basketball Court	-	-	20,255		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - Gum Nut Drive Park, Ashfield - Playground Cover and Shelter/Seating	-	-	7,160		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - Nita Cunningham Park, Telegraph Road, Bundaberg East - Shelter/Seating	-	-	10,273		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Crawford Park, Bargara - Installation of 2 Single Shelters to Replace 1 large Shelter	-	-	1,075		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Baldwin Swamp, Baldwin Swamp - Replacement of Shelter Roof	-	-	3,717		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - South Head Parklands, Burnett Heads- Replacement of 4 Shelter Rooves	-	-	2,610		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Alexandra Park, Bundaberg Central - Upgrade Nature Play Playground	-	-	885		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - CJ Nielsen Park, Kepnock - Renewal of Playground	-	-	4,075		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Vuichoud Park, Bundaberg East - Renewal of Playground	-	-	384		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - North Depot Botanical Gardens and Nursery Building , Bundaberg North - Building Renewal	-	-	76,123		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Moore Park Beach Foreshore Hub, Moore Park - Construction of Shelter, Pathway and Beach Access	-	-	1,892		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Gin Gin Recreation Reserve, Gin Gin - Installation of Shade Structure over Playground	-	-	31,358		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Lake Ellen Heritage Hub, Baldwin Swamp - Installation of Shade Structures over Toddler Playground	-	-	28,576		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Mary Kinross Park, Bargara - Installation of Shade Sails	-	-	39,864		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Millennium Park, Childers - Installation of Shade Sails	-	-	23,732		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Boreham Park, Avenell Heights - Installation of Shade Sails over Toddler Playground	-	-	36,577		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.

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Parks & Open Space	Works for Queensland 2017 - 120 Malvern Drive, Moore Park Beach - Installation of Shelter and Playground	-	-	5,137		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - Lifesavers Park, Elliott Heads - Large Shelter and Single Shelter	-	-	982		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - Seagulls Park, Elliott Heads - Single Shelter	-	-	2,338		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - G L Miles Park, 10 Sloane Street, Kalkie - Single Shelter	-	-	3,619		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - Mary Kinross Park, Bargara - 2 Cubicle Amenities Block	-	-	3,460		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland - Teen Play Area, Avoca - Skate Bowl or Bike Track	-	-	523		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Parks & Open Space - Entry Statement Signs	100,000	100,000	-		
Parks & Open Space	CBU2094.2016 - Christesen Park, Bargara - Shade Sail New Playground	80,000	105,000	-		Budget allocated from CBU2094.2016 - New and Upgrade Generic Parks and Open Space.
Parks & Open Space	CPE2103.2016 - Heathwood Park, Qunaba - Playground Renewal	-	20,000	-		Budget allocated from CPE2103.2016 - Playground Renewals.
Parks & Open Space	Parks & Open Space - 2016/2017 - CRD2100.2016 - Car Park & Internal Park Roads Reseal & Repair	100,000	100,000	-		
Parks & Open Space	CPE2102.2016 - Parks & Open Space - 2016/2017 - Footpath Replacement & Repair in Parks - PDF approved	20,000	20,000	-		
Parks & Open Space	Parks & Open Space - 2016/2017 - CEP2104.2016 - Pedestrian Bridge Repairs	30,000	30,000	-		
Parks & Open Space	Works for Queensland 2017 - Illet Park, Rustic Road, Burnett Downs - Construct 2 Cubicle Disabled Unisex Amenities Facility	-	34,868	20,152		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Moore Park beach Foreshore Playground, Moore Park - Construct 3 Shelters over Picnic Tables and Connecting Pathway	-	15,122	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Moore Park Beach Foreshore, Moore Park - Pathway from Surf Club to Lassig Street	-	-	2,010		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Rattray Park, Bundaberg North - Installation of Shade Sail Over Play Equipment and Installation of Single Shelter with Picnic Table, Bin, Water Tap	30,000	7,420	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Mary Kinross Park, Bargara - Construction of 2 Twin Shelters with BBQ	110,000	62,888	22,680		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Submarine Lookout, Elliott Heads - Upgrade of Memorial	15,000	15,000	34		
Parks & Open Space	Works for Queensland 2017 - Esplanade, Elliott Heads - Construction of 4 Picnic Shelters and Tables	54,400	38,876	14,475		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Barolin Point Reserve, Coral Cove - Construction of a Picnic Node	52,000	27,821	5,110		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Barolin Point Reserve, Coral Cove - Construction of a Fitness Node	20,000	19,610	34		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Innes Park, Innes Park - Construction of an Outdoor Fitness Node	32,000	32,000	34		
Parks & Open Space	Works for Queensland 2017 - Burnett Heads, Burnett Heads - Construction of Picnic Shelter	17,000	9,435	117		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Eric Boyd Park, Coral Cove - Construction of Shade Sail over Park	18,000	28,440	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Doblo Park, Elliott Heads - Construction of Single Shelter with Double Plate BBQ	25,000	12,866	647		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Elliott Heads, Elliott Heads - Construction of Amenities, including Ambulant and Shower Facilities	85,000	74,582	1,206		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.

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Parks & Open Space	Works for Queensland 2017 - Lihs Street, Elliott Heads - Construction of Half Basketball Court	36,000	36,498	6,261		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Submarine Memorial Lookout, Elliott Heads - Carpark Sealing	26,000	25,284	31,401		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Gum Nut Drive Park, Ashfield - Playground Cover and Shelter/Seating	-	7,688	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Nita Cunningham Park, Telegraph Road, Bundaberg East - Shelter/Seating	-	4,114	1,078		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Crawford Park, Bargara - Installation of 2 Single Shelters to Replace 1 Large Shelter	40,000	29,716	316		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Baldwin Swamp, Baldwin Swamp - Replacement of Shelter Roof	-	9,493	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - South Head Parklands, Burnett Heads - Replacement of 4 Shelter Rooves	-	5,575	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Alexandra Park, Bundaberg Central - Upgrade Nature Play Playground	40,000	40,000	17		
Parks & Open Space	Works for Queensland 2017 - CJ Nielsen Park, Kepnock - Renewal of Playground	40,000	-	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Vuichoud Park, Bundaberg East - Renewal of Playground	-	9,797	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - North Depot Botanical Gardens and Nursery Building, Bundaberg North - Building Renewal	54,000	59,484	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Moore Park Beach Foreshore Hub, Moore Park - Construction of Shelter, Pathway and Beach Access	-	2,315	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Gin Gin Recreation Reserve, Gin Gin - Installation of Shade Structure over Playground	36,000	49,088	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Lake Ellen Heritage Hub, Baldwin Swamp - Installation of Shade Structures over Toddler Playground	36,000	50,373	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Mary Kinross Park, Bargara - Installation of Shade Sails	18,000	15,546	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Millenium Park, Childers - Installation of Shade Sails	18,000	22,123	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Boreham Park, Avenell Heights - Installation of Shade Sails over Toddler Playground	18,000	11,941	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - 120 Malvern Drive, Moore Park Beach - Installation of Shelter and Playground	-	8,328	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Lifesavers Park, Elliott Heads - Large Shelter and Single Shelter	17,000	11,511	69		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Seagulls Park, Elliott Heads - Single Shelter	17,000	11,511	177		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - G L Miles Park, 10 Sloane Street, Kalkie - Single Shelter	-	8,978	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Mary Kinross Park, Bargara - 2 Cubicle Amenities Block	70,000	66,762	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Parks & Open Space	Works for Queensland 2017 - Teen Play Area, Avoca - Skate Bowl or Bike Track	296,000	303,894	-		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision.
Animal Control	Works for Queensland 2017 - Daph Geddes Park, Bundaberg East - Dog Off-Leash Area Fencing	-	29,718	27,841		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision. 95% of the fencing is completed. Fencing contractor organised to return to finalise.

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Animal Control	Works for Queensland 2017 - Neilson Park, Bargara - Dog Off-Leash Area	9,500	39,500	6,296		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision. Difficulty getting quotations initially. Contractor appointed and awaiting completion prior to installing remaining embellishments. Water service 90% completed.
Animal Control	Works for Queensland 2017 - North Bundaberg - Dog Off-Leash Area Fencing	-	43,883	26,347		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision. Awaiting shelter to be installed to finalise fencing and seating. Water service 90% completed.
Animal Control	Works for Queensland 2017 - Mary Kinross Park, Bargara - Dog Off-Leash Area Fencing	19,750	34,750	12,502		Works for Qld. Project - Adjusted construction schedule - to be adjusted 2nd Quarter Budget Revision. Fencing contractor commenced and approx. 40% completed. Awaiting shelter and seating to be installed. Water service is 90% completed.
Animal Control	Animal Control-Security and IT Infrastructure (CCTV) for Qunaba Animal Management Facility	-	38,065	17,655		Budget reallocated from 2016-17 FY. Majority of works completed. Need to finalise a few items prior to completion.
Waste & Recycling Administration	CWR2272.2016 - Qunaba Landfill - Phyto-capping Stage 1, Southern and Western Batters	802,500	-	-		Now an operational project.
Waste & Recycling Administration	Woodgate - Power Connection & Shop Shed	200,000	200,000	14,482		Initial discussions held with Major Projects
Waste & Recycling Administration	QTC Loan Redemption for Waste & Recycling Administration	455,000	455,000	124,445		
Waste Disposal Facilities	2015/2016 BUNDABERG WMF (University Drive) - Design Administration Building and Recycle Drop Off	165,500	165,500	6,942		Quotes closed and site preparations commenced.
Waste Disposal Facilities	2016/2017 Bundaberg Regional Landfill - (Cedars Road) - Cell 3 Design, Tender & Construction (2017/2018)	4,294,000	4,294,000	750,279		Bulk earthworks completed.
Waste Disposal Facilities	Cedars Road - Upgrade Office at Cedars Road Landfill	40,000	40,000	140		Design commenced.
Waste Disposal Facilities	CWR2057.2016 - Bundaberg Regional Landfill, South Bingera - Gas System Stage Two, Expenditure for Next Lift W15585	70,000	70,000	-		Unlikely that works will be completed this year due to stage of cell lifts.
Waste Disposal Facilities	Childers - Design of new transfer station gateway & roadworks.	50,000	50,000	-		
Waste Disposal Facilities	Asphalt Road Sealing at Meadowvale Waste Facility	55,000	55,000	-		
Waste Disposal Facilities	Cedars Road Landfill - Interim Capping Cedars Road Cell 2 NB: GL-11284.5097	-	87,550	-		Restoration provision for future works.
Waste Disposal Facilities	University Drive Landfill - Interim Capping University Drive Landfill - GL 11284.5097	-	51,500	-		Restoration provision for future works.
General Facilities/Council Wide	QTC Loan Redemption for General Facilities	1,571,000	1,571,000	396,446		
Strategic Projects Co-ordination	Economic Development - Bundaberg Art & Innovation Hub - Redevelopment of CBD Fire Station. 2017/2018 & 2018/2019	500,000	500,000	-		
Strategic Projects Co-ordination	Strategic Projects Co-ordination - Purchase of Queensland Rail, 25A Quay St - Lot6/CK807686 & Lot224/SP107951. \$400K Plus GST - Riverside Master Plan	-	400,000	-		Budget reprovioned from 2016-17 FY.
Strategic Projects Co-ordination	Economic Development - Implementation of Stage 1 of the BRC Heritage Tourism Trail focusses on the Bundaberg CBD	50,000	-	-		Budget reallocated to Tourism Services.
Strategic Projects Co-ordination	Economic Development - Purchase of former PCD Site from State Government as part of the Riverfront Master Plan.	1,000,000	1,000,000	-		
Strategic Projects	Major Projects - Strategic Projects - Bundaberg Showgrounds Redevelopment - Development of the Bundaberg City Showground Site (Multiplex Building) (Replaces W7194)	350,000	-	-		Work Order closed Budget reallocated to IBU1957.2015 - Multi-Use Sport and Community Centre (Multiplex) - Stage 1 Finalisation Costs.
Strategic Projects	2017/2018 - Strategic Projects - Showground Redevelopment - Multi-Use Sport and Community Centre - Stage 2	7,500,000	9,400,000	3,546,065		Construction Phase. Funds reprovioned from 2016-17 Budget.

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Strategic Projects	IMD1466.2012 - Bundaberg Aquatic Centre - Feasibility Investigations and Design and Construction of Stage One	200,000	200,000	-		Investigations underway.
Strategic Projects	IAS2328.2016 - Anzac Pool and Park Redevelopment	100,000	100,000	-		Investigations underway.
Strategic Projects	IBU2329.2016 - Staff Accommodation Strategy	200,000	200,000	-		Investigations underway.
Strategic Projects	IBU1957.2015 - Multi-Use Sport and Community Centre (Multiplex) - Stage 1 Finalisation Costs (Refer to W15745 for previous costs)	-	350,000	74,563		Budget allocated from Bundaberg Showgrounds Redevelopment - Development of the Bundaberg City Showground Site. Currently in finalisation phase.
Strategic Projects	IPE2177.2016 - Burnett Heads CBD Revitalisation	4,800,000	4,800,000	159,682		Construction Tender Awarded.
Strategic Projects	ICC1721.2014 - Bundaberg CBD Revitalisation	8,000,000	8,000,000	22,112		Design Tender Awarded.
Strategic Projects	IRD2223.2016 - Bundaberg Rum Distillery, Bundaberg East - Streetscape Upgrade	1,000,000	1,000,000	15,990		
Footpaths & Network Pathways	Esplanade Bargara - Install Solar Pathway Lighting between Whalley Street and Schuhcraft Drive (2016/2017 Minor Pathway Project)	-	80,000	57,765		2016/17 Unspent Reprovision and Inc Capital for installation.
Footpaths & Network Pathways	Money's Creek, The Causeway Bargara - Safety Improvements (to be capitalised with W16220)	-	31,749	-		2016/17 Unspent Reprovision.
Footpaths & Network Pathways	Pathways - Minor Upgrades	307,000	307,000	-		
Footpaths & Network Pathways	Pathways - Preconstruction Planning	100,000	100,000	-		
Footpaths & Network Pathways	2015/2016 Avoca Street (Updated 25/11/2015) - Construct Concrete Pathway 270m Long x 2m Wide - From O'Connell Street to Existing Sealed Path west of McCormack Street	-	2,252	2,252		2016/17 Project Finalisation Costs.
Footpaths & Network Pathways	IRD2084.2016 - 2015/2016 FE Walker Street, Bundaberg - Construct Concrete Pathway between Boundary Street and Totten Street (New)	-	176,000	174,423		2016/17 Unspent Reprovision and Inc. Capital.
Footpaths & Network Pathways	IRD1984.2015 - Baldwin Swamp Multi Modal Pathways - Que Hee Street to Bundaberg Ring Road - Survey and Design and Construction of Pathway	1,000,000	1,000,000	775		
Footpaths & Network Pathways	IRD2283.2016 - Elliott Heads Road, Kepnock - Pathway (FE Walker Street to Kepnock Road)	175,000	175,000	-		
Footpaths & Network Pathways	IRD2191.2016 - Quay Street East / Scotland Street, Bundaberg East - Pathway Principal Cycle Network Plan - Kendall Street to Petersen Street	280,000	280,000	-		
Footpaths & Network Pathways	IRD2294.2016 - Maynard Street, Norville - Pathway Construction - Lester Street to McNeilly Street	100,000	100,000	-		
Footpaths & Network Pathways	IRD2518.2017 - Maryborough Street, Bundaberg - Pathway Rehabilitation Stage 1 - Between Bourbong Street and Woongarra Street - Existing Pavers Removed and Reused Following Re-establishment of the Base Under the Pavers	-	2,115	2,115		2016/17 Project Finalisation Costs.
Footpaths & Network Pathways	Works for Queensland 2017 - Sylvan Drive, Moore Park - Pathway from Plumtree Court to Royal Boulevard	160,000	152,511	105,433		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Whalley Street, Bargara - Pathway between Croft Street to Esplanade	100,000	120,000	96,988		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Tanner Street, Bargara - Pathway between Clarke Street and Bauer Street, excluding Bowls Club	31,000	70,000	67,568		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Croft Street, Bargara - Pathway between McCavanagh and Whalley Street	100,000	108,000	2,350		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - See Street, Bargara - Pathway between Bauer Street and Whalley Street	6,000	12,254	10,951		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Ashby Lane and Macrossan Street, Childers - Footpath for Pedestrian Access to Medical Centre	40,000	30,000	28,105		Works for Queensland Project - adjusted budget to align with construction schedule.

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Footpaths & Network Pathways	Works for Queensland 2017 - Clarke Street, Bargara - Pathway between Croft Street and See Street	80,000	112,000	105,032		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Burnett Street, Bundaberg South - Pathway from Barolin Street to Maryborough Street	-	43,000	42,289		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Adams Street, Bundaberg West - Pathway from Crofton Street to Walker Street	-	79,000	76,710		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Crofton Street, Bundaberg West - Pathway from Burrum Street to Bingera Street	-	40,000	38,584		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Dittmann Road, Avoca - Pathway from Avokahille Avenue to Branyan Drive	100,000	97,189	9,826		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Johnston Street, Millbank - Pathway from Boelewski Street to Hampson Street	-	57,000	55,019		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Duffy Street, Millbank - Pathway joining Avoca Street Pathway and Johnston Street Pathway	-	63,982	62,050		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Elliott Heads Road and McCarthy Street, Avenell Heights - Pathway	-	15,196	16,555		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Watsons Road, Bargara - Pathway, Moodies Road to Woongarra Scenic Drive	-	70,000	4,393		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Branyan Drive, Avoca - Pathway, Twyford Avoca to Avoca Street	230,000	225,448	10,123		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Innes Park Road, Innes Park - Pathway, Coolanblue Avenue to Carla Drive	-	171,203	3,213		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Queen Street, Bundaberg North - Pathway - Gavin Street to Gavegan Street	-	113,037	4,524		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Sylvan Drive, Moore Park - Pathway, Sandpiper to Plum Tree, Moore Park	140,000	136,879	105,024		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	Works for Queensland 2017 - Barolin Esplanade, Coral Cove - Pathway, 170 Barolin Esplanade to Coral Cove Drive	250,000	244,908	4,033		Works for Queensland Project - adjusted budget to align with construction schedule.
Footpaths & Network Pathways	IRD2486.2017 - Eastgate Street, Bundaberg East - Pathway Construction from Bargara Road to Skyring Street	80,000	80,000	-		
Footpaths & Network Pathways	IRD2487.2017 - Lihs Street, Elliott Heads - Pathway Construction from Car Park to Saunders Street	180,000	180,000	-		
Footpaths & Network Pathways	IRD2488.2017 - Bourbong Street, Millbank - Pathway Construction from Mate Hospital to O'Connell Street (Northern Side)	86,000	86,000	-		
Roads	IRD1495.2012 - Gibsons Road, Burnett Heads - Upgrade Widening and Seal between Kinch Street and Burnett Heads Road	220,000	220,000	1,813		
Roads	IRD1525.2013 - TIDS/BRP - New Munduran Bridge over Kolan River (TMR Project No 211/LGSR/10 [TIDS Funding 2015/2016 \$71,500 and 2016/2017 \$566,500] IRD1525	-	3,000	2,902		2016/17 Unspent Reprovision.
Roads	Eggmolesse Street - Upgrade to Sealed Standard	700,000	789,141	192,347		2016/17 Unspent Reprovision.
Roads	Roads - Minor Projects - Minor Projects as Approved by Council	150,000	129,000	-		Funded from minor capital Budget Allocation.
Roads	Roads - Road Rehabilitation	6,000,000	4,641,385	-		Funded from Budget Allocation.
Roads	Roads - Road Resurfacing, Overlay and Re-sheeting	5,500,000	3,080,000	-		Funded from Budget Allocation.
Roads	Roads - Preconstruction Planning - Budget Work Order	1,000,000	978,820	-		Funded from Budget Allocation.
Roads	BLACKSPOT - 2016/2017 Scotland Street/Eastgate Street - Intersection Safety Improvements - Preconstruction Planning	360,000	580,000	222,655		New Blackspot (Grant) Project.
Roads	BLACKSPOT - 2016/2017 Walla Street and George Street - Intersection Safety Improvements	-	352,000	350,281		2016/17 Unspent Reprovision.

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Roads	IRD2036.2016 - Wonbah Road, Gaeta - Seal Steep Grade Sections to Reduce Maintenance Cost and Improve Wet Weather Access for School Bus (2016/2017 Minor Roads Project)	-	15,000	14,918		2016/17 Project finalisation costs.
Roads	Budget Work Order - Seal Road Verges to reduce ongoing Maintenance Works	100,000	100,000	162		
Roads	IRD1977.2015 - On-Road Cycle Path Improvements - Various - Provision and Upgrade of On-Road Cycle Facilities (PCNP) on Avoca Street/Branyan Drive, between Takalvan Street & Dittmann Road - Budget Work Order (2016/2017 Minor Roads Projects)	150,000	558,740	110,761		2016/17 Unspent Reprovision.
Roads	Creek Crossing Upgrades (General) - Various - Upgrade Existing Creek Crossings to reduce Emergency/Maintenance Works - Budget Work Order (2016/2017 Roads Minor Works Projects)	50,000	50,000	-		
Roads	IRD2031.2016 - Intersection Safety Improvements - Bundaberg - Safety Improvements at Give Way/Stop Intersections in Bunaberg to Reinforce Intersection Controls (Line Markings, Signage, Medians) (2016/2017 Minor Roads Project)	-	87	87		2016/17 Project finalisation costs.
Roads	IRD2027.2016 - Bauer Street, Bargara - Shared Zone See Street to Esplanade (2016/2017 Minor Roads Project)	-	310	310		2016/17 Project finalisation costs.
Roads	Bus Stop and Shelter Upgrade - Various Upgrades of Bus Facilities [Translink]	25,000	25,000	-		
Roads	IRD2231.2016 BLACKSPOT - Payne Street/Warell Street - Intersection Safety Improvements (Construction in 2017/2018 if Funding Application Successful)	-	142,500	413		New Blackspot (Grant) Project.
Roads	BLACKSPOT - Woondooma Street/Targo Street - Intersection Safety Improvements (Construction in 2017/2019 if Funding Application Approved)	-	291,500	323		New Blackspot (Grant) Project.
Roads	BLACKSPOT - Woondooma Street/Tantitha Street - Intersection Safety Improvements (Construction in 2017/2018 if Funding Application Successful)	-	344,000	266		New Blackspot (Grant) Project.
Roads	Hughes Road Extension - Stage 2 - Wearing Road to Watsons Road	600,000	600,000	-		
Roads	TIDS - Bundaberg Central State School Construct Childrens Crossing in Woondooma Street 2016/2017 (SafeST) [TMR Project No 211/LGSR/49]	-	337	337		2016/17 project finalisation costs.
Roads	IRD1525.2013 - Monduran Road, Monduran - Upgrade to Approach Road on East Side of the Kolan River	-	150,000	140,158		2016/17 Unspent Reprovision.
Roads	IRD2228.2016 - Branyan Road Cross Drainage Upgrade - Flood Evacuation Route - National Disaster Resilience Program Subsidy 2016/2017	-	425,930	341,812		2016/17 Unspent Reprovision.
Roads	IRD1484.2012 - Windermere Road Culvert Upgrade - Flood Evacuation Route - Natural Disaster Resilience Program 2016/2017	350,000	420,814	403,028		2016/17 Unspent Reprovision.
Roads	Hawe Road, Electra - Rehabilitation Works CH 500 to CH 2600	-	120,000	1,379		2016/17 Unspent Reprovision.
Roads	Church Road, South Kolan - Rehabilitation Works CH 825 to CH 1455	-	75,000	2,069		2016/17 Unspent Reprovision.
Roads	Goodburrum Road, Welcome Creek - Rehabilitation Works CH 7300 to CH 10240	-	4,422	4,422		2016/17 Unspent Reprovision.
Roads	Zielkie Avenue, Kalkie - Rehabilitation Works CH 485 to CH 600	-	140,000	2,069		2016/17 Unspent Reprovision.
Roads	16/17 Roads Rehabilitation Projects. St Kilda Road Tirroan. Start CH: 2935 End CH: 3960. Stabilise and Cut drains and shoulder grade prior to top coat seal over entire section. Project ID: 584.	-	140,000	-		2016/17 Unspent Reprovision.
Roads	16/17 Roads Rehabilitation Projects. Currajong Farms Road Wallaville. Start CH: 2690 to End: 3660. Stabilise to 150mm Depth.	-	190,000	-		2016/17 Unspent Reprovision.

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Roads	IRD2299.2016 - Fairydale Bridge, Welcome Creek - Bridge Refurbishment - Replacement of Timber Components and Pavement Surface	-	27,000	26,404		Funded from rehabilitation Budget Allocation.
Roads	IRD2224.2016 - Johnston Street, Avoca - Upgrade from Twyford Street including Duffy Street - Widening and Kerb Construction	650,000	650,000	11,523		
Roads	IRD2225.2016 - Moorlands Road, Moorland - Widen Existing 0.7 km Narrow Sealed Section Between Quinns Rd and Beestons Rd	380,000	380,000	15,459		
Roads	IRD2310.2016 - Mt Perry Service Road, Bundaberg North - Upgrade and Seal Gravel Sections, Reseal existing and Improve Drainage	200,000	200,000	3,046		
Roads	IRD2318.2016 - Cloyne Road, Drinana - Widening of Narrow Sealed Road CH 2.01 km to CH 3.36 km	455,000	455,000	-		
Roads	IRD2319.2016 - Tantitha Road, Gooburrum - Widen and Seal Road Shoulders between Fairymead Road and Melaleuca Road	350,000	350,000	-		
Roads	IRD1513.2012 - Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 4.3 km and CH 10.3 km	2,650,000	2,650,000	10,287		
Roads	ISD1972.2015 - Powers Street, Buxton - Floodway Cross-Drainage Upgrade - Improve Flood Immunity of Culvert	320,000	320,000	6,491		
Roads	IRD2376.2017 - Works for Queensland 2017 - Sharon Boat Ramp Road and Access, Sharon - Reseal and Rehabilitation	-	36,680	189		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2432.2017 - Works for Queensland 2017 - Bingera/Woondooma Intersection, Bundaberg West - Verge Sealing	-	119,264	743		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2378.2017 - Works for Queensland 2017 - McDonalds Road, North Isis - Chainage 2750 to Chainage 3450.	-	70,000	67,353		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Cran Lane, Childers - Seal Road 190m	-	37,000	36,123		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2380.2017 - Works for Queensland 2017 - Stockyard Road, Redridge North Isis - Widen existing 3.2m wide bitumen seal road each side to a 7.0m formation with a 6.0m (14/10mm) 2 Coat Bitumen Seal. Pavement widening shall consist of existing shaped shoulder gravel to form a select subgrade plus additional 100mm of Type 2.3C Gravel. Chainage Ch1050. (650m)	-	41,000	40,854		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2453.2017 - Works for Queensland 2017 - Webbs Road, Redridge - Seal 800m of Gravel Road, 6m wide	-	421	421		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Bootharh Road, Horton - Upgrade Intersection to Bitumen Seal (300m)	-	51,000	50,596		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Woodgate Esplanade, Woodgate - Seal Car Park Area, Kerb and Channel and Drainage	80,000	85,000	15,538		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Starkey and Lund Streets, Invicta - Bitumen Seal	180,000	179,066	89,870		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Mills Street, Invicta - Seal Road	40,000	39,374	23,900		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Shady Grove, Bargara - Road Resurface	35,000	34,175	10,222		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Bungadoo Road, Bungadoo - Seal Southern Section	129,000	129,000	15,032		
Roads	Works for Queensland 2017 - Bungadoo Road, Bungadoo - Seal North Section 2. Ch2550 to Ch3065. Upgrade existing section of gravel road to a 6.0m Two Coat Bitumen Seal (14/10) in a 7.0m formation where possible. Table drains to be cleaned and shaped under general maintenance.	-	65,679	1,412		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Christensens Road, Booyal - GATT Seal	-	35,207	35,207		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Bussey Street, Bargara - Road Resurface	35,000	34,464	1,084		Works for Queensland Project - adjusted budget to align with construction schedule.

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Roads	Works for Queensland 2017 - Runges Road, Damascus - Seal Road	25,000	38,000	36,496		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Bingera Street / Crofton Street, Bundaberg West - Intersection Verge Sealing	-	129,222	1,652		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Duffy Street, Burnett Heads - Road Sealing	65,000	64,504	214		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Faldt Street, Norville - Verge Sealing	81,000	56,000	55,366		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Johnston Street, Millbank - Road Widening	11,000	18,100	18,095		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Johnston Street, Millbank - Verge Sealing	200,000	199,625	98,705		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Gahans Road, Kalkie - Upgrade Western Side Drainage, Kerb and Channel and Widening	230,000	350,000	47,778		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Nelson Street, Norville - Verge Sealing, Stedman Street to East End	-	795	795		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Avenell Street, Avenell Heights - Verge Sealing, Barolin Street to Hort Street	-	492	492		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2434.2017 - Works for Queensland 2017 - Jacobsen Street, Norville - Verge Sealing, Stedman Street to East End	-	1,360	1,360		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2435.2017 - Works for Queensland 2017 - Garland Street, Norville - Verge Sealing, Miller Street to Ritchie Street	-	86,000	85,511		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2436.2017 - Works for Queensland 2017 - Stedman Street, Norville - Verge Sealing, Maynard Street and Horton Street	-	104,562	104,562		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2437.2017 - Works for Queensland 2017 - Ritchie Street, Norville - Verge Sealing, Maynard Road to Cumming East Road	46,000	47,500	47,465		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2438.2017 - Works for Queensland 2017 - Lester Street, Norville - Verge Sealing, Maynard Street to Logan Street	22,000	30,000	29,999		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2440.2017 - Works for Queensland - Water Street, Walkervale - Verge Sealing from McCracken Street towards Alice Street	-	287	287		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2442.2017 - Works for Queensland 2017 - Dunn Street, Avenell Heights - Verge Sealing from Gibson Street to 82 Dunn Street	-	661	661		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2443.2017 - Works for Queensland 2017 - Cullen Street, Walkervale - Verge Sealing from Hurst Street to McCracken Street	-	330	330		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2444.2017 - Works for Queensland 2017 - McCracken Street, Walkervale - Verge Sealing from Cullen Street to 40 McCracken Street, Southern Side	-	460	460		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	IRD2445.2017 - Works for Queensland 2017 - McCracken Street, Walkervale - Verge Sealing from Cullen Street to 33 McCracken Street Northern Side	-	1,195	1,195		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Price Street, Kensington and Horseshoe Drive, Kensington - Road Rehabilitation and Widening	300,000	22,000	21,238		Works for Queensland Project - adjusted budget to align with construction schedule.
Roads	Works for Queensland 2017 - Fitzgerald Street / Eggmolesse Street, Norville - Construction of Roundabout	1,200,000	1,292,868	342,329		2016/17 Unspent Re-provision.
Roads	IRD2484.2017 - Bourbong Street, Bundaberg - Parking Upgrade Mater Hospital, Install Centre Parkings, Shoulder Sealing Kerb to Kerb, Roundabout Construction	365,000	365,000	3,165		
Roads	IRD2485.2017 - Esplanade, Elliott Heads - Widen Existing Narrow Sealed Road Between Corolla Street and Atkinsons Road	350,000	-	-		Work order changed to W18856.
Roads	IRD2503.2017 - Thabeban Road/Fitzgerald Street, Norville - Intersection Upgrade	-	400,000	3,531		Works for Queensland - Round 2.
Roads	IRD2504.2017 - Minor Capital Roads Project 2017/2018 - Newman Street Burnett Heads Upgrade. \$100,000	100,000	191,015	191,015		Offset with development contribution.

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Roads	IRD2505.2017 - 2017/2018 Minor Capital Roads Project - \$150,000. Buxton Road, Buxton. Road Widening. \$150,000. Seal to 7m. Chainage 18.12 to Chainage 19.55.	150,000	150,000	-		
Roads	IRD2506.2017 - 2017/2018 Minor Capital Roads Project. Intersection Upgrade at Apple Tree Creek Hall Road, Lynwood Road, Orchard Road North Isis. Upgrade intersection to improve safety. \$100,000.	100,000	100,000	-		
Roads	IRD2507.2017 - Budget Work Order - Street Light Installations and Luminaire Upgrades.	25,000	25,000	-		
Roads	IRD2508.2017 - Budget Work Order - Gravel Road Intersection Sealing Program.	50,000	50,000	-		
Roads	IRD2509.2017 - Budget Work Order - Cross Road Drainage Improvements.	100,000	85,000	-		Funded from Budget Allocation.
Roads	IRD2520.2017 - Winfield Road Bridge Replacement (Middle Creek) Scoping and Preliminary Design. Bridge Renewal Funding Application.	-	10,590	10,590		Funded from Budget Allocation.
Roads	IRD2519.2017 - Winfield Road Bridge Replacement (Possum Creek) Scoping and Preliminary Design. Bridge Renewal Funding Application.	-	10,590	10,590		Funded from Budget Allocation.
Roads	Snake Creek Road, Bungadoo - Asset ID CUL01071, Chainage 4.26, Improvement works on Batter/Culvert in conjunction with NDRRA Emergent	-	100,000	16,454		New NDRRA Project - 2017 Rain Event Ex-Tropical Cyclone Debbie.
Roads	IRD2541.2017 - Norton Road, Moore Park Beach - Cross Road Drainage Improvements	-	15,000	12,848		Funded from Budget Allocation.
Roads	IRD2542.2017 - Bituminous Micro-surfacing Program 2017/2018	-	435,000	12,822		Funded from resurfacing Budget Allocation.
Roads	ISD2545.2017 - McDonalds Road Drainage Improvement - Betterment Works (Cyclone Debbie)	-	23,707	23,707		New NDRRA Project - 2017 Rain Event Ex Tropical Cyclone Debbie.
Roads	Sprayed Bitumen Resurfacing Programme 2017/2018	-	1,470,000	15,448		Funded from NDRRA Budget Allocation.
Roads	R100004 NDRRA - Bugadoo Road, Bugadoo - Restoration of Essential Public Assets following Ex Tropical Cyclone Debbie	-	200,000	46,796		New NDRRA Project - 2017 Rain Event Ex-Tropical Cyclone Debbie.
Roads	R100171 NDRRA - Drummond Street and Darwin Street, Apple Tree Creek - Restoration of Essential Public Assets following Ex Tropical Cyclone Debbie	-	50,000	44,830		New NDRRA Project - 2017 Rain Event Ex-Tropical Cyclone Debbie.
Roads	Project Management Costs associated with Delivery of TEN/0249 - Road Rehabilitation Program 2017/2018 - Package 1	-	-	61,380		
Roads	NDRRA - Project Management Costs - Claim 1	-	800,000	4,381		New NDRRA Project - 2017 Rain Event Ex Tropical Cyclone Debbie.
Roads	IRD2543.2017 - Road Rehabilitation Program 2017/2018. Pine Creek Road.	-	591,000	-		Funded from Budget Allocation.
Roads	IRD2543.2017 - Road Rehabilitation Program 2017/2018. Three Chain Road.	-	400,500	-		Funded from Budget Allocation.
Roads	IRD2543.2017 - Capital Road Program 2017/2018. Esplanade Elliott Heads Widening.	-	350,000	1,388		New Capital Project.
Roads	IRD2543.2017 - Road Rehabilitation Program 2017/2018. Gooburrum Road.	-	288,000	4,443		Funded from Budget Allocation.
Roads	IRD2543.2017 - Road Rehabilitation Program 2017/2018 - Package 2	-	50,000	103		Funded from Budget Allocation.
Roads	IRD2664.2017 - Road Access to RV Park - Pyefinch Blvd (Old Showgrounds) - Total Project Cost: \$32,000 exc. GST (\$23,000 to be funded from Roads Minor Capital and \$9,000 from contribution from Caravan Motorhome Club (CMCA) - refer DA 322.2017.48423.1	-	30,000	-		Funded from Budget Allocation.
Roads	IRD2542.2017 - Asphalt Rejuvenation Program 2017/2018. Annual Resurfacing Program. Estimate \$515,000.	-	515,000	-		Funded from Budget Allocation.
Stormwater Drainage	Works for Queensland - Zielkie Avenue, Kalkie - Drainage Improvements	-	-	13,259		Works for Queensland Project - adjusted budget to align with construction schedule.
Stormwater Drainage	Drainage - Preconstruction Planning - Budget Work Order	250,000	250,000	-		

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Stormwater Drainage	Sharon Road Sharon - Drainage Improvements at Northern End of Road - Divert Water to Reduce Flooding to Houses Fronting Sharon Road	150,000	20,000	-		Now Funded from major drainage Budget Allocation.
Stormwater Drainage	ISD2047.2016 - Kepnock Drain Upgrade 2016/2017 (Realign Existing Culverts) 3/600 RCP's, convert access chambers to grated pits and earthworks for new overflow path for drain in Easement 11 on SP179035. Remove unused sewer manholes in Easement HH on SP179035.	-	107,595	8,409		2016/2017 Unspent Reprovision.
Stormwater Drainage	ISD1243.2013 - Clayton Road Drainage Improvements - Construct Open Drain along Northern Side of Clayton Road from Yellow Water Holes Creek to Chapmans Road (Including Accesses to Properties and Resumptions) (2016/2017 Major Drainage Project)	-	50,000	39,321		2016/2017 Unspent Reprovision.
Stormwater Drainage	ISD2042.2016 - Langbeckers Road, Thabeban - Drainage Protection Works at 56 Langbeckers Road Area (2016/2017 Minor Drainage Project)	100,000	100,000	-		
Stormwater Drainage	ISD2028.2016 - Fairydale Moore Park - Tide Gate Drain - Replace Existing Tidal Gates (2016/2017 Minor Drainage Project)	60,000	60,000	17,442		
Stormwater Drainage	ISD1617.2013 - Tara Street and Reid Crescent Innes Park, Innes Park - Innes Park Drainage Improvement Scheme (Rural Residential Estate) (2016/2017) Major Drainage Project)	-	13,883	13,883		2016/2017 project finalisation costs.
Stormwater Drainage	Campbell Street, Gin Gin - Drainage Upgrade (Drainage Preconstruction Planning) - Note TMR are Contributing 50% to Design Cost for negotiations on Construction Contributions	-	350,000	1,630		Funded from Major drainage Budget Allocation.
Stormwater Drainage	ISD2157.2016 - Scour Protection Adam Street to the Port. Minor Works Drainage protection	-	9,082	9,082		2016/2017 Unspent Reprovision.
Stormwater Drainage	ISD1670.2014 - 2016/2017 Thabeban Stormwater Drainage Scheme - Stage 3	3,000,000	3,648,123	10,273		2016/2017 Unspent Reprovision.
Stormwater Drainage	ISD1025.2011 - West Bundaberg Drainage Upgrade, Preconstruction and Detailed Design	50,000	50,000	514		
Stormwater Drainage	ISD1232.2011 - Tara Street and Reid Crescent, Innes Park - Drainage Improvements in Rural Residential Estate	200,000	285,000	1,093		Original budget based on estimate. Revised budget based on detailed design.
Stormwater Drainage	ISD1965.2015 - Twyford Street/Johston Street, Avoca - Drainage Improvements with Road - Refer to W18306 and W18307	350,000	350,000	3,920		
Stormwater Drainage	ISD2266.2016 - Esplanade, Woodgate - Drainage Upgrade Development Agreement (Truck Infrastructure Contribution to Development Works - Hampson Development)	180,000	180,000	-		
Stormwater Drainage	Budget Work Order - Major Drainage Improvement Projects 2017/2018	1,500,000	630,000	-		Funded from Budget Allocation.
Stormwater Drainage	Works for Queensland 2017 - Zielkie Avenue, Kalkie - Underground Drainage	190,000	350,000	199		Works for Queensland Project - adjusted budget to align with construction schedule.
Stormwater Drainage	ISD2510.2017 - 2017/2018 Minor Capital Drainage Project - Lord Street, Childers - Drain Protection Works (Reinstate drain and install scour protection measures) - \$20,000	20,000	20,000	-		
Stormwater Drainage	ISD2511.2017 - 2017/2018 Minor Capital Drainage Project - Dear Street Gin Gin - Upgrade and Repair existing roadside drains between Mulgrave Street and Elliott Street - \$80,000	80,000	80,000	1,701		
Stormwater Drainage	ISD1548.2013 - 2017/2018 Minor Capital Drainage Project - McNeilly/Grange Streets Norville - Drainage Pipe Diversion (Divert existing drainage pipe located under house along property boundaries. Including easement acquisitions). \$50,000. Easement Acquisition is Non-Capital.	50,000	50,000	-		

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Stormwater Drainage	ISD2512.2017 - 2017/2018 Minor Capital Drainage Project - Erindale Street Kensington - Drainage Pipe Diversion (Easement Acquisition and Open Drain 27 Erindale Avenue). \$50,000. Easement Acquisition is Non-Capital.	50,000	50,000	-		
Stormwater Drainage	ISD2513.2017 - 2017/2018 Minor Capital Drainage Project - Bargara Lakes Drive Bargara - Drainage Improvements (Install Gully Inlets at Cascade Parade and Connect to open drain at 20 Bargara Lakes Drive). \$60,000.	60,000	60,000	9,972		
Stormwater Drainage	ISD1511.2012 - 2017/2018 Minor Capital Drainage Project - Ten Mile Road Sharon - Drainage Improvements (Acquire drainage easement and construct drain to alleviate flooding at 32 Ten Mile Road). \$70,000. Easement acquisition cost is Non-Capital.	70,000	70,000	-		
Stormwater Drainage	ISD2514.2017 - 2017/2018 Minor Capital Drainage Project - 3 Ferny Parade Branyan - Drainage Improvements (Upgrade roadside drains and access culverts to on upstream side of road to minimise overtopping of road). \$10,000.	10,000	30,000	-		Original budget based on estimate. Revised budget based on detailed design.
Stormwater Drainage	ISD2515.2017 - 2017/2018 Minor Capital Drainage Project, Invicta Drainage Path Avondale. (Deal with Gully through 10 Starky Street Avondale). \$50,000.	50,000	50,000	-		
Stormwater Drainage	ISD2516.2017 - 2017/2018 Minor Capital Drainage Project, Bargara Views Detention Basin Bargara (Fill Detention Basin). \$50,000.	50,000	50,000	-		
Stormwater Drainage	ISD1751.2014, Willis Street, Sharon - Burnett Downs Estate - Upgrade Drainage Work	-	650,000	4,053		Funded from Major drainage Budget Allocation.
Depot Operations	IBU2304.2016 - Bundaberg Depot - Minor Plant Shop - Replace Roof Sheets and purlins	75,000	75,000	26,017		
Depot Operations	IBU2302.2016 - Operations Centre - Installation of Solar Panels - 2017/2018	25,000	25,000	159		
Depot Operations	IRD2307.2016 - Kalkie Depot - repair failed pavement and seal	21,000	21,000	-		Roads & Drainage have committed for the work to be completed in the 3rd or 4th quarter.
Depot Operations	IRD2306.2016 - Childers Depot (Renewal) - Pave and Seal area adjacent to wash-down pad and Road and Drainage Shed. 2017/2018	15,000	15,000	-		Roads & Drainage have committed for the work to be completed in the 3rd or 4th quarter.
Design Management	IDE2315.2016 - Replacement Total Station - Surveying - 2017/2018	45,000	40,240	42,540		
Design Management	IDE2315.2016 - Replacement of 2x RTK GPS radios (Airport & Hummock) - CORS network - 2017/2018	8,800	8,800	-		Currently programmed for 3rd quarter purchase.
Fleet Management	Fleet Purchases 2017-2018 - various new fleet purchases	4,650,000	4,665,000	-		Budget allocation for Program of Works. 35.0% of the 2017/2018 annual plant replacement program has been committed at 1st quarter's end.
Fleet Management	Purchase 1 only Gravely Compact Pro 34 Mower with Mulch Kit	-	-	9,082		Purchase has been completed.
Fleet Management	QTC Loan Redemption for Fleet Management	414,000	414,000	106,708		
Wastewater Services	IWW2534.2017 - Childers Wastewater Treatment Plant - New Storage Shed	-	14,500	-		30% complete. Materials are on order and project has been assigned to AMS to construct.
Wastewater Services	IWW2534.2017 - Bargara WWTP Laboratory & Amenities Building	-	30,000	2,078		70% complete. WIP. Painting to be completed in order to finalise works.
Wastewater Services	IWW2535.2017 - Trevors Rd SPS - Replace Pumps	-	9,000	-		10% complete. Pumps are currently being sized.
Wastewater Services	IWW2535.2017 - Sandhills Dr SPS - New Pumps	-	5,500	3,591		50% complete. Pumps have been purchased, awaiting installation.
Wastewater Services	IWW2535.2017 - Thornton Street SPS - Renew Fascia	-	12,000	2,317		Project completed.
Wastewater Services	Budget - Wastewater - Capital Plant & Equipment	150,000	7,500	-		Project completed.
Wastewater Services	Works for Queensland 2017 - Thabeban Wastewater Treatment Plant, Thabeban - PV System	32,000	118,055	57,358		95% complete pending final payments.

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Wastewater Services	Works for Queensland 2017 - Bargara Wastewater Treatment Plant, Bargara - PV System	22,000	112,333	56,946		95% complete pending meter replacement and final payments.
Wastewater Services	Works for Queensland 2017 - Millbank Wastewater Treatment Plant, Millbank - PV System	445,000	461,588	36,680		60% complete. Civil works complete. Electrical work to commence late October and may extend beyond the November deadline.
Wastewater Services	IWW2532.2017 - Plant and Equipment - Flow Injection Analyser	-	120,000	-		5% complete. WIP. Procurement to be completed by November 2017.
Wastewater Services	IWW2532.2017 - Plant and Equipment - Wastewater Auto-sampler.	-	10,000	8,732		Project completed.
Wastewater Services	IWW2532.2017 - Plant and Equipment - CCTV Camera Unit	-	12,500	10,494		Project completed.
Wastewater Services	IWW2534.2017 - Childers Wastewater Treatment Plant - Micro-surfacing of Access Road	-	9,000	-		Not yet commenced.
Wastewater Services	Rubyanna Sewerage Treatment Plant - Design and Construction of Plant.	21,913,000	22,835,778	7,430,728		60% complete. WIP.
Wastewater Services	Rubyanna Wastewater Treatment Plant - Project Administration and Control (All Stages)	40,000	109,593	11,826		60% complete. WIP.
Wastewater Services	IWW1820.2014 - Hughes Road/Blain Street, Bargara - Reticulation Renewal - SPS Gravity Main Conversion to Rising Main	-	60,000	51,610		95% complete. Decommissioning of existing switchboard is still outstanding. Project to be completed by Dec 2017.
Wastewater Services	2015/2016 Sewerage Treatment Plant Upgrade - Construct and Install Aluminium Dosing Facility to Remove Phosphorus (Millbank WWTP Catchment)	130,000	156,262	-		4% complete. Civil design has commenced. Construction will be offered to AMS for delivery April 2018.
Wastewater Services	Sewer Pump Stations - Install Sewerage Pump Station at Bundaberg Regional Airport Aviation Precinct	400,000	400,000	8,183		10% complete. Design complete. Tenders to be called for the construction.
Wastewater Services	2016/2017 - Woodgate Vacuum Sewer Extension (New SPS and Vac Mains)	1,820,000	2,064,797	119,014		Design complete. M&E components are on order. Civil construction to be tendered in October 2017.
Wastewater Services	2016/2017 - Belle Eden Gravity Main Construction	1,000,000	1,000,000	-		0% complete. Awaiting direction from the Development Group on whether project is to proceed.
Wastewater Services	SPS Renewals	380,000	155,100	-		Budget repositioned to fund Work Program.
Wastewater Services	Wastewater Reticulation Renewals (Coastal & Hinterland)	850,000	447,500	-		Budget repositioned to fund Work Program.
Wastewater Services	Wastewater Treatment Plant Renewals (Coastal & Hinterland)	440,000	236,393	-		Budget repositioned to fund Work Program.
Wastewater Services	IWW1458.2012 - Woongarra Scenic Drive SPS - Odour Reduction	-	44,661	3,843		70% complete. Building works in progress.
Wastewater Services	2016/17 Sewer Pump Station Renewals - Thompson Road SPS - Replace section of rising main	-	471	471		90% complete. Final checks to be made on flowmeter before project is complete.
Wastewater Services	2016/17 Sewer Pump Station Renewals - Moodies Road diversion of pipework	-	17,584	9,398		60% complete. Change-over planned to be undertaken in Oct 2017, which shall finalise project.
Wastewater Services	2016/17 Sewer Pump Station Renewals - Replace wooden doors with aluminium doors at Alexandra, Thorton, Tallon Bridge, Queens St, Orr & Syphon - for better security	-	12,899	109		5% complete. WIP.
Wastewater Services	2016/17 Wastewater Treatment Plant Renewals - Woodgate Wastewater Treatment Plant - Extension of existing irrigation sprinklers to increase effluent irrigation area	70,000	70,000	-		40% complete. Pipework & fittings have been ordered. AMS fabricating S/S pipework.
Wastewater Services	2016/17 Wastewater Treatment Plant Renewals - Bargara Wastewater Treatment Plant - Replace Poly Dosing Facility & HMI	-	40,000	37,132		80% complete. Unexpected problems in electrical integration of new skid and water pressure requirements. Plumbing -\$6K, Automation mods -\$8K.
Wastewater Services	2016/17 SCADA Upgrades - Childers SPS	-	905	905		Project completed.
Wastewater Services	Port Sewerage Infrastructure - Installation of Gravity Reticulation System	280,000	280,000	29,941		Project completed.
Wastewater Services	Port Sewerage Infrastructure - Rowlands Road SPS - Electrical (Switchboard)	-	606	606		90% complete. Final checks to be made on switchboard before project is complete.
Wastewater Services	IWW2109.2016 - Pebble Beach Drive, Coral Cove - New Pump Station, Rising Main and Gravity Main - Construction 2017 FY	-	142,592	118,585		95% complete. Pump testing outstanding.

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Wastewater Services	IWW2114.2016 - Burnett Heads CBD Sewerage Infrastructure - sewer gravity system, sewer pump station & A DN150 sewer pressure main connecting the new sewer pump station to the existing sewer pump station at Rowlands Road	2,100,000	2,100,000	493		20% complete. Design complete. Tenders have been called for the construction.
Wastewater Services	2017/18 - IWW2113.2016 - Innes Park Dry Sewers - Renewal of Dry Sewers to improve standard in order to enable connection post the completion of Deering Place SPS	600,000	600,000	52,920		60% complete. Phase 1 complete. Phase 2 testing complete with follow-up rectifications outstanding. Phase 2 is on track for Dec 2017 completion.
Wastewater Services	IWW2193.2016 - Childers WWTP Upgrade	200,000	200,000	6,876		5% complete. Design tenders are being evaluated.
Wastewater Services	IWW2194.2016 - Gin Gin Wastewater Treatment Plant Upgrade	100,000	100,000	4,584		5% complete. Design tenders are being evaluated.
Wastewater Services	Works for Queensland 2017 - Thabeban Wastewater Treatment Plant, Thabeban - Septage Reveal System	45,000	160,914	26,510		15% complete. Design complete. Civil works to commence in Oct 2017. Installation of equipment planned for early November.
Wastewater Services	Sewerage Reticulation - Gin Gin Backpackers Accommodation, Aplin Terrace, Gin Gin - Sewerage Connection	190,000	190,000	-		0% complete. Resolution required on the scope of works. Meeting with Development Group to discuss.
Wastewater Services	IWW2521.2017 - Kelly's Road SPS, Thabeban - Renewal of both #1 and #2 Pumps	-	10,870	8,586		10% complete. Pump specification has been finalised and pumps are on order.
Wastewater Services	IWW2521.2017 - Verdant Siding SPS, Thabeban - Renewal of both #1 and #2 Pumps	-	10,870	7,787		10% complete. Pump specification has been finalised and pumps are on order.
Wastewater Services	Childers Wastewater Treatment Plant - Renewal of RAS No. 1 Pump (EQ-53285)	-	15,000	8,558		Project completed.
Wastewater Services	IWW2533.2017 - Woodgate Reticulation - Replace Vacuum Valves	-	50,000	-		50% complete. Valves have been purchased and shall be installed during routine maintenance.
Wastewater Services	IWW2533.2017 - Bundaberg QWRAP Sewer Relining Program	-	250,000	-		0% complete. Resolution required on the scope of works. Meeting with Development Group to discuss.
Wastewater Services	IWW2533.2017 - Bargara QWRAP Sewer Relining Program	-	80,000	-		0% complete. QWRAP relining program to commence in November 2017.
Wastewater Services	IWW2533.2017 - Bundaberg Sewer Reticulation - Reline Sewer Manholes	-	15,000	-		0% complete. Scope of works to be modified to include additional chambers. Reviewed estimate to be prepared based on additional works.
Wastewater Services	IWW2533.2017 - Bargara Sewer Reticulation - Reline Sewer Manholes	-	7,500	-		0% complete. Scope of works to be modified to include additional chambers. Reviewed estimate to be prepared based on additional works.
Wastewater Services	IWW2534.2017 - Childers WWTP - Replace Existing No 1 RAS Pump Plus Spares	-	11,000	-		Project completed.
Wastewater Services	IWW2534.2017 - Childers WWTP - Replacement of No.2 Blower	-	7,000	-		Project completed.
Wastewater Services	IWW2534.2017 - Millbank WWTP - Upgrade WAS Pump Station	-	73,400	-		10% complete. Planning & scope complete.
Wastewater Services	IWW2534.2017 - Millbank WWTP - Purchase RAS Pump and VSD Unit	-	3,607	2,616		10% complete. Planning & scope complete.
Wastewater Services	IWW2534.2017 - Millbank WWTP - Replace Belt Press	-	25,000	-		0% complete. Consultant to be engaged to undertake evaluation. Work has not commenced.
Wastewater Services	IWW2534.2017 - Bargara WWTP - Isolate Structure and Remove Auger for Repairs	-	9,300	-		0%. Project has not commenced.
Wastewater Services	IWW2534.2017 - Thabeban WWTP - Upgrade Cabling due to Rat Chew	-	6,800	-		0% complete. Documentation on cabling to be updated and uploaded to plans register. Project has been assigned to AMS.
Wastewater Services	IWW2535.2017 - Tallon Bridge SPS Rising Main - Install a 250mm valve	-	9,200	5,440		Project completed.
Wastewater Services	IWW2535.2017 - Tallon Bridge SPS - Divert the Delivery Pipework of the Pump Aviation away from Ferric Station	-	13,000	-		20% complete. WIP.
Wastewater Services	IWW2535.2017 - Chards Rd SPS - Replace Switchboard	-	55,000	447		20% complete. Switchboard has been ordered, awaiting delivery.
Wastewater Services	IWW2535.2017 - Thompson Road SPS - Replace Pumps	-	19,000	249		20% complete. Pumps are currently being sized by AMS.
Wastewater Services	IWW2535.2017 - Lord Street SPS - Replace Pumps	-	18,000	166		30% complete. WIP. Project has been assigned to AMS.
Wastewater Services	IWW2535.2017 - Jefferies Street SPS Improvements	-	6,800	-		5% complete. AMS are currently designing the improvements.

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Wastewater Services	IWW2535.2017 - Fritz Street SPS - Install New Pole and Pipework	-	6,000	-		0% complete. Not yet commenced.
Wastewater Services	IWW2535.2017 - Reddan Street SPS - Replace Flowmeter	-	6,900	-		0% complete. Not yet commenced.
Wastewater Services	IWW2535.2017 - Thornton Street SPS - Repair Pumps	-	10,000	-		0% complete. Not yet commenced.
Wastewater Services	IWW2535.2017 - Avoca Street SPS - Replace Pumps	-	18,000	-		5% complete. Pumps are currently being sized.
Wastewater Services	IWW2535.2017 - Duffy Street SPS - Replace Flowmeter	-	6,500	991		Project completed.
Wastewater Services	IWW2535.2017 - Hartnell Street SPS - Renew Guttering, Fascias and Soffits	-	15,000	6,077		Project completed.
Wastewater Services	IWW2534.2017 - Bargara WWTP - B Plant Final Flowmeter Replacement	-	14,000	5,375		20% complete. Flow meter has been purchased, awaiting installation
Wastewater Services	IWW2535.2017 - Hinterland SPS - Purchase and Fit Davit Arm	-	15,000	-		10% complete. Quotes are currently being obtained.
Wastewater Services	QTC Loan Redemption for Wastewater Services	1,205,000	1,205,000	344,110		
Water Services	2017/18 - Bundaberg Water Supply - Erect 7 structures (roof and walls) over 7 Spray Beds. Project to be delivered over 3 years, finalised in 2019/20. Total project cost \$900,000	300,000	300,000	447		10% complete. Preliminary planning in progress. Heaps St spray-bed No 1 is to be considered as the first structure to be covered.
Water Services	Water - Capital Plant & Equipment	100,000	94,434	-		Budget repositioned to fund Work Program.
Water Services	IWA2662.2017 - Kalkie Water Treatment Plant, Replacement Air-Conditioner	-	5,566	-		Project has not commenced.
Water Services	Gregory River Water Treatment Plant - Capital Expenditure Upgrade	500,000	572,608	54,468		10% complete. Detailed design at 30% stage.
Water Services	Gin Gin Water Treatment Plant - Plant Upgrade	-	21,101	21,101		95% complete. Reservoir 2 is required to be fixed before WTP can be isolated to conduct work.
Water Services	Towers and Reservoirs - Bundaberg - Heaps Street New Roof Structure	800,000	800,000	963		10% complete. Tender for new roof structure has been awarded.
Water Services	2015/2016 Mellifont Street Water Pumping Station (to transfer Treated Water to Kalkie WTP)	-	44,125	37,840		95% complete. WIP. Documentation to be finalised before project is complete.
Water Services	2015/2016 Branyan Water Treatment Plant Automation - Stage 2	-	15,672	-		95% complete. WIP. Documentation to be finalised before project is complete.
Water Services	2015/2016 Kalkie Water Treatment Plant Quality Upgrade (POC Coag)	500,000	572,699	55,267		10% complete. Detailed design at 30% stage.
Water Services	2015/16 Water Treatment & Storage Renewals - Wallaville (WTP W-7): Replace Water Tower Pipework.	-	21,400	112		90% complete. WIP. Contractor has been appointed to replace pipework.
Water Services	Eggmolesse Street Trunk Water Main 2017/2018	-	200,000	156,433		90% complete. Pending final payment.
Water Services	Water Reticulation Renewals	730,000	-	-		Budget repositioned to fund Work Program.
Water Services	Water Treatment and Storage Renewals	420,000	-	-		Budget repositioned to fund Work Program.
Water Services	Childers Water Tower Roof Replacement - Churchill Street 2017/2018	300,000	300,000	-		10% complete. Scope of Works has been modified, awaiting approval to proceed.
Water Services	Water - Smart Meter Trial (trial and installation) 2017/18 Budget	1,250,000	1,299,544	40,537		5% complete. SBP has been completed. Project Plan for pilot program has been completed and shall be presented to Council in Oct 17.
Water Services	Water Reticulation Renewals - Water Service restoration Bundaberg (Water Hydrant Renewals, Valve Replacement & Main fitting replacement)	-	1,428	1,428		Project completed.
Water Services	2016/17 Water Reticulation Renewals - New PRV to Burnett Heads - PRV to be located at old bore site at 232 Burnett Heads Road	25,000	25,000	-		10% complete. PRV report 90% completed. Stakeholder consultation to follow.
Water Services	2016/17 Water Reticulation Renewals - Install scour point in existing 200mm main at Schleger Street	7,000	7,000	-		Project has not commenced. On hold, pending PRV report.
Water Services	2016/17 Water Reticulation Renewals - Install a scour point in existing 200mm main at 323 Burnett Heads Road	7,000	7,000	-		Project has not commenced. On hold, pending PRV report.
Water Services	2016/17 Water Treatment & Storage Renewals - Burnett Downs Water Treatment Plant - Replace inlet that was destroyed in the flood	-	29,553	-		Project yet to commence.
Water Services	2016/17 - SCADA Regional Telemetry Renewal - Childers	-	943	943		Project completed.

LOCATION	PROJECT DESCRIPTION	ORIGINAL BUDGET	1st QTR REVISION	Actuals	Status	Comment
Water Services	2016/17 Water Reticulation Renewals - Water Service Restoration - Childers (water Hydrant Renewals, Valve Replacement & Main fitting replacement)	-	20,000	19,097		Project completed. Cran Lane upgrade of valves, hydrants and water services is complete.
Water Services	IWA2144.2016 - Branyan Drive / Bock Road Water Main - 2.1km 150mm Water Main - 2017/18	450,000	450,000	12,062		15% complete. Route selection and survey completed. Detailed design to be completed by October 2017.
Water Services	IWA2258.2016 - Branyan WTP Raw Water Pumps - Replace 2 existing ground level pumps with submersible pumps	200,000	200,000	10,359		20% complete. Raw water pumps have been ordered. Pipework and switchboard design is complete.
Water Services	IWA2261.2016 - Branyan WTP Clear Water Storage - New Roof Structure	500,000	500,000	357		5% complete. Consultant has been appointed to under detailed design.
Water Services	IWA2146.2016 - North Bundaberg Water Supply	400,000	400,000	34,081		15% complete. Contractor has been appointed to construct water main along Tantitha Road Work to commence in October 2017.
Water Services	IWA2259.2016 - Bundaberg WPS Operations (VSD vs Timeclock)	20,000	20,000	-		Project yet to commence.
Water Services	IWA2260.2016 - Kalkie Water Supply Area PRV Augmentation	150,000	150,000	-		10% complete. PRV report 90% completed. Stakeholder consultation to follow.
Water Services	OWA2537.2018 - Kalkie Reticulation System - Connection between Finemore Crescent & Hilltop Avenue	-	25,000	-		5% complete. Detailed design has commenced along with survey and service locations.
Water Services	IWA2537.2019 - Gin Gin Reticulation - Replace Water Main	-	45,000	428		10% complete. Design in progress.
Water Services	IWA2537.2021 - Bundaberg Water Service Restoration Program	-	403,000	13,566		10% complete. Program has commenced.
Water Services	IWA2537.2022 - Moore Park Water Service Restoration Program	-	35,000	7,430		25% complete. Program has commenced.
Water Services	Kalkie Water Service Restoration Program	-	75,000	8,246		5% complete. Program has commenced.
Water Services	IWA2538.2018 - Takalvan Street Valves	-	20,200	-		Documentation relating to water balance control is to be finalised before project is complete.
Water Services	IWA2538.2019 - River Park WTP SCADA Review	-	10,000	-		Project yet to commence. Scope of works is to be developed.
Water Services	IWA2538.2020 - Gin Gin Reservoir - Replace Internal Ladder Cage at the top of Tank No. 2	-	10,000	-		0% complete. Reservoir No 2 to be repaired prior to isolation and undertaking the work.
Water Services	IWA2538.2021 - Branyan WTP - Install New Induct Fan	-	5,200	-		50% complete. Fan currently being purchased.
Water Services	IWA2538.2021 - Branyan WTP - PAC Hopper PVC Pressure Lines	-	6,500	2,789		Project completed.
Water Services	IWA2538.2021 - Branyan WTP - PLC to Remote I/O Conversion	-	17,000	-		Project has not commenced.
Water Services	IWA2538.2024 - Kalkie WTP - Upgrade no. 1 and 2 Air Compressor Units	-	13,000	12,858		Project completed.
Water Services	IWA2538.2025 - Gregory River WTP - Isolate station, Remove Faulty Pipework, Fabricate New Pipework, New Valves and Test	-	7,100	2,872		Project completed.
Water Services	IWA2538.2026 - Lovers Walk WTP - Overhaul Sump Pumps	-	7,000	1,984		40% completed. WIP.
Water Services	IWA2538.2030 - Gin Gin WTP PLC Upgrade	-	180,000	-		5% complete. Preparation of documentation underway (i.e. P&IDs, schematics, functional specifications). Integrator and work packages to follow.
Water Services	IWA2538.2018 - Barolin St Bore Pump Station - Repair Concrete Roof Structure	-	30,000	616		30% complete. WIP. Concrete roof being replaced by AMS.
Water Services	IWA2538.2018 - William Street Reservoir - Resealing Reservoir	-	80,000	964		10% complete. Contractor has been engaged. Project to be completed by December 2017.
Water Services	IWA2538.2018 - Civic Centre and Operations Centre UPS Upgrade	-	5,000	-		Project has not commenced.
Water Services	IWA2538.2018 - Takalvan Street Water Control Valve Facility - Purchase Rotor Actuator Spare	-	5,000	185		5% complete. Procurement of actuator underway.
Water Services	IWA2538.2018 - Generator Outlets Standardisation	-	10,000	-		Project has not commenced.
Water Services	IWA2538.2018 - Mullers Rd Sodium Hypochlorite Dosing Station - Replacement Chlorine Sampling Chamber	-	3,000	-		50% complete. WIP. Quotations for the equipment have been obtained.
Water Services	IWA2538.2017 - Branyan Water Treatment Plant - Centrifuge Repairs	-	30,000	-		50% complete. Repairs complete. Unit to be reinstalled.
Water Services	IWA2537.2017 - Commercial Street, Enterprise Street, Bundaberg - Water Main Replacement	-	35,000	4,317		10% complete. Materials have been ordered. Works to be completed by December 2017.

LOCATION	PROJECT DESCRIPTION	ORIGINAL BUDGET	1st QTR REVISION	Actuals	Status	Comment
Water Services	IWA2537.2017 - Montgomery Street, Svensson Heights - Water Main Replacement	-	32,000	-		5% complete. Detailed design has commenced along with survey and service locations.
Water Services	IWA2537.2017 - Tobruk Street, Svensson Heights - Water Main Replacement	-	46,000	-		5% complete. Detailed design has commenced along with survey and service locations.
Water Services	IWA2537.2017 - Churchill Street, Svensson Heights - Water Main Replacement	-	34,000	-		5% complete. Detailed design has commenced along with survey and service locations.
Water Services	IWA2538.2017 - River Park WTP - No1 Raw Water Pump EQ 51492	-	5,500	242		50% complete. WIP.
Water Services	QTC Loan Redemption for Water Services	284,000	284,000	77,991		
Financial Accounting	Works for Queensland 2017 - Financial Services - Budget Work Order	1,000,000	1,000,000	14,467		
Corporate Applications	Corporate Applications - Core System Replacement Project	3,000,000	-	-		Project capital has been removed from the 3 year plan pending redevelopment of the new Core Systems Program Business Case.
Corporate Applications	OIA2271.2016 - Corporate Applications - SCADA Reporting	100,000	100,000	-		
Corporate Applications	OIA2269.2016 - Corporate Applications - Online Council Safety Inductions and Training - 2017/2018	40,000	40,000	-		
Corporate Applications	OIA2268.2016 - Objective Connect Software - 2017/2018	100,000	100,000	-		
GIS Management	2017/2018 - GIS Management - Aerial Photography. High and Low Resolution Aerial Photography conducted every three years by the Department of Natural Resources. Project ID: OIA2200.2016	30,000	30,000	-		
GIS Management	2017/2018 - GIS Management - LIDAR (Light Direction and RangIng) Surface Acquisition. Purchase of the latest 2016 terrain surface from DNRM. Project ID: OIA2201.2016	109,000	109,000	109,000		
IS Infrastructure	Infrastructure & Operations - Internal CCTV Maintenance and Upgrade - 2015/2016	-	41,934	5,105		Reprovisioned budget from 16/17 to 17/18. Project started, however unable to be finished in previous financial year
IS Infrastructure	Infrastructure & Operations - 2016/2017 - Core Network Upgrade	200,472	200,472	-		
IS Infrastructure	CCTV network Upgrade - Safe Night Precinct CBD Precinct Inc. Capital Contribution \$100K including GST.	-	13,221	2,316		Reprovisioned budget from 16/17 to 17/18. Main works completed. Surplus budget will be spent upgrading QPS monitoring stations
IS Infrastructure	2015/2016 - Infrastructure & Operations - Operations Centre - UPS & Re-cabling (Surge Protection)	-	10,906	6,971		Reprovisioned budget from 16/17 to 17/18. Project started, however unable to be finished in previous financial year
IS Infrastructure	OIA2358.2017 - Infrastructure and Operations - CCTV Cameras - Waste Facilities - enable ongoing WH&S compliance	100,000	100,000	-		

**Item****31 October 2017****Item Number:**

G1

File Number:

-

Part:

INFRASTRUCTURE

Portfolio:

Infrastructure & Planning Services

Subject:

Fleet Management Advisory Committee

Report Author:

Valerie Andrewartha, Executive Assistant

Authorised by:

Andrew Fulton, General Manager Infrastructure & Planning

Link to Corporate Plan:

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

Background:

In accordance with Council's resolution, the Fleet Management Advisory Committee met on 18 July 2017. The minutes and associated attachments from this meeting are submitted for Council's endorsement.

Associated Person/Organization:

Fleet Management Advisory Committee

Consultation:

Portfolio Spokesperson: Cr Wayne Honor

Fleet Management Advisory Committee – consultation undertaken with Committee members on all issues contained within the agenda/minutes;

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
 No

Attachments:

- 1 Attachments - 08092017 - Confidential
[↓](#)2 Minutes - 08092017

Recommendation:

That the minutes of the Fleet Management Advisory Committee meeting held on 8 September 2017, be received and noted by Council.



MINUTES
FLEET MANAGEMENT ADVISORY COMMITTEE
8 September 2017

Where	Burnett Meeting Room, Bargara
When	Friday, 8 September 2017 – 8.30am
Attendees	Cr. Bill Trevor – Councillor Andrew Fulton – General Manager Infrastructure & Planning Michael Egan – Group Manager Support Services Andrew Railz – Manager Fleet Services Barry White – Procurement Co-Ordinator Peter Stanton – Fleet Maintenance Co-Ordinator Anthony Keleher – Manager Financial Accounting
By Invitation	Paul Elford – Snr OHS Officer Karen Craft – People & Culture Manager
Apologies	John Kelly – Manager Strategic Finance Barry Pershouse – OHS Team Leader
Chair	Cr. Wayne Honor – Councillor
Minute Taker	Robyn Laing – Business Systems Facilitator
Next Meeting	Friday 1 December 2017 9.00 am (Burnett Room, Bargara)

1. Welcome

Cr. Wayne Honor welcomed everyone to the meeting. An apology was tendered for Barry Pershouse who had been invited to the Meeting. Paul Elford was attending in his place. An apology was also submitted for John Kelly; noting that John would no longer be a member of this Committee in view of his retirement.

Minutes of the previous meetings of 26 May 2017 and 18 July 2017 were accepted as read.

Moved: Andrew Fulton
Seconded: Andrew Railz

Fleet Management Advisory Committee**8 September 2017**2. Business(a) **Matters Arising from Previous Minutes**• Strategy for Safe Driving

Michael Egan tabled a report outlining a proposal to undertake a proactive educational program to promote safe driving practices, particularly amongst Council's drivers of light vehicles and trucks. (Attached)

Action/s: Implement a three year proactive educational program to raise awareness across Council. The program will provide training and monitoring to complement the new safe driving procedures and reporting processes.

• Disposal of Plant

Document to be distributed to Committee Members. (Michael Egan/Andrew Railz)

Andrew Railz circulated a report on the process for disposal of fleet assets with the Agenda for this meeting.

Action/s: Provide a report to Council Consultation Day identifying a range of options for auctioning plant identified for disposal.

• Identification of surplus mower/s

Two (2) mowers be identified to the General Manager and the matter be put to Council for a Resolution of Council to donate plant (refer email from Andrew Railz).

Action/s: It was noted that a report had been submitted to Council recommending the donation of Asset ID 4812 – 2013 Kubota F3680 Out-front Mower and Asset ID4813 – 2013 Kubota F3680 Out-front Mower (both having a residual value of \$5,000 each) to the Bucca Rowing Club Inc and the Gaeta Rural Fire Brigade.

• Retention of 'spare' garbage truck

Analysis of age Vs maintenance be undertaken (Andrew Railz).

The Committee perused the analysis of costs. It was identified that an additional garbage truck may need to be purchased in the 2018/2019 Plant Replacement Fleet Budget. It was also noted that a garbage semi-tipper truck had burnt out; the reason for which is still under investigation.

Action/s: Submit a report to Council requesting approval to pre-order two garbage trucks and include the purchase in the 2018/19 Budget.

• Review of Fleet Charging

Previously deferred (Andrew Fulton/Michael Egan/Andrew Railz).

Action/s: It was noted that Fleet Services were still deciding the optimum size of fleet and service levels and that the review of fleet charges was an ongoing task as utilization was assessed.

Fleet Management Advisory Committee**8 September 2017**(b) **New Business**

- Updated 2017/18 Plant Replacement Program

An update on the replacement of plant was tabled and reviewed.

Action/s: Fleet Services were authorised to go to market to see what replacement prime mover could be purchased.

3. Reports

- (a)
- Monthly Report/s**
- (attached)

Reports were noted and discussion undertaken.

4. Other Matters

- (a)
- Cr Honor enquired regarding the reason for the fire in the Garbage Semi-Tipper Truck.

Although the matter was still under investigation, Fleet Services reported that it was unlikely a reason would be identified.

Action/s: Procedures to be put in place to prevent future fires.

- (b)
- Anthony Keleher raised the difference in actual plant hire rate returns compared to the projected plant hire rates.

The meeting discussed the difficulty in projecting plant hire rates when staff are not diligent in recording plant hours.

Action/s: Plant hire rates to be reviewed. Supervisors to ensure accurate reporting of usage occurs.

5. Next Meeting – Friday 1 December 2017

Thanks & Close

Close – 12.30 pm

**Item****31 October 2017****Item Number:**

G2

File Number:

-

Part:

INFRASTRUCTURE

Portfolio:

Infrastructure & Planning Services

Subject:

Amendment of "Council Vehicle Usage Policy"

Report Author:

Valerie Andrewartha, Executive Assistant

Authorised by:

Andrew Fulton, General Manager Infrastructure & Planning

Link to Corporate Plan:

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

Background:

Following the removal of Private Use Vehicles (excluding those currently existing) within Council's fleet, the 'Council Vehicle Usage Policy' has been amended to reflect that change along with the revision of the 'After Tax' contribution to be made by staff currently in possession of a Private Use Council vehicle. References and Associated Documents relevant to this policy have also been updated.

Associated Person/Organization:

Council (Governance Policy)

Consultation:

General Manager Organisational Services (Stuart Randle)

People and Culture Manager (Karen Craft)

Legal Implications:

There appear to be no legal implications.

Policy Implications:

Updated "Council Vehicle Usage Policy" to be distributed to staff.

Financial and Resource Implications:

Increased revenue through payment of 'After Tax' component contribution by those currently utilizing a Council Vehicle for Private Use.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓](#) 1 Council Vehicle Usage Policy (GP-3-005)

Recommendation:

That the revised “Council Vehicle Usage Policy” (GP-3-005), (as detailed on the 8 pages appended to this report), be adopted by Council.

Bundaberg Regional Council
Organisational Services
Issue Date:
Review Date: 22-11-2017

Council Vehicle Usage Policy

GP-3-005

Rev. 9.1 (Draft)

1.0 INTENT

To manage the provision, usage and circumstances/conditions under which Council vehicles are procured and operated.

2.0 SCOPE

2.1 This Policy applies to all Councillors, Employees and other drivers for any vehicles under Council's control/ownership for which usage is granted.

2.2 The provision of Councillors vehicles is contained in Council's Reimbursement of Expenses and Provision of Facilities for Councillors Policy (GP-3-047).

3.0 POLICY OBJECTIVES

DEFINITIONS

Private Use

Employee has Private Use of a fully maintained vehicle in accordance with the provisions of this Policy, except during periods of unpaid leave or paid leave greater than six (6) weeks, unless appropriate approval has been obtained.

Commuter Use

Employee has the Commuter Use of the vehicle limited to:

- Travel between home and work within the Bundaberg Regional Council Local Government Area; and
- Travel that is incidental to travel in the course of performing employment related duties.

POLICY OBJECTIVES

- a) To provide specific details to all staff regarding the effective and efficient management of Council owned vehicles.
- b) To establish the basis and process for the acquisition, allocation and ongoing management of vehicles for the functional operations of Council.
- c) To acknowledge that Private Use and/or Commuter Use of a vehicle is an employment benefit conferred upon the recipient employee.
- d) To ensure that Private or Commuter Use is equitable and is applied consistently across the organisation.
- e) To ensure that the Policy balances the Private Use benefit to the employee with the cost and benefit to Council and ratepayers.
- f) To ensure that vehicle management and usage is transparent and accountable publicly.

GP-3-005 Rev. 9.1
(Draft)

Approved By: General Manager Infrastructure & Planning

Page 1 of 8

Document issue is correct at the time of print. For printed copies, use IMS Intranet Page to verify correct issue.

4.0 POLICY

4.1 General

4.1.1 Council vehicles are a resource for the purposes of achieving effective and efficient operations of Council.

4.1.2 Reflecting this, Council's Policy is not to provide vehicles to employees for Private Use. Where Council seeks to provide an employee benefit, this should be undertaken utilising vehicle allowance provisions contained in the Salary Packaging Policy (OP-3-088).

4.1.3 This Policy reflects that some existing employees retain Private Use and hence provides a governance framework for such.

4.2 Vehicle Selection

4.2.1 Vehicle selection is based upon the Council work requirements and cost benefit to Council.

4.2.2 Vehicle selections shall be made by Fleet Services in consultation with relevant Manager/Supervisors. No vehicle colour or other preference will be given to employees.

4.2.3 Minimum whole of life costing will be used in the selection of any vehicle within a particular vehicle class during the procurement process. Fringe Benefits Tax (FBT) implications will be considered in determining the whole of life costing.

4.3 Vehicle Ownership

4.3.1 All vehicles remain the property of Council and as such, Council will pay all registration, insurance and third party property insurance.

4.3.2 All Council vehicles, other than those conferring Private Use benefit, shall display Council identification/badging, unless otherwise determined by the General Manager.

4.3.3 The benefit conferred on employees for use of Council vehicles comes with a responsibility to maintain the vehicle in a clean, tidy and well-maintained condition, including regular washing/cleaning and ensuring that all scheduled servicing and necessary maintenance is undertaken.

4.3.4 The vehicle shall not be modified in any way by the employee.

4.3.5 Vehicles may be fitted with an automatic vehicle location device in accordance with the Fleet Services Global Positions Systems Policy (OP-3-070).

4.4 Replacement Schedule

4.4.1 Vehicles will be replaced at a time considered appropriate by the Fleet Management Advisory Committee in consultation with the employees' General Manager. Light vehicles will be replaced at approximately 160,000 kilometres travelled, a minimum of five (5) years or as determined by the Fleet Management Advisory Committee.

4.5 Usage Restrictions

4.5.1 Unless provided for by other provisions in this Policy, Council vehicles are only to be utilised by a Council Employee.

4.5.2 Council vehicles shall not be used:

- for competition or rally;
- for commercial purposes;
- for farming practices;
- on the beach (excepting where required for work purposes);
- on sand or unformed tracks (excepting where required for work purposes);
- for any other purposes excluded by Council's motor vehicle insurance policy; or
- otherwise approved by the relevant General Manager.

4.5.3 The employee must not wilfully or recklessly misuse or mistreat the motor vehicle.

4.5.4 Smoking is not permitted in or on any Council vehicles or equipment.

4.5.5 All drivers must comply with Council's Alcohol & Drug Policy (GP-3-097) requirements.

4.6 Authorised Users/Driver's Licence Requirements

4.6.1 All drivers who are required to drive Council vehicles must hold an appropriate and current Australian Driver's Licence (including any conditional licences where the conditions of such licence are observed during use).

4.6.2 Staff who require a licence to carry out their work and who have their licence cancelled either fully or partially, shall immediately notify their General Manager in writing.

4.6.3 Council vehicles may be driven by any person who satisfies the “authorised user” as below:

- read and understood this Policy; and
- booked and obtained the vehicle through Council’s PoolCar system; or
- complete and had approved a Use of Council Vehicle Agreement Form (FM-7-189).

4.6.4 All employees utilising a Council vehicle must ensure that a Council approved log book is kept and completed (unless vehicle is not subject to FBT) or the vehicle is booked through Council’s PoolCar system.

4.7 Penalty Notices & Convictions

4.7.1 An employee convicted of drink driving or consumption or use of an illegal drug in association with a crash and/or incident, will be liable for all costs associated with the repair of such vehicle/vehicles.

4.7.2 If a driver is charged and found guilty of a driving offence which results in cancellation or suspension of their licence, all Council vehicle usage, including Private Use, will be suspended immediately and the vehicle returned to Council.

4.7.3 Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

4.8 Termination/Variance of Agreements

4.8.1 The Chief Executive Officer reserves the right to rescind a decision to provide a vehicle, vary the type of vehicle to be provided, vary the contribution rates and vary the Council Vehicle Usage Governance Policy at any time to ensure the interests of the Council are being met.

4.8.2 Employees may terminate Private Use or Commuter Use privileges by providing seven (7) days’ notice in writing. Employees are not obliged to enter into Private Use or Commuter Use arrangements.

4.9 Private Use

Councillor Private Use is addressed under Councillor Facilities Provision Policy (GP-3-047).

4.9.1 The provision of a vehicle for Private Use is offered on a cost recovery basis and is to be considered an employee privilege.

4.9.2 The Chief Executive Officer may approve Private Use of the vehicle during periods of unpaid leave or paid leave greater than six (6) weeks.

- 4.9.3** The vehicle must be available for Council operational purposes during all normal duties of the employee unless the employee is absent on official business or as agreed with the Chief Executive Officer/General Manager;
- 4.9.4** Should the vehicle be unavailable for use due to accident/mechanical failure, Council is not obliged to provide a replacement vehicle.
- 4.9.5** Private Use vehicles are to be usually garaged within the Bundaberg Regional Council Local Government area.
- 4.9.6** During Private Use, the employee may authorise use of the vehicle by another (nominated and approved) licensed driver.
- 4.9.7** Council will provide a fuel card for the vehicle's Private Use and fund FBT expenses where applicable. The fuel card is to be used for the allocated vehicle only and its use is restricted to within 600 kilometres (straight line) from Bundaberg City Post Office. Fuel beyond this radius, when the vehicle is being utilised privately, is to be at the expense of the allocated driver.
- 4.9.8** There are no Council identification/badging on a Private Use vehicles exterior.
- 4.9.9** Cost to Employee for Private Use
- 4.9.9.1** The cost to the Employee for Private Use of the vehicle will be as calculated in accordance with the table hereunder, unless another amount is specified in the Contract of Employment.
- 4.9.9.2** The cost consists of two (2) components – 'After Tax' and 'Salary Sacrifice':
- 1) The 'After Tax' component reduces the FBT payable by Council and the employee's Reportable FBT;
 - 2) The 'Salary Sacrifice' component is the employee's contribution towards the deemed Private Use operating costs of the vehicle.
- 4.9.9.3** Payment of 'After Tax' component will be through fortnightly payroll deductions:

Level of Use	After Tax (FBT Reduction)	Salary Sacrifice
Private Use	\$59.73 per week commencing 1 July 2017	Nil
Commuter Use	Nil	Nil

4.9.9.4 Annual increasing (1 July each year, commencing 2016) in the weekly 'After Tax' payment will be by March CPI (Brisbane). In addition, Council reserves the right to review the cost from time to time and give the Employee three (3) months' notice in writing of a change in the cost specified in the agreement.

4.9.9.5 An Employee may apply to suspend deductions:

- 1) during periods of leave when Private Use is not available;
- 2) when the Employee is directed to make the vehicle available, or the vehicle is unavailable through no fault of the Employee (eg. accident repair), for a period of more than two (2) days and no substitute vehicle is available for Private Use.

4.9.10 All tolls incurred whilst utilising the vehicle for Private Use are payable by the employee assigned the vehicle.

4.10 Commuter Use

4.10.1 Commuter Use vehicles are to be submitted into Council's Vehicle Pool system during working hours, unless exempted by the relevant General Manager.

4.10.2 Commuter Use vehicles are to be garaged within the Bundaberg Regional Council Local Government area.

4.10.3 The vehicle is to be driven by a Council Employee only (i.e. not family members).

4.10.4 The vehicle must be available for Council use during all normal duties of the employee.

4.10.5 All Commuter Use vehicles shall contain Council identification/badging, unless determined otherwise.

4.10.6 The vehicle shall be returned to Council for reallocation to another employee during periods of planned/unplanned leave greater than two (2) working days.

4.11 Fringe Benefits Tax

4.11.1 FBT in relation to vehicles will be calculated in accordance with the *Fringe Benefits Tax Assessment Act (FBTAA) 1986* in order to provide the lowest taxable value. As such, the Financial Accounting Section will liaise with staff that are allocated non-exempt vehicles to ensure taxation compliance and Council's liability is not unnecessarily inflated.

- 4.11.2** Employees may choose to make voluntary after tax contributions towards the operating cost of an allocated vehicle for personal reasons including reducing reportable FBT. Proof of contribution (tax invoices, receipts for fuel etc) must be forwarded to the Financial Accounting Section before 1 April each year to effect reportable Fringe Benefits.
- 4.11.3** Employees that are allocated non-exempt vehicles will be required to maintain a logbook for each taxation year. Employees will be required to provide a detailed 12 weeks logbook every five (5) years or when circumstances warrant it, in accordance with Section 10A of the FBTAA 1986. For vehicles allocated to Council's PoolCar system, this system will fulfil the requirements of maintaining a logbook.
- 4.11.4** Employees that are allocated an exempt vehicle will be required to complete an exemption declaration in a format approved by the Australian Taxation Office for any vehicle driven by them during the FBT year.
- 4.11.5** Council's Financial Accounting Section will liaise with staff in relation to taxation requirements described above. Council may take disciplinary action against employees who fail to comply with the taxation requirements associated with provision of a vehicle. Potential action includes, but is not limited to, recoup taxable value of fringe benefit or surrender of vehicle rights.

5.0 CONTROLS

Employee Register of Private Use

The Manager Fleet Services will maintain a register of all Employees and their vehicle usage allocation and entitlement.

6.0 EFFECTIVE FROM

The Council Vehicle Usage Policy was adopted by Council on 31 October 2017.

This Policy is effective from 31 October 2017.

7.0 REFERENCES/ASSOCIATED DOCUMENTS

OP-3-088 Salary Packaging Policy

FM-7-189 Use of Council Vehicle Agreement Form

PD-7-281 Salary Packaging Procedure

OP-3-070 Fleet Services - Global Position Systems (GPS) Policy

OP-3-079 Car Pool Vehicle Usage Operational Policy

PD-7-237 Payment of Toll Fees Procedure

GP-3-041 Code of Conduct for Councillors Policy

GP-3-047 Reimbursement of Expenses and Provision of Facilities for Councillors Policy

FM-8-005 Vehicle Crash/Damage Report Form

GP-3-097 Alcohol and Drug Policy

GP-3-031 Employee Code of Conduct

GP-3-005 Rev. 9.1 (Draft) **Approved By: General Manager Infrastructure & Planning** **Page 8 of 8**

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**Item****31 October 2017****Item Number:**

G3

File Number:

LP/02

Part:

INFRASTRUCTURE

Portfolio:

Infrastructure & Planning Services

Subject:

Amenity and Aesthetics and Building Work Involving Removal or Rebuilding Policy

Report Author:

Scott Irwin, 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:

At its meeting held 13 October 2015 Council, in conjunction with and to support the Planning Scheme, adopted the Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy. This policy was adopted to regulate minor development associated with class 1a and class 10 buildings and structures, such as sheds and carports.

The Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy controls a number of different types of development that are not covered by the Planning Scheme. Council's head of power for the policy is Schedule 9, Part 3, Division 2, Tables 1 and 7 of the Planning Regulation 2017 (previously Schedule 7, Table 1, Items 17 and 25 of the Sustainable Planning Regulation 2009). When assessing an application against the policy Council is acting in a referral agency role.

Types of development regulated by the policy and that require an application are:-

1. Particular Class 10 buildings, namely domestic outbuildings, within the Neighbourhood character area, including carports within the road frontage setback;
2. Domestic outbuildings on a vacant lot;
3. Sheds (and other steel clad buildings) and prefabricated buildings to be used or converted into a class 1a building (i.e. dwelling house);
4. Placement or installation of shipping containers or railway carriages; and
5. Removal or rebuilding of a class 1a building.

Types of development regulated by the policy and that only require an application if non-compliant with the nominated outcomes include:-

1. Carports within a road frontage setback (excluding when within a Neighbourhood character area);
2. Domestic outbuildings associated with a dwelling;
3. Construction or installation of aerials, antennas, satellite dishes, masts, or towers; and
4. Construction or installation of wind turbines.

Approval of applications against the policy is delegated to the Senior Planner and any refusal is delegated to the Group Manager Development.

Since the adoption of the Bundaberg Regional Council Planning Scheme and the Amenity & Aesthetics Policy in October 2015, Council has received over 550 referral agency applications. This also includes applications required due to non-compliance with acceptable outcomes contained in the Queensland Development Code and associated alternative provisions contained in the planning scheme.

In July 2016 Council's Strategic Planning section requested feedback from the development industry regarding the function and implementation of the policy. As a result Council received 6 responses from industry members, including 2 from local Building Certifiers and 4 from shed building companies. More recently, Council Officers held a meeting with shed company representatives on 30 June 2017 to listen to their concerns and issues with the policy. After consideration of their concerns another meeting was held with shed company representatives on 15 August 2017 to get feedback on possible solutions. Additionally, the draft policy was publically notified from 8 September 2017 to 10 October 2017. Only one submission was received during this consultation period as detailed further in the Consultation section below.

Attachment 1 summarises the matters raised by industry through this consultation and outlines Council Officers considerations and outcomes incorporated into the draft Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy. Additionally, an explanatory statement outlining the proposed changes to be incorporated into the new Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy is provided in Attachment 2.

A comparison of Council's existing policy with similar policies for 18 other local government areas within Queensland reveals the policy provides fairly generous provisions within urban residential areas and reasonably restrictive provisions for rural and rural residential areas. The proposed changes primarily relax provisions within rural and rural residential areas to be more consistent with the other local government areas within Queensland.

Based on a review of recent building approvals it is expected that the proposed amendments will significantly reduce the number of applications triggering referral to Council solely for assessment against the Amenity & Aesthetics Policy. For example, a review of referrals to Council for a 4 week period in July-August 2017 revealed 26 referrals were made of which 14 or 54% were for Amenity & Aesthetics matters. The proposed amended policy would have avoided 5 of the 14 applications or 35% from needing a referral agency approval from Council prior to obtaining building certification approval.

Associated Person/Organization:

Shed companies, building certifiers and building design representatives.

Consultation:

There are no legislative requirements for Council to publically notify an Amenity and Aesthetics Policy or a Policy detailing security bonds required for removal or rebuilding building works applications. Despite this and as mentioned in the body of the report, industry representatives were consulted, and feedback was considered in preparing the draft Amenity & Aesthetics Policy. Additionally, the draft policy was publically notified from 8 September 2017 to 10 October 2017.

The public notification period resulted in only one (1) submission being received. This submission outlined the following concerns –

- (i) the 3 metre side and rear boundary setbacks for sheds in the 2 000 m² rural residential lot precincts are excessive; and
- (ii) the need for farm sheds to be constructed as Class 7 buildings is onerous.

With regard to setbacks, such changes require a planning scheme amendment and are not controlled through the subject amenity and aesthetics policy. These changes can be considered as part of future planning scheme amendments. In relation to the classification, construction standards and requirements for farm sheds, this is a matter between the applicant and their building certifier who are regulated by the Queensland Building and Construction Commission. That being said, the proposed changes to capture domestic outbuildings rather than class 10 buildings will result in farm sheds not requiring referral if a farm shed is proposed as a class 10 building.

Legal Implications:

There are no legal implications arising from the proposed amended policy. Council will be a referral agency for applications for particular building work assessable against the Building Act, as set out in the recommendation hereunder.

Policy Implications:

This policy is proposed to replace the November 2015 version of the same policy.

Financial and Resource Implications:

Council's 2017/18 budget includes appropriate fees to be charged for any application required to be submitted for assessment against the policy.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- ↓1 Summary of Issues Raised
- ↓2 Explanatory Statement
- ↓3 Amenity & Aesthetics and Building Work involving Removal or Rebuilding

Recommendation:

That, effective from 1 November 2017:-

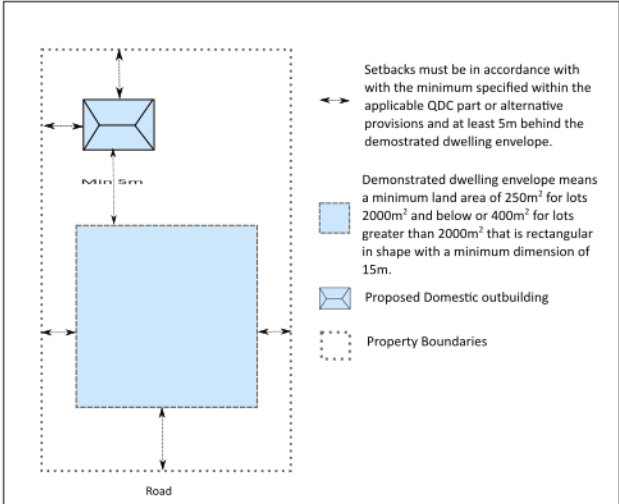
- (A) Council declare for the purposes of Schedule 9, Part 3, Division 2, Table 1 of the *Planning Regulation 2017* - that development identified within Tables 4.1 and 4.2 of the proposed 'Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy' may have an extremely adverse effect on the amenity or character, or likely amenity, of the locality.**
- (B) Council in its referral agency role under Schedule 9, Part 3, Division 2, Table 7 of the *Planning Regulation 2017* - determine the amount and form of security for development involving the removal of a building or other structure (whether for rebuilding at another site or not) or the rebuilding of a building or other structure removed from another site, in accordance with Section 6.0 of the proposed 'Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy'.**
- (C) the proposed policy, 'Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy' - be adopted by Council.**
- (D) the policy 'Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy' (October 2017) - supersedes the Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy (25 November 2015 version).**

Attachment 1: Summary of matters raised

Industry Raised Matters			
	Matter Raised	Considerations	Outcome
1	<p>The minimum 9° roof pitch provision for Class 10 buildings or structures is excessive.</p> <p>While the provisions exclude carports, they don't provide exemptions for annexes or awnings. Further, the current provision doesn't allow for skillion roofed sheds which are becoming a more sought after design that require a lower pitched roof.</p> <p>Roof pitch is making it difficult to comply with height limits in some cases. The pitch provision should reflect the minimum construction standards, which is 3° for trimdek and 5° for corrugated/custom orb.</p>	<p>This provision combined with the maximum horizontal provisions were included to ensure sheds did not have the appearance of an industrial shed within a residential or rural residential setting.</p> <p>However, it is considered the provisions could be modified to provide more flexibility for skillion roof designs and prevent awnings, annexes and lawn lockers (max 9m²) from potentially triggering assessment without impacting on the intent of the provisions.</p>	<p>Modify Acceptable Outcome AO1.3 (1) to read: A domestic outbuilding (excluding carports, lawn lockers (max 9m²), awnings, and annexes) has a roof pitch between 9 and 26 degrees, or a minimum 5 degrees where a skillion roof.</p>
2	<p>Include an exemption for lawn lockers.</p>	<p>Lawn lockers are not generally going to adversely impact on the amenity of an area. However, accumulation of sheds and gross floor area potentially may cause an impact.</p>	<p>Remove controls on roof pitch for lawn lockers (max 9m²) as per Item 1 above.</p>
3	<p>Class 10 sheds and structures associated with rural production should be exempt from the policy.</p> <p>There should be no size or height limits on domestic outbuildings on rural lots larger than 2 hectares in area – where set back more than 20</p>	<p>Sheds associated with general agricultural activities like animal husbandry and cropping are accepted development under the planning scheme. However where these structures are considered class 10 rather than class 7 or another class the amenity and aesthetics policy applies.</p>	<p>Utilise the administrative definition of 'domestic outbuilding' instead of reference to class 10. This will only capture sheds that are associated with a residential use and domestic in nature. Other shed structures are considered to be appropriately dealt with through the planning scheme.</p>

Industry Raised Matters																							
	Matter Raised	Considerations	Outcome																				
	metres from any adjacent lot less than 2 hectares in area.	The intent of the policy was not to capture farm buildings on rural properties and it is considered the existing alternative provisions to the Queensland Development Code for side boundary setbacks (3m on lots 2ha and below and 10m on lots above 2ha) in Rural and Rural Residential zoned properties is appropriate. Additionally, such setback changes would require an amendment to the planning scheme.																					
4	<p>Increase maximum floor area limits particularly on Rural residential lots, as suggested below –</p> <table border="1"> <thead> <tr> <th>Lot size</th> <th>Combined floor area</th> </tr> </thead> <tbody> <tr> <td>750m² – 1000m²</td> <td>90m²</td> </tr> <tr> <td>1000m² – 2000m²</td> <td>130m² (or up to 150m²)</td> </tr> <tr> <td>2000m² – 2 ha</td> <td>200m² or 250m²</td> </tr> <tr> <td>> 2 ha</td> <td>No limit</td> </tr> </tbody> </table> <p>The current policy provides for a maximum 153m² where in a Rural or Rural Residential zone, and a maximum 90m² in any other zone.</p>	Lot size	Combined floor area	750m ² – 1000m ²	90m ²	1000m ² – 2000m ²	130m ² (or up to 150m ²)	2000m ² – 2 ha	200m ² or 250m ²	> 2 ha	No limit	<p>The requested changes represent a significant increase in combined floor area, especially on Rural Residential zoned lots.</p> <p>This is particularly the case when considering the limits under the previous planning schemes (i.e. before October 2015) were typically 60m² in urban residential areas and 120m² on rural and rural residential lots over 2000m² in area.</p> <p>It should be noted that excluding outdoor living areas, as discussed at Item 5 below, will reduce the range of Class 10 buildings included in the calculation of combined maximum floor area.</p> <p>As an alternative, more modest increases could be explored as suggested below – this includes unchanged size limits for urban residential lots below 2000m², but allows for an increase on larger rural and rural residential lots (> 6000m²) –</p>	<p>Modify Acceptable Outcome AO1.3 (3) to read: A domestic outbuilding has a combined maximum floor area of all domestic outbuildings in accordance with Table 5.2A below:</p> <table border="1"> <caption>Table 5.2A</caption> <thead> <tr> <th>Lot size</th> <th>Combined floor area</th> </tr> </thead> <tbody> <tr> <td>< 2000m²</td> <td>90m²</td> </tr> <tr> <td>2000m² – 6000m²</td> <td>153m²</td> </tr> <tr> <td>6000m² – 2 ha</td> <td>200m²</td> </tr> <tr> <td>> 2 ha</td> <td>250m²</td> </tr> </tbody> </table>	Lot size	Combined floor area	< 2000m ²	90m ²	2000m ² – 6000m ²	153m ²	6000m ² – 2 ha	200m ²	> 2 ha	250m ²
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Lot size	Combined floor area												
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5	Clarify calculation of combined maximum floor area of class 10 buildings and structures.	<p>The provision currently includes all Class 10 buildings, except for those parts under the same roofline as the dwelling. Garages, carports and outdoor living areas not under the main roofline of the dwelling (i.e. typically separate structures or annexed to the dwelling) are included in the combined floor area.</p> <p>It is considered using the administrative definition 'domestic outbuildings' (as per item 3 above) instead of class 10 buildings will remove the issue of outdoor living areas (e.g. patios, verandas, pergolas, gazebos, etc.) being included in the combined floor area calculation.</p>	Utilise the administrative definition of 'domestic outbuilding' instead of reference to class 10. This will only capture sheds, garages and carports rather than other class 10 structures.										

Industry Raised Matters			
	Matter Raised	Considerations	Outcome
6	<p>Industry has requested that sheds on vacant lots should be exempt from assessment, particularly in rural and rural residential areas.</p> <p>Submissions made in late-2016 suggested that sheds on vacant lots could be accepted so long as it can be demonstrated to the building certifier that a 300m² building footprint is available to accommodate the dwelling.</p>	<p>The policy allows for sheds to be sited on a vacant lot if certain siting criteria could be achieved but an application is still required.</p> <p>This allowed for the outcome to be tested with minimal risk. With minor rewriting the policy could make these outcomes act like an acceptable outcome and only in circumstances where the development is non-compliant an application be required.</p> <p>Amend the policy to not require an application in instances where the development complies with appropriate criteria.</p>	<p>Provide an acceptable outcome for sheds on vacant lots that ensures sheds are appropriately setback within the property to ensure a dwelling can be easily sited on the land in front of the proposed shed. The below figure is recommended to be incorporated within the policy as the acceptable outcome for sheds on vacant lots.</p> 
7	<p>The horizontal dimension provisions for sheds in Rural and Rural residential zoned areas should be removed entirely and the 12m provision within Residential zoned areas be expanded from 16m. At the second meeting held with shed company representatives they sought to seek the maximum 16m</p>	<p>These provisions (combined with the roof pitch outcome) were included to ensure sheds don't have the appearance of an industrial shed within a residential area or rural residential setting. The horizontal dimension is important to protect adjoining property owners from excessive buildings near their property boundary. Additionally, any shed exceeding the horizontal length requirement is also likely</p>	<p>No change recommended.</p>

Industry Raised Matters			
	Matter Raised	Considerations	Outcome
	horizontal dimension applying to rural residential and rural lots be expanded to 18 metres.	to exceed the gross floor area requirement unless it is a narrow rectangular shape which could be considered more visually intrusive. The review of the recent applications that formed part of this report did not result in any application triggering solely based on wall length. Additionally, it is considered that any domestic outbuilding exceeding these horizontal dimensions needs to be sited appropriately within the surrounding environment.	
8	The maximum allowable building height of sheds (Class 10 buildings) should be increased from 4.5m to 5m in Residential zoned areas and from 5.5m to 6m in Rural and Rural residential zoned areas.	<p>Discussion with industry suggests that this request is to allow for the housing of larger vehicles (e.g. Winnebago). Specifically, that 4.5m is approximately 200mm too low for clearance under the garage door.</p> <p>In this regard, it is considered the height could be increased marginally to allow for such vehicles to be accommodated. The additional height would not be considered to adversely impact on surrounding properties particularly noting that any shed elevation exceeding 4.5 metres in height will need to be setback at least 2 metres from adjoining properties to be accepted development under the QDC.</p> <p>The review of recent applications that formed part of this report did not result in any application triggering solely based on height in a residential zone between 4.5m and 4.8m. In this regard, such change is only likely to be beneficial in rare circumstances.</p>	Modify Acceptable Outcome AO1.3 (2) to read: A domestic outbuilding has a maximum building height of 5.5m in Rural or Rural Residential zone or 4.8m when located in any other zone.

Industry Raised Matters			
	Matter Raised	Considerations	Outcome
9	The policy should not apply to class 10 buildings or structures associated with commercial development.	There is minimal risk in removing Class 10 buildings and structures used for commercial uses from the policy as any exemption from the Amenity & Aesthetic Policy will not exempt the development from assessment provisions nominated within the planning scheme.	Use of the administrative definition of 'domestic outbuilding' instead of reference to class 10. This will prevent class 10 buildings and structures associated with non-residential uses being triggered by the policy.
10	The maximum 9 metre length of building along any property boundary should be extended.	The 9m along a common boundary is not an Amenity and Aesthetics provision but is prescribed by the QDC. Any change to this would require the planning scheme to nominate an alternative outcome. This would require a planning scheme amendment.	No change is recommended.
11	Clarify provisions relating to 'steel kit' or prefabricated kit construction (or similar) to be used as a Class 1a building. Controls could be retained for urban areas, but relaxed in Rural Residential and Rural areas.	Clarify that controls do not relate to steel frame buildings, but rather the use of shed-like buildings and portable buildings as a Class 1a dwelling. Retain existing controls which relate to land in the Low, Medium or High density residential zone, or other lots less than 4000m ² .	Provide a definition for prefabricated and steel clad to clarify what type buildings are being triggered. Change Table 4.1 – Particular types of building work that are referable to Council to only trigger steel clad or prefabricated dwellings within low, medium and high density residential zone, emerging community zone, limited development (constrained land) zone and on any rural or rural residential lot below 4000m ² .

Attachment 2: Explanatory Statement

The proposed amended Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy has been prepared as part of a review of the operation of the policy and in response to feedback obtained from the development industry.

Council is proposing to provide more flexibility within the acceptable outcomes and prevent certain works from unnecessarily triggering a referral application to Council. The following provides an overview of the proposed changes:-

1. The proposed policy uses the term “Domestic Outbuildings” rather than class 10 buildings. Domestic Outbuildings is defined as a Class 10a building, as defined in the Building Code of Australia, that is ancillary to a residential use on the same premises and is limited to non-habitable buildings for the purpose of a shed, garage and carport. This term also includes a shed, garage and carport on a vacant residential lot. The incorporation of this provision eliminates class 10 buildings associated with agricultural use, commercial uses and outdoor living areas such as covered patios and pergolas from triggering a referral application to Council.
2. The terms Steel Kit and Prefabricated Kit have been replaced with Steel Clad and Prefabricated. A definition for these two (2) terms has also been provided within the definition section of the policy to provide more detail on what type of buildings are required for referral.
3. Steel Kit and Prefabricated construction or similar buildings to be used as a class 1 will only trigger a referral application if the property is within the low, medium or high density residential zone, emerging community zone, limited development (constrained land) zone and rural or rural residential zoned lots with a land area less than 4000m².
4. Domestic outbuildings located on a vacant lot will no longer be automatically referable to Council. Domestic outbuildings will only be referral to Council when not compliant with the applicable acceptable outcomes.
5. The acceptable outcome 1.3 within table 5.2 which relates to maximum domestic outbuilding sizes and configurations have been altered as per below:
 - AO1.3 (1) A roof pitch between 9 and 26 degrees will no longer apply to lawn lockers (max 9m²), awnings and annexes. Additionally, provisions for a lower minimum pitch of 5 degrees for skillion roof design has been included;
 - AO1.3 (2) the maximum building height for domestic buildings not within the Rural or Rural Residential zone (e.g. within urban areas) has been increased to from 4.5 metres to 4.8 metres;
 - AO1.3 (3) the maximum floor area for domestic outbuildings is proposed to be on a sliding scale relevant to lot size as below:

Lot size	Combined floor area
< 2000m ²	90m ²
2000m ² – 6000m ²	153m ²
6000m ² – 2 ha	200m ²
> 2 ha	250m ²

In general, the floor areas permit much larger domestic outbuildings on larger sites and excludes other class 10 structures from being included within the combined floor area calculation.

Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy

1.0 Intent

To set Council's policy position with regard to:–

- (1) particular types of Class 1a and Class 10 development where *Council* considers these types of developments may have an extreme adverse effect on the amenity, likely amenity, or may be in conflict with the character of a particular locality; and
- (2) its referral agency role for Building Work involving Removal of a building or other structure, whether or not for rebuilding at another site or the rebuilding of a building or other structure removed from another site.

2.0 Application

Under Schedule 9, Part 3, Division 2, Tables 1 and 7 of the Planning Regulation 2017 all building applications nominated for Building Work for:–

- (1) particular types of Class 1a and Class 10 buildings and structures within the Bundaberg Regional Council area and identified in section 4.0; and
 - (2) removal and/or rebuilding;
- require referral to Council as a referral agency.

Where an application requires referral to Council, the applicant is required give Council, as the referral agency, a copy of the application, the required fee and a copy of the confirmation notice (given by the assessment manager). The relevant fee is set out annually in *Council's* Schedule of Fees and Charges. In addition to this material it is requested that *Council's* 'Request for Concurrence Agency Assessment' form accompany any referral.

2.1 Effective Date

This policy is effective from TBA.

2.2 Superseded Documents

This policy supersedes the Amenity and Aesthetics, and Building Work involving Removal or Rebuilding Policy (November 2015).

3.0 Policy Objectives

To ensure particular building work (involving removal or rebuilding, or building work that *Council* has declared may have an extreme adverse effect on the local amenity, likely amenity, or be in conflict with the character of the locality) protects and contributes to its surrounding built environment where people live and interact.

4.0 Policy

On 31 October, 2017, *Council* declared (Item TBA) in accordance with Schedule 9, Part 3, Division 2, Tables 1 and 7 of the Planning Regulation 2017 that:–

- (1) particular types of Building Work, as identified in Tables 4.1 and 4.2, may:-
 - (a) have an extremely adverse effect on the amenity, or likely amenity, of the locality; or
 - (b) be in extreme conflict with the character of the locality; and
- (2) Building Work involving the removal (including demolition) and/or rebuilding of a building or other structure removed from another site will require security and the amount, form and conditions are to be in accordance with Section 6.0 of this policy.

The assessment criteria identified in Tables 4.1 and 4.2 identify the relevant performance outcomes and acceptable outcomes for each particular type of building work. Where no acceptable outcome is provided or an alternative outcome is sought a performance based assessment is required against the related performance outcome.

Table 4.1 – Particular types of building work that are referable to Council

Column 1 Particular types of building work	Column 2 Assessment criteria
Located within a <i>Neighbourhood character area</i>	
Carports located within a road frontage setback	Table 5.1
<i>Domestic outbuildings</i>	Table 5.2
In all areas	
Any building of a <i>steel clad</i> or <i>prefabricated</i> construction to be used as a class 1a building if located on a lot –	Table 5.5
(a) included in the Low, Medium or High density residential zone, Emerging Community zone or Limited Development (constrained land) zone; or (b) on any Rural or Rural Residential zoned lot less than 4,000m ²	
Placement or installation of a shipping container or railway carriage*	Table 5.6
Removal or rebuilding of a Class 1a building	Table 5.7
<p>* Excludes the use of shipping containers for temporary uses such as:–</p> <ul style="list-style-type: none"> (a) construction site offices; or (b) removal storage (for a maximum of 1 month); or (c) community group storage facility located on land within the Community facilities and, Sport and recreation zones, are located where the community group meets and undertakes their activity and has the expressed permission of the land owner or trustee. <p>Note: Despite the use of shipping containers and railway carriages, in some instances, being exempt from an amenity and aesthetics assessment the placement or installation of these may still require a Building Approval. Contact your Building Certifier in this regard.</p>	

Table 4.2 – Particular types of building work that are referable to Council if non-compliant with a nominated acceptable outcome

Column 1 Particular types of building work	Column 2 Assessment criteria
Carports located within a road frontage setback associated with a dwelling	Table 5.1
<i>Domestic outbuildings</i>	Table 5.2
Construction or installation of an aerial, antenna, satellite dish, mast or tower	Table 5.3
Construction or installation of a wind turbine (wind energy generator)	Table 5.4

5.0 Controls and Assessment Provisions

Table 5.1 - Carports within the Road Frontage Setback*

Column 1 Performance outcomes	Column 2 Acceptable outcomes
<p>PO1</p> <p>Carports located within a road frontage setback:–</p> <ul style="list-style-type: none"> (1) do not have an extremely adverse impact on the <i>dwelling's</i> presentation to the street; (2) do not have an extreme adverse impact on the prevailing or <i>intended character</i> of the streetscape; (3) are not the dominant built form on the site as seen from the street; and (4) will not increase the risk to the public by reducing sight lines of vehicles manoeuvring on and off the site. 	<p>AO1.1</p> <p>A carport within a road frontage setback identified within the <i>QDC</i> MP 1.1 A1(a) and MP 1.2 A1(a):–</p> <ul style="list-style-type: none"> (1) has a maximum width of 6m when located on a lot with a road frontage width of 15m or more; (2) has a maximum width of 3m when located on a lot with a road frontage width less than 15m; and (3) has a maximum <i>height</i> of 3m. <p>AO1.2</p> <p>A maximum of 1 carport is located within the road frontage setback on site.</p>

Column 1 Performance outcomes	Column 2 Acceptable outcomes
	<p>AO1.3 A carport, when within the <i>Neighbourhood character area</i>, is sited behind the <i>front building line</i>.</p> <p>Note: To remove any doubt, the siting and <i>height</i> requirements prescribed above are not alternative provisions to the siting and boundary clearance <i>heights</i> nominated in the <i>QDC</i>.</p>
* To remove any doubt, compliance with the Acceptable solutions in Table 5.1 does not supersede the design and siting requirements and any associated referral agency roles nominated under the QDC and the Planning Act 2016.	

Table 5.2 - Domestic outbuildings

Column 1 Performance outcomes	Column 2 Acceptable outcomes												
<p>PO1 <i>Domestic outbuildings:-</i></p> <ol style="list-style-type: none"> (1) do not appear to be industrial in scale and appearance; (2) do not adversely impact on the solar access, privacy, outlook and amenity of adjoining premises; (3) do not adversely impact on the prevailing or <i>intended character</i> of the locality; (4) if located on a lot that does not have a <i>dwelling</i>, is sited and is of scale that is consistent with the surrounding built environment and will allow a suitably sized house to be located on the site; and (5) if located on the same lot as a <i>dwelling</i>, is subservient in scale and bulk to the <i>dwelling</i>. <p>Note: Council may approve a <i>Domestic outbuilding</i> with a <i>building height</i> or floor area greater than that nominated in AO1.3 when the development has demonstrated that the building bulk has been appropriately addressed through greater setbacks or appropriate landscaping or another measure acceptable to Council. As a guide for every 200mm above the nominated <i>building height</i> the building is setback an additional 0.5m to that nominated within the relevant part of the QDC.</p>	<p>AO1.1 Where a <i>Domestic outbuilding</i> is proposed on a vacant lot, except when located within a <i>Neighbourhood character area</i>, it is to be sited in accordance with Figure 1.</p> <p>AO1.2 Where a <i>Domestic outbuilding</i> is proposed on a lot within the <i>Neighbourhood character area</i> (whether on a vacant lot or not), no acceptable outcome is nominated.</p> <p>AO1.3 <i>A Domestic outbuilding:-</i></p> <ol style="list-style-type: none"> (1) (excluding carports, lawn lockers (max 9m²), awnings, and annexes) has a roof pitch between 9 and 26 degrees, or a minimum 5 degrees where a skillion roof; (2) has a maximum <i>building height</i> of 5.5m in a Rural or Rural residential zone or 4.8m when located in any other zone; (3) has a combined maximum floor area of all <i>Domestic outbuildings</i> in accordance with Table 5.2A below; and <table border="1" data-bbox="655 1229 1251 1433"> <thead> <tr> <th colspan="2">Table 5.2A</th> </tr> <tr> <th>Lot size</th> <th>Combined floor area</th> </tr> </thead> <tbody> <tr> <td>< 2000m²</td> <td>90m²</td> </tr> <tr> <td>2000m² – 6000m²</td> <td>153m²</td> </tr> <tr> <td>6000m² – 2 ha</td> <td>200m²</td> </tr> <tr> <td>> 2 ha</td> <td>250m²</td> </tr> </tbody> </table> <ol style="list-style-type: none"> (4) has a maximum horizontal dimension (length or width) of 16m when in a Rural or Rural residential zone or 12m when located in any other zone. <p>Note: To remove any doubt, the <i>heights</i> prescribed in (4) above are not alternative provisions to the boundary clearance <i>heights</i> nominated in the <i>QDC</i>.</p>	Table 5.2A		Lot size	Combined floor area	< 2000m ²	90m ²	2000m ² – 6000m ²	153m ²	6000m ² – 2 ha	200m ²	> 2 ha	250m ²
Table 5.2A													
Lot size	Combined floor area												
< 2000m ²	90m ²												
2000m ² – 6000m ²	153m ²												
6000m ² – 2 ha	200m ²												
> 2 ha	250m ²												

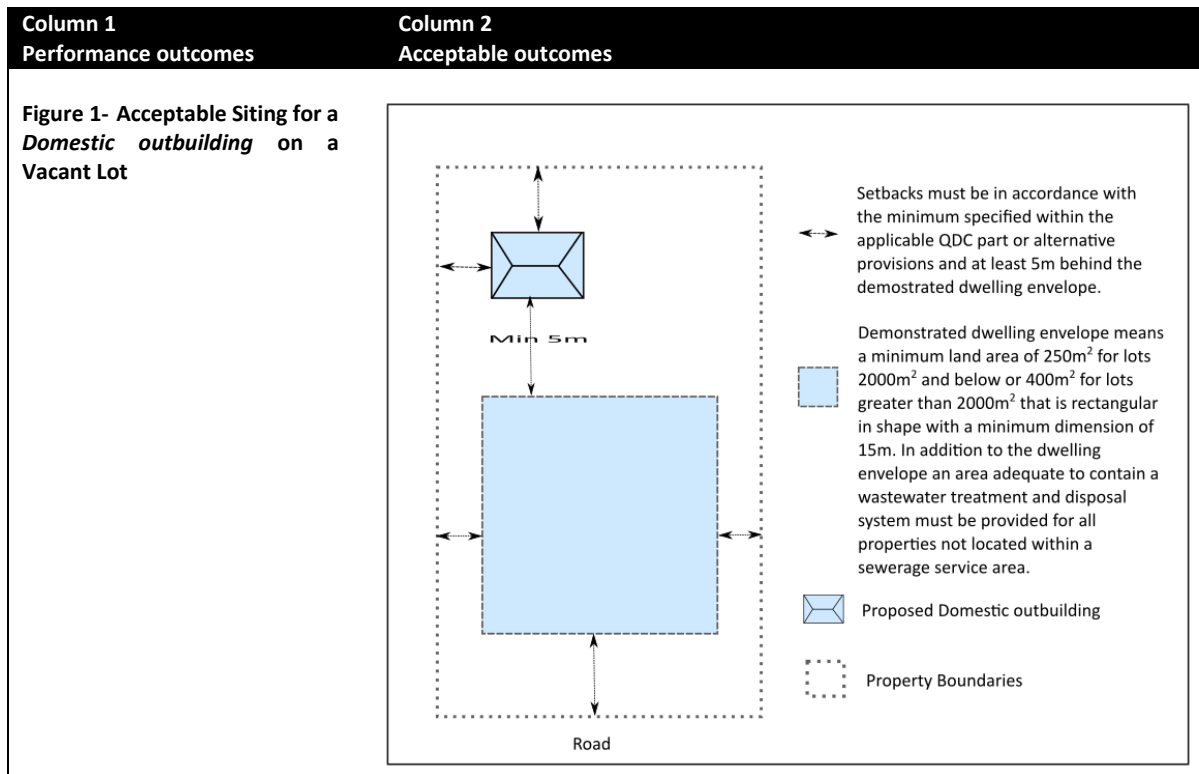


Table 5.3 - Construction or Installation of an Aerial, Antenna, Satellite Dish, Mast or Tower

Column 1 Performance outcomes	Column 2 Acceptable outcomes
<p>PO1 Construction or installation of an aerial, antenna, satellite dish, mast or tower does not: –</p> <ol style="list-style-type: none"> (1) adversely impact on the amenity or aesthetics of the streetscape and maintains the prevailing or <i>intended character</i> of the locality; (2) create visual clutter (including supporting wires); or (3) result in structures with excessive <i>heights</i>. 	<p>AO1.1 A aerial, antenna, satellite dish, mast or tower:–</p> <ol style="list-style-type: none"> (1) has a maximum <i>height</i> of– <ol style="list-style-type: none"> (a) 3.5m above the <i>height</i> of the building or structure it is attached to; or (b) 10m if freestanding. (2) is behind the <i>front building line</i>. <p>AO1.2 A satellite dish has a maximum diameter of 900mm.</p>

Table 5.4 - Construction or Installation of a Wind turbine (wind energy generator)

Column 1 Performance outcomes	Column 2 Acceptable outcomes
<p>PO1 Wind turbines do not:–</p> <ol style="list-style-type: none"> (1) adversely impact on the amenity or aesthetics of the locality and maintain the prevailing or <i>intended character</i> of the locality; (2) cause nuisance to or have unreasonable impact on the amenity of adjoining or nearby premises (including potential nuisance of a future adjoining or nearby premises). 	<p>AO1 A wind turbine: –</p> <ol style="list-style-type: none"> (1) has a maximum <i>height</i>¹ of:– <ol style="list-style-type: none"> (a) 3.5m above the <i>height</i> of the building or structure it is attached to; or (b) 10m if freestanding. (2) has a maximum rotor diameter of 3.5m; (3) is sited behind the <i>front building line</i>; and (4) has a minimum setback from neighbouring <i>dwelling</i>² in accordance with Table 5.4.1.³ <p>Table 5.4.1 - Wind Turbine Setbacks from Neighbouring Dwellings</p>

Column 1 Performance outcomes	Column 2 Acceptable outcomes										
	<table border="1"> <thead> <tr> <th style="background-color: black; color: white;">Sound Pressure Level (SPL) Generated</th> <th style="background-color: black; color: white;">Minimum Setback</th> </tr> </thead> <tbody> <tr> <td>0-70dB(A)</td> <td>25m</td> </tr> <tr> <td>70-80dB(A)</td> <td>40m</td> </tr> <tr> <td>80-90dB(A)</td> <td>126m</td> </tr> <tr> <td>Greater than 90dB(A)</td> <td>200m</td> </tr> </tbody> </table> <p>¹ <i>Height</i> for a wind turbine is measured to the tip of the rotor blade at its highest point of the rotation.</p> <p>² When the neighbouring lot is vacant the setback is considered to be the closest point where a dwelling could be sited in accordance with the standard provisions of the QDC.</p> <p>³ SPLs are generally provided by the manufacturer. If no manufacturer SPL is provided independent testing should be undertaken in accordance with the <i>International Standard IEC61400-11</i>. In instances where an SPL is not provided by the manufacturer and testing is not practical it is to be assumed that the SPL is greater than 90 dB(A).</p>	Sound Pressure Level (SPL) Generated	Minimum Setback	0-70dB(A)	25m	70-80dB(A)	40m	80-90dB(A)	126m	Greater than 90dB(A)	200m
Sound Pressure Level (SPL) Generated	Minimum Setback										
0-70dB(A)	25m										
70-80dB(A)	40m										
80-90dB(A)	126m										
Greater than 90dB(A)	200m										

Table 5.5 – Any Building of a *Steel Clad* or *Prefabricated* Construction or Similar, to be Used as a Class 1a Building

Column 1 Performance outcomes	Column 2 Acceptable outcomes
<p>PO1</p> <p>Any building of a <i>steel clad</i> or <i>prefabricated</i> construction (or similar) to be used as a Class 1a building:–</p> <p>(1) does not adversely impact on the amenity or aesthetics of the locality;</p> <p>(2) maintains the prevailing or intended character of the locality; and</p> <p>(3) does not have the appearance of a shed.</p>	<p>AO1.1</p> <p>A shed that is converted to class 1a building utilises external wall materials or claddings consistent in appearance with those used in the surrounding area.</p> <p>AO1.2</p> <p>All other proposed class 1 buildings, no acceptable outcomes provided.</p>

Table 5.6 - Placement or Installation of a Shipping Container or Railway Carriage

Column 1 Performance outcomes	Column 2 Acceptable outcomes
<p>PO1</p> <p>Shipping containers and railway carriages do not:–</p> <p>(1) adversely impact on the amenity or aesthetics of the locality and streetscape, and maintains the prevailing or <i>intended character</i> of the locality; and</p> <p>(2) create visual clutter.</p>	<p>AO1.1</p> <p>Shipping containers or railway carriages are not placed or installed on a site within the Low, Medium or High density residential zones, or the Emerging Community zone.</p> <p>AO1.2</p> <p>Where in a zone other than the Low, Medium or High density residential zones only one shipping container or railway carriage is established on a site.</p> <p>AO1.3</p> <p>The shipping container or railway carriage is to be sited behind the dwelling so it is not visible from the street.</p> <p>AO1.4</p> <p>The shipping container or railway carriage is to be screened from the street and neighbouring lots by landscaping.</p>

Table 5.7 – Removal or Rebuilding of a Class 1a Building

Column 1 Performance outcomes	Column 2 Acceptable outcomes
Removal	
PO1 Removal of a Class 1a building is undertaken in a safe and environmentally responsible manner with the resulting site left in a clear and orderly state.	AO1.1 All debris including any remaining stumps, foundations, plumbing fixtures and wastewater treatment systems are removed from the site. AO1.2 The ground surface is returned to a level state and does not contain trip hazards or excavations likely to be a safety risk. AO1.3 The site is capable of being practically maintained to avoid overgrown allotments.
Rebuilding	
PO2 A rebuilt Class 1a building makes a positive contribution to the amenity of the location it is to be sited by completion of the external renovations in a timely manner.	AO2.1 External walls, roofing and fixtures are free from flaking, bare or worn patches of painted surfaces. AO2.2 Building materials that are in disrepair (e.g. rotten and rusted) are replaced and finished to match the existing exterior.
PO3 A rebuilt Class 1a building:– (1) is consistent with or makes a positive contribution to the amenity and character of the locality in regard to style, scale and materials used to complete the rebuilding; (2) does not result in any nuisance in regard to reflectivity of building materials; and (3) is consistent with the character and amenity outcomes sought in the relevant Zone, Overlay, or Local plan codes of the Planning Scheme.	AO3 No acceptable outcome provided.

6.0 Removal or Rebuilding Security**6.1 When security will be required**

Security for the performance of building work will be required:–

- (1) for the removal of a building, part of a building or structure from a site; and
- (2) for the re-siting or re-building after the re-siting of a building, part of a building or structure.

6.2 How the amount of security is determined

The amount of security is determined based on the following:–

- (1) as per *Council's* Schedule of Fees and Charges; or
- (2) if no security is nominated within the Schedule of Fees and Charges, as determined by the assessment officer with consideration:–
 - (a) for removal of a building or structure–no less than that required to leave the site in a clear and orderly state in labour (as if the work is undertaken by tradespersons) and in materials; and
 - (b) for rebuilding a building or structure–no less than that required to complete the work in labour (as if the work is undertaken by a tradesperson) and for materials to complete the external renovations of the building.

Any fee determined by Council's assessment officer shall not exceed \$20,000.00; or

- (3) *Council* may consider an alternative security amount at the Applicant's request. A request for an alternative security amount shall be:–
- (a) for removal of a building or structure—no less than that required to leave the site in a clear and orderly state in labour (as if the work is undertaken by tradespersons) and in materials. The Applicant is to provide a statement detailing the full costings associated with all building work associated with the removal; and
 - (b) for rebuilding a building or structure—no less than that required to complete the work in labour (as if the work is undertaken by a tradesperson) and for materials to complete the external renovations of the building. The Applicant is to provide a statement detailing the full costings associated with all building work associated with the rebuilding.

6.3 Form of security

The security is to be in the form of either:–

- (1) a cash bond held in trust by *Council*; or
- (2) an irrevocable bank guarantee that is to be maintained until such time as *Council* provides written advice that the security (or part of the security) can be released.

6.4 Release of security

- (1) Prior to the release of the security bond for removal:–
 - (a) all conditions of the approval are to be completed; and
 - (b) the site is to be in a clear and orderly state following the building or structure being demolished or removed with:–
 - (i) debris including any remaining stumps or foundations, plumbing fixtures and wastewater treatment systems being removed;
 - (ii) the ground surface being level and not containing trip hazards or excavations likely to be a safety risk; and
 - (iii) being capable of being practically maintained to avoid overgrown allotments; and
 - (iv) disconnection of all services by qualified personnel, including but not limited to plumbing fixtures and any wastewater treatment facilities (noting that approvals may be required under separate application for this work).
- (2) Prior to the release of the security bond for rebuilding:–
 - (a) all conditions of the approval are to be completed;
 - (b) the replacement and/or making good of all exterior wall cladding material so as to be free of any visible or performance related defects;
 - (c) the completion of all external wall finishes so as to provide a surface that is free of flaking paint, stains or rust. Wall finishes are to be renewed or replaced so as to match the colour and finish of surrounding wall areas of the building or structure; and
 - (d) the replacement and/or making good of all roof cladding materials so as to be free of any visible or performance related defects including rust, flaking paint or broken tiles.

6.5 Information requirements for applicants

- (1) Applicants should submit the following information:–
 - (a) a site plan to scale showing the location of the detached dwelling to be removed or the proposed location of the dwelling to be rebuilt;

- (b) an Engineer's Report prepared by a structural engineer registered with the Board of Professional Engineers of Queensland (RPEQ) that states:–
 - (i) the building is in a structurally sound condition that will withstand the proposed segmentation and transportation;
 - (ii) the proposed reconstruction of the building is in compliance with the structural requirements of all applicable published Australian Standards and the Building Code of Australia; and
 - (iii) listing any substandard material needing repair or replacement.
- (2) a signed written report by the licensed contractor undertaking the removal and relocation of the building or structure that includes the following:–
 - (a) the proposed route of travel for the building or structure through the *Council* area to the final site of relocation;
 - (b) the estimated total duration of time required for transporting the building from the *Council* area boundary to the final relocation site;
 - (c) confirmation that the transportation is feasible and will not result in damage to *Council* resources or property; and
 - (d) identification of any pruning of vegetation on public land that will be required to enable the transportation of the building,
- (3) a signed declaration by the owner of any property giving consent to the removal company to use the property or part of the property to transfer the building off the original site or onto the ultimate site (e.g. if using an adjacent lot to achieve appropriate turning areas etc); and
- (4) a declaration by the licensed contractor indemnifying *Council* and its employees and agents from all actions, suits, claims, costs and demands howsoever arising whether as a result of a negligent act or omission or otherwise from the movement and transportation of the building.
- (5) for removal a management plan detailing:–
 - (a) a statement and method of how the site will be left, once demolition works or removal of the building or structure is complete. This is to include:–
 - (i) the removal of all plumbing fixtures, wastewater treatment facilities, stumps and foundations; and
 - (ii) leveling the site including filling any excavations.
 - (b) a site plan to scale showing the location of the building or structure to be demolished or removed and the location of any other fixtures or infrastructure to be removed;
 - (c) the proposed methods for demolishing of the building or structure; and
 - (d) the costs for labour and materials in demolishing the building or structure and returning the site to a clear and maintainable standard.
- (6) Applicants should submit the following information for applications to rebuild a dwelling or structure removed from another site:–
 - (a) architectural drawings that accurately depict the site layout, building floor plan and all building elevations after the proposed completion of the building's reconstruction. The drawings are to be ideally at a scale no less than 1:200 for the site plan and no less than 1:100 for other required drawings. The drawings are to show the work proposed to be undertaken for the reconstruction; and
 - (b) a work schedule for completion of external renovations (including painting) including dates for completion of milestones and a schedule of costs for labour and materials for each component of work (as if that tradespersons are completing the work).

- (7) In the event that requested information as detailed above is not provided, *Council* may request this information to be provided via an Information Request in accordance with Part 3 of the Development Assessment Rules.

6.6 When security is used to complete works or remove a building or structure

At its discretion, *Council* or contractors on its behalf may complete the works if:–

- (1) the time period for completion or a time period required through a condition has expired and the applicant has not requested or been granted an extension to the relevant period; or
- (2) the works have not been completed in accordance with the approved plans, the *Building Act 1975*, the *Building Regulation 2006* or the Building Code of Australia.

7.0 Associated Documents

- Building Act 1975
- Building Code of Australia
- Building Regulation 2006
- International Standard IEC61400-11
- Planning Act 2016
- Planning Regulation 2017

8.0 Definitions

Building height – as defined in the *QDC* Parts 1.1 and 1.2.

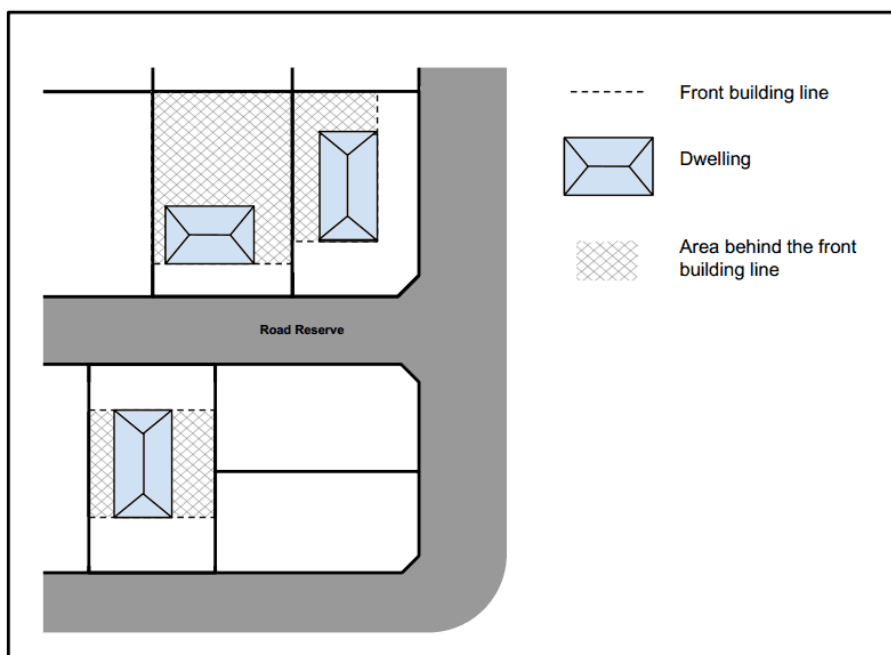
Council – Bundaberg Regional Council.

Domestic outbuilding – as defined in the Bundaberg Regional Council Planning Scheme.

Dwelling – as defined in the Bundaberg Regional Council Planning Scheme.

Front building line – a line drawn parallel to the road reserve boundary, from the front facing *outermost projection* of the *Dwelling* to the side boundaries. See Figure 2.

Figure 2 - Front building line



Height – as defined in the *QDC* Parts 1.1 and 1.2.

Intended character – means the character and amenity outcomes nominated in the relevant Zone, Overlay, or Local plan codes of the Planning Scheme.

LGA – Local Government Area.

Neighbourhood character area – a Neighbourhood character area identified in a Planning Scheme overlay.

Outermost projection – as defined in the *QDC* Parts 1.1 and 1.2.

Prefabricated – a building mostly constructed offsite and transported to site for completion. Examples include but are not limited to modular homes, manufactured homes and relocatable homes.

QDC – Queensland Development Code.

SPL – Sound Pressure Level.

Steel clad – a building clad with steel sheeting materials consistent in appearance with roof or fence sheeting products (examples include but are not limited to custom orb and trimdek) to more than 30% of the total surface area of all external walls.

Zone of influence – as defined in the *QDC* Part 1.4.

**Item****31 October 2017**

Item Number:	File Number:	Part:
I1	IWA2010.2016	WATER & WASTEWATER

Portfolio:

Infrastructure & Planning Services

Subject:

Smart Water Meters - Pilot Project

Report Author:

Tom McLaughlin, Group Manager Water and Wastewater

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:

An evaluation of smart water meters has resulted from Council recognising a need to address its aged meter fleet, streamline its meter reading process and look into system improvements that create efficiencies, increase data availability, realise cost savings, avoid waste and provide excellence in customer service.

The results of this evaluation has seen the development of a Smart Water Meter Strategic Business Plan (SBP) which was presented to and endorsed by Council in August 2017. In summary, the SBP considered four (4) main options ranging from 'Business as Usual' through to a fully integrated smart meter solution. The SBP was developed to provide direction to Council on the viability of the entire project.

The SBP identified that the project is not cost favourable when compare to current practises and that there are a range of intangible benefits including the customer experience that should be explored further during a pilot of the technology.

The Smart Water Meter SBP recommended the following:-

1. *That the Strategic Business Plan (SBP) be endorsed as the basis for proceeding to a 'medium scale' water meter pilot trial.*
2. *An additional Business/Project Plan be prepared for a 'medium scale' smart water meter pilot trial that outlines:*
 - *Scope of the trial including trial areas*
 - *Procurement Plan*
 - *Resourcing Plan*

- *Project specific budget and cash flows*
 - *Risk and Issues Management*
 - *Deliverables*
3. *Council proceed to a trial, subject to approval of the Business/Project Plan (2 above) for the trial by the PCG and Council.*

The Business/Project Plan was subsequently prepared and approved by the PCG (in part) in September 2017. A summary of this plan is provided as an attachment to this report.

The results of the pilot project shall provide information for Council to make an informed decision on rolling the technology out across the entire water meter fleet.

Associated Person/Organisation:

CORE Consultants have been engaged as Project Managers for the early planning works.

Consultation:

Portfolio Spokesperson: Cr Jason Bartels

Council has been consulted on the Smart Water Meter SBP in August 2017 and has endorsed the preparation of a Business/Project Plan.

An internal Project Control Group has been established made up of senior Council staff and an external consultant.

Legal Implications:

There appears to be no legal implications relating to the method in which water consumption is recorded.

Privacy provisions regarding data generated from smart water meters shall be established and reinforced during the pilot.

Policy Implications:

There appears to be no policy implications regarding changing to smart water meters.

Beyond the pilot study timeframes, and should smart water meters be implemented then a revision of the Water Leak Relief Policy (GP-3-082) maybe required.

Financial and Resource Implications:

The pilot project is estimated to cost \$1.0M and shall be undertaken over a two (2) year period. Funding is available in the 2017-18 budget.

During and beyond the pilot period, there will be financial and resource implications.

Risk Management Implications:

The risks for this project centre on innovation, new technology, water income, initial and on-going project costs, reliability and Council reputation. Also, Council has limited pre-existing expertise in smart and digital water metering.

The SBP has documented high level benefits and risks. A risk management workshop was performed in September 2017 with key internal stakeholders. Additional risk workshops are planned as the project advances.

Communications Strategy:

Communications Team consulted.

Yes

No

Should Council support a pilot project then a stakeholder/customer engagement plan is to be developed and in place prior to the appointment of a preferred contractor.

Attachments:

- [↓](#)1 Smart Water Meters Strategic Business Plan - August 2017
- [↓](#)2 Smart Water Meters Pilot Project Plan (Draft) - September 2017
- [↓](#)3 Smart Water Meters - Presentation

Recommendation:

That:

- 1. the *Smart Water Meters - Pilot Project Plan*, dated September 2017 be endorsed by Council and be used as the basis to implement the pilot project;**
- 2. in accordance with the *Local Government Regulation 2012, Chapter 6, Part 3, Clause 228*, because of the complexity and risks associated with this project - Expressions of Interest be called for the supply and installation of the Smart Water Meter Pilot Project.**



Bundaberg Regional Council

Smart Water Meters

Strategic Business Plan (Pre-Feasibility Options analysis)

August 2017

Prepared by Core Consultants Pty Ltd



Strategic Business Plan
Smart Water Meters

Project ID IWA2010.2016

Document control

TABLE 1: DOCUMENT CONTROL

Prepared by:	Core Consultants for Tom McLaughlin
Role:	Group Manager Water & Wastewater – Infrastructure & Planning
Local Government Authority	Bundaberg Regional Council
Version number	2.1
Status	Final Document (Issued for Approval)
File / document number:	IWW1022.2011

Document authorisation

TABLE 2: DOCUMENT AUTHORISATION

Name	Signature
Endorsed by: Andrew Fulton, General Manager Infrastructure & Planning	

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Strategic Business Plan
Smart Water Meters

Project ID IWA2010.2016

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1 Executive Summary

This Strategic Business Plan has been developed for the Smart Water Meters Program (the Program) to gain approval to proceed with the program, commencing with a Smart Water Meter Pilot Project (the Project).

Following evaluation and stakeholder consultation, four (4) strategic high level options were developed for further evaluation, in addition to a Do Nothing Option, namely:-

Option 1 – Neutralise Renewal Liability followed by Business as Usual (BAU)

Option 2 – Install transmitters to all meters plus BAU

Option 3 – Mixed delivery of new transmitters and new integrated meters

Option 4 – All Integrated Meters

For comparison, preliminary estimates were developed for each of the options, along with an assessment of the costs and the benefits. The estimates developed are based on current market values and are therefore suitable for comparative assessment only and should not be used as the basis for future budgeting.

Stakeholder engagement was undertaken to identify, assess and prioritise the likely benefits to be derived from the Project.

The results of the Option Analysis are summarised in the following Table 1.

Table 1 Summary of Options

	Option	5 year Capex investment	12 year Capex NPV	12 year Opex NPV	12 year Total NPV (Opex + Capex)	Risk
1	Reduce Renewal Liability – Business as Usual	\$4,848,400	\$5,475,649	-	\$5,475,649	Low
2	All transmitters - Install transmitters on all existing meters plus BAU meter replacement	\$11,572,250	\$10,580,398	-\$647,088	\$9,933,309	Med
3	Mixed Delivery - Replace aged fleet with integrated meters and install transmitters to balance of fleet	\$12,603,308	\$11,418,944	-\$1,056,486	\$10,362,458	Med
4	All Integrated Meters - Replace entire fleet	\$15,083,188	\$11,893,803	-\$1,264,292	\$10,629,512	High

Options 2 and 3 are identified as the preferred options for Program delivery, in terms of the 'net present value', cost benefit, and risk. It is therefore recommended that these Options be adopted as the basis for the next stage of development, being further feasibility assessment ahead of a decision on the Detailed Business Case.

It is also recommended that a pilot trial be established to support the feasibility study to better understand the state of technology, cost drivers as well as the benefits for such a project. The pilot study would be subject to further business planning and market sounding.

2 Program Alignment

2.1 Program and Project Drivers

The Program drivers have been identified through various briefings with Bundaberg Regional Council (BRC), together with a review of the BRC Concept Approval Brief dated April 2017. The following key drivers have been identified for the Smart Water Meters Program (the Program):

- The Program must be delivered in 3-4 years (digital metering leading council's digital experience and smart city planning);
- The Program includes a pilot feasibility project, which is anticipated to be completed over 2 years;
- The Program must be structured to identify and mitigate technological obsolescence particularly in communications network; and
- The Program must address the current liability of the aging meter fleet.

The Pilot Project is driven by the needs of the Program, and prudence around the investment decision, given that the underlying technology is rapidly maturing and BRC has no pre-existing expertise in this field.

2.2 Alignment with Strategic Objectives and Decision Framework

Council has adopted the Queensland Treasury Corporation (QTC) Project Decision Framework (PDF) which aims to provide the overarching system by which decision making for new projects can be disciplined, consistent, robust and in the best interests of the community. Using the QTC framework together with the identified drivers, the objective of the current phase of the Program is to assess the available options to determine whether Council should:

- invest in the development of a pilot feasibility study;
- bypass the pilot feasibility study and move directly to the project planning phase; or
- not proceed at all.

Following an investment decision, the Program and Project will continue to be planned, executed, and governed in line with the QTC and Treasury frameworks for project decision and delivery.

The following table summarises the proposed alignment of the Program with Council's planned strategic outcomes:

TABLE 2: SUMMARY OF STRATEGIC OUTCOME ALIGNMENT

	Council Strategic Outcome	Proposed Alignment
Governance	Responsible financial management and efficient operations	Utilising the QTC Project Decision Framework to make prudent investment decisions on emerging technology trends and potential value to Council.
	A committed and responsive customer service focus	The potential qualitative benefits of Smart Meter technology can substantially improve Council customer service and sentiment.
Environment	The provision of infrastructure fit for purpose that meets the region's current and future needs	Utilising the QTC Project Decision Framework to make prudent choices on emerging technology. The potential benefits of Smart Meter technology can substantially improve Council's water infrastructure planning and operations.

3 Background

3.1 Current Situation

Bundaberg Regional Council (BRC) is the Registered Water Service Provider and is responsible for planning, operating and maintaining BRC's water and wastewater treatment plants, pipelines, pumping stations and ancillary equipment.

BRC currently utilises an aging fleet of mechanical water meter hardware which relies on manual readers to capture consumption data. This approach is manually intensive and relatively inefficient. The desire to create efficiencies, realise cost savings, and provide excellence in customer service are drivers to consider a better way forward in terms of water management.

It has been identified that more than one quarter of the meter fleet needs immediate replacement, or is overdue for replacement. It is likely that this situation is causing revenue loss for BRC due to worn and inaccurate meters. As mechanical water meters wear and become inaccurate, the resulting benefit tends to be in favour of the customer. As a general rule for BRC's meter fleet, standard 20mm diameter water meters have an effective life of approximately 3.4 megalitre throughput or 10 years whichever is greater. BRC's current operational needs include an immediate replacement of these meters.

3.2 Deferral / Do Nothing Impacts

Table 3 provides a summary of the current age of the water fleet across 7 age categories.

Table 3 *Age of Water Fleet*

Age of Water Meters	< 1 Year old	Between 1 & 2 years	Between 2 & 5 years	Between 5 & 10 years	Between 10 & 15 years	Between 15 & 20 years	> 20 years old
Number of Water Meters	1,488	1,813	4,889	9,306	7,601	4,338	1,895
Percentage of Total Water Meters	4.75%	5.79%	15.60%	29.70%	24.26%	13.85%	6.05%
Cumulative Total Number of Water Meters	1,488	3,301	8,190	17,496	25,097	29,435	31,330
Cumulative % of Total Water Meters	4.75%	10.54%	26.14%	55.84%	80.11%	93.95%	100.00%

Adopting a 10-year design life shows that 45% or approximately 14,000 meters need replacement. Of these approximately 8,000 meters are in urgent need of replacement (i.e. those greater than 10 years and 3.4 megalitres of throughput).

To maintain a sustainable age profile for the meter fleet, planned replacements should have averaged approximately 3,100 meters per annum. The average rate of replacement over the last 10 years has been approximately 1,800 meters per annum, significantly less than the required rate of replacement.

The current cost of the deferred replacement is approximately \$2,800,000. If the current replacement regime continues, (1,800 meters replaced per annum) without any changes, the deferred replacement liability will increase at the rate of approximately \$300,000 per annum. BRC is also exposed to risk of lost revenue due to ongoing degradation of meters and reading accuracy.

It should be noted that the "design life" of a water meter is a nominal engineering value. The actual life of a meter is dependent on many factors such as environmental conditions, flow, volumes, water quality etc, and many meters do operate as expected beyond their design life. The age of a water meter and the volume of water that has passed through a meter (throughput) are key determinates for meter accuracy.

3.3 Early Investigation

BRC engaged Local Government Infrastructure Services (LGIS) in 2016 to explore smart metering options for their existing water network. The LGIS Smart Water Meters Report dated April 2016 included recommendations for a planning approach covering 7 phases. Phase 1 covered the formation of a team to identify the objectives and Phase 2 covered a Pilot trial.

In accordance with the Project Decision Framework, BRC developed a Concept Approval Brief dated 03 April 2017, which was the basis for the preparation of this Strategic Business Plan.

3.4 Project Control Group

A multi-disciplinary project team has been established as a Project Control Group (PCG) for the Project. The PCG has appointed Core Consultants as the Project Manager to facilitate the implementation of the project. The PCG comprises the following Council members:

- Andrew Fulton General Manager Infrastructure & Planning
- Tom McLaughlin Group Manager Water & Wastewater Infrastructure
- Jason Bartels Councilor (Division 1)
- Ian Norvock Chief Information Officer
- Rob Callander Revenue Manager
- Jeff Rohdman Manager Water & Wastewater Operations

At the meeting held on 14 June 2017 the PCG resolved that a Strategic Business Plan (this document) be developed for the overall Program and that a commitment be sought from Council to advance the Project into the pilot.

4 Project Rationale

4.1 Smart Metering

4.1.1 Water Industry Overview

Water security, customer engagement, infrastructure investment and growth are driving the water service industry to explore innovative solutions to deliver improved services and more efficient decision making. Covering costs, monitoring non-revenue water and meeting customer demands for equity in billing are some of the core challenges.

To date, roll-outs of smart water metering have been driven by the desire to reduce manual readings, increase data on time of use, leakage management and end-use measurement.

Smart metering systems have the potential to revolutionise current water service operations and customer engagement approaches. Smart water metering is one such innovative solution as part of a whole of business approach through Smart City Technology. Through emerging technology, it is now possible to deploy integrated smart water metering across water networks.

4.1.2 What information is gathered and why?

An integrated smart meter solution has the potential to stream large volumes of time stamped water use and other associated information (such as water temperature, pressure, quality) from a customer water meter at a greater frequency and resolution than traditional meter reading, such as minutes, hours and/or days. Such datasets are powerful for a range of water planning, engineering and customer response decisions – placing large value on data acquisition but only if processed, refined and reported in a way that is more intuitive and informative than traditional approaches.

The fixed communication networks typically deployed for smart metering solutions can then be leveraged further for other uses outside the water network such as smart lighting, public bin collection alerts, animal trapping etc., as proven by other utilities around Australia.

4.2 Advantages of Smart Water Metering

4.2.1 Why smart metering for this Council?

Council has recognised a need to address its aged meter fleet, streamline its meter reading process and look to system improvements that create efficiencies, increase data availability, realise cost saving, avoid waste, and provide excellence in customer service.

It is evident that Council's immediate drivers can be realised through the Program's approach to identifying a more automated, digital alternative to traditional meter reading. However, taking a longer-term view to future benefits in relation to water conservation, customer relationship management, asset optimization and demand-side management is also important to ensure future sustainability and prudent technology investment.

Whilst the industry is a-buzz with what smart metering can mean to a water utility, research shows it is important to understand specifically the value it can offer this Council and its constituents.

The benefits identified to date, of a full scale smart metering solution to Council are:

- A combination of tangible financial benefits, reducing BRC's annual operating expenditure by up to \$480k.
- Many qualitative enhancements to customer relationship management.
- An enabling platform for Council's Smart City aspirations.

The benefits identified to date, of a smart metering solution to Council's rate payer / property owners are:

- Leak and unusual usage alerts saving property owners on unnecessary costs.

- Self-service consumption information for conservation, troubleshooting, bill reduction and/or forecasting.
- Prevention of property damage due to undetected concealed leaks.

4.2.2 Tangible Financial Benefits

The stakeholder consultation and business analysis done to date has identified the following tangible benefits achievable for Council:

- Increased billing accuracy through improved meter reading performance
- Reduced cost of special reads
- Reduced cost of meter maintenance and special read follow up investigations
- Reduced leak relief payments
- Reduced manual meter reading costs
- Reduced non-revenue water through network loss identification and reduction.

Refer **Appendix B** for detail on financial benefit identification, assessment and analysis.

4.2.3 Intangible and Qualitative Benefits

In addition to the tangible financial benefits many qualitative benefits have been identified that would support the proposed project solutions, however these benefits would require further validation during the pilot feasibility stage.

These benefits would include, but are not limited to:-

- Customer benefit and experience;
 - Potential reduction in customer water bill, prevention of property damage, and "bill shock" avoidance through leak alerts.
 - Identification of water theft through unusual consumption patterns or alerts.
 - Change in customer / consumer consumption habits through provision of user data for conservation or cashflow management.
 - Improved customer perception and relationship with utility through improved service levels such as service centre response time and reduced queries or complaints (through self-service).
- Water operations and engineering teams will have more data and information to inform future renewal and growth projects.
- Water meter assets are easier to locate (i.e. GPS tagged and/or triangulated by comms network) and depending on the solution chosen may provide more detailed analytics for improved asset management and maintenance of the meter fleet.
- The establishment of a data management system with high resolution and frequently available meter data is an enabler to Council's aspirations to introduce e-billing and other e-services.
- The establishment of a Low Power Wide Area Network (LPWAN) commonly associated with smart meter deployments, provides a communications network that can be leveraged for many generic monitoring opportunities, which is an enabler to Council's 'Smart City' future planning.

There are several more qualitative benefits that require further consultation and analysis in the next stages of planning for this project.

4.2.4 Community Benefits

Although many of the benefits rely on digital technology and customer access to an internet portal or similar; the low-tech user demographic of the Council area (approx. 22%) will benefit from Council's return on investment, more equitable and accurate billing across the region, and leak alerts delivered via traditional mediums.

Potential benefits to irrigation and farming communities requires further consultation and analysis. A relevant example from Victoria is worth investigating, whereby a farmer successfully utilised the water utility's digital metering solution to manage their farm's water usage, reducing the farmer's operating costs and creating a new revenue opportunity for the water utility.

4.3 Stakeholder Engagement

A consultation process was undertaken in June and July 2017 and included discussions to gather high level requirements and the collection of data input parameters to assist with the modelling of the Strategic Business Plan and Net Present Value (NPV) calculations. The Baseline Data and NPV Inputs table is included in **Appendix B**.

Consultation was undertaken with the stakeholders as listed in Table 4 below:

Table 4 *Participating Stakeholders*

Stakeholder Listing	
Andrew Fulton	General Manager Infrastructure & Planning
Tom McLaughlin	Group Manager Water & Wastewater Infrastructure
Trevor Schulte	Technical Officer (Meter Renewals)
Ian Norvock	Chief Information Officer
Rob Callander	Revenue Manager
Amy Warmington	Customer Service
Debbie Badke	Revenue Supervisor
Jeff Rohdman	Manager Water & Wastewater Operations

A significant part of the stakeholder engagement process covered the identification, assessment and prioritisation of the likely benefits to be derived from the Project. The benefits are included in the Benefits Identification table in **Appendix B**.

4.4 Scope of Pilot Project

Originally the Concept Approval Brief recommended a 'twelve (12) month digital metering pilot', with the aim to identify and assess appropriate data management, communications, analytics, and metering technologies relevant to Council's business requirements. An amount of \$1 million was provisioned for the 2017/18 Budget to facilitate sufficient scope to validate future investment decisions.

The Project would consider and trial a range of digital metering technologies and select one or more provider/s for the purposes of the pilot study which is intended to run for an extended period following the installation of meters. This would provide an understanding of integrating the digital meter data into existing systems and direction on an appropriate commercial and technical model.

The Project (Pilot) should consist of the following:

- Supply and installation of approximately 1,250 digital meters (including a mix of transmitters and integrated meters);
- Supply and installation of communications;
- Transmission of the generated data;
- Support and maintenance;
- A digital water meter data management platform inclusive of data validation, analytics dashboard, and a customer portal (for pilot trial participants).
- Gathering of 12 months of data to provide seasonal variances and cover at least 1 complete billing cycle.

For more detail on the Project scope and options considered refer to **Appendix C**.

A preliminary budget estimate has been prepared for the Pilot based on the above with a total value of \$1,050,000. This validates the original \$1 million provision. A preliminary project schedule has also been developed identifying an entire project duration of approximately 18 months, to be delivered across the 2018 and 2019 financial years. Although the budget is a relevant constraint for the pilot study, the duration of the pilot should be sufficient to inform future investment decision.

4.5 Procurement Strategy

The proposed procurement strategy for the Pilot and vendor selection process is as follows:

- A "Quick Wins" initiative involving a select market approach (sole source) to procuring a data management platform and a small sample group of transmitters and/or integrated meters on council assets (less than 20 points).
- Meter deployment of approximately 1,250 meters and/or transmitters to be operational by 2018.
- An Expression of Interest (EOI) followed by an Invitation to Tender (ITT) process for the procurement of metering and communications technology which would take place in parallel to the "Quick Wins" initiative.
- Agreed locations and meter specific scope to be agreed prior to ITT, informed by EOI.

The benefits of the proposed approach are:

- A "Quick Wins" initiative can commence immediately and provide an operational data platform in less than 3-4 months (under trial terms).
- The EOI process can commence promptly to test the market and obtain valuable vendor input.
- It is likely that between 12 and 20 responses could be received from the EOI. The evaluation of this volume of responses would be very complicated and time consuming for an ITT process.
- The EOI responses can be efficiently evaluated to create an initial shortlist of less than 6 vendors.
- The initial shortlisted vendors would be invited to present and demonstrate their technology to BRC and a final shortlist prepared.
- Vendor responses will assist in the preparation of a detailed Scope of Work for the ITT process.

5 Strategic Options Considered

For this study area, 4 broad options for the Program of delivery have been developed. The options range from Business as Usual (BAU) to the complete replacement of the entire fleet with integrated water meters (non-mechanical meters). All options address the need to meet the deferred replacement requirements, which require the replacement of more than one quarter of Council's meter fleet in the near future. For the assessment, it is conservatively assumed the entire fleet is 32,000 meters (rounded).

5.1 Option 1 – Neutralise Renewal Liability – Then Business as Usual

Option 1 will reduce the renewal liability (deferred replacement) and provide for Business as Usual (BAU) once the renewal liability has been negated. This option includes the replacement of all outdated meters that are currently outside their design life (i.e. 14,000 meters), thereby reducing the renewal liability. The replacement is on a 'like for like' basis with standard meters for all outdated meters in addition to replacing the meters that will fall due for replacement in years 1 to 5 (i.e. 9,000 meters). The option includes:

- 4,600 standard meters replaced per annum on average for years 1 to 5 (i.e. 23,000 replacement meters in total to remove liability of 14,000 meters plus 9,000 meters that will age in that period).
- 1,780 standard meters replaced per annum for years 6 to 12 (i.e. required rate of annual replacement program until fully refreshed after year 12).
- No digital metering.

5.2 Option 2 – All transmitters

Option 2 allows for the installation of transmitters on all existing meters and replacement meters included in the BAU meter replacement. The option includes:

- 1,250 transmitters on new standard mechanical meters during the pilot trial in years 1 to 2.
- 4,600 standard meters replaced per annum on average for years 1 to 5 to remove renewal liability and address BAU replacement.
- All remaining meters installed with transmitters over a 3-year period after trial in years 3 to 5.
- 1,780 standard meters replaced per annum for years 6 to 12 (i.e. required rate of annual replacement program until fully refreshed after year 12).
- Transfer to a digital metering experience

5.3 Option 3 – Mixed Delivery

Option 3 allows for 60% replacement of the fleet (i.e. 19,300) with integrated meters as well as the installation of transmitters to balance of fleet. The option includes:

- 800 integrated meters and 450 transmitters for the pilot trial in years 1 to 2.
- 18,500 aged meters replaced with fully integrated meters after trial in years 3 to 5 (focusing on the priority aged replacements).
- 12,700 transmitters deployed to the balance of the meter fleet (i.e. meters that are within the design life).
- Assumes balance of aged replacements (i.e. those not upgraded to integrated meters) are with like for like meters when due, which will equate to 1,780 standard meters per annum years 6 to 12.
- Transfer to a digital metering experience

5.4 Option 4 - All Integrated Meters

Option 4 allows for the replacement of the entire fleet of 32,000 meters with fully integrated meters in 5 years and removes the liability of the deferred replacement. The option includes:

- 1,250 integrated meters for the pilot trial in years 1 to 2.
- 10,250 meters replaced with integrated meters per annum in years 3 to 5.

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- No capex meter renewal in years 6 to 12.
- Transfer to a comprehensive digital metering experience.

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Appendix A

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6.3 Net Present Value Summary

A summary of the NPV for comparative purposes are provided in Table 5.

Table 5 *Net Present Value of Options*

	Option	5 year Capex investment	12 year Capex NPV	12 year Opex NPV	12 year Total NPV
1	Reduce Renewal Liability – Business as Usual	\$4,848,400	\$5,475,649	-	\$5,475,649
2	All transmitters - Install transmitters on all existing meters plus BAU meter replacement	\$11,572,250	\$10,580,398	-\$647,088	\$9,933,309
3	Mixed Delivery - Replace aged fleet with integrated meters and install transmitters to balance of fleet	\$12,603,308	\$11,418,944	-\$1,056,486	\$10,362,458
4	All Integrated Meters - Replace entire fleet	\$15,083,188	\$11,893,803	-\$1,264,292	\$10,629,512

6.4 Benefits and Risks

A high-level understanding of the benefits and risks for each of the options was undertaken for strategic comparative purposes. It is also recognised that as a preferred strategy evolves, then additional benefits, risk identification and mitigation measures will become known and shall be appropriately managed.

6.5 Option 1 - Business as Usual

6.5.1 Benefits

- Reduces the renewal liability (deferred replacement) to zero over a 5-year period
- Lowest total cost option and least risk (like for like replacement) and mitigates lost revenue risk
- No replacement of in design life meters (no sunk cost)

6.5.2 Risks

- Continued inefficiencies (maintenance and meter accuracy over time) in the management of the meter fleet
- No digital / smart metering experience – potentially no strategy formulated either
- No business improvement

6.5.3 Option summary assessment

- This option is what the business must do as a minimum to get the meter renewal program on track and mitigate further potential revenue losses.
- This option is the baseline for comparison with other options – BRC must spend \$5.4M on meter renewals in the next 12 years to maintain status quo.

6.6 Option 2 – All transmitters

6.6.1 Benefits

- Reduces the renewal liability (deferred replacement) to zero over a 5-year period
- Lowest cost option involving a wide scale digital / smart metering experience
- No replacement of in design life meters (no sunk cost)
- Meter choices remain open to suit application

6.6.2 Risks

- Lowest potential return in benefit from a digital / smart metering experience
- Remain exposed to some of the inherent problems with mechanical meters

6.6.3 Option summary assessment

- This option is a minimum investment to get to a smart / digital meter experience across the entire meter network.
- BRC expend \$5M in addition to the planned meter renewal program of \$5.4M to save \$650k in the next 12 years giving an adjusted financial benefit cost ratio of 0.13 (i.e. $0.65 \div 5$).

6.7 Option 3 – Mixed Delivery

6.7.1 Benefits

- Reduces the renewal liability (deferred replacement) to zero over a 5-year period
- Highly flexible approach, provides options for moving to integrated meters (ultrasonic or non-mechanical)
- No replacement of in design life meters (no sunk cost)
- Meter choices remain partially open to suit their application

6.7.2 Risks

- Remain partially exposed to some of the inherent problems with mechanical meters
- Timing to implement – a large number of meter replacements required.
- Risks of integrated meter failure (battery life)

6.7.3 Option summary assessment

- This option provides a flexible multi-technology approach in transferring to a smart digital meter experience across the entire meter network.
- BRC would expend \$6M in addition to the planned meter renewal program of \$5.4M to save \$1.05M in the next 12 years giving an adjusted financial benefit cost ratio of 0.18 (i.e. $1.05 \div 6$).
- This option increases the 10-12 year meter renewal program from \$5.4M to \$8.5M thereafter.

6.8 Option 4 – All Integrated Meters

6.8.1 Benefits

- Reduces the renewal liability (deferred replacement) to zero over a 5-year period
- Highest potential benefit return (refer risk below also)
- Removes exposure to potential risks and issues associated with mechanical meters

6.8.2 Risks

- Most expensive cost option involving a wide scale digital / smart metering experience

- Meter choices become limited to communications network compatibility
- Results in replacement of in design life meters (sunk cost)
- Benefit return has a higher degree of uncertainty (less proven results)
- Timing to implement – 32k replacement meters in 3 years is unprecedented for Council and there is a likelihood it may not be achieved in time.
- Wider exposure to risks of integrated meter failure (battery life).

6.8.3 Option summary assessment

- This option provides a complete integrated (non-mechanical) meter approach in transferring to a smart digital meter experience across the entire meter network.
- BRC would expend \$6.4M in addition to the planned meter renewal program of \$5.4M to save \$1.26M in the next 12 years giving an adjusted financial benefit cost ratio of 0.20, (i.e. $1.26 \div 6.4$).
- This option increases the 10-12 year meter renewal program from \$5.4M to \$10.7M thereafter.

7 Other Issues

7.1 Project Management Framework

A Project Management Plan should be developed to further expand on the following key areas:

- Project Scope
- Stakeholder Engagement
- Quality Planning
- Schedule and Timing
- Project Delivery Method
- Costing and Procurement
- Risk Management Plan
- Change Control and Closure

The adopted framework should reflect the standards and methodology of the Project Management Institute's 'Project Management Body of Knowledge (PMBOK)'.

8 Summary of options

A summary of the Program Options is outlined in the table below:

Table 6 Program Options Summary

Criteria	Option 1: Reduce Liability BAU	Option 2: Transmitters Only	Option 3: Mixed Delivery	Option 4: All non-mech Integrated Meters
Alignment with Council's strategic objectives?	Yes	Yes	Yes	Yes
Is there an approved business case?	No	No	No	No
Will this option affect existing service levels?	No Change	Improvement	Improvement	Improvement
Are there legislative or policy constraints?	No	Yes – Project Decision Framework	Yes – Project Decision Framework	Yes – Project Decision Framework
Is support from key stakeholders expected?	Yes	Possibly	Possibly	Possibly
Digital / Smart Metering	No	Yes	Yes	Yes
Indicative timeframe to completion	4-5 years	4-5 years	4-5 years	4-5 years
Overall residual risk	Low	Moderate	Moderate	High
▪ Risk of untimely delivery	Low	Low	Moderate	High
▪ Risk limited meter choice / flexibility	Low	Low	Low-Moderate	High
▪ Risk Sunk costs of premature meter replacement	Low (Nil)	Low (Nil)	Low (Nil)	High (\$800k-\$1.4M)
▪ Risk of digital/battery failures	NA	Low	Moderate	High
Tangible Benefits	Very Low	Low	Moderate	Moderate
▪ Annual Opex Reduction	-	\$70-80k	\$140-150K	\$150-170k
▪ Improved meter accuracy	-	Unlikely	Possible	Likely
Intangible Benefits	Low	Moderate	Moderate	Moderate-High
▪ Improved customer experience	No	Yes	Yes	Yes
▪ Enabler for Smart City	No	Likely	Likely	Possible
Total NPV	\$ 5.4 million	\$9.93 million	\$10.36 million	\$10.63 million
Adjusted Financial Benefit Cost Ratio (BCR)	0	0.13	0.18	0.20
Total benefit + Total additional capital cost of investment in smart metering				

9 Recommendations

It is recommended that:

- i. This Strategic Business Plan be endorsed as the basis for proceeding to a 'medium scale' water meter pilot trial.
- ii. An additional Business Plan be prepared for a 'medium scale' smart water meter pilot trial that outlines:
 - o Scope of the trial including trial areas
 - o Procurement Plan
 - o Resourcing Plan
 - o Project specific budget and cashflows
 - o Risk and Issues Management
 - o Deliverables
- iii. Council proceed to a trial, subject to approval of the business plan (ii above) for the trial by the PCG and Council.

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10 Appendices

TABLE: APPENDICES

Appendices	Included
Appendix A	NPV Analysis
Appendix B	Benefits Identification & Assessment
Appendix C	Pilot Project Scope

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Appendix A: NPV Analysis



Option	5 year capex investment	12 year Capex NPV	12 year Opex NPV	12 year Total NPV	Risk	Financial BCR	ROI
Reduce Renewal Liability				\$ 5,475,649	Low		
All transmitters -				\$ 9,933,309	Med		
Mixed Delivery -				\$ 10,362,458	Med		
All Integrated Meters -				\$ 10,629,512	High		





Smart Meter Pilot Project
NPV Analysis

Options	Funding	Description	NPV (\$)	year													
				2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		
Option 1 4,848,400	CapEx		5,475,649														
	OpEx		-														
	Total NPV		5,475,649														
Option 2 11,572,250	CapEx		10,580,398														
	Benefit ID OpEx		- 647,088														
	Total NPV		9,933,309														
Option 3 12,603,308	CapEx		11,418,944														
	Benefit ID OpEx		- 1,056,486														
	Total NPV		10,362,458														
Option 4 15,083,188	CapEx		11,893,803														
	Benefit ID OpEx		- 1,264,292														
	Total NPV		10,629,512														





Smart Meter Pilot Project Cost Workings (CAPEX)				year																	
Options	Funding	Description	Subtotals	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030					
Option 1	CapEx																				
			M	x		35,460															
			M	x																	
	\$	7,092,000																			
Option 2	CapEx																				
			M	x		35,460															
			M	x																	
	\$	12,852,000																			
Option 3	CapEx																				
			M	x		16,160															
			M	x																	
	\$	13,801,500																			
Option 4	CapEx																				
			M	x		-															
			M	x																	
	\$	13,600,000																			



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Appendix B: Benefits Identification and Assessment

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ID	Water Business Benefits	Explanation	Potential Input Data (NPV data)	Status	Benefit Category (pillar)	Comments	Identified Saving / Revenue Lower (\$ per annum)	Identified Saving / Revenue Upper (\$ per annum)	Identified Saving / Revenue (\$ per annum)	Benefit Return	Benefit Likelihood	Benefit Rating (1, 2, 3)
	M M	M M M M M M	M M	M		M M M M	M M	M M				1.5
	M	M M M M M M	M M		M	M M M M M M M M	M M	M M				1.5
		M M M M M M	M M	M	M M	M M M M M M M M	M	M M M M				1.5
	M M	M M M M	M M	M M	M	M M	M	M				1.5
		M M M M M M M M	M M	M M		M M M M M M M M M M M M	M M	M M				1.5
	M	M M M M M M	M M	M M	M M M	M M M M M M M M M M M M	M	M M				2
	M M	M M M M M M M M	M M	M	M	M M M M M M M M M M M M	M M	M M				2



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ID	Water Business Benefits	Explanation	Potential Input Data (NPV data)	Status	Benefit Category (pillar)	Comments	Identified Saving / Revenue Lower (\$ per annum)	Identified Saving / Revenue Upper (\$ per annum)	Identified Saving / Revenue (\$ per annum)	Benefit Return	Benefit Likelihood	Benefit Rating (1, 2, 3)
	M M	M M M M	M M	M M	M M	M M M M M	M M	M M M	M M			2
		M M M M M M M	M M	M M		M M M M M	M M	M M	M M			2
		M M M M M M M	M M	M M		M M M M M	M M M M M	M M				2.5
	M M M M	M M M M M M M M	M M M M	M M	M M	M M M M M M M		M M				2.5
		M M M M M M	M M M M	M M		M M M M M	M M M	M M				2.5
	M	M M M M M M	M M M M	M M M M	M M M M	M M M M M M M	M M	M M M				2.5
	M M	M M M M M M	M M M M	M M		M M M M M M	M M M M	M M				3
	M M M	M M M M M M				M M M M M M M	M M M M					3
		M M M M M M M M M	M M M M	M M M M	M M M M	M M M M M M	M M					3



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ID	Water Business Benefits	Explanation	Potential Input Data (NPV data)	Status	Benefit Category (pillar)	Comments	Identified Saving / Revenue Lower (\$ per annum)	Identified Saving / Revenue Upper (\$ per annum)	Identified Saving / Revenue (\$ per annum)	Benefit Return	Benefit Likelihood	Benefit Rating (1, 2, 3)
	M	M M M M M		M	M M	M M M		M				3
	M M	M M M M M M M M	M M	M	M M		M					3
	M	M M M M M M M	M M M M M M	M	M M	M M M M M	M M	M				3
	M M M	M M M M M M M M M M	M M M M M M M M	M	M M	M M M M M M M M M M M M M	M M	M	M			3
	M M M	M M M M M		M		M M M M M M M	M	M				3
	M	M	M M	M		M M M M M M						3
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Appendix C: Pilot Project Scope

Smart Meter Pilot – Project Scope Brief & Options

The proposed high-level scope of the Smart Meter Pilot project in Table I below, is derived from:

- 1) Council's project drivers;
- 2) The prioritised benefits applicable to Council; and
- 3) Stakeholder high level requirements gathering.

TABLE I: PILOT PROJECT SCOPE BREAKDOWN

Work Breakdown	Proposed Scope	Justification
Number of Meters / Monitoring Points	Approx. 1250 (option c)	<ul style="list-style-type: none"> • Sponsor & General Manager direction • Trial budget can accommodate • Assumes a mix 60/40 integrated meter to transmitter, however subject to market response • Size sufficient to learn based on experience of other utilities
Technologies – Smart Digital Meters	<ul style="list-style-type: none"> • Focus on integrated meters, particularly non-mechanical. • Support different technology on trial which would include transmitters and multiple vendors. 	<p>Integrated non-mech meters:</p> <ul style="list-style-type: none"> • Want the best – have an aged fleet. • Mech meters are prone to maintenance problems and inaccuracies. <p>Transmitters:</p> <ul style="list-style-type: none"> • NPV analysis and preferred Program option • Mackay Water recommendation
Technologies - Communications	<p>Focus on:</p> <ul style="list-style-type: none"> • Fixed wide area network. • Major Telstra/Optus Telecommunications (Telco) provided services (e.g. NBIOT). • Two-way network solutions. <p>Possibility for one-way.</p>	<ul style="list-style-type: none"> • Two-way to “future proof”. • Note BRC no capacity or aspiration to be bleeding edge. Needs to be tested. • Will assess two-way availability and performance, but one-way will be considered even if not in for long term just to determine value in other aspects during pilot phase.
Location requirements	<p><i>Requirements in EOI with selection of specifics ahead of ITT.</i></p> <ul style="list-style-type: none"> • Multiple areas. • Area capable of mini-DMA • Likely Telco coverage • Cover complete routes • Cross section res/non-res • Smart precinct concept areas (timing dependent) 	<ul style="list-style-type: none"> • Multiple areas support various tech trials and requirements more easily. • Operations Manager wants to create a mini DMA to validate leakage benefits. • CIO wants to ensure potential for Telco selected coverage area. • Revenue and Customer Service Supervisors want to cover routes and cross section of meters. • Smart precinct concept areas if available in time.
Data Management	<ul style="list-style-type: none"> • Include network analytics • Include customer portal • No billing change or trials 	<ul style="list-style-type: none"> • DMA and NRW assessment • Revenue Manager seeks to explore customer feedback.
Special considerations	<ul style="list-style-type: none"> • Trial area or sub-section with in-series meter install • DMA trial setup and NRW analysis • Additional monitoring scope (other than consumer water meter) 	<ul style="list-style-type: none"> • validate meter accuracy performance improvement • validate DMA management and assessment of network losses • validate contribution to NRW • validate contribution to smart city initiative
Timing	12 months (1 billing cycle min.) from meter installation and operationalisation of data	<ul style="list-style-type: none"> • validate against manual meter reads • assess customer feedback

The options considered for a Smart Meter Pilot project in Table II below, assumes:

- 1) the need for pilot is driven by Program;
- 2) cost estimates (options B to D) are -
 - a. based on industry average rates
 - b. irrespective of meters or transmitters
 - c. inclusive of a data management platform
- 3) detailed scope of technology (e.g. meter or transmitter, comms type) is driven by requirements and any mix could apply to each option (except option A);
- 4) location detail is of no consequence to time, cost and outcome of pilot;
- 5) negligible tangible financial benefit will be achieved in pilot phase due to insufficient time and pilot stand up being inefficient in context of pilot (but not necessarily the Program);
- 6) critical success factors and quality criteria will be developed during project planning.

TABLE II: OPTIONS CONSIDERED

Reference	Description	Cost	Timing	Considerations
Option A: no pilot	No pilot undertaken	\$-	NA	Exposes Council to risk of misinforming or wasting time and effort on planning for program delivery without understanding state of technology or validating the potential benefits.
Option B: small pilot	<200-500 points (1.5% of network)	\$500k-800k	12-16mth	Pilot scale sufficient to understand implementation risks including customer management and feedback. May be a little more difficult to scale benefits validation. Lower initial investment. Reduced exposure to potential sunk costs (from a no-go decision).
Option C: medium pilot	1000-1500 points (3-4.5% of network)	\$1-1.2M	14-18mth	Pilot scale sufficient to understand implementation risks, customer feedback and benefits validation. Partial progress of program and investment within previously stated appetite. Exposure to sunk costs.
Option D: large pilot	2000-5000 points (up to 15% of network)	\$1.5-3M	18-24mth	Pilot scale provides a high understanding of implementation risks, customer feedback and benefits validation. Progresses program delivery early but large initial investment commitment over appetite and heightens risk of sunk costs.

The preferred option for pilot is Option C as it will support council investment governance and objectives and address the needs of the Program. This option is also aligned to the Concept Approval Brief direction, however Option B would also be a positive outcome and possible alternative if Council had a reduced appetite for the pilot feasibility. The timing and cost of Option C is slightly more economical to Option B due to involving similar procurement and material lead times at the stated volumes, and includes similar project management and overhead for similar effort on data management platform and standard project processes

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In accordance with the QTC PDF, the circumstances in which a Stage 3 (Feasibility) can be bypassed would typically include a number of reasons that support the PCG (decision making group) moving directly to project planning. The following assessment supports to the PCG direction to undertake further feasibility via the pilot project approach:

QTC Guidance Consideration	Result	Comment / Justification
<input type="checkbox"/> The proposed project already forms part of an approved existing business case.	No	Program and project only has concept approval.
<input type="checkbox"/> The proposed project is part of a previously approved asset management plan and simply requires funding.	No	Meter renewal program has budget allocation, but is insufficient.
<input type="checkbox"/> A 'robust' case for investment has already been proven.	No	This plan aims to commence detailing the investment options.
<input type="checkbox"/> The proposed project is part of the local government's business as usual (BAU) and, as such, is considered low risk.	No	Smart/digital metering is not BAU and is beyond Council's expertise.
<input type="checkbox"/> The preliminary affordability and viability assessment is clear cut and shows strong reason to proceed.	No	The affordability is not clear cut and needs further assessment. Qualitative, intangible benefits require further analysis.
<input type="checkbox"/> There are mitigating circumstances which can justify the need for expedient delivery (such as unforeseen emergent works).	Possibly	No emergent works however there is political interest and desire to promptly progress understanding this technology trend and its value to Council.
Recommended outcome – Bypass Feasibility?	No	Undertake further assessment. Proceed to feasibility – utilise a pilot trial.



Bundaberg Regional Council

Smart Water Meters

Pilot Project Plan

September 2017

Prepared by Core Consultants Pty Ltd



Pilot Project Plan
Smart Water Meters

Project ID IWA2010.2016

Document control

TABLE 1: DOCUMENT CONTROL

Prepared by:	Core Consultants Pty Ltd for Tom McLaughlin
Role:	Group Manager Water & Wastewater – Infrastructure & Planning
Local Government Authority	Bundaberg Regional Council
Version number	0
Status	Final (for Approval)
File / document number:	IWA2010.2016 (BRC) / J00421-011 (Core)

Document authorisation

TABLE 2: DOCUMENT AUTHORISATION

Name	Signature
Endorsed by: Andrew Fulton, General Manager Infrastructure & Planning	

Definitions

Term/Abbreviation	Meaning
Approved	Means approved by the Bundaberg Regional Council in writing; and Approve and Approval shall be construed accordingly.
Audit	A systematic and independent examination to determine whether activities and results comply with planned arrangements and to determine the effectiveness of the quality system.
BRC	Bundaberg Regional Council
Controlled Document	A document which is prepared, reviewed, approved, updated and distributed according to a Document Master List.
Council	Bundaberg Regional Council
Deliverable (Document)	Any document or correspondence, transmitted to a third party, a supplier or subcontractor, of a technical, contractual or commercial nature.
IoT	Internet of Things is the inter-networking of physical devices, embedded with electronics, software, sensors, network connectivity which enable these devices to collect and exchange data.
LPWAN	Low Power Wide Area Network
Plan	Document describing what has to be done to implement a strategy successfully, including specific activities, timing and resources (i.e. who does what, when and where)
PMBOK	Project Management Body of Knowledge
PDF	Project Decision Framework
QTC	Queensland Treasury Corporation
SBP	Strategic Business Plan
Site	Means the land and other places on, under, over, in or through which the Works or any part of the Works are to be performed.
Vendor	Means the external supplier/contractor with prerequisite experience and capability to deliver goods and services.

Referenced/Associated Documents

Ref.	Document Reference	Title/Description*	Owner
1	DT-7-204 rev 1	Concept Approval Brief	Council
2	IWW1022.2011	Strategic Business Plan	Council

Controlled versions of all of these documents will be held with the Project and Site Administrators. This list is not exhaustive.

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1 Executive Summary

1.1 Purpose of Project Plan

This Project Plan has been developed for the Smart Water Meter Pilot Project (**Project**), which is considered the feasibility phase preceding further investment decisions on the Smart Water Meters Program (**Program**).

The purpose of this document (**Project Plan**) is to provide a single point of reference for approving the implementation of the Project. The document aims to provide sufficient information to enable effective governance and visibility of the project's implementation. Specifically, this document sets out the Project:

- objectives and success criteria
- scope and key deliverables
- budget and cashflows
- timelines and milestones
- procurement plan
- resources, governance arrangements and reporting requirements
- risk and issues management

This Project Plan also guides delivery within the parameters of the council endorsed Strategic Business Plan (**SBP**) dated August 2017 for the Program.

1.2 Background

The Bundaberg Regional Council (**Council**) recognised early 2016 a need to address its aged water meter fleet, streamline meter reading processes and look to system improvements that create efficiencies and avoid waste, increase data availability, realise cost saving, and provide excellence in customer service whilst moving towards a smart/digital city future.

Although evident that Council's immediate drivers can be realised through a more automated, digital alternative to traditional meter reading, the investment (cost to benefit) remains borderline and this Project is key to understanding the feasibility and value of smart water metering.

The Council's Water and Wastewater Operations group have undertaken a number of preliminary steps including Concept Brief approval to initiate further investigation into Smart Water Meters. The latest step being the development of a SBP in July 2017, for the Smart Water Meters Program, with preliminary options analysis and a recommendation to undertake a Pilot Project.

In August 2017, Council endorsed the Program laid out in the SBP, and agreed to proceed to a pilot/trial, subject to approval of a further project plan (this document) for the pilot/trial by the project's decision-making group and Council.

1.3 Project Description

The Project will consist of the following characteristics:

- A trial of various digital metering technologies, including establishment of the relevant communications networks to be procured through an open market procurement approach
- A number of trial areas, actively testing the digital metering technologies with up to 1,250 customer monitoring points
- An interactive online dashboard / portal for staff and trial customers to analyse data coming from the digital metering
- A customer communications campaign, targeted at pilot/trial participants only

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- A Project Control Group (**PCG**) to govern, monitor and control the project implementation in accordance with the Project Decision Framework utilising the Project Management Institute's Project Management Book of Knowledge (**PMBOK**) methodology
- An end report to provide recommendations for future investment (subject to subsequent business case)

2 Project Strategy

2.1 Project Objectives

The principal objectives of the Project are to:

- Identify and operationally assess appropriate data management, communications, analytics, and metering technologies relevant to Council's business requirements for smart digital water meters
- Provide an understanding of integrating the digital water meter data into existing systems
- Provide direction on an appropriate commercial and technical model
- Conduct the work safely and in an environmentally and socially responsible manner
- Deliver the pilot within the parameters of the endorsed Program SBP, particularly cost and time

The management team will be tasked with communicating the project objectives to project stakeholders and executing the project in accordance with the approved project documentation. The drivers for the Program and Project are outlined in the endorsed SBP, as:

- The Program must be delivered in 3-4 years (digital metering leading council's digital experience and smart city planning) in addition to the 2-year pilot trial
- The Program includes a pilot feasibility project, which is anticipated to be completed over 2 years
- The Program must be structured to identify and mitigate technological obsolescence particularly in communications network
- The Program must address the current liability of the aging meter fleet

The Pilot Project is driven by the needs of the Program, and prudence around the investment decision, given that the underlying technology is rapidly maturing and Council has no pre-existing expertise in smart and digital water metering.

2.2 Critical Success Factors

The critical success factors are key activities that must be achieved so the Project meets the objectives and desired outcome(s). Fundamentally the Project will be a success if it can provide Council clear and considered go/no-go decision on smart water metering with an appropriate direction on a commercial and technical model.

A list of critical success factors for various elements of the project is outlined below:

1. Project delivery
 - 1.1. Appropriate planning and authoritative approvals
 - 1.2. Established project governance
 - 1.3. Support from key Council business units
 - 1.4. Customer communication and engagement (pre, during and post-trial)
2. Review & Assessment
 - 2.1. Validate and measure the identified tangible benefits*
 - 2.2. Validate and measure the identified intangible benefits*
 - 2.3. Identify additional benefits (tangible and intangible benefits*)
 - 2.4. Validate and measure performance of technology
 - 2.5. Validate and measure costs of technology

**Identified benefits relate to those outlined in the SBP.*

The criteria and measures for success will be refined as the project progresses and the framework is included in **APPENDIX A**. The outcomes of the 'Review and Assessment' will be incorporated into the Final Report / Business Case and will be suitable for multi-criteria analysis to contribute to a refined Benefit Cost Ratio.

2.3 Assumptions, Constraints, and Dependencies

The following assumptions apply to this plan:

- Customers participating in the pilot will be billed using the manual water meter reading
- Manual water meter reads of the digital meters (or meters with transmitters) will occur as part of the standard billing/read cycle by the Council's current Meter Readers
- Although constrained by budget it is estimated that the pilot could cover approximately 1,250 installations which is considered large enough to support future extrapolation for business case/feasibility
- Assumes internal resources are not chargeable to project
- Until further decisions on locations its assumed >95% of meters are 20-25mm in diameter, and the balance a mix of industrial sized meters
- Upon completion and pending the outcome of this pilot it is anticipated that the removal of digital meters will not be necessary

2.4 Key Performance Reporting

The project health will be assessed through continual performance reporting of the detailed project objectives and critical success factors under each of the project components (e.g. scope, quality, time, cost, risk and issue).

Reporting will be updated monthly and may be modified or updated as and when required throughout the project, subject to Project Manager and Project Sponsor approval.

3 Project Scope

3.1 Scope Statement

The Project will assess and trial a range of digital metering technologies and select one or more vendor(s) in multiple areas for the purposes of the pilot which is intended to run for an extended period of assessment after the installation of meters. The Project (pilot) will consist of the following:

- Supply and installation of approximately 1,250 digital meters (including a mix of transmitters and integrated meters)
- Supply and installation of communications
- Transmission of the generated data
- Support and maintenance
- A digital water meter data management platform inclusive of data validation, analytics dashboard, and a customer portal (for pilot trial participants)
- Gathering of 12 months of data to provide seasonal variances and cover at least 1 complete billing cycle

3.2 Requirements and Product Breakdown

Three core technology components to be procured are meters, communications, and data management. The meter subcomponents are:

- a. standard mechanical meters
- b. transmitters (fitted to standard meters)
- c. integrated static meters (non-moving part meters with inbuilt battery and radio)
- d. integrated mechanical meters (mechanical meter with inbuilt battery and radio)

The following product breakdown outlines the primary elements and components with preliminary requirements for scoping, planning and scheduling the Project:

Product Breakdown	Stated Requirements
1. Technology	
1.1. Meters & Communication Networks	
1.1.1. Meters	Must include integrated meters, particularly non-mechanical. Should include transmitters.
1.1.2. Communications	Must be fixed wide area network. Must be open to major telecommunications companies and mitigate technological obsolescence. Should assess two-way communications.
1.2. Data Management & Analytics	
1.2.1. Customer Portal	Must include a customer portal for access to water consumption analytics and alerting. Must include internal staff support of customer facing portal.
1.2.2. Internal Portal	Must include an internal staff portal for analysis and alerting of area and/or sub-network water consumption.
1.2.3. Data storage	Must include a secure data storage repository for all smart (digital) meter data received.

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Product Breakdown	Stated Requirements
2. Asset management & Logistics	
2.1. Locations (trial areas)	<p>Trial must be undertaken in multiple areas which across the entire pilot should meet the following:</p> <ul style="list-style-type: none"> • Area capable of mini-DMA • Available for "Major Telco" coverage • Cover complete routes • Cross section of res/non-res <p>Trial area might include Smart precinct concept areas (timing dependent) and must consider coverage in the Bundaberg CBD, City and the urban localities currently serviced with reticulated water. Council must decide who is included (e.g. no-opt outs in min-DMA area).</p>
2.2. Number of Participants (Monitoring Points)	Should include up to 1,250 monitoring points (budget dependent) and be no less than 500.
2.3. Asset Management	Should preserve meter asset data management functions of the Council water business.
2.4. Business Process	Should include documented interim business processes for alternate approach in pilot.
3. Customer & Community Engagement	
3.1. Pilot /Trial Communications Campaign	Must advise customers and consumers pre and post deployment of meters and devices.
3.2. Customer Service training & tools	Must provide the customer service and contact centre staff with FAQ's and detailed information on trial.
3.3. Surveys	Should include engagement post deployment and towards end of trial period.
4. Review & Assessment of Trial (feasibility)	
4.1. Duration	Should be 12 months from meters operational.
4.2. Quality & Success Criteria	Should include different technology and multiple vendors on trial. Validate benefits.
4.3. End Report	Must provide direction on commercial and technical model (including benefits).
5. Project Management Artefacts & Deliverables	<p>Must demonstrate compliance with the QTC PDF.</p> <p>Should adhere to PMBOK methodology.</p>
6. Exclusions / Out of Scope	<p>Won't include changes to billing period or frequency.</p> <p>Won't store all digital meter data in billing system.</p> <p>Won't change existing meter reading (i.e. meter readers will visit trial locations and read meters to validate).</p> <p>Won't bill off digital meter data without validation.</p>

Requirements will be defined during design and procurement phase.

3.3 Deliverables

The key project deliverables have been identified and categorised as follows:

3.3.1 Technical product outcomes

1. Installation and commissioning <1,250 meters and/or transmitters
2. Installation and commissioning of communications network (suitable for 1.1 above)
3. Data management platform (internal and customer facing)

The technology chosen in part or whole may or may not form part of the final solution beyond pilot. Upon completion and pending the outcome of this pilot it is anticipated that the removal of digital meters will not

be necessary, they can continue to be used in manual reading processes. A rollback strategy for removal of digital transmitters would need to be considered in closeout but is not considered high risk or costly to recover and small allowance will be made in the project contingency but is mostly for consideration in next stage business case.

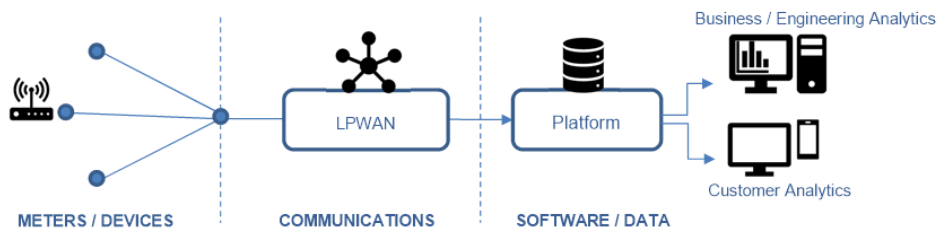
3.3.2 Project documentation

1. Strategic Business Plan (complete)
2. Pilot Project Plan (this document)
3. Project Management/Execution Plan
4. Requirements Specification(s)
5. Procurement suite of documents (including market material and contracts for two phase procurement of multiple vendors)
6. Customer Communications package (including print and online media, FAQs, surveys)
7. System/Network Architecture (vendor supplied)
8. Implementation and Test Plans (vendor supplied)
9. As-built documentation and Operational Management plans.
10. Final Report and/or Business Case (next stage investment decision and pilot closure)
11. Stakeholder communications (newsletter, etc)

Formal technical queries and deliverables will be coordinated through the Project Manager. Documents for this Project will be kept predominantly in electronic format. Regular project reporting will be provided as required, so too the necessary vendor supplied documentation for health, safety, environment, and quality management.

3.4 Concept System Design

The pilot concept systems and technology architecture will be based on or similar to the following:



This will be further detailed and understood during procurement, as vendors will be required to outline system architecture for further evaluation.

3.5 Location Selection

There is a strong focus on determining the locations for the pilot areas early in project planning. The following shortlisted areas have been identified for possible inclusion in pilot:

Location	Supporting Commentary	Approx. No. of Meters	Avg. Meter Age (yrs)
Burnett Heads	Variety in property types, aged meters, and existing community engagement on technology.	200-300	14.2
Central Bundaberg	Mixed uses - many commercial, and good density for trial.	500	8.5
Gin Gin / Wallaville	Hinterland / outer plains. Challenging terrain for communications. Wallaville ideal for mini-dma trial.	200	6.2
Childers	Good size and mix of property types, covers an alternate prominent district and demographic.	300	6.2

These areas have been shortlisted based on stakeholder's requirements (refer Product Breakdown 2.1) and a workshop conducted 11 September 2017; although not all Divisions can be covered, the shortlist addresses multiple Divisions and types of localities.

More specific site selection will be determined following further consultation once the project plan is approved. It is anticipated these specifics will be confirmed ahead of the 2nd phase of procurement in which the project will be requesting detailed invitations to tender/price on the specific meter locations.

3.6 Work Breakdown Structure

The work breakdown structure (**WBS**) for the project is presented below and will be further defined in the Project Management/Execution Plan and during procurement as vendor works packages are defined.

1. Project – Smart Meters Pilot Project
 - 1.1. Project Monitor and Control (manage all phases)
 - 1.2. Project Initiation and Planning (current phase)
 - 1.3. Project Delivery (design and execution of product outcomes)
 - 1.4. Project Closeout and Review (determine next stage)

The WBS incorporates the Product Breakdown and has been used to generate the initial project schedule and to track expenditure against budgets.

4 Procurement

4.1 General

The proposed procurement for the pilot vendor(s) and product selection is outlined in the following subsections. It is likely that some or all the technology procured may not form part of the final solution as technology selection beyond pilot is subject to further business case and procurement approval by Council.

There are two essential scopes of work to be procured which are:

1. Meters and communications in trial areas
2. Data management platform

The digital metering devices will need to be procured to suite various sizes/types and are mostly inextricably linked and limited to the compatible communications network. The meters and communications in trial are likely to involve multiple work packages with two or more vendors.

4.2 Market Sounding (readiness and appetite)

It is anticipated that the market approach may attract anywhere between 12 to 20 potential vendors and product offerings. The vendor capability will come from major telecommunications entities, Internet of Things (IoT) specialists, water meter suppliers, and other engineering and utility conglomerates, with joint ventures between suppliers very likely to cover the essential components of meters, communications and data management.

4.3 Market Approach

The proposed procurement approach for the essential scopes of work is compliant with the Local Government Regulation and summarised as follows:

The procurement of meters and communications for the broader pilot is anticipated to be approximately \$550,000 in total, and apportioned to two or more vendors (i.e. contract works packages between \$200,000-300,000 each). The procurement of this work will be conducted in two stages:

4.3.1 Stage 1 - Expression of Interest (EOI)

The EOI Process is summarised as follows:

- High-level requirements stated
- Request for returnable schedules on proposed product availability, proven performance and cost with supporting product data and architecture
- Review returnable schedules to determine an initial shortlist of potential vendors (approx. 6) for the next stage

4.3.2 Stage 2 - Invitation to Tender (ITT)

The invitation to tender (or price) is summarised as follows:

- Initial shortlisted vendors invited to present and demonstrate their technology to evaluation panel and a final shortlist then prepared
- Specific locations and technical meter scope to be agreed prior to ITT, informed by EOI and demonstration outcomes
- Vendor responses will also assist in the preparation of a detailed work packages and scope for the ITT process with the final shortlisted participants.
- Detailed ITT with specific work packages issued to final shortlist participants and evaluated for contracting to pilot work

The data platforms (which most vendors supply to some extent) will also be presented and selected at this stage.

4.4 Evaluation and Intended Outcomes

Evaluation of this scope will require the establishment of a panel using mostly PCG members or their delegates. The criteria for evaluation will be developed during procurement planning and will be aligned with the project requirements and critical success factors.

The benefits of the proposed procurement approach are:

- The EOI process can commence promptly (i.e. faster than a detailed tender) with high level detail only to test the market and obtain valuable vendor input and further Council's understanding of the availability and cost of technology
- The evaluation of the anticipated volume of responses would be very complicated and time consuming for an ITT process, but the EOI responses can be efficiently evaluated to create an initial shortlist of less than 6 vendors to take forward on a more detailed basis

It's important to note with respect to the above benefits and approach that the technology is evolving rapidly and Council have little experience in this regard.

4.5 Probity

The PCG has decided to appoint an Internal Council Auditor to act as an independent Probity Advisor for this tendering process instead of engaging an external Probity Advisor.

5 Project Resources

5.1 Resources Overview

The required project resources are summarised in the following table:

Resources (by role)	Personnel	Type
Project Sponsor	Tom McLaughlin	Internal
Project Manager	Andy Wyer	External
Business Analyst / Business Systems Analyst	James Cattermole	Internal
Technical Officer / Scheduler	Trevor Schulte	Internal
Contract Works Inspector	Geoff Tansley	Internal
Revenue Supervisor	Debbie Badke	Internal
Customer Communications & Media Advisor	Wayne Heidrich	Internal
IT Technical Officer / consultant	John Knott	Internal
Project Vendors (for meters comms and data)	Various	External

A summary of the roles and responsibilities of each of the project team members is included in **APPENDIX B**. Additional key reference stakeholders will be identified throughout delivery by the respective PCG members for participation in project development and delivery as needed.

5.2 Project Control Group (PCG)

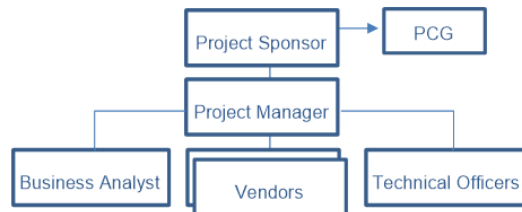
A multi-disciplinary project team has been established known as a Project Control Group (PCG) which will be the decision-making body for the Project, governing within the parameters of the SBP. The PCG has appointed Core Consultants Pty Ltd as the Project Manager to facilitate the implementation of the Project. The PCG comprises the following Council members in addition to the Project Manager:

- Andrew Fulton General Manager Infrastructure & Planning
- Tom McLaughlin Group Manager Water & Wastewater Infrastructure
- Jason Bartels Councilor (Division 1)
- Ian Norvock Chief Information Officer
- Rob Callander Revenue Manager
- Jeff Rohdman Manager Water & Wastewater Operations

The PCG is to be chaired by the Project Sponsor or their delegate.

5.3 Project Team Structure

The basic Organisational Chart for the structure of project team is outlined below.



The PCG will have regular oversight of the project team structure as it evolves and is updated throughout delivery.

6 Communication and Stakeholder Management

6.1 Overview

Communications and stakeholder management will form a significant part of the successful completion of this project. There are two important aspects of communication and stakeholder management:

- i. Internal communications within the Council and project team responsible for the project, and
- ii. External communication about the project with external stakeholders, namely the community property owners involved in the pilot trial.

These aspects are addressed separately in the sub-sections below.

6.2 Internal Communication

Internal communication will be by a variety of methods, including:

- Project Reports - prepared monthly
- Exception Reports - prepared as required
- Specific one off and regular team meetings
- PCG meetings – held on a monthly unless otherwise determined
- Contract project meetings – held as specified with vendors in the contract documents
- Utilising established internal communication mediums where applicable

6.3 External Communication

Given the requirements for trial areas the impacted community stakeholder groups will include:

- Residents (renters and owner occupiers)
- Businesses
- Property investors (owners or rental properties)

The Project will provide limited community consultation activities in the lead up to the pilot implementation. However, the Project is expected to provide comprehensive communication about the pilot ahead of deployment and will engage with pilot participants throughout and after the implementation through surveys and other acceptable means to inform the qualitative and intangible benefits analysis.

The following will be detailed in a dedicated communications plan:

- FAQ's to support answering enquiries whether online for self-service or via receiving phone calls and correspondence from stakeholders and the public
- Production of newsletters, brochures, fact sheets etc. for targeted distribution
- A customer survey to measure customer satisfaction and contribute to defining intangible benefits
- Council website project information and updates
- Meetings with key stakeholders in trial areas
- Preparation of suitable graphics for display, consultation, promotion, etc
- Reporting requirements

6.4 Stakeholder Management

A detailed stakeholder analysis and engagement strategy will be developed with the project execution plan. There is possibility of media interest and media statements can be prepared as required. Notwithstanding impacted community members (trial participants), the primary stakeholders are within Council and there is presently no third-party agency or external stakeholders identified.

7 Project Schedule

7.1 Project Timeframes

The Project, assuming approval to proceed in October 2017 or earlier, will work to the following timeframes and sequence:

- Design and Procurement phase of 4 to 5 months
- Technical implementation of 5 to 6 months
- Extensive Review and Assessment period of up to 12 months (following installation of operational meters/devices)

The Project concludes with a final report or business case recommending next steps for investment including direction on rollback/roll-forward of operational pilot technology.

7.2 Project Milestones

The key project milestone activities taken from the preliminary schedule are indicated below:

No.	Milestone Activities for the Project	Milestone Completion Date
1	Council Approve Plan	October 2017
2	EOI out to market	November 2017
3	Award Contracts	April 2018
4	Meters Operational	September 2018
5	Customer Portal Launch	October 2018
6	Recommendation (Final Report)	April - September 2019*

**dependent on 26 or 52 weeks review*

The preliminary project schedule is included in **APPENDIX C**.

8 Project Budget and Cost

8.1 Project Budget Estimate

A preliminary budget estimate has been derived based on average market rates for supply and install goods and services. The pilot budget is summarised as follows:

Budget Breakdown	Amount (\$ ex GST)
Software - New	\$ 100,000
Software - Existing Mods	\$ 35,000
Revenue Assurance	\$ 3,750
Resources	\$ 235,200
Network Communications	\$ 96,250
Meters - transmitter	\$ 159,500
Meters - integrated	\$ 279,000
Customer Marketing & Communications	\$ 38,663
Contingency	\$ 90,000
Grand Total	\$ 1,037,363

A detailed budget estimate is included in **APPENDIX D**.

8.2 Project Cashflow

Based on the preliminary schedule and budget estimate the projected cashflow is summarised as follows:

Financial Year	2017-18	2018-19	2019-20
Expenditure	\$623,000	\$364,363	\$ 50,000

There is \$1M funding in the 2017-18 capital works program for this project.

9 Risks

9.1 Risk Assessment

A high-level understanding of the benefits and risks was undertaken for strategic comparative purposes in the SBP. The key risks at this stage are:

- Councillors' and community's expectations are not met and project not perceived as value for money
- Project delivery risks requiring effective project management and governance
- Risk of product failure and lack of confidence in cost and performance of technology to support Council objectives
- Council and PCG has little experience in going to market for procurement of technology and equipment of this nature

A preliminary assessment of risk to pilot project delivery has been undertaken in a workshop dated 11 September 2017 and the key risks are summarised in **APPENDIX E**.

It should be noted that this pilot is not addressing the renewal liability associated with aging water meters.

9.2 Risk Management

Risks will need to be actively managed by the risk owner. The Project Manager is responsible for identifying and assessing the project risks with assistance from project team and maintaining a Risk and Issues Register. The project manager with the PCG will be monitoring and controlling the project risk management function routinely during delivery, predominantly through reporting.

Pilot Project Plan
Smart Water Meters

Project ID IWA2010.2016

10 Appendices

TABLE: APPENDICES

Appendices	Included
Appendix A	Success Measures Framework
Appendix B	Roles and Responsibilities
Appendix C	Schedule
Appendix D	Cost Estimate
Appendix E	Risk Assessment

Appendix A: Success Measures Framework

No.	Proposed Criteria	Proposed Measures
1	Validate and measure the identified tangible benefits*	
1.1	Increased billing accuracy through improved meter reading performance	Test 10-20% of the removed meters to check their accuracy. This would be used in conjunction with current period to previous period data comparisons coupled with data from previous studies.
1.2	Reduced cost of special reads	Confirm no reliance on manual inspection –use existing instance rate for special reads to extrapolate and monetise potential benefit.
1.3	Reduced cost of meter maintenance and special read follow up investigations	Compare preventative measures for call out of Council's plumbers.
1.4	Reduced leak relief payments	Capture instance rate of leak alerts through the Pilot (extrapolate and monetise the potential benefit). Include and consider overhead/indirect costs.
1.5	Reduced manual meter reading costs	Confirm reliance on manual meter read – use existing meter reading contract to extrapolate and monetise potential benefit.
1.6	Reduced non-revenue water through network loss identification and reduction	Note: a separate management plan with the operational team is required to identify appropriate set up and benefits measurement.
2	Validate and measure the identified intangible benefits*	
2.1	Customer benefit – reduced bill cost and shock	Capture instance rate of leak alerts through the Pilot (like tangible benefit, 1.4 above). Correlate early detection of high water consumption identified during the pilot study compared with the number of high water consumption identified under the current system of manually reading water meters.
2.2	Customer service level improvement	Identify the time saved with timely resolution of complaints compared to the time taken to deal with complaints alleviated to senior management/ombudsman.
2.3	Customer experience	Engage users of the smart meters with satisfaction surveys during and after the pilot study to measure customer perception of the new service level.
2.4	Water theft	Capture instance rate of customer and utility identified water theft. Value to be extrapolated but expected to be theoretical.
2.5	Alternate service opportunity for community	Investigate interest for including a farm under Sunwater irrigation in the pilot.
3	Identify additional benefits (tangible and intangible benefits*)	

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No.	Proposed Criteria	Proposed Measures
3.1	Project to remain open to opportunity	Identify opportunities throughout procurement and project scope to measure services provided by other businesses. Project register to capture and record newly realised benefits.
4	Validate and measure performance of technology	
4.1	Communications network performance and data availability (in support of benefits)	Daily data back-to-base with hourly resolution or better of meter read, > 85%-90% network availability in a year, and no more than 5 days in a row of network down time.
4.2	Meters and transmitter device life	Greater than 10-year battery life – ensure the warranties and guarantees offered with meters substantiate same.
4.3	Vendor support of products	No need for 24-hour support but the commercial arrangement requires responsive resolution to issues as they arise.
5	Validate and measure costs of technology	
5.1	Affordable cost of technology	Use Strategic Business Plan (SBP) as basis for "affordable" cost estimate rates – if in accordance then favourable. Market approach to ensure full scale rates included, not just "trial" rates.

Appendix B: Roles and Responsibilities

Role Title	Role Description	Responsibilities
Executive Sponsor	The executive sponsor is a high-ranking member of management. The visible champion of the project within the executive management team and is the ultimate decision-maker, with final approval on all phases, deliverables and scope changes (within delegation).	<ul style="list-style-type: none"> • Ultimate accountability for the project • Approve all changes to the project scope • Provide additional funds for scope changes • Demonstrate "visible" support to the program and its management team • Appointing a senior responsible owner (SRO) to represent the interest of the sponsor • Approve deliverables
Project Sponsor (aka Senior Responsible Owner/Officer)	The project sponsor is the driver of the project and a member of senior management with a stake in the project's outcome. Works closely with the project manager to legitimise the project's objectives and participate in high-level project planning. Help resolve conflicts and remove obstacles that occur throughout the project, and sign off on approvals needed to advance each phase.	<ul style="list-style-type: none"> • Make key business decisions for the project • Guard the viability of the vision and the business case and progress against the organisational strategy and objectives • Resolve cross-program issues and strategic issues with senior stakeholders • Communicate the project's goals throughout the organisation • Ensure availability of resources • Interfacing with the senior stakeholders
Project Control Group (PCG)	Decision making group overseeing the planning, design and implementation of the project.	<ul style="list-style-type: none"> • Receive and consider regular reports including monthly progress and user group issues • Make recommendations and/or endorsements and confirm appointments such as tender selection panel members • Ensure appropriate representation of all views is considered during the business case development and project delivery phases
Project Manager	The project manager has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.	<ul style="list-style-type: none"> • Planning and defining scope • Developing and managing schedule including activity planning and sequencing • Resource planning and management • Developing a budget estimate and managing costs • Managing consultants and construction contracts • Documentation • Reporting, risk and issue management

Pilot Project Plan
Smart Water Meters

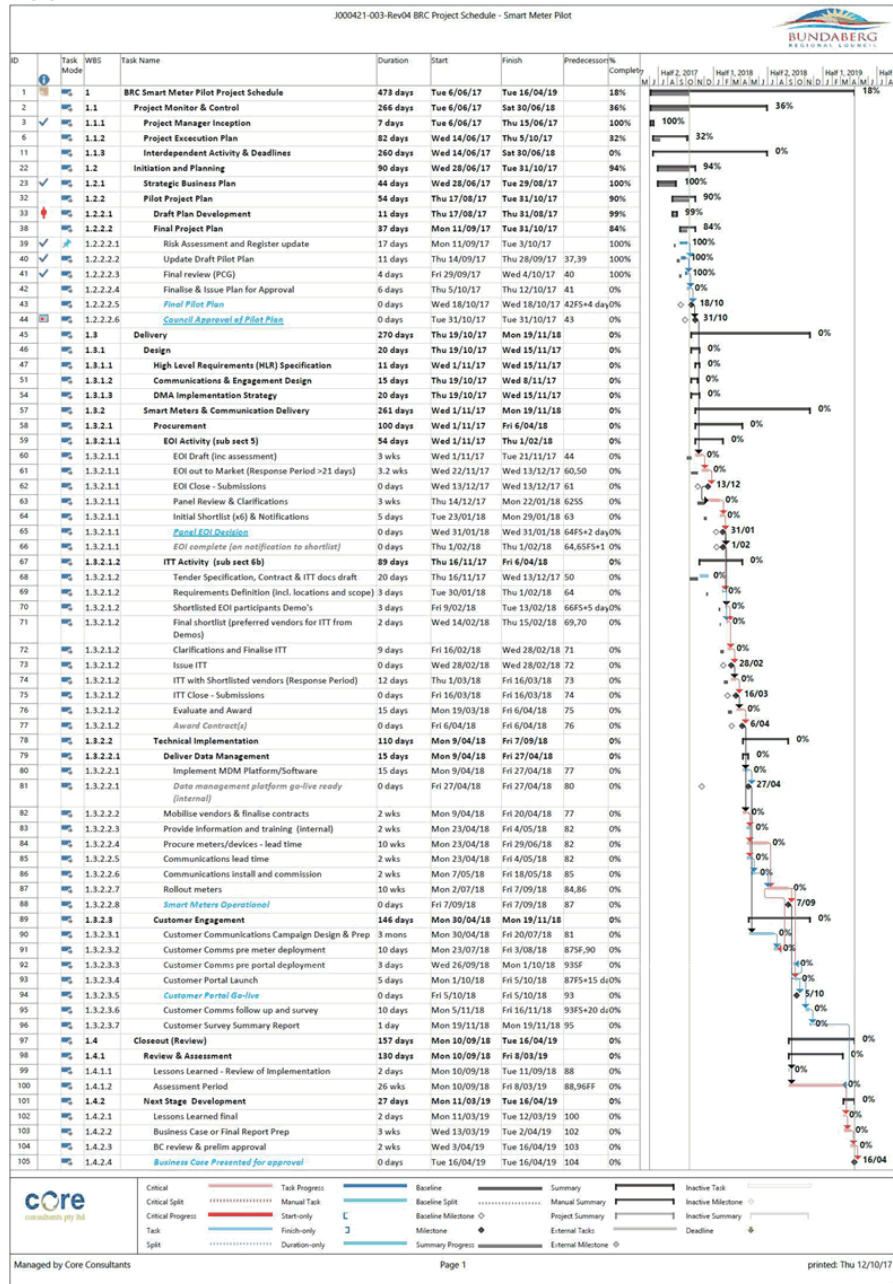
Project ID IWA2010.2016

Role Title	Role Description	Responsibilities
Business Analyst / Business Systems Analyst	The business analyst defines needs and recommends solutions. Ensure that the project's objectives solve existing problems or enhance performance, and add value to the organisation. They can also help maximise the value of the project deliverables.	<ul style="list-style-type: none"> Assist in defining the project Gather requirements from business units or users Document technical and business process requirements Verify that project deliverables meet the requirements Test solutions to validate objectives
Contract Works Inspector	Performs inspection and quality assurance on meter/device and communications equipment installations. Ensure compliance with standards, codes, designs and specifications.	<ul style="list-style-type: none"> Auditing – regular site visits; ensuring contractor compliance, compliance with auditing schedule and work method statements. Issue resolution – understanding and resolving site issues in accordance with the service level agreement, policies and work method statements.
Customer Communications & Media Advisor (with Revenue Supervisor)	Experienced internal resource to support the development and implementation of the communications framework, strategy and implementation for the project.	<ul style="list-style-type: none"> Contributing communications planning Coordinate execution of customer communication material with internal resources and existing suppliers Contribute to and endorse customer service education and planning
IT Technical Officer / consultant	Experienced resource to lead the identification and development of ICT technical requirements and implementation strategy and planning in support of delivery.	<ul style="list-style-type: none"> Contributing to requirements specification and implementation planning and documentation Ensure solutions can fit existing network architecture Coordinate relevant change board and other technical processes with internal resources and existing suppliers
Project Team Member (stakeholder reference)	Project team members are the individuals who actively work on one or more phases of the project. They may be in-house staff or external consultants, working on the project on a part-time basis.	<ul style="list-style-type: none"> Contributing to overall project objectives Completing individual deliverables Providing expert subject matter advice and input Working with users to establish and meet business needs
Project Vendors	Makes goods and services available to the organisation in accordance with specifications and standards.	<ul style="list-style-type: none"> Supply, install and commission the specified products Provide documentation and deliverables as specified including necessary reporting and project management for vendor based delivery

Pilot Project Plan
Smart Water Meters

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Appendix C: Schedule



Pilot Project Plan
Smart Water Meters

Project ID IWA2010.2016

Appendix D: Cost Estimate

Budget Breakdown	Amount (\$ ex GST)
Software	\$135,000
Material / Equipment	\$577,163
Labour & Professional Services	\$235,200
Contingency	\$90,000
Grand Total	\$1,037,363

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Description	Rate	Unit	Qty.	Total	Notes	CBS 1	CBS 2
Project Management Team	\$1,120.00	day	150	\$168,000	Approx 2-3 days a week for 50 weeks (12 month pilot) - various	Labour	Resources
- Labour travel expenses	\$700.00	ea	20	\$14,000		Labour	Resources
Technical Consultant	\$1,440.00	day	30	\$43,200	ICT/Comms specifications / reference	Labour	Resources
Resource contingent	\$10,000.00	ea	1	\$10,000		Labour	Resources
Project Officer / Doc Control	\$71.00	hour	0	\$0	Assume BRC non-cost	Labour	Resources
Field inspector	\$62.00	hour	0	\$0	Assume BRC non-cost	Labour	Resources
Cost of Txr - std device supply & install	\$260.00	ea	550	\$143,000	Water Metering includes ancillary interface equipment	Material Equipment	Meters - transmitter
Cost of Txr - non std device supply & install	\$330.00	ea	50	\$16,500	Water Metering includes ancillary interface equipment	Material Equipment	Meters - transmitter
Cost of Integrated Meter - 20-25mm supply & install	\$395.00	ea	600	\$237,000	IntMeter Vendor - Water Metering	Material Equipment	Meters - integrated
Cost of Integrated Meter - 40-80mm supply & install	\$600.00	ea	50	\$30,000	IntMeter Vendor - Water Metering	Material Equipment	Meters - integrated
Contingent events	\$40.00	ea	300	\$12,000	PC sum/allowance for walkaways, additional works etc.	Material Equipment	Meters - integrated
Receiver Supply & Install - Txr	\$10,000.00	ea.	4	\$40,000	Transmitters - Water Metering + Sewer Monitoring	Material Equipment	Network Communications
Receiver Supply & Install - Int Meter	\$15,000.00	ea	3	\$45,000	Smart Integrated Meters - Water Metering	Material Equipment	Network Communications
Txr Vendor Data Collection/Handling	\$9.00	p/a	1250	\$11,250	12 months of data handling	Material Equipment	Network Communications
Receiver SIM costs	\$40.00	p/mth	0	\$0	Dependent on comms system chosen. SIM costs per Receiver.	Material Equipment	Network Communications
Ext Comms/Marketing Allowance	\$30,000.00	ea	1	\$30,000	PC sum/allowance	Material Equipment	Customer Marketing & Comms
Print House Allowance - Bill Inserts	\$1.72	ea	3750	\$6,450	Assumes 1k connections, qtrly bills for 1.5 years [refer NPV data inputs, bill inserts]	Material Equipment	Customer Marketing & Comms
SMS setup costs	\$2,000.00	ea.	1	\$2,000	SMS setup fee.	Material Equipment	Customer Marketing & Comms
SMS charges	\$0.17	ea.	1250	\$213	Leak alerts. SMS's - \$0.17 per SMS including processing.	Material Equipment	Customer Marketing & Comms
Special reads / QA / Defects	\$15.00	ea	250	\$3,750	Contractor provision [refer NPV data inputs]	Material Equipment	Revenue Assurance
Data management platform	\$100,000.00	ea	1	\$100,000	Estimate only - incl internal/external dashboard	Software	Software - New
Billing System modification & Data Management	\$20,000.00	ea	1	\$20,000	Estimate only	Software	Software - Existing Mods
Web Development / Mods	\$15,000.00	ea	1	\$15,000	Estimate only	Software	Software - Existing Mods
Contingency	\$90,000.00		1	\$90,000		Contingency	Contingency
TOTAL (ex GST)				\$1,037,363			

Appendix E: Risk Assessment

	IDENTIFIED RISK *	CONTROL MEASURES*
	Describe the risks associated with each hazard - eg if the hazard is "batters", a risk may be "falling down". If multiple risks identify in separate rows and allocated risk score.	List all control measures to reduce, manage or eliminate the risk for the specific step or task.
1.	Councillors' and Community's expectations are not met.	Ensure the expectations are clearly understood and communicated.
2.	Community doesn't think the project is value for money.	Ensure the benefits are clearly communicated and Councillors get buy-in from the success of this communication.
3.	Political interference	Good presentation and defensible, robust recommendation.
4.	Risk of data management fails	1. Selection process of technology. 2. Contract management arrangements for response times and redundancies.
5.	Risk of data security (i.e. data becoming insecure and open to attack or corruption).	Contract to include arrangements to guarantee security of data.
6.	Risk of meter solution failing	1. Selection process of technology. 2. Contract management arrangements for response times and replacement of meter technology under warranty.
7.	Risk of communication network solution failing	1. Selection process of technology. 2. Contract management arrangements for response times and meeting performance expectations.
8.	Risk of the mid to long term viability of the vendor	1. Selection process of technology. 2. Contract management arrangements for warranty, guarantees, and long-term viability of the vendor.
9.	Selection process failing and producing a suboptimal solution or outcome	1. Requirements of the project to align with the benefits. 2. Good mix of subject matter experts in the valuation team. 3. Procurement plan and valuation criteria to address other relevant risks identified.
10.	Risk of ensuring competitiveness (of technology support) in the future	Consider non-proprietary and open source solutions – procurement approach and selection process.

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Smart Water Meters

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	IDENTIFIED RISK *	CONTROL MEASURES*
11.	Risk of securing data ownership	Include in the contract that the ownership of data and intellectual property transfers to Bundaberg Regional Council should the vendor cease operating or other.
12.	Risk of technology becoming obsolete	1. Select viable entities that give Council confidence. 2. Consider non-proprietary and open source solutions.
13.	Customers don't want the smart meters and will tie in the new technology with increased water usage	1. Communication Plan. 2. FAQ's.
14.	Pilot study results being indeterminate.	Pilot can be extended
15.	Risk of limited meter choice / flexibility	Not current
16.	Lack of support from key stakeholder's results in project under performance - not meeting objectives.	Dealt with above "...Councilors' and Community's expectations are not met."
17.	Pilot scale insufficient to understand implementation risks including customer management and feedback.	PCG has addressed the scale of the project; budget constrained and location selection is duly considered to be the right mix.
18.	Risk of pressuring times results in suboptimal decision	Controlled with project management and effective governance
19.	Risk of budget blowout/overrun	Controlled with project management and effective governance
20.	Risk to personal health/well-being or property (i.e. injury, death or damage)	Controlled with safety and environment management processes, within the project management and governance framework
21.	Risk sunk costs of premature meter replacement	Develop appropriate strategies for current meter renewals and identifying properties for pilot/trial. Scope of pilot includes transmitters which can assist in mitigating this risk.
22.	Breach of legislative or policy constraints.	Monitor for breaches in the communication network legislation (i.e. ACMA) for licensed product.
23.	Unable to determine or validate annual Opex Reductions/Savings	1. Scale of pilot 2. Workshop on Critical success factors -criteria and measures to provide clarity and set expectation up front.
24.	Legislative requirements	Develop implementation strategy to validate the water meter reads
25.	Unable to determine improved meter accuracy of integrated static meters	1. Testing a sample of the replaced water meters for recording accuracy 2. Comparing data from other utilities on in series trials 3. Looking at data by consumption from last period to period under pilot.

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Smart Water Meters

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	IDENTIFIED RISK *	CONTROL MEASURES*
26.	Risk to sufficient testing of network loss in mini-DMA's	<i>Not reviewed</i>
27.	Customer service levels negatively impacted during trial.	<i>Not reviewed</i>
28.	Third party agency	<i>Not reviewed</i>
29.	Rollback risks	1. In the event of a no go, the technology of integrated meters will remain and be read ongoing, transmitters will be considered for responsible disposal on the next routine meter read - low risk issue. 2. Impact(s) of rolling forward with technology in part or whole would be considered in the Business Case.
30.	Work with the CBD revitalisation to identify opportunities and benefits	<i>Not reviewed</i>
31.	Understanding success factors	Dealt with above "... Councillors' and Community's expectations are not met.". Workshop on Critical success factors - criteria and measures to provide clarity and set expectation up front.
32.	Reputation damage through negative sentiment to technology (i.e. customer health or billing inequality etc).	<i>Not reviewed – subject to separate session with customer service members.</i>
33.	Extra meter reading needed due to timing on implementation of pilot meters and existing meter reading route timing resulting in additional cost or difficulty validating data.	Needs further discussion and planning (Revenue & Service Delivery) on aligning the reading schedules to assist data validation in parallel analysis.
34.	Customer uptake is poor or well below expectation due to many possible other risks resulting in difficulty in successfully measuring customer based intangible benefits.	Manage the other multiple risks that may lead to this event. Ensure there is an understanding of acceptable uptake (i.e. no greater than Mackay Water and other Council experiences, for e.g. Bpay View rollout). Internal team to provide analysis of rollout.
35.	Little or no understanding of improved customer service caused by no monitoring and lack of communication/feedback channels which results in failure to adequately inform future business case.	Capture customer feedback and record against project in CRM. Also ensure all internal teams are educated to do the same.

Smart Meters

PILOT PROJECT



**Item****31 October 2017****Item Number:**

S1

File Number:

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

Executive Services

Subject:

Fred Courtice Drive, Bargara - Bundaberg Surf Life Saving Club Inc - Request for Trustee Lease on Lot 220 on SP154063

Report Author:

Nathan Powell, Property Leasing Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

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

Background:

Council currently hold a trustee lease with Bundaberg Surf Life Saving Club Inc (BSLSC) over land described as Lot 233 on SP154063, located off Fred Courtice Drive, Bargara (clubhouse). By way of letter dated 3 August 2017, BSLSC request Council consider entering into a new trustee lease for an extended area, approximately 170 m², bounding the eastern side of the clubhouse, being part of land described as Lot 220 on SP154063, for the purpose of constructing a shade sail.

Lot 220 on SP154063 has been set aside as Reserve for Park purposes and it is recognized in Council's Land Management Plan that if there should be enhanced public use, therefore any proposed trustee lease should not be for the exclusivity of the lessee at the expense of the public's access, use and enjoyment of this area.

Should Council offer to enter into a trustee lease with the club, under terms of the Land Act 1994, it would be subject to the Minister's approval.

Associated Person/Organization:

Bundaberg Surf Life Saving Club Inc

Dept of Natural Resources and Mines

Consultation:

Portfolio Spokesperson: Cr DJ Batt was advised on the matter.

Divisional Councillor: Cr GR Barnes supports the club's proposal.

Infrastructure & Planning

Group Manager Development, Michael Ellery is satisfied that so long as it is used for purposes ancillary to the club, such as Nipper training or very occasional events associated with surf life saving carnivals, then it does not constitute a material change of use and does not require planning approval. If it is intended to use the new covered area for extra tables and chairs associated with the café, then this would constitute a material change of use for that component of the site, and the proponents would need to seek approval as per the Planning Scheme requirements.

If the use of this shaded area is proposed for these purposes by the expansion of seating for the café, it will be required to obtain a development permit for material change of use. Also, it is noted that the structure will require a building approval.

Community & Environment

Branch Manager Parks, Sports & Natural Areas, Geordie Lascelles, offered no objections to the proposal from the club.

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:

Entering into a trustee lease will transfer risk in relation to safety and public liability. There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓1](#) Aerial Photo - BSLSC proposed lease area
- [↓2](#) Letter of Request

Recommendation:

That the Chief Executive Officer be authorized to finalise a trustee lease for a term of 10 years to the Bundaberg Surf Life Saving Club Inc (the club) over part of land described as Lot 220 on SP154063 for the purpose of constructing a shade sail, subject to the Department of Natural Resources and Mines Ministerial approval and that the club:-

- a. acquire all necessary building approvals and certifications;**
- b. bear the costs in preparation and registration of the trustee lease including a lease survey plan;**
- c. acknowledge that if the new covered area is for extra tables and chairs associated with the café, then this would constitute a material change of use for that component of the site, and the proponents would need to seek approval as per the Planning Scheme requirement; and**
- d. allow full access to the community for use and enjoyment of the area when not being used for Bundaberg Surf Life Saving Club Inc events.**





Bundaberg Surf Life Saving Club Inc.

P O Box 8282, Bargara, Q. 4670
Ph/Fax (07) 4159 2288
e-mail: bsisc@bigpond.com

3 August 2017

Chief Executive Officer
Bundaberg Regional Council
P O Box 3130
Bundaberg 4670

REFER: PLANNING DEPARTMENT

The Bundaberg Surf Life Saving Club seeks permission from the Council to include the grassed area in front of the clubhouse (beach side) in the area leased to the Club at Nielson Park Bargara (Trustee lease No. 713554934).

Our plans for this area would be then to propose to the council that we build a shade structure that would involve several posts being installed on the grassed area with the other side of the shade anchored to the Clubhouse.

We would appreciate the Council's advice on the feasibility of being granted the extra leased area.

Please feel free to contact me on 0414695467 to discuss this.

Regards,

John McGregor
President

Australian for life.

QUOTATION

No: 5066

Date: 3/8/2017

To: **Att: John McGregor
Bundaberg Surf Life Saving Club
Neilson Park
Fred Courtice Ave
Bargara QLD 4670**



ABN 40 074 677 544

Ph: (07) 4151 4773

Fax: (07) 4151 4776

PO Box 4404

Bundaberg South QLD 4670

www.planetshade.com.au

QBCC 1059976

Shade Sails – Option 1

Quote is to supply and install two overlapping shade sails off the deck to 3 posts, refer to drawing.

Price includes:

- 1 shade sail approximately 25 perimeter metres and 1 shade sail approximately 26 perimeter metres to the colour of your choice from Rainbowshade Z16 fabric.
- Premium PTFE thread.
- 6 eyebolts to existing structure.
- 3 posts in ground at 1 @ 2.4m 1 @ 2.5 and 1 @ 2.7m above ground, 316 grade stainless steel.
- Stainless steel perimeter wire and fittings.
- Installation.

Price including GST **\$14370.00**

Shade Sails – Option 2

Quote is to supply and install two overlapping shade sails off the deck to 3 posts, refer to drawing.

Price includes:

- 1 shade sail approximately 25 perimeter metres and 1 shade sail approximately 26 perimeter metres to the colour of your choice from Rainbowshade Z16 fabric.
- Premium PTFE thread.
- 6 stainless steel eyebolts to existing structure.
- 3 posts in ground at 1 @ 2.4m 1 @ 2.5 and 1 @ 2.7m above ground. Posts are 350 grade stainless steel, hot dipped galvanised and painted with polyurethane paint.
- Stainless steel perimeter wire and fittings.
- Installation.

Price including GST **\$9815.00**

Engineering

Planet Shade can arrange for Engineering Certification for this shade sail on your behalf.

Price for Engineering including GST **\$880.00**

Building Approval

Planet Shade can lodge a building development application (council) on your behalf.

Price for Building Approval including GST **\$700.00**

Additional information:

- Quote valid for 30 days.
- 30% deposit is payable on receipt of order and the balance due on completion.
- Whilst all care is taken when excavating for footings, no allowance is made for repair or rerouting of any underground services to which we are not made aware of prior to commencing works.
- Additional costs may be incurred if rock is found during excavation.
- Design subject to engineering and council approval.

Planet Shade sails feature:

- ✓ Installation by a qualified and QBCC licensed tradesman.
- ✓ Superior fabrics combining maximum sun protection and strength and durability to ensure maintenance free, long life performance which includes a 10 year UV warranty (limited).
- ✓ We recommend that a premium PTFE thread with a 15 year warranty be used to avoid expensive resewing.
- ✓ Double lock stitch hem.
- ✓ Reinforced corners.
- ✓ Marine grade stainless steel fittings.
- ✓ Stainless wire rope inside the hem to enable proper tensioning of the sail once installed.

