

Goondiwindi Regional Council Ordinary Meeting

CONFIRMED MINUTES

Meeting held at the Goondiwindi Regional Council Customer Service Office
82 Marshall Street, Goondiwindi Queensland 4390

Wednesday, 20 July 2011

Goondiwindi Regional Council
MINUTES OF ORDINARY MEETING
20 July, 2011

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Present: Mayor Cr GS (Graeme) Scheu
Cr WP (Rick) Kearney
Cr RJ (Rob) Reardon
Cr RJ (Rick) McDougall
Cr PJ (Phil) Percival
Cr DG (David) McMahon
Cr PM (Mac) Kneipp

Attendance: Mr Peter Stewart (Chief Executive Officer)
Mr Carl Manton (Deputy Chief Executive Officer)
Mr Mohammed Saleem (Director Building & Environmental Health)
Mr Dave Burges (Director of Engineering & Planning)
Mr Jason Quinnell (Director of Finance & Corporate)
Mrs Teresa Pfingst (Minutes Secretary)

Apologies Nil

1. OPENING OF MEETING

The Mayor, Cr GS Scheu, declared the meeting open at 9:30am.

Reverend Darren Muller of the Baptist Church, Goondiwindi, delivered the Opening Prayer.

Reverend Darren Muller provided an update to Council regarding the 2011/12 Chaplaincy Program.

2. APOLOGIES

Nil.

3. CONDOLENCES / CONGRATULATIONS

3.1.1. Condolences

The Mayor noted the recent passing of Mr Charles Glasser, a past Councillor of the former Waggamba Shire Council. The Mayor extended his sympathy to Mr Glasser's family on behalf of Council.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RESOLUTION OM-0131/11

Moved: Cr WP Kearney

Seconded: Cr PJ Percival

That the minutes of the Ordinary Meeting of Council held on Wednesday, 22 June 2011, be confirmed.

Carried.

5. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

6. DEPUTATIONS

Nil.

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7. REPORTS – DEPARTMENT OF FINANCE AND CORPORATE

Council's Director of Finance and Corporate, Mr Jason Quinnell, presented the following reports to Council.

7.1. FC-018/11 – Finance Report, PE 30 June 2011

RESOLUTION OM-0132/11

Moved: Cr PM Kneipp

Seconded: Cr RJ McDougall

That Council resolves to receive the Finance Report, number FC-018/11, for the period ending 30 June 2011.

Carried.

RESOLUTION OM-0133/11

Moved: Cr RJ Reardon

Seconded: Cr WP Kearney

That Council resolves to adopt the following amendments to its 2010/2011 Budget.

Version 5 Budget Amendments							
<u>Adopted Budget v5</u>	Operating surplus / (deficit)	Depreciation	Capital expenditure	Total budget / cash flow surplus / (deficit)	Constrained Works Reserve	Financial Reserves	Future Capital Reserves
Original Budget - Adopted 28 June 2010	247,459	8,423,642	(10,643,556)	(1,972,455)	-	-	-
Amendments for 1st quarter 2010	382,943	-	(1,756,699)	(1,373,756)	-	-	-
Amendments as at 20 April 2011	360,842	(223,142)	52,978	190,678	-	-	-
Amendments as at 25 May 2011	(268,714)	(7,007)	-	(275,721)	-	-	-
Amendments as at 22 June 2011	226,533	-	202,641	429,174	-	-	-
Budget totals before borrowings	949,063	8,193,493	(12,144,636)	(3,002,081)	-	-	-
Less Capital Revenue & Expenditure	2,247,480						
Budgeted Operating Surplus/(Deficit)	(1,298,417)						

<u>Budget including amendments</u>	Operating surplus / (deficit)	Depreciation	Capital expenditure	Total budget / cash flow surplus / (deficit)	Constrained Works Reserve	Financial Reserves	Future Capital Reserves
Amended Budget as at 22 June 2011	949,063	8,193,493	(12,144,636)	(3,002,081)	-	-	-
Proposed Amendments - V5	2,872,262	(572,993)	1,303,668	3,602,937	(1,750,950)	(900,000)	(1,505,403)
Amended Budget totals before borrowings	3,821,325	7,620,500	(10,840,969)	600,856	(1,750,950)	(900,000)	(1,505,403)
Less Capital Revenue & Expenditure	3,581,452						
Amended Operating Surplus/(Deficit)	239,873						

Carried.

7.2. FC-019/11 – Asset Management Strategy

Goondiwindi Regional Council is the custodian of an extensive range of community assets. In order to deliver a variety of services to the community, Goondiwindi Regional Council must ensure that the assets supporting these services are managed in a sustainable way over the long term.

The purpose of this Asset Management Strategy is to outline the necessary activities that need to be undertaken and implemented to achieve the implementation of Council's Asset Management Policy.

RESOLUTION OM-0134/11

Moved: Cr WP Kearney

Seconded: Cr DG McMahon

That Council resolves to adopt the Asset Management Strategy, as tabled, in accordance with the provisions of the Local Government Act 2009, subject to the following change:-

That membership of the Asset Management Steering Group is made up of the Chief Executive Officer (as Chair), one (1) Councillor from each Portfolio Section, Directors and relevant Managers.

Carried.

** Reference - Minutes Attachment 1*

7.3. FC-020/11 – Draft Pest Management Plan, Public Consultation

The *Land Protection (Pest and Stock Route Management) Act 2002* sets out requirements for Local Government to develop mandatory Pest Management Plans.

RESOLUTION OM-0135/11

Moved: Cr RJ Reardon

Seconded: Cr WP Kearney

That Council resolves to proceed with the release of the draft Pest Management Plan for public consultation.

Carried.

7.4. FC-021/11 – Information Technology, Wireless Link Proposal

The current connection between Council's main computer network and the West Street Depot, Goondiwindi, is proving to be too slow for the increased number of staff/tasks required to be completed electronically at that site. A report, regarding available options, is provided for Council's consideration.

RESOLUTION OM-0136/11

Moved: Cr WP Kearney

Seconded: Cr RJ McDougall

That Council resolves to increase the budget provision from \$17,500 to \$27,000 for the installation of the wireless link to the Goondiwindi Depot.

Carried.

7.5. General Business – Department of Finance & Corporate

7.5.1. Reserve Land – Lot 1 CVE667, Parish of Texas

State Reserve Number 231, described as Lot 1 on CVE667 Parish of Texas, is designated a Reserve for Park purposes. The mayor is authorised to undertake community consultation regarding the future use of this parcel of land, in particular any potential requirement for residential purposes.

8. REPORTS – DEPARTMENT OF BUILDING AND ENVIRONMENTAL HEALTH

Council's Director of Building and Environmental Health, Mr Mohammed Saleem, presented the following reports to Council.

8.1. BEH-009/11 – Request for Variation to Primary Road Setback

An application has been made to Council to consider a request for a relaxation of the primary road setback from 6 metres to 0 metres, to enable the erection of 7 new sails to enhance the aesthetics and amenity of the flats situated at 41 George Street, Goondiwindi, as well as provide shaded undercover car parking to each unit.

RESOLUTION OM-0137/11

Moved: Cr PM Kneipp

Seconded: Cr WP Kearney

That Council resolves to approve the application for relaxation of the primary road setback at 41 George Street, Goondiwindi, from 6 metres to 0 metres, to enable the erection of 7 new sails to enhance the aesthetics and amenity of the flats as well as provide shaded undercover car parking to each unit.

Carried.

Councillor PJ Percival recorded a vote against.

8.2. BEH-010/11 – Siting Variation, Boundary Setbacks

The purpose of this report is to inform Council of the requirements of the *Queensland Development Code* MP (Mandatory Provisions) 1.2 – Design and Siting Standard for Single Detached Housing on Lots 450m² and over.

Noted.

8.3. General Business – Department of Building and Environmental Health

Nil.

9. REPORTS – DEPARTMENT OF ENGINEERING AND PLANNING

Council's Director of Engineering and Planning, Mr Dave Burges, presented the following reports to Council.

PLANNING – MATERIAL CHANGE OF USE (MCU)

9.1. EP-034/11 – Material Change of Use for “Industrial Activities” – “Storage Facility” (Storage for one School Bus)

An application for a Material Change of Use for “Industrial Activities” – “Storage Facility” (Storage for one School Bus), was received 21 April 2011 for Lot 4 on RP64441 or 40 Russell Street, Goondiwindi. The application was Impact Assessable and no submissions were received. The application is now at the decision making stage

RESOLUTION OM-0138/11

Moved: Cr WP Kearney

Seconded: Cr RJ McDougall

That the Material Change of Use application is approved subject to the development conditions below.

Description:	“Industrial Activities” – “Storage Facility” (Storage of one School Bus)
Development:	Material Change of Use – Development Permit
Applicant:	Ian Benson
Address:	40 Russell Street, Goondiwindi
Real Property Description:	Lot 4 on RP64441
Council File Reference:	11/12G

COMPLETE AND MAINTAIN	
1	Complete and maintain the approved development as follows: <ul style="list-style-type: none">(i) generally in accordance with development approval documents;(ii) this approval is only for the storage of one (1) school bus in accordance with the application submitted. Should the future use of the storage facility (shed) change or propose to be changed, a further development approval may be required; and(iii) strictly in accordance with those parts of the approved development which have been specified in detail by the Council or Referral Agency unless the Council or Referral Agency agrees in writing that those parts will be adequately complied with by amended specifications.
2	The development approval documents are the material contained in the development application, approved plan(s) and supporting documentation including all information requests and responses and any written and electronic correspondence between applicant, Council or Referral Agencies during all stages of the development application assessment processes.
3	Approved plans are the plans which have been stamped as approved by the Council, or listed in the Schedule of Approved Plans and Drawings attached to these conditions or, where any necessary plans have not been stamped as approved nor listed, the versions of the plans submitted by the applicant and endorsed by the Council, subject to any changes notified by the Council in writing during all stages of the development application assessment processes and as amended by the conditions of approval.
STORMWATER AND DRAINAGE	
4	The site shall be adequately drained and a stormwater drainage system constructed so that stormwater can be disposed of to a legal discharge point – refer to Schedule of Design and Construction Standards (item 7).
5	All work associated with the development must be carried out in a manner that minimizes erosion and controls sediment. Control measures must be approved by Council and in place prior to work commencing and remain until work is completed – refer to Schedule of Design and Construction Standards (Item 7).

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	FILLING PARTS OF SITE & EXCAVATIONS
6	An operational works approval may be required for filling the site above natural ground level.
7	Any filling or excavation necessary to meet the conditions of this approval shall be carried out in accordance with the relevant standards.
	ACCESS, ROADS and LANDSCAPING
8	All landscaping, streetscaping, vehicular access, parking, roads, bikeways, footpaths, street lighting, parks, street plantings, street furniture and related items must comply with <ul style="list-style-type: none"> (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such designs exist (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.
9	The applicant must construct a vehicular access to the site to the satisfaction of the Director Engineering & Planning. The access must be constructed along Elizabeth Drive at a location which provides adequate sight distance in either direction. The vehicular access shall be constructed in accordance with Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Accesses, Section 2.3 or in accordance with other appropriate engineering standards to the satisfaction of the Director Engineering & Planning.
10	The applicant must reinstate any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development, to the satisfaction of the Director Engineering & Planning.
	AVOIDING NUISANCE
11	Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
12	All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties or nearby motorists.
13	During the establishment and continued use of the approved development, no nuisance is to be caused to adjoining properties and occupiers by the way of smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time, including non-working hours.
14	Operation of the use shall occur only between 6am and 6pm.
	BUILDINGS
15	All building are to comply with the approval documents and the Schedule of Requirements.
	NO COST TO COUNCIL
16	The cost of carrying out works and providing services to the site, as required by conditions of approval, shall be at no cost to Council.
	USE
17	All development approval conditions related to the establishment of the approved development must be fulfilled prior to any approved use commencing.
	GENERAL
18	All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the Council sealing the Plan of Survey.
19	All development approval conditions related to the establishment of the approved development must be fulfilled prior to any Plans of Survey being sealed.
20	At its discretion, Council may accept bonds or other securities to ensure completion of specified development approval conditions or Council may accept cash payments for Council to undertake the necessary work to ensure completion of specified development approval conditions.
21	A letter outlining and demonstrating that conditions have been complied with shall be submitted prior to the commencement of the use. Council officers may require a physical inspection to confirm that all conditions have been satisfied to relevant standards.

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SCHEDULE OF APPROVED PLANS, DRAWINGS AND REPORTS					
(i)	<p>This is a list of plans, drawings and reports that are specifically approved to remove doubt. The plans listed here supersede any earlier versions of the same document included elsewhere in the approval documents.</p> <table><tr><th>Plan/Document name</th></tr><tr><td>Site Plan Drawing No 1 of Proposed New Shed</td></tr><tr><td>Planning Assessment Letter</td></tr><tr><td>Elevations Drawings of Proposed Shed</td></tr></table>	Plan/Document name	Site Plan Drawing No 1 of Proposed New Shed	Planning Assessment Letter	Elevations Drawings of Proposed Shed
Plan/Document name					
Site Plan Drawing No 1 of Proposed New Shed					
Planning Assessment Letter					
Elevations Drawings of Proposed Shed					
SCHEDULE OF DESIGN AND CONSTRUCTION STANDARDS					
(ii)	<p>1. Schedule 1, Division 1: Standards for Construction Activities, Section 1.1 of the Goondiwindi Town Planning Scheme or to other relevant engineering standards to the satisfaction of Council.</p> <p>2. Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Access, Section 2.1(1), 2.2(1)(b) of the Goondiwindi Town Planning Scheme or in accordance with other relevant engineering standards to the satisfaction of Council.</p> <p>3. Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Access, Section 2.3(1),(2a),(2b) of the Goondiwindi Town Planning Scheme or in accordance with other relevant engineering standards to the satisfaction of Council.</p> <p>4. Schedule 1, Division 3: Standards for Water Supply, of the Goondiwindi Town Planning Scheme or in accordance with other relevant engineering standards to the satisfaction of Council.</p> <p>5. Schedule 1, Division 4: Standards for Sewerage, Section 4.1 of the Goondiwindi Town Planning Scheme or in accordance with other relevant engineering standards to the satisfaction of Council.</p> <p>6. Schedule 1, Division 4: Standards for Sewerage, Section 4.2 of the Goondiwindi Town Planning Scheme or in accordance with other relevant engineering standards.</p> <p>7. Schedule 1, Division 5: Standards for Stormwater Drainage, Section 5.1 of the Goondiwindi Town Planning Scheme or in accordance with other relevant engineering standards.</p> <p>8. Schedule 3, Landscaping Requirements, Section 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 and 3.8 of the Goondiwindi Town Planning Scheme.</p>				

Carried.

ENGINEERING – WATER AND SEWERAGE

9.2. EP-0035/11 – Water and Sewerage Supply Areas 2011/2012

Pursuant to the *Water Act 2000* and s161 of the *Water Supply (Safety and Reliability) Act 2008*, Goondiwindi Regional Council is required to identify the extent of the water and sewerage supply areas to which charges are levied within the local government area.

RESOLUTION OM-0139/11

Moved: Cr PJ Percival

Seconded: Cr RJ Reardon

That Council resolves to adopt the Water and Sewerage Supply Areas as set out in the maps tabled, in accordance with the Water Act 2000 and the Water Supply (Safety and Reliability) Act 2008. Such areas are to be effective from 20 July 2011 until amended by a subsequent resolution of Council.

Carried.

ENGINEERING – OTHER

9.3. EP-036/11 – 2011/13 Preferred Supplier Arrangement for the Manufacture, Supply and Delivery of Bulk Cationic Emulsion and Cold Mix Asphaltic Concrete

This contract is for the manufacture, supply and delivery of bulk cationic emulsion and cold mix asphaltic concrete for the 2011/13 period. A Request for Tender (RFT) was advertised in the Goondiwindi Argus and the MacIntyre Gazette, Goondiwindi Regional Council website and letters mailed to interested parties inviting tenders. Tenders closed at 12:00 noon on Wednesday, 13 July 2011.

RESOLUTION OM-0140/11

Moved: Cr DG McMahon

Seconded: Cr PM Kneipp

That Council resolves to accept the lowest conforming tender for Schedule A – Goondiwindi Zone for \$310,572.00 (including GST) and Schedule B – Inglewood Zone for \$138,555.00 (including GST) from Boral Resources Qld Pty Ltd for the 2011/13 Preferred Supplier Arrangement for the Manufacture, Supply and Delivery of Bulk Cationic Emulsion and Cold Mix Asphaltic Concrete.

Carried.

9.4. General Business – Department of Engineering and Planning Services

Nil.

10. REPORTS – EXECUTIVE OFFICE

Council's Chief Executive Officer, Mr Peter Stewart, presented the following report to Council.

10.1. EX-013/11 – Register of Delegations

The Local Government Association Queensland (LGAQ) Inc engaged King & Co Solicitors to prepare a precedent Delegations Register from Council to the Chief Executive Officer and from the Chief Executive Officer to Council Officers. Council is requested to delegate relevant powers to the Chief Executive Officer.

RESOLUTION OM-0141/11

Moved: Cr PJ Percival

Seconded: Cr RJ Reardon

That all powers referred to in the document titled "Register of Delegations – Council to CEO" tabled with report EX013-11 are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act 2009.

Carried.

10.2. General Business – Chief Executive Officer

Nil.

11. REPORTS - DEPUTY CHIEF EXECUTIVE OFFICER

11.1. DCE-026/11 – Sale of Freehold Land at Coolmunda Dam

At the April 2011 meeting of Council a resolution was adopted "*That Council resolves to further investigate the proposed sale of freehold title land situated at Coolmunda Dam and described as Lots 47, 48 & 49 on CVE 487, with the intention to sell*". This report is provided for Council's information and consideration.

RESOLUTION OM-0142/11

Moved: Cr PM Kneipp

Seconded: Cr RJ McDougall

That Council resolves to proceed with the auction of Lots 47, 48 and 49 on CVE487, Parish Greenup, and offer the marketing of the properties exclusively to Elders Real Estate in accordance with the quotation for services dated 22 June 2011 and delegates authority to the Mayor and Chief Executive Officer to set the reserve price.

Carried.

11.2. DCE-027/11 – Leasehold Land at Coolmunda Dam, Scout Hut

Correspondence has been received from the Roosters Social Club, ex-service personnel who served in South Vietnam. Most of the group are classified as Totally and Permanently Incapacitate (TPI) by the Department of Veterans Affairs and are requesting use of the Scout Hut as a retreat. This report is provided for Council's information and consideration.

*** This meeting report was deferred to a future meeting of Council.**

11.3. DCE-028/11 – Seniors Independent Living Units, Yelarbon

The Priest-in-Charge of the Anglican Parish Goondiwindi, Reverend Zoe Everingham, along with the Parishioners of the Church in Yelarbon are considering the development of independent living units for the elderly in Yelarbon and making preliminary investigations pertaining to the purchase of Council owned land immediately behind the Church at 28 Burrell Street, Yelarbon.

RESOLUTION OM-0143/11

Moved: Cr DG McMahon

Seconded: Cr WP Kearney

That Council resolves to authorise the Mayor and the Chief Executive Officer to negotiate with The Corporation of the Diocese of Brisbane for the disposal of Lot 13 on Y56920, Parish Bengalla.

Carried.

11.4. DCE-029/11 – Disposal of Land, Inglewood

At the May 2011 meeting of Council a resolution was adopted “*That Council resolves to decline the expressions of interest received for proposed purchase and lease of Lot 14 on SP225276 and further investigates the best possible use of the land*”. This report sets out details of available options for the future use of the land for Council’s information and consideration.

RESOLUTION OM-0144/11

Moved: Cr RJ McDougall

Seconded: Cr WP Kearney

That Council resolves to lodge a development application for a staged development on land described as Lot 14 on SP225276, generally in accordance with the former Inglewood Shire Council’s development proposal and if approved, prepare design and construction plans for Stage 1 of the development.

Carried.

11.5. DCE-030/11 – Department of Environment and Resource Management, July 2011

Council has received correspondence from the Department of Environment and Resource Management, seeking Council’s requirements regarding an application for Permanent Road Closure of temporarily closed road described as Lot 1 on RL6575, separating Lot 901 from Lots 204 and 208 on T1921, Parish of Texas.

RESOLUTION OM-0145/11

Moved: Cr PJ Percival

Seconded: Cr PM Kneipp

That Council resolves to offer no objection to the application for Permanent Road Closure of temporarily closed road described as Lot 1 on RL6575, separating Lot 901 from Lots 204 and 208 on T1921, Parish of Texas, as shown on Drawing DD2010/255, subject to the condition that it is amalgamated with Lot 901 on T1921.

Carried.

11.6. DCE-031/11 – Show Holidays 2012

By letter dated 04 July 2011, the Hon Cameron Dick MP, Minister for Education and Industrial Relations, has sought confirmation from Council regarding the appointment of show holidays across the Goondiwindi Regional Council area for 2012.

RESOLUTION OM-0146/11

Moved: Cr RJ Reardon

Seconded: Cr PJ Percival

That Council resolves to advise the Minister for Education and Industrial Relations of the following nominated dates for special holidays in 2012:-

- i.) Goondiwindi Show Holiday – Friday, 04 May 2012 for all communities within the former Waggamba Shire and Goondiwindi Town Local Government Areas;*
- ii.) Inglewood Show Holiday – Friday, 09 March 2012; and*
- iii.) Texas Public Holiday for the Brisbane Exhibition – Monday, 13 August 2012.*

Carried.

11.7. DCE-032/11 – Talwood Airstrip

On the 17 June 2011, Councillors and Council Officers met with the key users of the Talwood Airstrip (Lot 29 on CVN351) to discuss the operations of the Talwood airstrip. It was clearly evident at the meeting that the users appreciated Council's provision and maintenance of the landing strip as it is integral to the operations of the Talwood district. The meeting also provided an opportunity for the users to highlight some of the operational issues being experienced at the airstrip. This report is provided for Council's information and consideration.

RESOLUTION OM-0147/11

Moved: Cr RJ Reardon

Seconded: Cr PM Kneipp

That Council resolves to enter into negotiations with key users of the Talwood airstrip regarding future operations of the Talwood airstrip.

Carried.

11.8. DCE-033/11 – Talwood Kindergarten Building, 4 Buckley Street, Talwood

At the May 2011 Meeting of Council a report was presented regarding the old Talwood Kindergarten building. The building is Council owned on State Government land. A resolution was passed "*That Council holds a community consultation meeting at Talwood to discuss the matter further with the community*". This report provides details of the outcomes from that meeting for Council's information and consideration.

RESOLUTION OM-0148/11

Moved: Cr DG McMahon

Seconded: Cr PJ Percival

That Council resolves to call for Expressions of Interest for the sale and removal of the old Talwood Kindergarten building.

Carried.

11.9. General Business – Deputy Chief Executive Officer

Nil.

12. RECEPTION OF NOTICE OF MOTION FOR NEXT MEETING

Nil

13. GENERAL BUSINESS

Nil.

14. CONFIRMATION OF DATES AND TIMES FOR FUTURE MEETINGS

It was noted that the next two (2) Ordinary Meetings of Council will be held on the following dates:-

- a) Ordinary Meeting of Council on Wednesday, 24 August 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street, Goondiwindi.
- b) Ordinary Meeting of Council on Wednesday, 28 September 2011, commencing at 9:30am at the Goondiwindi Customer Service Centre Boardroom, 82 Marshall Street, Goondiwindi.

15. CLOSURE OF MEETING

There being no further business, the Mayor thanked everyone for their attendance and declared the meeting closed at 1:20pm.

Confirmed: _____

Date: _____



Asset Management Strategy



Asset Management Strategy

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Asset Management Strategy

1. Introduction

Goondiwindi Regional Council is the custodian of an extensive range of community assets. In order to deliver a variety of services to the community, Goondiwindi Regional Council must ensure that the assets supporting these services are managed in a sustainable way over the long term.

The purpose of this Asset Management Strategy is to outline the necessary activities that need to be undertaken and implemented to achieve the implementation of Council's Asset Management Policy.

The strategy provides the framework to guide the development of a core standard of asset management practice at Goondiwindi Regional Council by September 2011, providing the structure for further development into advanced asset management maturity.

2. Vision

Goondiwindi Regional Council's vision is:-

A vibrant, well planned and welcoming community with opportunity and lifestyle.

This vision is supported by Council's Mission statement:-

"To deliver the Region's Vision in partnership with the community and other stakeholders through committed leadership and the efficient delivering of quality services and facilities that support the economic, environmental and social needs of our communities."

The Corporate Plan 2009-2014 provides the following objectives supporting this asset management strategy:-

4.3 Responsible financial management and efficient operations

- 4.3.1 *Establish, implement and manage long term financial planning strategies to ensure the future sustainability of Council.*
- 4.3.2 *Minimise Council's financial risks while acknowledging the requirements of our communities.*
- 4.3.3 *Ensure effective financial, asset and risk management practices to ensure the efficient and accountable delivery of Council's operations.*

Council recognises at the highest level that sound asset management is essential to the quality and sustainability of the built environment. Goondiwindi Regional Council's Asset Management Policy reinforces Council's commitment to manage and care for its assets as *asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve our strategic service delivery objectives.*

Asset Management Strategy

3. Purpose

This strategy describes the current status, vision and actions for improving asset management (AM) within Goondiwindi Regional Council.

The Asset Management Strategy establishes the framework that determines the nature and direction of Asset Management – its objective is to describe how Council will meet its commitment to asset management as documented in its Corporate Plan and Asset Management Policy. A structured set of actions aimed at enabling improved asset management by the organisation forms the measurable basis for delivering this objective. These structured actions are aimed (in the first instance) at providing Council with a Core level of asset management practice by September 2011 in line with the Department of Local Government and Planning AMAP and the *Local Government Act 2009*.

It is a strategic document with the objective of optimising the lifecycle cost of assets sustainably, over the long term, ensuring capital investment is used effectively and in the best interests of the community.

4. Processes & Relationships

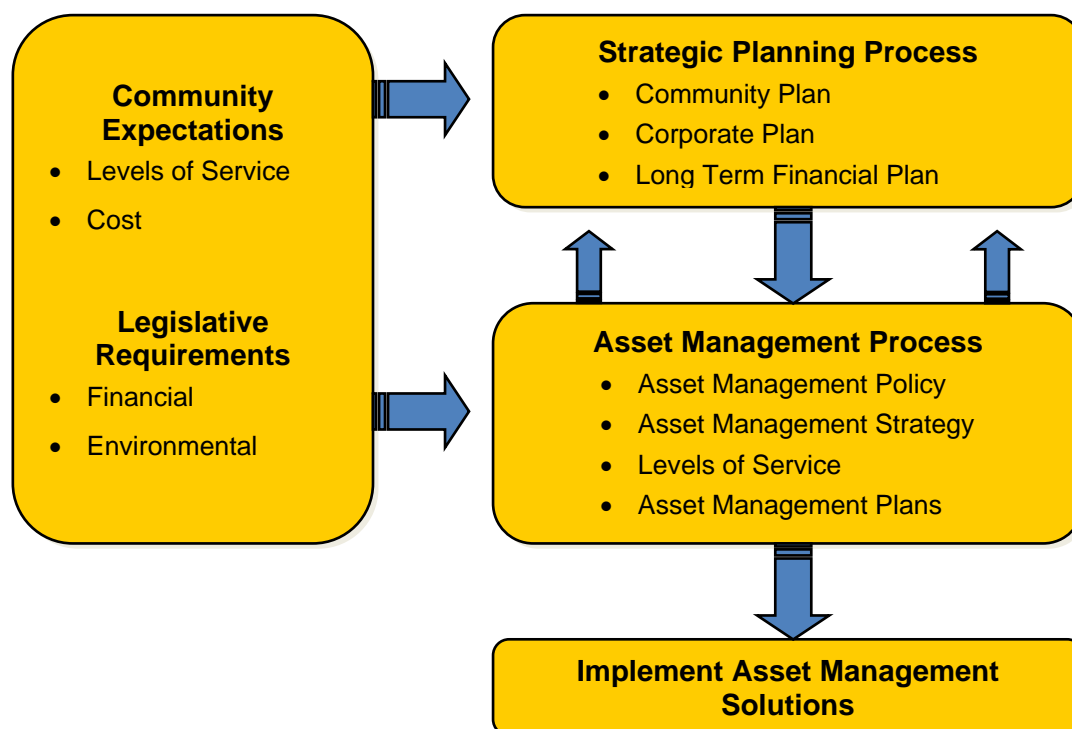


Figure 1 – Outline of the Asset Management Process

A broad outline of the asset management process is illustrated above. The following strategic documents are directly linked to the Asset Management Strategy:-

- Community Plan: this strategy feeds into the Long Term Financial Plan and will, with associated service plans and asset management plans, drive the planning of new assets and asset upgrades over the long term
- Corporate Plan: outlines the requirements for a strong asset management Policy and Strategy



Asset Management Strategy

- Long Term 10 Year Financial Plan: incorporates the long term funding requirements for the maintenance and renewal of Council's various asset classes and feeds directly into the annual budgeting process
- Asset Management Policy: the base policy document for the formulation of Council's Asset Management Strategy
- Asset Management Plans: when formulated will support Council's Asset Management Policy and Strategy.

5. Council Assets

Council is responsible for management of a wide range of assets. An indicative list of major assets is provided below.

Class	Sub Class	Estimated Replacement Value
Roads	Pavements	\$ 156,050,151
	Formations	\$ 126,184,458
	Kerb & Channel	\$ 22,777,618
Bridges	Bridges	\$ 9,917,100
	Major Culverts	\$ 1,266,395
Pathways	Footpaths & Pathways	\$ 4,723,988
Drainage Infrastructure	Pipes & Minor Culverts	\$ 19,609,312
	Drainage Structures	\$ 4,221,373
Buildings	Buildings	\$ 42,549,380
Recreational Grounds & Facilities	Reserves	\$ 20,000
	Other	\$ 8,621,505
	Playgrounds & Parks	\$ 7,014,839
Aerodromes	Landing Areas and Infrastructure	\$ 2,571,912
Water Supply	Water Mains	\$ 44,508,585
	Building Structures	\$ 10,546,711
	Electrical & Mechanical	\$ 2,564,217
	Pipework & Valves	\$ 5,965,291
Sewerage Services	Mains	\$ 22,202,734
	Manholes	\$ 6,146,628
	Structures	\$ 6,328,720
	Electrical & Mechanical	\$ 1,791,923
	Pipework	\$ 954,377



Asset Management Strategy

Financial, human and information assets are not covered within the scope of this asset management strategy, nor are furniture, plant and land assets as at this stage it is not intended to prepare asset management plans for these assets.

6. **Current Status**

6.1 ***Processes***

Goondiwindi Regional Council has no dedicated staff directly tasked with managing the asset management function of Council. Council does employ one Technical Officer tasked with managing the asset database. Many staff have been allocated specific tasks in relation to other asset management roles which are outlined in the Responsibility Matrix provided in appendix 1.

Council's asset management processes have not been historically integrated with its wider corporate planning and financial planning process. There is limited standardisation and documentation of asset management processes within Council, and limited understanding of asset related processes across the organisation.

Processes for the collection of data are well advanced in some asset classes whilst just beginning in others.

6.2 ***Systems***

Council utilises a number of information systems to store and manage data. Current systems include:

- Civica – Corporate financial systems
- InfoXpert – Corporate correspondence management system
- MapInfo – Graphical information system (GIS)
- JRA Lifecycle – Customer service and asset management systems
- Spreadsheets and other ad hoc personal systems.

The current aim is to migrate all asset management functions to the JRA system where reasonable. When replacing the corporate financial system in 2012, some consideration will be given to the value of an integrated asset management and financial system.

6.3 ***Data***

Goondiwindi Regional Council has a number of asset data and information systems. Databases for Road, Drainage, Footpaths, Water Supply, Sewerage and Bridge assets are held on the JRA System. Only basic financial data exists for Buildings and Open Spaces within the Civica financial package. This data is being moved to the JRA system and additional data populated. No condition data exists for other asset classes not considered to be a part of the Core strategy (those that will see asset management plans developed post September 2011) with only basic financial data stored in Council's financial management system.

The available asset management data includes:-

- Roads data separated into segments and components, condition data recollected September 2008
- Bridge data separated into components with condition data July 2010



Asset Management Strategy

- Pathway data separated into segments and type with condition data at September 2008
- Kerbs data separated into segments and type with condition data at September 2008
- Water assets separated into segments and components with most condition data at June 2011.
- Sewerage assets separated into segments and components with most condition data at June 2011.
- Drainage infrastructure data separated into components
- Buildings data separated into broad components.
- Recreational grounds and facilities data not yet separated into components.

6.4 *Programs*

The LGAsset program commenced in 2006 and has recently been amended to the LGAsset Advance Program which incorporates the requirement to see all Local Governments in Queensland achieve a core level of asset management maturity by September 2011. This aim is supported by the Asset Management Advance Program which will see \$2.69m provided to Councils to assist in achieving this goal. The core standards are defined within the National Asset Management Assessment Framework (NAMAF), which is the nationally adopted reporting tool to measure and benchmark a Councils asset management performance.

6.5 *Core Asset Management*

The first detailed assessment in the National Asset Management Assessment Framework (NAMAF) was completed in March 2011. The broad results from this assessment are given in Figure 2 - National Asset Management Assessment Framework – Core Maturity Result March 2011.

The NAMAF assessment illustrates a reasonable level of core asset management maturity currently at Goondiwindi Regional Council. The assessment framework has been used as a tool to identify the improvements required to bring Council up to a Core level of asset management practice by September 2011 in line with the state's requirements.



Asset Management Strategy

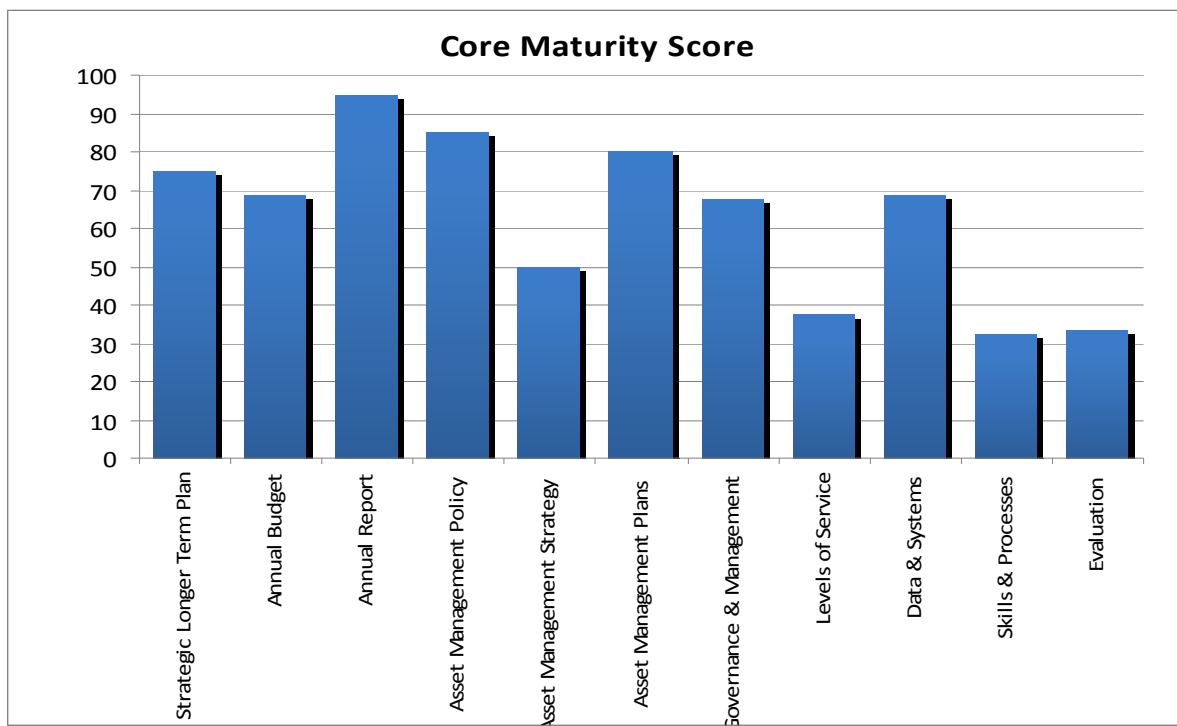


Figure 2 – National Asset Management Assessment Framework – GRC Core Maturity Result March 2011

7. Improvements

Based on the National Asset Management Assessment Framework requirements for a level of core asset management practice, an asset management improvement plan for 2011-2012 has been developed and is included as Appendix 1 to this strategy.

The improvement plan is based around the structure and key improvement areas as outlined in the assessment framework. The program outlines tasks, responsibilities, timetable and resource estimates.

As illustrated in Figure 2, Council requires some improvement in all 11 of the defined areas in the assessment framework to achieve a 100% core standard of asset management practice. Significant improvement is required in the determination of levels of service, improving skills and processes and evaluating the options available to manage the issues raised through asset management planning.

Asset Management Strategy

8. Improvement Implementation

An improvement plan has been prepared to address the improvement issues identified. Implementation of the plan will be generally managed by the Director of Corporate Services and overseen by the Asset Management Steering Group. The following figure illustrates the management of the improvement process.

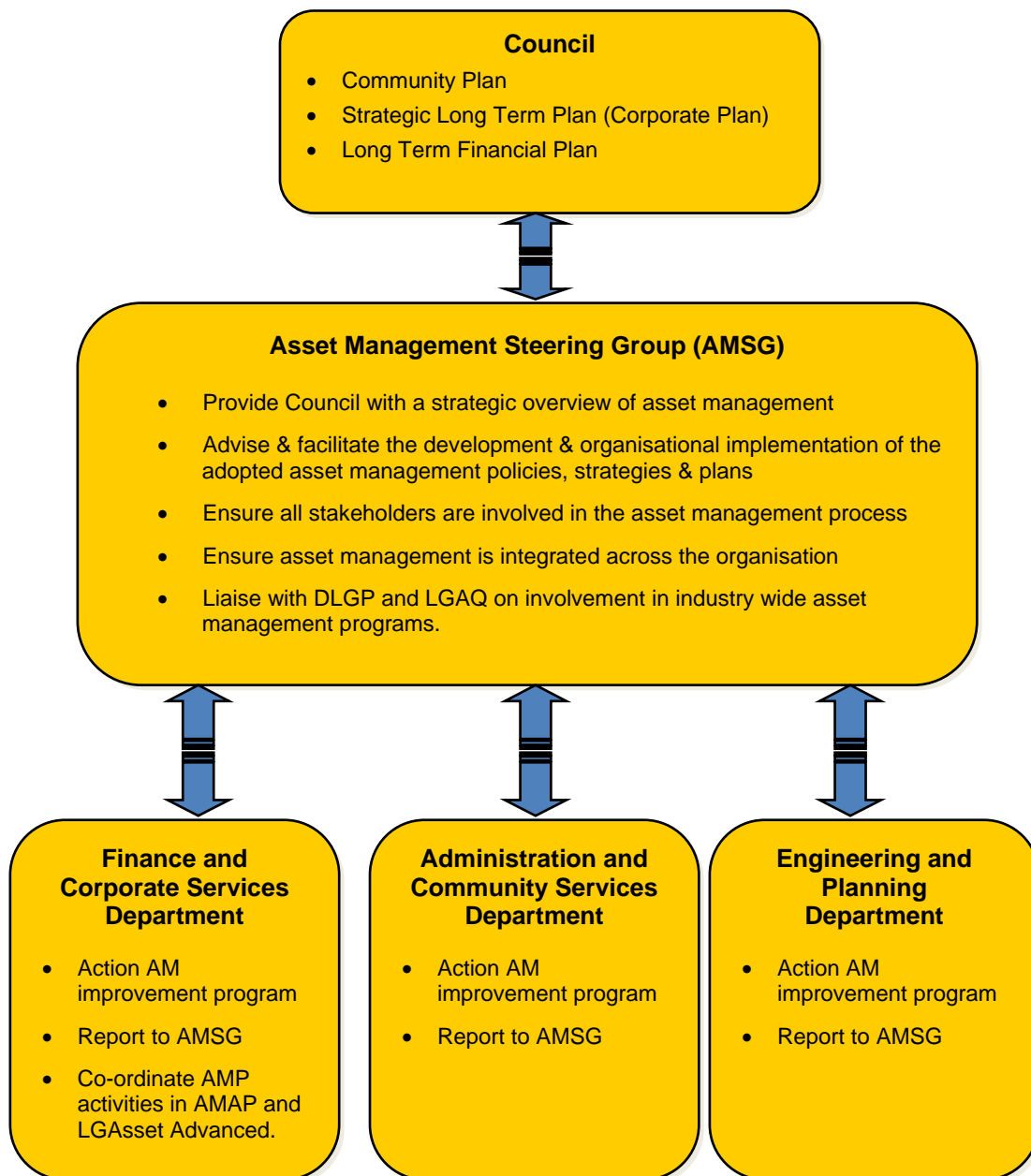


Figure 3 – Management Structure for Asset Management Improvement



Asset Management Strategy

The membership of the Asset Management Steering Group will comprise the:-

- CEO (Chair)
- One (1) Councillor from each Portfolio Section
- Directors
- Relevant Managers

9. Resources

The improvements nominated in this report will require appropriate expenditure to resource the improvement plan actions. The plan is based on achieving a core standard by September 2011, with many of the improvements such as data and systems and the introduction of new processes forming part of the day-to-day operations within Council's various departments.

There will be several types of costs associated with implementation of a core standard of asset management:-

- i.) Additional resourcing for specific projects including data capture and asset management plan development. These projects are generally outlined in the improvement plan.
- ii.) Additional periodical resources for gathering and assessing asset condition data. These costs will form part of the operational budget in the relevant department's area.
- iii.) Support resources required to maintain and enhance core asset management systems and processes. That is, additional staffing resources will be required to support a core asset management standard once achieved.

10. Review

Once adopted, this strategy and the associated improvement plan will be reviewed and updated by the Asset Management Steering Group on a minimum 3 monthly basis.

Asset Management Plans will be reviewed as a minimum annually to ensure that information feeding into budgeting and planning processes is as accurate as possible. Plans will also be reviewed when key decisions are made as to levels of service or functional changes of council.

11. Conclusion

Council recognises that improving its asset management practices will provide extensive benefits in the short and long term to the community. Implementation of this strategy will significantly raise asset management practice at Goondiwindi Regional Council.





Asset Management Strategy

Appendix 1 Asset Management Improvement Plan 2011-2012

Goondiwindi Regional Council				
Review Date:	21-March-2011			
<u>Detailed Improvement Opportunities</u>	(from Assessment Sheet)			
Improvement	Priority	By Whom	Resource Implications	By When
CP/CP - Complete AMP's for Buildings	1	JW	2 weeks	29/07/11
CP/CP - Complete AMP's for Stormwater (include in Transport)	1	DB	40 hours	22/08/11
A&SMS - Develop and adopt an Asset Management & Services Strategy with the view to it becoming the primary reporting document on AM improvements within the organisation.	2	JQ		20/07/11
G&M - Finalise the AM&S Strategy	3	JQ		20/07/11
S&P - Check AMP's that they have a review clause included. Include in the AM Strategy the need to review AMP's on a regular basis.	4	JQ/DB	2 hours	22/08/11
G&M - AM Steering group to be given role of implementing the adopted AM Improvement Action List as part of the AM Strategy.	5	CEO		
S&P - Document the existing process to annually review and update the financial forecasts for all asset classes and update the Long Term Financial Plan.	6	Bradley		15/08/11
G&M - Review and update the R&R Matrix	7	DB	2 hours	24/06/11
D&S - Incorporate Asset Data for Buildings into existing JRA AM System and examine the opportunity to establish an integrated AM System with the Finance System.	8	Bradley / Hiren/ Peter B		12/08/11
G&M - use the R&R Matrix to establish information to be included in Non-technical position descriptions across the organisation.	9	CEO		
D&S - Participate in LGAQ benchmarking programs if available	10	JQ		31/07/11
LoS - Identify Services delivered to the Community and develop Service Plans for each. Keep simple approach.	11	CEO		31/08/11
G&M - Document the existing process. Include a Prioritisation process for ranking the non- financial components of project. Eg Fit with Corporate Plan, Whole of Life costing, Business Case etc	12	JQ		
D&S - Develop documented repeatable methodologies to carry out consistent asset condition surveys and defect identification assessments, as documented in a Condition Rating Assessment Manual for applicable asset classes.	13	DB	20 hours	
		JW	4 hours	
D&S - Define and document procedures for determining asset replacement and treatment unit rates, which are then stored in the asset and services management system.	14	Bradley / Peter B		30/9/11
S&P - Document a defined methodology for assessing the Remaining and Useful Life, Residual Value and Depreciation Method of assets.	15	JQ		
S&P - Develop an asset and services management skills matrix and identify Staff training needs and schedule training.	16	CEO		



Asset Management Strategy

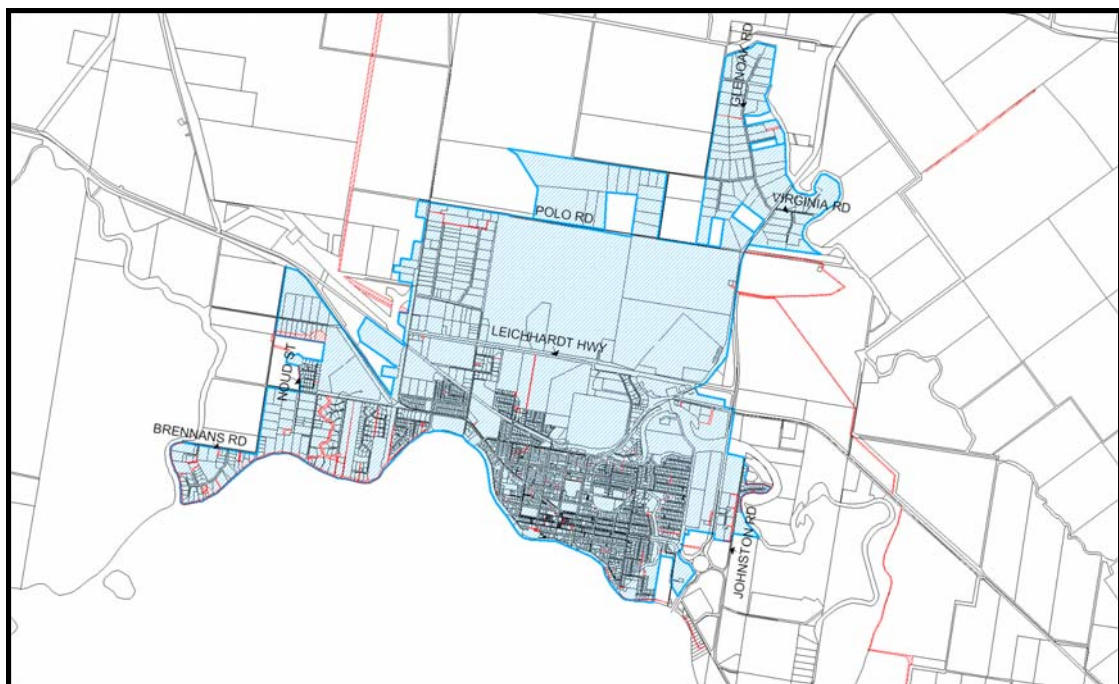
Goondiwindi Regional Council				
Review Date:		21-March-2011		
<u>Detailed Improvement Opportunities</u>		(from Assessment Sheet)		
Improvement	Priority	By Whom	Resource Implications	By When
S&P - Document a process to collect and record asset and services data into an asset and services management system upon the commissioning of new, (and/or modified), assets, including built and contributed assets.	17	DB		
S&P - Document the formal processes for the handover of assets to asset custodians / owners.	18	DB		
S&P -Develop a process to communicate the financial implications of the Asset and Services Management Plans to internal and external stakeholders.	19	JQ		Sep-11
S&P - Develop a training program on AM for Councillors & Staff	20	JQ / AMSG		May-12
G&M - Include brief AM Item in Monthly Staff newsletter	21	JQ		Sep-11
LoS - Incorporate Technical Levels of Service into service agreements and / or maintenance, operational and capital renewal procedures.	22			
CP/CP - Review Corporate Plan to incorporate priorities & performance Measures	23	CEO		Jul-12
AB - Complete KPI's LTFP	24	JQ		
AB - Include details of any major changes in functions of the Council, organisation structure and/or policy initiatives and how these changes might impact on Council's Strategic Longer Term Plan.	25	CEO		When required
D&S - Define and document the process for operations, maintenance, renewal and upgrade planning for its existing assets. Check AMP's that this is included.	26			
Eval - Develop a monitoring & performance reporting mechanism for Technical & community levels of Service	27			
S&P - Develop a process to identify operational risks, assign responsibilities and monitor risk treatment actions all recorded within a risk register.	28			
Complete preliminary AMP's for Parks, Recreational Facilities and Land Improvements	29	DB	40 hours	31/12/11
		Staff	100 hours	

Water Supply Area Maps:-

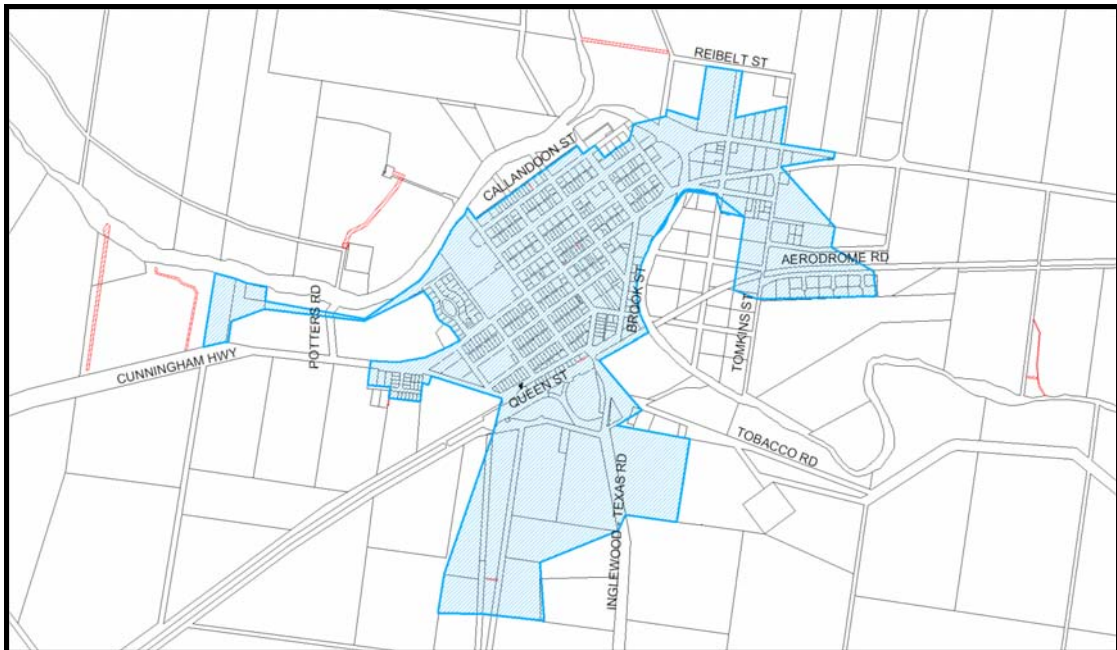
1. Water Supply Area - Bungunya



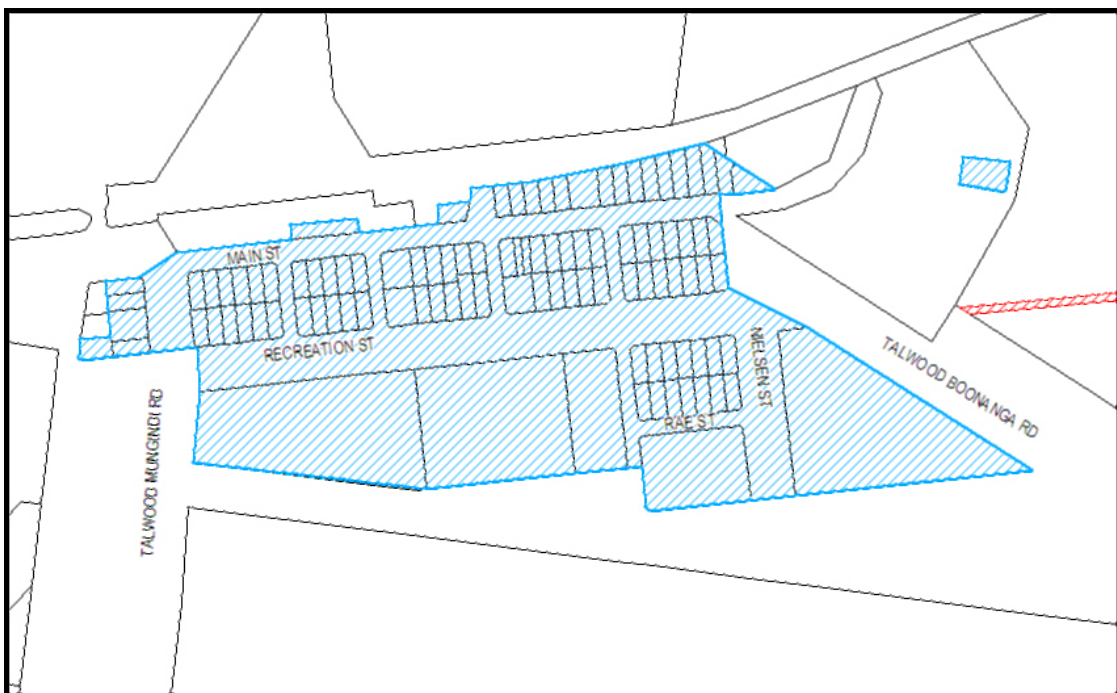
2. Water Supply Area - Goondiwindi



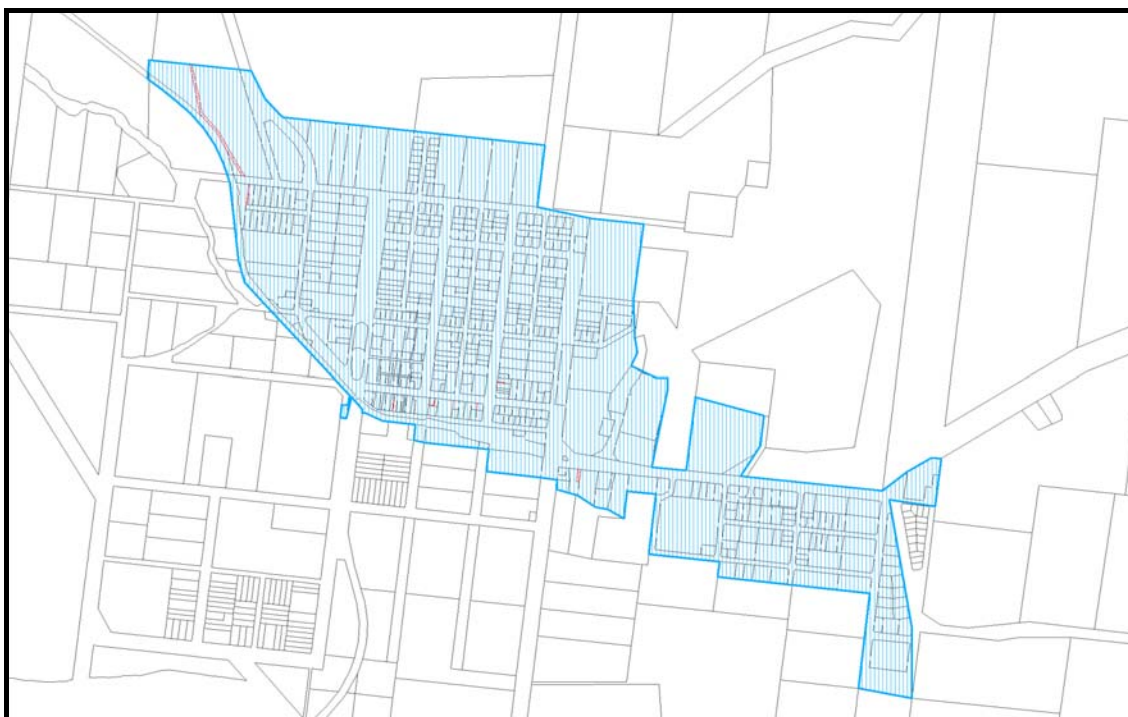
3. Water Supply Area - Inglewood



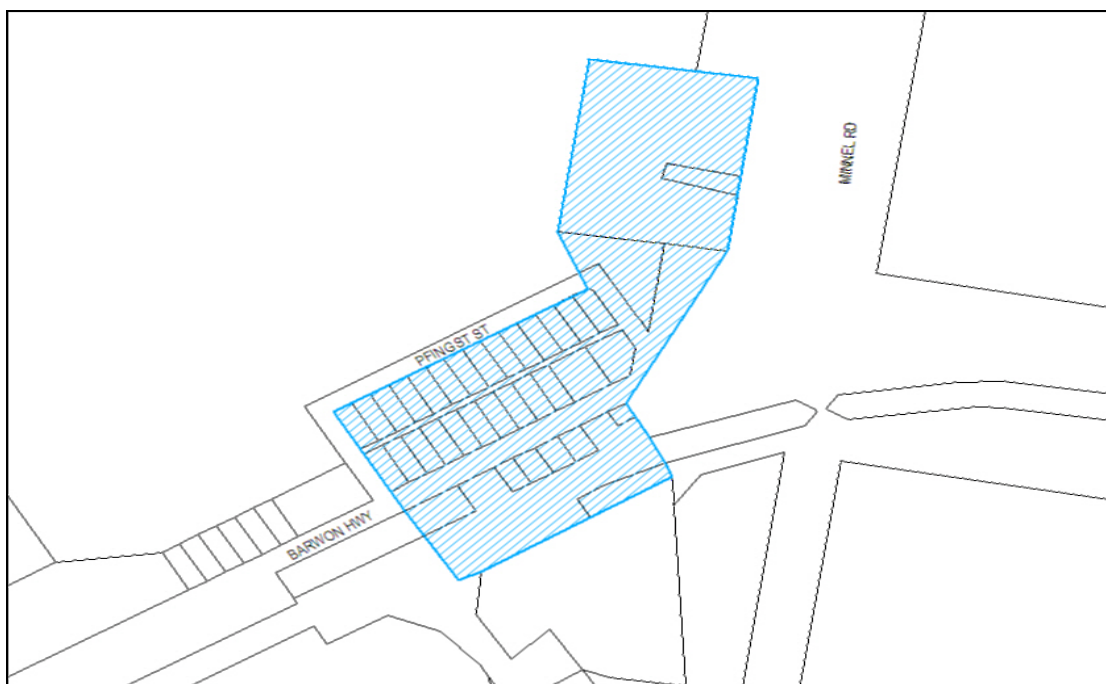
4. Water Supply Area - Talwood



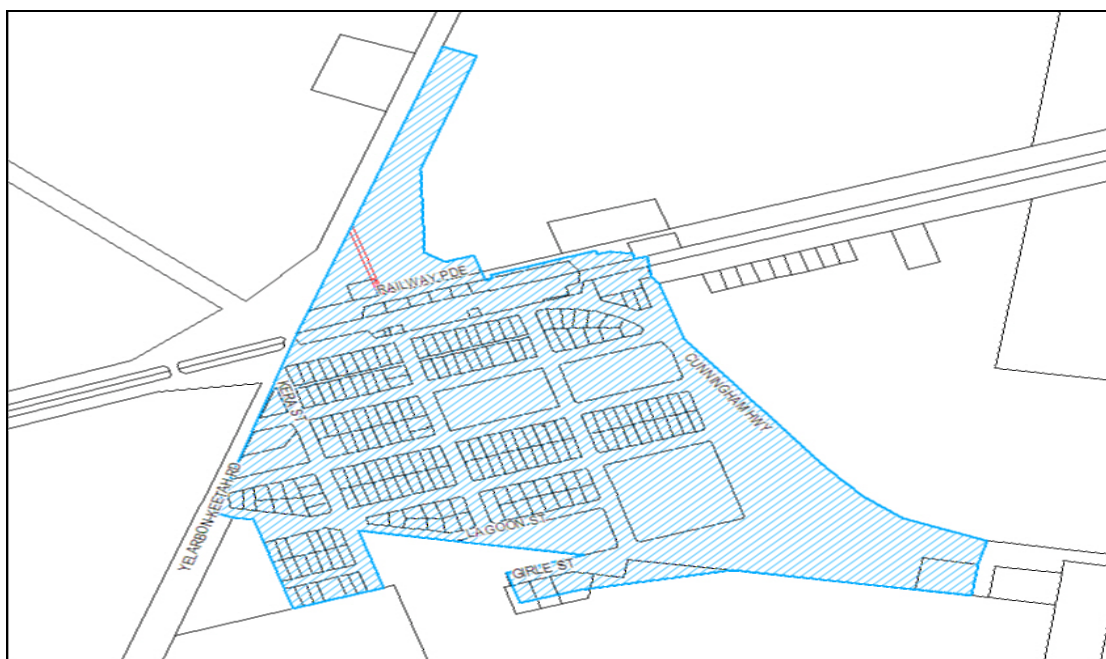
5. Water Supply Area - Texas



6. Water Supply Area - Toobeah



7. Water Supply Area - Yelarbon



Sewerage Supply Area Maps:-

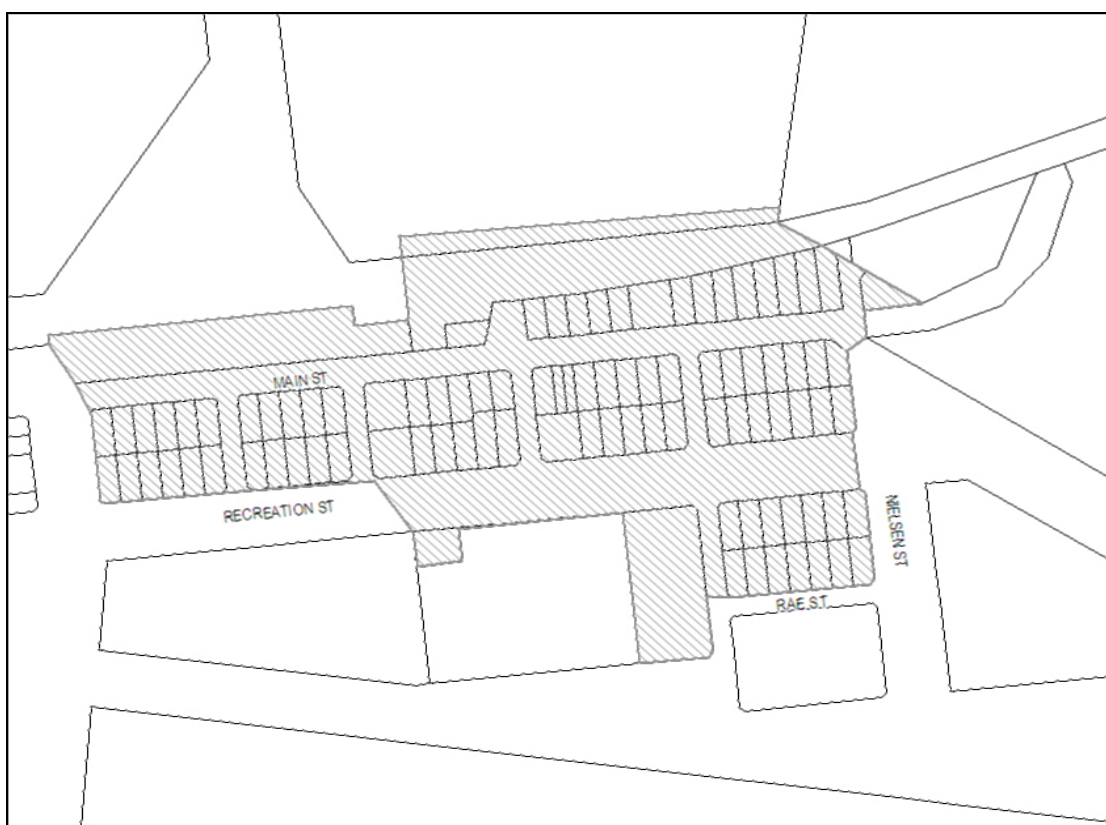
1. Sewerage Supply Area - Inglewood



2. Sewerage Supply Area - Goondiwindi



3. Sewerage Supply Area - Talwood



4. Sewerage Supply Area – Texas



5. Sewerage Supply Area – Yelarbon

