



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 13 September 2011

COMMENCING AT 9:00AM



TUESDAY 13 SEPTEMBER 2011

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BURDEKIN SHIRE COUNCIL



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- **PRAYER**
 - **DECLARATIONS OF INTEREST**
 - **MINUTES AND BUSINESS ARISING**

ITEM-1 Ordinary Council Meeting Minutes - 30 August 2011

Recommendation

That the minutes of the Ordinary Council Meeting held on 30 August 2011 be received as a true and correct record.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 30 August 2011

COMMENCING AT 1:00 PM



TUESDAY 30 AUGUST 2011

ORDER OF BUSINESS:

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	MINUTES AND BUSINESS ARISING	1
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Ordinary Council Meeting 30 August 2011



BURDEKIN SHIRE COUNCIL



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ATTENDANCE

Councillors L.A. McLaughlin (Mayor), L. Loizou (Deputy Mayor), T.P. List, E. Gazziola, P.M. Dalle Cort, M.J. Haynes and R.H. Lewis

Mr. K. Holt - Chief Executive Officer
Mr. D.P. Mulcahy - Director Corporate and Community Services
Mr. T.G. Williams - Director Environment and Operations
Mr. S. Great - Manager Planning and Development
Mr. T. Vaccaro - Economic and Community Development Manager
Miss T. Jensen - Manager Environment and Health
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk - Mrs. Vicki Walker

• PRAYER

The meeting prayer was delivered by Pastor Peter Holmes of the Burdekin Community Church.

• DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Dalle Cort declared a conflict of interest in respect of Agenda Item 9 as the applicant is a relative.

Later in the meeting, Councillor Loizou declared a conflict of interest in respect of Agenda Item 18 when it was determined that Term Lease 0/218875 adjoins property owned by his brother.

• MINUTES AND BUSINESS ARISING

ITEM-1 Ordinary Council Meeting Minutes - 9 August 2011

Recommendation

That the minutes of the Ordinary Council Meeting held on 9 August 2011 be received as a true and correct record.

Resolution

Moved Councillor Loizou, seconded Councillor Haynes that the recommendation be adopted.

CARRIED

ITEM-2 Burdekin Building Safer Communities Action Team Minutes - 13 July 2011

Recommendation

That the minutes of the Burdekin Building Safer Communities Action Team Meeting held on 13th July 2011 be received and adopted.

Resolution

Moved Councillor Haynes, seconded Councillor Lewis that the recommendation be adopted.

CARRIED

ITEM-3 Burdekin Shire Youth Council Minutes - 18 July 2011

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 18th July 2011 be received and adopted.

Resolution

Moved Councillor Lewis, seconded Councillor Gazziola that the recommendation be adopted.

CARRIED

• REPORTS

ITEM-4 Operating Statement for Period ending 31 July 2011

Recommendation

That the Operating Statement for period ending 31 July 2011 be received.

Resolution

Moved Councillor Gazziola, seconded Councillor Haynes that the recommendation be adopted.

CARRIED

ITEM-5 Capital Projects Monthly Report for Period Ending 31 July 2011

Recommendation

That the Capital Projects monthly report for period ending 31 July 2011 be received.

Resolution

Moved Councillor Loizou, seconded Councillor List that the recommendation be adopted.

CARRIED

• ENVIRONMENT & OPERATIONS

ITEM-6 Newland Group Pty Ltd - Representations on Conditions for reconfiguring a Lot (2 into 78) stages 1A1, 1A2, 1, 2 & 3 at 9 and 97 Kilrie Road, Ayr (Lot 8 on GL12416 and Lot 1 on SP180094) Parish of Antill, County of Gladstone

Executive Summary

Formal representations have been received with regard to the original conditions of approval issued as part of Council's Decision Notice dated 24 March, 2011. In accordance with s361 of the *Sustainable Planning Act*, the applicant wishes to refine a number of conditions including but not limited to altering the design specifications for road works along Kilrie Road, footpath requirements and buffering.

Recommendation

That Council agrees to issue a Negotiated Decision Notice to include the previously adopted conditions of approval and in addition; to amend and/or remove several conditions to reflect the agreed upon changes as listed below:

Stage 1A1

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$47-80 calculated on the basis of a charge of \$23-90 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

ROADWORKS

2. The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

PROPOSAL PLAN

3. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plans numbered 28138/006A,
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;

Except where modified by the conditions of approval and any approval issued there under; and

- (b) any approval issued under this approval; and
- (c) any development permit for operational works relating to the reconfiguring of a lot; and
- (d) any riparian cadastral survey, as required by DERM, that changes the alignment of the site's northern boundary shared with Plantation Creek.

PUBLIC UTILITY SERVICES

4. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

Stage 1A2

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$23-90 calculated on the basis of a charge of \$23-90 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

ROADWORKS

2. The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

PROPOSAL PLAN

3. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plans numbered 28138/007A,
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;

Except where modified by the conditions of approval and any approval issued there under; and

- (b) any approval issued under this approval; and
- (c) any development permit for operational works relating to the reconfiguring of a lot; and

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- (d) any riparian cadastral survey, as required by DERM, that changes the alignment of the site's northern boundary shared with Plantation Creek.

PUBLIC UTILITY SERVICES

4. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

Stage 1

GENERAL

- 1.1 The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.
- 1.2 Where fill is incorporated on allotments, details of compaction standards obtained are to be provided to Council. Such standards are to comply with the minimum standard for building construction.
- 1.3 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.4 Pay the sum of \$621-40 calculated on the basis of a charge of \$23-90 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.
- 1.5 The proposed residential lots are to be located or incorporate measures to minimise the impact of dust, smoke, noise and ash generated by nearby agricultural activities in accordance with the *"Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997."*

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plans numbered 28138/008A,
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;

Except where modified by the conditions of approval and any approval issued there under; and

- (b) any approval issued under this approval; and
- (c) any development permit for operational works relating to the reconfiguring of a lot; and
- (d) any riparian cadastral survey, as required by DERM, that changes the alignment of the site's northern boundary shared with Plantation Creek.

SOIL EROSION SEDIMENT CONTROL & STORMWATER

- 3.1 A detailed Soil Erosion and Sediment Control Plan for **Stage 1** ~~the whole development (Stages 1, 2 & 3)~~ must be provided as part of Operational Works application. ~~The plan must detail measures to be taken for each and every stage of the development.~~ An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10 Healthy Waters, Appendix 1, Part A.
- 3.2 A Stormwater Management Plan **for Stage 1** which shows:
- The proposed stormwater drainage layout, **for Stage 1** ~~of the completed subdivision~~, including both surface underground drainage structures;
 - The final discharge point **for stormwater flows associated with Stage 1**;
 - Measures to be used to minimise stormwater discharge rate from the developed site;
- must be provided as part of any Operational Works application.
- 3.3 A Stormwater Quality Management Plan, **for Stage 1** ~~the completed subdivision~~, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of any Operational Works application.
- 3.4 Provide to Council all stormwater calculations and design details **for Stage 1**. ~~the whole development and each and every stage.~~ Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities
- These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in any Operational Works application.

DRAINAGE

- 4.1 The Stormwater Management Plan as required in condition 3.2 above shall illustrate the flow paths for the minor and major drainage systems.
- 4.2 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall not overtop kerb for a 5yr ARI event.
- 4.3 The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall be confined to road reservations and easements for a 50yr ARI event.

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- 4.4 The lawful point of discharge for stormwater shall be at a location approved by Council.
 - 4.5 All surface drainage shall be suitably lined with concrete to maintain levels and grades.
 - 4.6 All drainage works are to be designed to ensure no detrimental affect to the upstream and downstream catchments.
 - 4.7 Downstream drainage paths and structures are to be analysed to ensure they are suitably sized for the increased flows from the development when fully developed. Any inadequate elements of the system are to be augmented at the developers full cost to allow for the increased flows.
 - 4.8 Drainage reserves and easements shall be provided as required by the stormwater design. The developer must at its own cost grant and register all such easements on the title document. Land within proposed reserves shall be transferred to the Burdekin Shire Council upon registration of the Survey Plan.

DRAINAGE RESERVES

- 5.1 Overland flow paths designed as part of the major drainage system shall be constructed within drainage reserves to be dedicated to Council.
- 5.2 Open drains within reserves shall have a 1.2m minimum width concrete invert constructed in the base of the drain.
- 5.3 Widths of drainage reserves shall be the width of the constructed drain plus a minimum of 3m each side of the top of the drain.

DRAINAGE EASEMENTS

- 6.1 Open drains incorporated in the minor drainage system shall be located within drainage easements and shall have a 600mm wide concrete invert constructed in the base of the drain.
- 6.2 Piped drains traversing allotments shall be located within drainage easements.
- 6.3 Width of drainage easements shall be the width of the constructed drain plus a minimum of 1m each side of the top of the drain, pipe or culvert with a minimum width of 4m.
- 6.4 Temporary drainage constructed during the staging of the project shall be within easements. These easements may be relinquished at the completion of works of any future stages in the development which renders the easement unnecessary for the transportation of stormwater.

ROADWORKS

Kilrie Road

- 7.1 New condition: Access from the proposed new lots to Kilrie Road shall be via a 'one-way' service road. Council requires a speed restriction of 30 kph on the service road. The design shall be generally in accordance with LCJ Engineers Plan. MANA001-P01 Rev D
- ~~7.2 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall be 13.9m from the boundary to the face of kerb. From the end of the existing kerb at the Bruce Highway to eastern boundary of proposed lot 25.~~
- 7.2 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall be 4.15 metres from the boundary to the face of kerb. This kerb shall extend from the end of the existing kerb at the Bruce Highway to the eastern boundary of proposed lot 25.
- ~~7.3 Provide an asphaltic concrete sealed (minimum 30 mm thick) road from centreline of the existing road to the lip of the new kerb and channel.~~
- 7.3 Provide an asphaltic concrete sealed (minimum 30 mm thick) road from the lip of the new kerb and channel and extending for a width 4.55 metres.
- 7.4 New condition: The area from the edge of the new road to the existing edge of Kilrie Road shall be constructed as a drainage swale with a central concrete invert minimum of 600mm wide. The applicant is to demonstrate in the Operational Works stage how vehicular access across this swale is to be denied.
- 7.5 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Accesses

- 7.6 The construction of any crossover or access points to the proposed lots are to be the owners responsibility and to the satisfaction of the Chief Executive Officer.
- 7.7 A ~~3metre~~ 6m wide concrete (min. 100mm thick, SL72 mesh, 25MPa) or asphaltic concrete (min 25mm thick) paved access is to be constructed from the kerb to the property boundary of each proposed rear allotment. That is, proposed lots 3 & 4, 7 & 8, 11 & 12, 15 & 16, 19 & 20, 23 & 24. ~~The joint access is to be a minimum of six metres wide between the proposed rear allotments.~~ A longitudinal section of each access, including grades, is to be shown on the operational works plans.
- ~~7.8 Provide a 2.5m wide concrete footpath (100mm thick, SL72 mesh, 25MPa) from the existing footpath near the Bruce Highway and continuing to the eastern boundary of proposed lot 25. It is recommended that this condition be removed providing the service road design is accepted by Council.~~

7.9 An application for street names must be submitted to and approved by Council prior to approval of Operational Works. Approved street names must be shown on all engineering drawings submitted with the Operational Works application.

7.10 Street nameplates must be erected at each intersection indicating the name of each street and the street numbers. The signs shall be in accordance with Council standard street nameplate and erected in accordance with Department of Main Roads Manual of Uniform Traffic Control Devices.

PUBLIC UTILITY SERVICES

8. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

9.1 Where operational works are required to be carried out for the reconfiguration, the developer must, within **the timeframe required by the Sustainable Planning Act 2009** ~~a period of two years from the date of this permit~~ and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-

- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
- (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;
- (c) a letter from the Electricity Service Provider stating that electricity can be readily supplied to the development;

9.2 No work must be commenced prior to issue of a development permit for operational works.

ELECTRICITY SUPPLY AND STREET LIGHTING

10.1 The developer must prior to release of formal Plan of Survey submit a letter from Ergon Energy (or other suitable entity) stating that satisfactory arrangements have been made with it for the provision of an underground electricity supply to the subdivision and must provide at the developer's cost:-

- (a) a reticulated underground electricity supply to each part of the subdivision in accordance with the requirements of the Electricity Service Provider;

10.2 The developer must install ducting to the satisfaction of the Electricity and Telecommunications Service Providers prior to the approval of the Plan of Survey, and

-
- 10.3 Street lighting is to be provided to Category P5 in accordance with AS 1158.3.11 – Road Lighting. The consent of the Chief Executive Officer will be required prior to the final design being adopted.

WATER SUPPLY WORKS INTERNAL

- 11.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer. Each of the proposed lots shall have separate water services.
- a) A water network analysis for the entire development (Stages 1, 2 & 3), prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
 - b) The water network analysis must demonstrate that for the entire development minimum pressure (head) of 22m is available at the most disadvantaged allotment frontage/meter location upon completion of the stage and detailing stages at which trunk components of the network should be implemented.
- 11.2 Any connection or upgrades to Council's existing water infrastructure required by the development shall be carried out by the Council at the developer's full cost.

SEWERAGE SUPPLY

- 12.1 Provide a sewer connection to each of the proposed lots included in the development to Council's sewerage scheme. All works required are to be carried out at the developer's full cost.
- 12.2 Any connection or upgrades to Council's existing sewerage infrastructure required by the development shall be carried out by the Council at the developer's full cost. New pumps are to be installed in sewer pump stations 6 and 20 in accordance with information supplied by L.C.J. Engineers dated 7 January 2011. Pump stations 6 and 20 are to have a minimum size of 12hp and 7.5hp respectively.
- 12.3 Provide a network analysis of the internal sewerage supply proposed for the whole development (Stages 1, 2 & 3). The analysis is to extend downstream to sewerage pump station 6 and include consideration of well capacities at pump stations 20 and 6.
- 12.4 The lawful point of discharge into Council's sewerage infrastructure shall be at a location approved by Council.

WATER SUPPLY AND SEWERAGE HEADWORKS

13. The developer must contribute in accordance with Council's Planning Scheme Policy for Infrastructure Provision - Developer Contribution for Provision of Water supply and Sewerage services is payable, the contribution must be paid at the rate current at the time of payment.

AS-CONSTRUCTED PLANS

14. Prior to the release of the plan, the developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.

AMENITY – SCREEN FENCING

15. ~~Construct a suitable screen fence along the proposed access driveway (both sides) to the rear allotments to ensure that the residential amenity on both the subject and adjoining properties is protected. The fence design plan is to be submitted to gain the consent of Council to ensure that the construction method and building material is to the satisfaction of the Chief Executive Officer.~~ It is recommended that this condition be removed as the proposed lots do not fit within the requirements to fence a rear allotment in accordance with Council's draft policy on rear allotment development.

ACCESS

16. The accessway to proposed lots 3,4,7,8,11,12,15,16,19,20,23 and 24 shall be constructed with a driveway for there full length to the following standards:
 - a) A minimum three (3) metre wide compacted gravel pavement not less than 150mm thick (type 2.2) and sealed with either:
 - 25mm of DG7 asphaltic concrete, or
 - hot sprayed bitumen consisting of a prime and 2 seal coats (10mm & 16mm); or
 - interlocking pavers on a base of a minimum 75mm thickness;Or
 - b) A **minimum** three (3) metre wide reinforced concrete driveway (not car tracks) not less than 100mm thick.

OPEN SPACE AND PARKLAND

17. Instead of dedicating land for park purposes, the developer must pay to Council a cash contribution. The current amount payable is \$18,750.00 (i.e. 25 lots @ \$750.00/lot). Payment must be received before the formal plan of subdivision is released.

ADVICE (Note: These are not conditions)

- Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey.
- In accordance with the draft Council policy on rear allotment developments the approval only allows for a single dwelling house to be located on the rear allotment.
- Any vegetation clearing may trigger an application under the Vegetation Management Act 1999.
- Where inter-allotment drainage benefits only freehold lots easements shall be created in favour of benefitted lots.

Stage 2

GENERAL

- 1.1 The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.
- 1.2 Where fill is incorporated on allotments, details of compaction standards obtained are to be provided to Council. Such standards are to comply with the minimum standard for building construction.
- 1.3 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.4 Pay the sum of \$621-40 calculated on the basis of a charge of \$23-90 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.
- 1.5 The proposed residential lots are to be located or incorporate measures to minimise the impact of dust, smoke, noise and ash generated by nearby agricultural activities in accordance with the *"Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997."*

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plans numbered 28138/009B,
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot; and
 - (d) **any riparian cadastral survey, as required by DERM, that changes the alignment of the site's northern boundary shared with Plantation Creek.**

DRAINAGE

- 3.1 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall not overtop kerb for a 5yr ARI event.
- 3.2 The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed.

Stormwater shall be confined to road reservations and easements for a 50yr ARI event.

- 3.3 The lawful point of discharge for stormwater shall be at a location approved by Council.
- 3.4 All surface drainage shall be suitably lined with concrete to maintain levels and grades.
- 3.5 All drainage works are to be designed to ensure no detrimental affect to the upstream and downstream catchments.
- 3.6 Downstream drainage paths and structures are to be analysed to ensure they are suitably sized for the increased flows from the development when fully developed. Any inadequate elements of the system are to be augmented at the developers full cost to allow for the increased flows.
- 3.7 Drainage reserves and easements shall be provided as required by the stormwater design. The developer must at its own cost grant and register all such easements on the title document. Land within proposed reserves shall be transferred to the Burdekin Shire Council upon registration of the Survey Plan.

DRAINAGE RESERVES

- 4.1 Overland flow paths designed as part of the major drainage system shall be constructed within drainage reserves to be dedicated to Council.
- 4.2 Open drains within reserves shall have a 1.2m minimum width concrete invert constructed in the base of the drain.
- 4.3 Widths of drainage reserves shall be the width of the constructed drain plus a minimum of 3m each side of the top of the drain.

DRAINAGE EASEMENTS

- 5.1 Open drains incorporated in the minor drainage system shall be located within drainage easements and shall have a 600mm wide concrete invert constructed in the base of the drain.
- 5.2 Piped drains traversing allotments shall be located within drainage easements.
- 5.3 Width of drainage easements shall be the width of the constructed drain plus a minimum of 1m each side of the top of the drain, pipe or culvert with a minimum width of 4m.
- 5.4 Temporary drainage constructed during the staging of the project shall be within easements. These easements may be relinquished at the completion of works of any future stages in the development which renders the easement unnecessary for the transportation of stormwater.

ROADWORKS

Kilrie Road

- 6.1 New Condition: Access from the proposed new lots to Kilrie Road shall be via a 'one-way' service road. Council requires a speed restriction of 30 kph on the service road. The design shall be similar to Stage 1 ensuring that all affected lots are able to be serviced by this road infrastructure.
- 6.2 ~~Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall be 13.9m from the boundary to the face of kerb. From the end of stage 1 construction to the eastern boundary of proposed lot 50.~~
- 6.2 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall be 4.15 metres from the boundary to the face of kerb. This kerb shall extend from the end of stage 1 construction to the eastern boundary of proposed lot 50.
- 6.3 ~~Provide an asphaltic concrete sealed (minimum 25mm thick) road from centreline of the existing road to the lip of the new kerb and channel.~~
- 6.3 Provide an asphaltic concrete sealed (minimum 30 mm thick) road from the lip of the new kerb and channel and extending for a width 4.55 metres.
- 6.4 New condition: The area from the edge of the new road to the existing edge of Kilrie Road shall be constructed as a drainage swale with a central concrete invert minimum of 600mm wide. The applicant is to demonstrate in the Operational Works stage how vehicular access across this swale is to be denied.
- 6.5 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

New Roads Internal

- 6.6 Road reserve width shall be 20m. As shown on Brazier Motti plans numbered 28138/009B.
- 6.7 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall provide 8.2m minimum between faces of the kerb.
- 6.8 ~~Provide an asphaltic concrete sealed (minimum 30mm thick) road for all roads in the development. Applicant has requested this to be changed to bitumen.~~
Recommendation: refuse request insist on asphalt as this is consistent with recent similar developments.
- 6.9 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Temporary turnaround

- 6.10 Construct a temporary bitumen turnaround at the end of the proposed new road No.1. (Refer to plan LCJ engineers No. MANA001 Sheet No.SK2 Revision B) The turnaround shall have a minimum radius of 10 metres and be contained within road reserve. The dedicated 20m wide road reserve shall extend to a point 5 metres beyond the end of the turnaround. The construction of the turnaround is to be in accordance with Council design guidelines. A bond of \$25,000 shall be lodged with the Burdekin Shire Council as a guarantee for the construction of kerb and channel around the turnaround if future stages of the development have not commenced construction ~~within a two year period after completion of stage 2~~ **within the appropriate relevant period for Stage 3 Operational Works Approval**. This bond shall be returned to the developer upon commencement of operational works for the next stage which continues this road beyond the turnarounds within the specified timeframe.

New Cul-de-sac

- 6.11 Provide stand up kerbing and channelling on both sides of the road. The alignment of such shall be to provide 8.2m minimum between faces of kerb.
- 6.12 Cul-de-sac shall have a minimum radius of 10m to the face of kerb and maintain a minimum footpath width of 4m between the kerb and the property boundary.
- 6.13 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Accesses & Footpaths

- 6.14 The construction of any crossover or access points to the proposed lots are to be the owners responsibility and to the satisfaction of the Chief Executive Officer.
- ~~6.15 Provide a 2.5m wide concrete footpath (100mm thick, SL72 mesh, 25MPa) in Kilrie Road from the end of stage 1 construction to the eastern boundary of proposed lot 50. Recommended to remove this condition providing service road design is adopted.~~
- 6.16 An application for street names must be submitted to and approved by Council prior to approval of Operational Works. Approved street names must be shown on all engineering drawings submitted with the Operational Works application.
- 6.17 Street nameplates must be erected at each intersection indicating the name of each street and the street numbers. The signs shall be in accordance with Council standard street nameplate and erected in accordance with Department of Main Roads Manual of Uniform Traffic Control Devices.

PUBLIC UTILITY SERVICES

7. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

- 8.1 Where operational works are required to be carried out for the reconfiguration, the developer must, ~~within a period of two years from the date of this permit~~ **within the timeframe required by the Sustainable Planning Act 2009** and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
 - (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;
 - (c) a letter from the Electricity Service Provider stating that electricity can be readily supplied to the development;
- 8.2 No work must be commenced prior to issue of a development permit for operational works.

ELECTRICITY SUPPLY AND STREET LIGHTING

- 9.1 The developer must prior to release of formal Plan of Survey submit a letter from Ergon Energy (or other suitable entity) stating that satisfactory arrangements have been made with it for the provision of an underground electricity supply to the subdivision and must provide at the developer's cost:-
- (a) a reticulated underground electricity supply to each part of the subdivision in accordance with the requirements of the Electricity Service Provider;
- 9.2 The developer must install ducting to the satisfaction of the Electricity and Telecommunications Service Providers prior to the approval of the Plan of Survey, and
- 9.3 Street lighting is to be provided to Category P5 in accordance with AS 1158.3.11 – Road Lighting. The consent of the Chief Executive Officer will be required prior to the final design being adopted.

WATER SUPPLY WORKS INTERNAL

- 10.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer. Each of the proposed lots shall have separate water services.
- 10.2 Any connection or upgrades to Council's existing water infrastructure required by the development shall be carried out by the Council at the developer's full cost.

SEWERAGE SUPPLY

- 11.1 Provide a sewer connection to each of the proposed lots included in the development to Council's sewerage scheme. All works required are to be carried out at the developers full cost.
- 11.2 Any connection or upgrades to Council's existing sewerage infrastructure required by the development shall be carried out by the Council at the developers full cost.
- 11.3 The lawful point of discharge into Council's sewerage infrastructure shall be at a location approved by Council.

WATER SUPPLY AND SEWERAGE HEADWORKS

12. The developer must contribute in accordance with Council's Planning Scheme Policy for Infrastructure Provision - Developer Contribution for Provision of Water supply and Sewerage services is payable, the contribution must be paid at the rate current at the time of payment.

AS-CONSTRUCTED PLANS

13. Prior to the release of the plan, the developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.

OPEN SPACE AND PARKLAND

14. Instead of dedicating land for park purposes, the developer must pay to Council a cash contribution. The current amount payable is \$18,750.00 (i.e. 25 lots @ \$750.00/lot). Payment must be received before the formal plan of subdivision is released.

ADVICE (Note: These are not conditions)

- *Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey.*
- *Any vegetation clearing may trigger an application under the Vegetation Management Act 1999.*
- *Where inter-allotment drainage benefits only freehold lots easements shall be created in favour of benefitted lots.*

Stage 3

GENERAL

- 1.1 The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road

frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.

- 1.2 Where fill is incorporated on allotments, details of compaction standards obtained are to be provided to Council. Such standards are to comply with the minimum standard for building construction.
- 1.3 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.4 Pay the sum of \$645-30 calculated on the basis of a charge of \$23-90 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.
- 1.5 The proposed residential lots are to be located or incorporate measures to minimise the impact of dust, smoke, noise and ash generated by nearby agricultural activities in accordance with the *"Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997."*

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plans numbered 28138/010B,
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot; and
 - (d) any riparian cadastral survey, as required by DERM, that changes the alignment of the site's northern boundary shared with Plantation Creek.

DRAINAGE

- 3.1 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall not overtop kerb for a 5yr ARI event.
- 3.2 The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall be confined to road reservations and easements for a 50yr ARI event.
- 3.3 The lawful point of discharge for stormwater shall be at a location approved by Council.
- 3.4 All surface drainage shall be suitably lined with concrete to maintain levels and grades.

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- 3.5 All drainage works are to be designed to ensure no detrimental affect to the upstream and downstream catchments.
 - 3.6 Downstream drainage paths and structures are to be analysed to ensure they are suitably sized for the increased flows from the development when fully developed. Any inadequate elements of the system are to be augmented at the developers full cost to allow for the increased flows.
 - 3.7 Drainage reserves and easements shall be provided as required by the stormwater design. The developer must at its own cost grant and register all such easements on the title document. Land within proposed reserves shall be transferred to the Burdekin Shire Council upon registration of the Survey Plan.

DRAINAGE RESERVES

- 4.1 Overland flow paths designed as part of the major drainage system shall be constructed within drainage reserves to be dedicated to Council.
- 4.2 Open drains within reserves shall have a 1.2m minimum width concrete invert constructed in the base of the drain.
- 4.3 Widths of drainage reserves shall be the width of the constructed drain plus a minimum of 3m each side of the top of the drain.

DRAINAGE EASEMENTS

- 5.1 Open drains incorporated in the minor drainage system shall be located within drainage easements and shall have a 600mm wide concrete invert constructed in the base of the drain.
- 5.2 Piped drains traversing allotments shall be located within drainage easements.
- 5.3 Width of drainage easements shall be the width of the constructed drain plus a minimum of 1m each side of the top of the drain, pipe or culvert with a minimum width of 4m.
- 5.4 Temporary drainage constructed during the staging of the project shall be within easements. These easements may be relinquished at the completion of works of any future stages in the development which renders the easement unnecessary for the transportation of stormwater.

ROADWORKS

Kilrie Road

- 6.1 **New Condition: Access from the proposed new lots to Kilrie Road shall be via a 'one-way' service road. Council requires a speed restriction of 30 kph on the service road. The design shall be similar to Stage 1 ensuring that all affected lots are able to be serviced by this road infrastructure.**

~~6.2 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall be 13.9m from the boundary to the face of kerb. From the end of stage 1 construction to the eastern boundary of proposed lot 50.~~

6.2 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall be 4.15 metres from the boundary to the face of kerb. This kerb shall extend from the end of stage 2 construction to the eastern boundary of proposed lot 51.

~~6.3 Provide an asphaltic concrete sealed (minimum 25mm thick) road from centreline of the existing road to the lip of the new kerb and channel.~~

6.3 Provide an asphaltic concrete sealed (minimum 30 mm thick) road from the lip of the new kerb and channel and extending for a width 4.55 metres.

~~6.4 New condition: The area from the edge of the new road to the existing edge of Kilrie Road shall be constructed as a drainage swale with a central concrete invert minimum of 600mm wide. The applicant is to demonstrate in the Operational Works stage how vehicular access across this swale is to be denied.~~

6.5 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

New Roads Internal

6.6 Road reserve width shall be 20m. As shown on Brazier Motti plan numbered 28138/0010B.

6.7 Provide stand up kerbing and channelling for the full length of the development. The alignment of such shall provide 8.2m minimum between faces of the kerb.

~~6.8 Provide an asphaltic concrete sealed (minimum 30mm thick) road for all roads in the development.~~

6.9 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

6.10 Bulb shown shall have a minimum radius of 10m to the face of kerb and maintain a minimum footpath width of 4m between the kerb and the property boundary.

New Cul-de-sac Road No 2

6.11 Road reserve width shall be 16.5m. As shown on LCJ Engineers No. MANA001 Sheet No.SK2 Revision B.

6.12 Provide stand up kerbing and channelling on both sides of the road. The alignment of such shall be to provide 8.2m minimum between faces of kerb.

6.13 Cul-de-sac shall have a minimum radius of 10m to the face of kerb and maintain a minimum footpath width of 4m between the kerb and the property boundary.

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- 6.14 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Accesses & Footpaths

- 6.15 The construction of any crossover or access points to the proposed lots are to be the owners responsibility and to the satisfaction of the Chief Executive Officer.
- 6.16 ~~Provide a 2.5m wide concrete footpath (100mm thick, SL72 mesh, 25MPa) in Kilrie Road for the full frontage of proposed lot 54. Recommendation: remove condition.~~
- 6.17 An application for street names must be submitted to and approved by Council prior to approval of Operational Works. Approved street names must be shown on all engineering drawings submitted with the Operational Works application.
- 6.18 Street nameplates must be erected at each intersection indicating the name of each street and the street numbers. The signs shall be in accordance with Council standard street nameplate and erected in accordance with Department of Main Roads Manual of Uniform Traffic Control Devices.

PUBLIC UTILITY SERVICES

7. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

- 8.1 Where operational works are required to be carried out for the reconfiguration, the developer must, ~~within a period of two years from the date of this permit~~ **within the timeframe required by the Sustainable Planning Act 2009** and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
 - (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;
 - (c) a letter from the Electricity Service Provider stating that electricity can be readily supplied to the development;
- 8.2 No work must be commenced prior to issue of a development permit for operational works.

ELECTRICITY SUPPLY AND STREET LIGHTING

- 9.1 The developer must prior to release of formal Plan of Survey submit a letter from Ergon Energy (or other suitable entity) stating that satisfactory arrangements have been made with it for the provision of an underground electricity supply to the subdivision and must provide at the developer's cost:-
 - (a) a reticulated underground electricity supply to each part of this subdivision in accordance with the requirements of the Electricity Service Provider;
- 9.2 The developer must install ducting to the satisfaction of the Electricity and Telecommunications Service Providers prior to the approval of the Plan of Survey, and
- 9.3 Street lighting is to be provided to Category P5 in accordance with AS 1158.3.11 – Road Lighting. The consent of the Chief Executive Officer will be required prior to the final design being adopted.

WATER SUPPLY WORKS INTERNAL

- 10.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer. Each of the proposed lots shall have separate water services.
- 10.2 Any connection or upgrades to Council's existing water infrastructure required by the development shall be carried out by the Council at the developer's full cost.

SEWERAGE SUPPLY

- 11.1 Provide a sewer connection to each of the proposed lots included in the development to Council's sewerage scheme. All works required are to be carried out at the developer's full cost.
- 11.2 Any connection or upgrades to Council's existing sewerage infrastructure required by the development shall be carried out by the Council at the developer's full cost.
- 11.3 The lawful point of discharge into Council's sewerage infrastructure shall be at a location approved by Council.

WATER SUPPLY AND SEWERAGE HEADWORKS

12. The developer must contribute in accordance with Council's Planning Scheme Policy for Infrastructure Provision - Developer Contribution for Provision of Water supply and Sewerage services is payable, the contribution must be paid at the rate current at the time of payment.

AS-CONSTRUCTED PLANS

13. Prior to the release of the plan, the developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to

Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.

OPEN SPACE AND PARKLAND

14. Instead of dedicating land for park purposes, the developer must pay to Council a cash contribution. The current amount payable is \$20,250.00 (i.e. 27 lots @ \$750.00/lot). Payment must be received before the formal plan of subdivision is released.

HEALTH AND ENVIRONMENT

- 15.1 **A vegetated buffer must be provided as indicated on drawing 28138/010B (9th December, 2010)** ~~An easement must be provided, as indicated on drawing 28138/010B 9th December, 2010 for the purpose of providing a buffer with adjacent landuse.~~ A 5m wide firebreak must be maintained to allow vehicle access through proposed lots 68 to 77.

- 15.2 The developer is responsible for the establishment and maintenance of vegetation within the buffer until individual lots are on-sold to a third party who will subsequently assume responsibility for ongoing maintenance.

- 15.3 The landowner is responsible for the ongoing maintenance of the vegetated buffer as follows:

- supplementary planting and replacement of dead and dying vegetation, to maintain random plantings of a variety of tree and shrub species of local provenance – preference is given to species remnant to the area
- erosion management;
- control of declared plants.

- 15.4 Prospective purchasers of the land must be made aware of these requirements.**

Resolution

Moved Councillor Dalle Cort, seconded Councillor Gazzola that the recommendation be adopted with the following amendments and additions:

Stage 1

ROADWORKS

- 7.7 (a) A 3 metre wide concrete (min. 100mm thick, SL72 mesh, 25MPa) or asphaltic concrete (min 25mm thick) paved access is to be constructed from the kerb to the property boundary of each proposed rear allotment. That is, proposed lots 3 & 4, 7 & 8, 11 & 12, 15 & 16, 19 & 20, 23 & 24 (the Rear Lots). The joint access is to be a minimum of six metres wide between the proposed rear allotments. A longitudinal section of each access, including grades, is to be shown on the operational works plans.

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- (b) The paved access for each Rear Lot will be constructed in accordance with paragraph (a) before a certificate of classification is issued in respect to any dwelling on the lot, and in any event no later than 2 years after the Survey Plan for Stage 1 is registered, unless otherwise agreed with Council.
 - (c) If any Rear Lot does not have a driveway constructed in accordance with paragraph (a) prior to the release of the Survey Plan for Stage 1, the developer will pay a bond to Council equal to 115% of the agreed total cost of construction of the paved access. The bond will be released upon satisfaction of this condition.
 - (d) If the developer sells a Rear Lot prior to the construction of the paved access for that lot required by this condition, it will disclose this condition to the purchaser.

ACCESS

- 15.1 The access way to proposed lots 3, 4, 7, 8, 11, 12, 15, 15, 19, 20, 23 and 24 (Rear Lots) shall be constructed with a driveway for their full length to the following standards:
 - (a) A minimum three (3) metre wide compacted gravel pavement not less than 150mm thick (type 2.2) and sealed with either:
 - 25mm of DG7 asphaltic concrete, or
 - hot sprayed bitumen consisting of a prime and 2 seal coats (10mm & 16mm); or
 - interlocking pavers on a base of a minimum 75mm thickness;
 - Or
 - (b) A minimum three (3) metre wide reinforced concrete driveway (not car tracks) not less than 100mm thick.
- 15.2 The driveway for each Rear Lot will be constructed in accordance with condition 15.1 before a certificate of classification is issued in respect to any dwelling on the lot, and in any event no later than 2 years after the Survey Plan for Stage 1 is registered, unless otherwise agreed with Council.
- 15.3 If any Rear Lot does not have a driveway constructed in accordance with condition 16.1 prior to the release of the Survey Plan for Stage 1, the developer will pay a bond to Council equal to 115% of the agreed total cost of construction of the driveway. The bond will be released upon satisfaction of condition 15.1.
- 15.4 If the developer sells a Rear Lot prior to the construction of the driveway for that lot required by condition 15.1, it will disclose this condition to the purchaser.

Stage 2

SOIL EROSION SEDIMENT CONTROL & STORMWATER

- 3.1 A detailed Soil Erosion and Sediment Control Plan for (Stages 2 & 3) must be provided as part of Operational Works application. The plan must detail measures to be taken for (Stages 2 & 3) of the development. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection

Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10 Healthy Waters, Appendix 1, Part A.

- 3.2 A Stormwater Management Plan for (Stages 2 & 3) which shows:
- The proposed stormwater drainage layout, for (Stages 2 & 3) of the subdivision, including both surface underground drainage structures;
 - The final discharge point for stormwater flows associated with (Stages 2 & 3)
 - Measures to be used to minimise stormwater discharge rate from the developed site;
- must be provided as part of any Operational Works application.
- 3.3 A Stormwater Quality Management Plan, for (Stages 2 & 3) of the subdivision, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of any Operational Works application.
- 3.4 Provide to Council all stormwater calculations and design details for (Stages 2 & 3).

Calculations must show:

- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments
- hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities

These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in any Operational Works application.

- 3.5 The Stormwater Management Plan as required in condition 3.2 above shall illustrate the flow paths for the minor and major drainage systems.

CARRIED

ITEM-7 PJ & LE Cremin - Request to Change an Existing Approval at 22A-32A Chippendale Street, Ayr (Lots 28 & 31 on SP238851 Parish of Antill, County of Gladstone)

Executive Summary

A request to change an existing approval to a staged development has been received from PJ & LE Cremin for a 10 lot subdivision at 22A-32A Chippendale Street, Ayr (Lots 28 & 31 on SP238851, Parish of Antill, County of Gladstone).

Recommendation

That Council approves the request to change an existing approval to a staged development for a 10 Lot subdivision at 22A-32A Chippendale Street, Ayr (Lots 28 & 31 on SP238851, Parish of Antill, County of Gladstone) subject to the following changes of conditions:

The stage 1 conditions are the same as the original Decision Notice except for marked changes to accommodate the different number of lots in each stage.

STAGE 1

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of ~~\$286-80~~ **\$268.20** calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.
- 1.3 The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.
- 1.4 Where inter-allotment drainage benefits only freehold lots easements shall be created in favour of benefitted lots.
- 1.5 The proposed residential lots are to be located or incorporate measures to minimise the impact of dust, smoke, noise and ash generated by nearby agricultural activities in accordance with the *"Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997."*

PROPOSAL PLAN

- 2 The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Nicoll Beattie Pty Ltd; Drg No ~~1102-1 & 1102-2~~ **1102-3 & 1102-4**
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

SOIL EROSION SEDIMENT CONTROL & STORMWATER

- 3.1 A detailed Soil Erosion and Sediment Control Plan for the **entire** development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment

Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A.

- 3.2 A Stormwater Management Plan for the **entire** development must be provided as part of Operational Works application which demonstrates;
- The proposed stormwater drainage layout, for the completed subdivision, including both surface and underground drainage structures.
 - The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 3.3 A Stormwater Quality Management Plan for the subdivision, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of Operational Works application.
- 3.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities

These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.

DRAINAGE

- 4.1 The developer shall provide a stormwater management plan for the entire development. The plan shall illustrate the flow paths for the minor and major drainage systems.
- 4.2 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall not overtop kerb for a 5yr ARI event.
- 4.3 The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall be confined to road reservations and easements for a 50yr ARI event.
- 4.4 The lawful point of discharge for stormwater shall be at a location approved by Council.
- 4.5 All surface drainage shall be suitably lined with concrete to maintain levels and grades.

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- 4.6 All drainage works are to be designed to ensure no detrimental affect to the upstream and downstream catchments.
 - 4.7 Downstream drainage paths and structures are to be analysed to ensure they are suitably sized for the increased flows from the development when fully developed. Any inadequate elements of the system are to be augmented at the developers full cost to allow for the increased flows.
 - 4.8 Drainage reserves and easements shall be provided as required by the stormwater design. The developer must at its own cost grant and register all such easements on the title document. Land within proposed reserves shall be transferred to the Burdekin Shire Council upon registration of the Survey Plan.

DRAINAGE RESERVES

- 5.1 Overland flow paths designed as part of the major drainage system shall be constructed within drainage reserves to be dedicated to Council.
- 5.2 Open drains within reserves shall have a 1.2m minimum width concrete invert constructed in the base of the drain.
- 5.3 Widths of drainage reserves shall be the width of the constructed drain plus a minimum of 3m each side of the top of the drain.

DRAINAGE EASEMENTS

- 6.1 Open drains incorporated in the minor drainage system shall be located within drainage easements and shall have a 600mm wide concrete invert constructed in the base of the drain.
- 6.2 Piped drains traversing allotments shall be located within drainage easements.
- 6.3 Width of drainage easements shall be the width of the constructed drain plus a minimum of 1m each side of the top of the drain, pipe or culvert with a minimum width of 4m.
- 6.4 Temporary drainage constructed during the staging of the project shall be within easements. These easements may be relinquished at the completion of works of any future stages in the development which renders the easement unnecessary for the transportation of stormwater.

ROADWORKS

New Road

- 7.1 Road reserve width shall be a minimum of 20m.
- 7.2 The entry road perpendicular to and from Chippendale Street to the drain shall have a formation consisting of a 4.5m wide lane (kerb to median), 2.7m wide landscaped raised median and a 4.5m lane (median to kerb). Footpath widths shall be a minimum of 4.15m.

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- 7.3 The continuation of the entry road, starting at the drain and ending at the temporary turnaround shall have a pavement width of 11.7m between faces of kerbs. Footpath widths shall be a minimum of 4.15m.
 - 7.4 The stub street parallel to Chippendale shall have a pavement width of 8.2m between faces of kerbs.
 - 7.5 Provide an asphaltic concrete sealed (minimum 40mm thick) road for all roads in the development to connect to Chippendale Street.
 - 7.6 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Temporary Turnarounds

- 7.7 Provide two temporary bitumen turnarounds at the end of the proposed road. The turnarounds shall have a minimum radius of 10 metres and be contained within road reserve. The dedicated 20m wide road reserve shall extend to a point 5 metres beyond the end of the turnarounds. The construction of the turnaround is to be in accordance with Council design guidelines. A bond of \$25,000 shall be lodged with the Burdekin Shire Council as a guarantee for the construction of kerb and channel around the turnaround if future stages of the development have not commenced construction within the timeframe required by the Sustainable Planning Act 2009 after completion of the current stage. This bond shall be returned to the developer upon commencement of operational works for the next stage which continues this road beyond the turnaround within the specified timeframe.

Accesses

- 7.8 The construction of any crossover or access points to the proposed lots are to be the owners responsibility and to the satisfaction of the Chief Executive Officer. Any proposed purchaser of the land is to be advised accordingly.
- 7.9 An application for street names must be submitted to and approved by Council prior to approval of Operational Works. Approved street names must be shown on all engineering drawings submitted with the Operational Works application.
- 7.10 Street nameplates must be erected at each intersection indicating the name of each street and the street numbers. The signs shall be in accordance with Council standard street nameplate and erected in accordance with Department of Main Roads Manual of Uniform Traffic Control Devices.

PUBLIC UTILITY SERVICES

8. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

- 9.1 Where operational works are required to be carried out for the reconfiguration, the developer must, within a period of two years from the date of this permit and prior to

the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-

- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
- (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;
- (c) a letter from the Electricity Service Provider stating that electricity can be readily supplied to the development;

9.2 No work must be commenced prior to issue of a development permit for operational works.

ELECTRICITY SUPPLY AND STREET LIGHTING

- 10.1 The developer must prior to release of formal Plan of Survey submit a letter from Ergon Energy (or other suitable entity) stating that satisfactory arrangements have been made with it for the provision of an underground electricity supply to the subdivision and must provide at the developer's cost:-
a reticulated underground electricity supply to each part of the subdivision in accordance with the requirements of the Electricity Service Provider.
- 10.2 The developer must install ducting to the satisfaction of the Electricity and Telecommunications Service Providers prior to the approval of the Plan of Survey, and
- 10.3 Street lighting is to be provided to Category P5 in accordance with AS 1158.3.11 – Road Lighting. The consent of the Chief Executive Officer will be required prior to the final design being adopted.

WATER SUPPLY WORKS INTERNAL

- 11.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer. Each of the proposed lots shall have separate water services.
 - (a) A water network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
 - (b) The water network analysis must demonstrate that for the entire development minimum pressure (head) of 22m is available at the most disadvantaged allotment frontage/meter location upon completion of the stage and detailing stages at which trunk components of the network should be implemented.

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- 11.2 Any connection or upgrades to Councils existing water infrastructure required by the development shall be carried out by the Council at the developers full cost.

SEWERAGE SUPPLY

- 12.1 The development must be connected to Council's reticulated sewerage system. All works required are to be carried out at the developers full cost.
- 12.2 A sewerage network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
- 12.3 Any connection or upgrades to Councils existing sewerage infrastructure required by the development shall be carried out by the Council at the developers full cost.
- 12.4 The lawful point of discharge into Council's sewerage infrastructure shall be at a location approved by Council.

WATER SUPPLY AND SEWERAGE HEADWORKS

13. The developer must contribute in accordance with Council's Planning Scheme Policy for Infrastructure Provision - Developer Contribution for Provision of Water supply and Sewerage services is payable, the contribution must be paid at the rate current at the time of payment.

COMPACTION STANDARDS

14. Where fill is incorporated on allotments, details of compaction standards obtained are to be provided to Council. Such standards are to comply with the minimum standard for building construction.

AS-CONSTRUCTED PLANS

15. Prior to the release of the plan, the developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.

OPEN SPACE AND PARKLAND

16. Instead of dedicating land for park purposes, the developer must pay to Council a cash contribution. The current amount payable is \$7,500 (i.e. 10 lots @ \$750.00/lot) **\$5,250 (i.e. 7 lots @ \$750.00/lot)**. Payment must be received before the formal plan of subdivision is released.

The following conditions are all new to accommodate the second stage

STAGE 2

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$149.00 calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.
- 1.3 The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.
- 1.4 Where inter-allotment drainage benefits only freehold lots easements shall be created in favour of benefitted lots.
- 1.5 The proposed residential lots are to be located or incorporate measures to minimise the impact of dust, smoke, noise and ash generated by nearby agricultural activities in accordance with the *"Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997."*

PROPOSAL PLAN

- 2 The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Nicoll Beattie Pty Ltd; Drg No 1102-3 & 1102-4
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

SOIL EROSION SEDIMENT CONTROL & STORMWATER

- 3.1 A detailed Soil Erosion and Sediment Control Plan for the development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A.
- 3.2 A Stormwater Management Plan for the development must be provided as part of Operational Works application which demonstrates;
 - The proposed stormwater drainage layout, for the completed subdivision, including both surface and underground drainage structures.

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- The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 3.3 A Stormwater Quality Management Plan for the subdivision, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of Operational Works application.
- 3.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities
- These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.

ROADWORKS

New Road

- 4.1 The continuation of the entry road, starting at the drain and ending at the temporary turnaround shall have a pavement width of 11.7m between faces of kerbs. Footpath widths shall be a minimum of 4.15m.
- 4.2 Provide an asphaltic concrete sealed (minimum 40mm thick) road for all roads in the development to connect to Chippendale Street.
- 4.3 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Temporary Turnaround

- 4.4 Provide a temporary bitumen turnaround at the end of the proposed road. The turnaround shall have a minimum radius of 10 metres and be contained within road reserve. The dedicated 20m wide road reserve shall extend to a point 5 metres beyond the end of the turnarounds. The construction of the turnaround is to be in accordance with Council design guidelines. A bond of \$25,000 shall be lodged with the Burdekin Shire Council as a guarantee for the construction of kerb and channel around the turnaround if future stages of the development have not commenced construction within the timeframe required by the Sustainable Planning Act 2009 after completion of the current stage. This bond shall be returned to the developer upon commencement of operational works for the next stage which continues this road beyond the turnaround within the specified timeframe.

Accesses

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- 4.5 The construction of any crossover or access points to the proposed lots are to be the owners responsibility and to the satisfaction of the Chief Executive Officer. Any proposed purchaser of the land is to be advised accordingly.

PUBLIC UTILITY SERVICES

5. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

- 6.1 Where operational works are required to be carried out for the reconfiguration, the developer must, within a period of two years from the date of this permit and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
- (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
 - (b) certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;
 - (c) a letter from the Electricity Service Provider stating that electricity can be readily supplied to the development;
- 6.2 No work must be commenced prior to issue of a development permit for operational works.

ELECTRICITY SUPPLY AND STREET LIGHTING

- 7.1 The developer must prior to release of formal Plan of Survey submit a letter from Ergon Energy (or other suitable entity) stating that satisfactory arrangements have been made with it for the provision of an underground electricity supply to the subdivision and must provide at the developer's cost:-
a reticulated underground electricity supply to each part of the subdivision in accordance with the requirements of the Electricity Service Provider.
- 7.2 The developer must install ducting to the satisfaction of the Electricity and Telecommunications Service Providers prior to the approval of the Plan of Survey, and
- 7.3 Street lighting is to be provided to Category P5 in accordance with AS 1158.3.11 – Road Lighting. The consent of the Chief Executive Officer will be required prior to the final design being adopted.

WATER SUPPLY WORKS INTERNAL

- 8.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer. Each of the proposed lots shall have separate water services.
- (a) A water network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
 - (b) The water network analysis must demonstrate that for the entire development minimum pressure (head) of 22m is available at the most disadvantaged allotment frontage/meter location upon completion of the stage and detailing stages at which trunk components of the network should be implemented.
- 8.2 Any connection or upgrades to Council's existing water infrastructure required by the development shall be carried out by the Council at the developer's full cost.

SEWERAGE SUPPLY

- 9.1 The development must be connected to Council's reticulated sewerage system. All works required are to be carried out at the developer's full cost.
- 9.2 A sewerage network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
- 9.3 Any connection or upgrades to Council's existing sewerage infrastructure required by the development shall be carried out by the Council at the developer's full cost.
- 9.4 The lawful point of discharge into Council's sewerage infrastructure shall be at a location approved by Council.

WATER SUPPLY AND SEWERAGE HEADWORKS

10. The developer must contribute in accordance with Council's Planning Scheme Policy for Infrastructure Provision - Developer Contribution for Provision of Water supply and Sewerage services is payable, the contribution must be paid at the rate current at the time of payment.

COMPACTION STANDARDS

11. Where fill is incorporated on allotments, details of compaction standards obtained are to be provided to Council. Such standards are to comply with the minimum standard for building construction.

AS-CONSTRUCTED PLANS

12. Prior to the release of the plan, the developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.

OPEN SPACE AND PARKLAND

13. Instead of dedicating land for park purposes, the developer must pay to Council a cash contribution. The current amount payable is \$2,250 (i.e. 3 lots @ \$750.00/lot). Payment must be received before the formal plan of subdivision is released.

Resolution

Moved Councillor Lewis, seconded Councillor Dalle Cort that the recommendation be adopted.

CARRIED

ITEM-8 PJ & LE Cremin - Development Application for reconfiguring a Lot at Chippendale Street, Ayr (Lot 28 on SP238851, Parish of Antill, County of Gladstone)

Executive Summary

An application has been received from PJ & LE Cremin seeking approval for Reconfiguring a Lot (Subdivision) at Chippendale Street, Ayr (Lots 28 & 31 on SP238851, Parish of Antill, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

Recommendation

That Council approves the Development Application for Reconfiguring a Lot (Subdivision) at Chippendale Street, Ayr (Lots 28 & 31 on SP238851, Parish of Antill, County of Gladstone), subject to the following conditions:

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges (including infrastructures charges) in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$178-80 calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

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- 1.3. The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining. Where inter-allotment drainage benefits only freehold lots easements shall be created in favour of benefitted lots.

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
- (a) (i) the proposed Nicoll Beattie Pty Ltd plan numbered 1146-1A and 1146-2A;
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;
- Except where modified by the conditions of approval and any approval issued there under; and
- (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

SOIL EROSION SEDIMENT CONTROL & STORMWATER

- 3.1 A detailed Soil Erosion and Sediment Control Plan for the development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A.
- 3.2 A Stormwater Management Plan for the development must be provided as part of Operational Works application which demonstrates;
- The proposed stormwater drainage layout, for the completed subdivision, including both surface and underground drainage structures.
 - The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 3.3 A Stormwater Quality Management Plan for the subdivision, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of Operational Works application.
- 3.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities

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- overland flow volumes and velocities

These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.

DRAINAGE

- 4.1 The developer shall provide a stormwater management plan for the entire development. The plan shall illustrate the flow paths for the minor and major drainage systems.
- 4.2 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall not overtop kerb for a 5yr ARI event.
- 4.3 The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall be confined to road reservations and easements for a 50yr ARI event.
- 4.4 The lawful point of discharge for stormwater shall be at a location approved by Council.
- 4.5 All surface drainage shall be suitably lined with concrete to maintain levels and grades.
- 4.6 All drainage works are to be designed to ensure no detrimental affect to the upstream and downstream catchments.
- 4.7 Downstream drainage paths and structures are to be analysed to ensure they are suitably sized for the increased flows from the development when fully developed. Any inadequate elements of the system are to be augmented at the developers full cost to allow for the increased flows.
- 4.8 Drainage reserves and easements shall be provided as required by the stormwater design. The developer must at its own cost grant and register all such easements on the title document. Land within proposed reserves shall be transferred to the Burdekin Shire Council upon registration of the Survey Plan.

DRAINAGE RESERVES

- 5.1 Overland flow paths designed as part of the major drainage system shall be constructed within drainage reserves to be dedicated to Council.
- 5.2 Open drains within reserves shall have a 1.2m minimum width concrete invert constructed in the base of the drain.
- 5.3 Widths of drainage reserves shall be the width of the constructed drain plus a minimum of 3m each side of the top of the drain.

DRAINAGE EASEMENTS

- 6.1 Open drains incorporated in the minor drainage system shall be located within drainage easements and shall have a 600mm wide concrete invert constructed in the base of the drain.
- 6.2 Piped drains traversing allotments shall be located within drainage easements.
- 6.3 Width of drainage easements shall be the width of the constructed drain plus a minimum of 1m each side of the top of the drain, pipe or culvert with a minimum width of 4m.
- 6.4 Temporary drainage constructed during the staging of the project shall be within easements. These easements may be relinquished at the completion of works of any future stages in the development which renders the easement unnecessary for the transportation of stormwater.

ROADWORKS

New Road

- 7.1 Road reserve width shall be a minimum of 20m.
- 7.2 The entry road perpendicular to and from Chippendale Street to the existing drain shall have a formation consisting of a 4.5m wide lane (kerb to median), 2.7m wide landscaped raised median and a 4.5m lane (median to kerb). Footpath widths shall be a minimum of 4.15m.
- 7.3 The continuation of the entry road, starting at the existing drain and ending at the northern boundary of approved lot 23 shall have a pavement width of 11.7m between faces of kerbs. Footpath widths shall be a minimum of 4.15m.
- 7.4 Provide stand up kerbing and channelling for the full length of the development from the abovementioned road to the western boundary of proposed lot 29. The alignment of such shall be to provide 8.2m minimum between faces of the kerb.
- 7.5 Provide an asphaltic concrete sealed (minimum 30mm thick) road for all roads in the development.
- 7.6 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

Temporary Turnarounds

- 7.7 Provide a temporary bitumen turnaround at the end of the proposed street. The turnaround shall have a minimum radius of 10 metres and be contained within road reserve. The dedicated 20m wide road reserve shall extend to a point 5 metres beyond the end of the turnaround. The construction of the turnaround is to be in accordance with Council design guidelines. A bond of \$25,000 shall be lodged with the Burdekin Shire Council as a guarantee for the construction of kerb

and channel around the turnaround if future stages of the development have not commenced construction within the timeframe required by the Sustainable Planning Act 2009 after completion of the current stage. This bond shall be returned to the developer upon commencement of operational works for the next stage which continues this road beyond the turnaround within the specified timeframe.

Accesses

- 7.8 The construction of any crossover or access points to the proposed lots are to be the owners responsibility and to the satisfaction of the Chief Executive Officer.
- 7.9 An application for street names must be submitted to and approved by Council prior to approval of Operational Works. Approved street names must be shown on all engineering drawings submitted with the Operational Works application.
- 7.10 Street nameplates must be erected at each intersection indicating the name of each street and the street numbers. The signs shall be in accordance with Council standard street nameplate and erected in accordance with Department of Main Roads Manual of Uniform Traffic Control Devices.

PUBLIC UTILITY SERVICES

8. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

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

No work must be commenced prior to issue of a development permit for operational works.

ELECTRICITY SUPPLY AND STREET LIGHTING

- 10.1 The developer must prior to release of formal Plan of Survey submit a letter from Ergon Energy (or other suitable entity) stating that satisfactory arrangements have been made with it for the provision of an underground electricity supply to the subdivision and must provide at the developer's cost:-
 - a reticulated underground electricity supply to each part of the subdivision in accordance with the requirements of the Electricity Service Provider.
- 10.2 The developer must install ducting to the satisfaction of the Electricity and Telecommunications Service Providers prior to the approval of the Plan of Survey.
- 10.3 Street lighting is to be provided to Category P5 in accordance with AS 1158.3.11 – Road Lighting. The consent of the Chief Executive Officer will be required prior to the final design being adopted.

WATER SUPPLY WORKS INTERNAL

- 11.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer. Each of the proposed lots shall have separate water services.
 - (a) A water network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
 - (b) The water network analysis must demonstrate that for the entire development minimum pressure (head) of 22m is available at the most disadvantaged allotment frontage/meter location upon completion of the stage and detailing stages at which trunk components of the network should be implemented.
- 11.2 Any connection or upgrades to Council's existing water infrastructure required by the development shall be carried out by the Council at the developers full cost.

SEWERAGE SUPPLY

- 12.1 The development must be connected to Council's reticulated sewerage system. All works required are to be carried out at the developers full cost.
- 12.2 A sewerage network analysis, prepared by an appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ), must be provided to Council for approval as part of the Development Permit for Operational Works.
- 12.3 Any connection or upgrades to Council's existing sewerage infrastructure required by the development shall be carried out by the Council at the developers full cost.

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- 12.4 The lawful point of discharge into Council's sewerage infrastructure shall be at a location approved by Council.

COMPACTION STANDARDS

13. Where fill is incorporated on allotments, details of compaction standards obtained are to be provided to Council. Such standards are to comply with the minimum standard for building construction.

AS-CONSTRUCTED PLANS

- 14.1 Prior to the release of the plan, the developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an R.P.E.Q.
- 14.2 The developer shall provide a list of 'contributed' assets created for the subdivision. The list is to be in a form acceptable to Council.

Resolution

Moved Councillor Loizou, seconded Councillor Gazzola that the recommendation be adopted.

CARRIED

ITEM-9 R & J Malas - Material Change of Use for Multiple Unit Development at 6 - 8 Queen Street, Ayr (Lot 100 on SP236343, Parish of Antill, County of Gladstone)

Councillor Dalle Cort declared a conflict of interest in respect of this application as the applicant is a relative, and left the meeting.

Executive Summary

An application has been received from Burdekin Building Design Pty Ltd on behalf of their client Robert & John Malas seeking approval for Material Change of Use for Multiple Unit Development (8 x 2 bedroom units) at 6 – 8 Queen Street, Ayr (Lot 100 on SP236343, Parish of Antill, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

Recommendation

That Council approves the Development Application for Material Change of Use for a Multiple Unit Development (8 x 2 bedroom units) at 6 – 8 Queen Street, Ayr (Lot 100 on SP236343, Parish of Antill, County of Gladstone), subject to the following conditions:

GENERAL

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the approved plans submitted from Burdekin Building Design (Project No BBD1000012 DWG No DA-001 to 08 Issue No 1-DA/MCU).

BUILDING WORK

2. A development permit for Building Works is to be obtained before any building works are carried out on the premise.

ROADWORKS

- 3.1 Construct a minimum 6m wide industrial crossover (150mm thick, 32 mPa concrete, F72 mesh) from the invert of the existing kerbing and channeling to the property boundary and re-profile the footpath each side of the proposed driveway to comply with the Disability Discrimination Act.
- 3.2 Provide to Council prior to the commencement of works a cross section 1:50 natural scale from the side of Queen Street to the property boundary showing existing and design levels for the crossover in condition 3.1.
- 3.3 The existing access off Queen Street shall be removed and the kerb and footpath reinstated to comply with the Disability Discrimination Act.

ACCESS AND PARKING

- 4.1 Parking shall be provided generally in accordance with the approved plan from Burdekin Building Design (Project No BBD1000012 DWG No DA-001 to 08 Issue No 1-DA/MCU).
- 4.2 Parking space and layout must be designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
- 4.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all weather low glare paving, exposed aggregate concrete or similar material to the satisfaction of the Chief Executive Officer.
- 4.4 If any existing on street parallel car parking fronting the proposed development needs to be realigned, the applicant is to be responsible for any works to be carried out. All design and works are to be in accordance with Council's guidelines and at the applicant's full cost.

DRAINAGE

- 5.1 Stormwater drainage from paved/sealed and roofed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 5.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 5.3 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

WATER SUPPLY

- 6.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by council and at the full cost of the developer.
- 6.2 Should the existing water meter require relocation to accommodate the proposed driveway, the developer shall be responsible for the full cost of such relocation.

SEWERAGE SUPPLY

7. The development must be connected to Council's sewerage scheme. The sewerage connection must be provided at a location approved by council and at the full cost of the developer.

EXTERNAL WORKS

8. The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.

OPERATIONAL WORKS

9. An approval under the Sustainable Planning Act must be obtained for Operational Works. The Operational Works application shall include plans and specifications for works addressing the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A.

AMENITY – SCREEN FENCING

10. A 1.8m high screen fence must be provided along the adjoining property boundaries and must be designed to assist in breeze flow. The fence must reduce in height to 1.5m towards the front road boundary to ensure pedestrians using the footpath in Queen Street can be seen by adjoining landowners exiting their properties. The type and design must be submitted and approved by the Chief Executive Officer as part of the Landscaping Plan.

LANDSCAPING AND SCREENING

11. A landscaping plan shall be submitted and approved by the Chief Executive Officer. This plan must be prepared by a landscape architect or other suitably qualified and experienced person detailing the following;

- *the location of existing and proposed plantings;
- *landscaping of the designated areas generally in accordance with the approved plans;
- *proposed fencing and screens, including rubbish bin enclosures;
- *location of public infrastructure;

DOMESTIC WASTE

- 12.1 Waste bins shall be provided and stored in locations as shown on Drawing No DA-002. The number of bins shall be in accordance with Burdekin Shire Council's Waste Management Policy.
- 12.2 Waste bins shall be washed or cleaned only on the car wash bay which shall be constructed under separate approval and fitted with traps, diversion valves and other approved devices to prevent stormwater ingress into the sewerage system and to prevent the risk of release of contaminants to stormwater.

Resolution

Moved Councillor Gazziola, seconded Councillor List that the recommendation be adopted.

CARRIED

Councillor Dalle Cort returned to the meeting.

ITEM-10 Sharon Begg - Development Application for reconfiguring a lot at 290 Menso Road, Airville (Lot 7 on RP843448, Parish of Jarvisfield, County of Gladstone)

Executive Summary

An application has been received from Cleve McGuane Surveys Pty Ltd on behalf of their client Sharon Begg seeking approval for Reconfiguring a Lot (1 into 2 lots) at 290 Menso Road, Airville (Lot 7 on RP843448, Parish of Jarvisfield, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme. Given the 'Rural' zoning, it is considered that the application is contrary to achieving the purpose of the Planning Scheme. Refusal of the application is recommended.

Recommendation

That Council refuses the Development Application for reconfiguring a Lot (1 into 2 lots) at 290 Menso Road, Airville (Lot 7 on RP843448, Parish of Jarvisfield, County of Gladstone), on the following grounds:

The proposed development compromises the achievement of the Burdekin Shire Council's IPA Planning Scheme's Desired Environmental Outcomes.

Insufficient justification is provided to override the conflict with the Burdekin Shire Council's IPA Planning Scheme and in particular the Rural Zone code.

The proposed development is contrary to the Policy Principles of the State Planning Policy 1/92 – Development and the Conservation of Agricultural Land.

Resolution

Moved Councillor Lewis, seconded Councillor Loizou that the recommendation be adopted.

LOST

Moved Councillor Loizou, seconded Councillor Haynes that Council approves the Development Application for reconfiguring a Lot (1 into 2 lots) at 290 Menso Road, Airville (Lot 7 on RP843448, Parish of Jarvisfield, County of Gladstone), subject to the following conditions:

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$59-60 calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Cleve McGuane plan numbered 28571-1;
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

ROADWORKS

3. The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

DRAINAGE

4. The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.

PUBLIC UTILITY SERVICES

5. If any existing public utility service including telephone, electricity, water, sewerage or gas needs to be altered or relocated to complete the reconfiguration the developer must bear the cost of alteration or relocation.

CARRIED

Reasons for not adopting Officer's Recommendation

- Consistent with existing rural residential amenity
- The proposed development has two road frontages
- There are two existing houses and sheds operating independently
- It has been demonstrated that both proposed lots are capable of having suitable effluent treatment
- Existing precedent

ITEM-11 Lot 1 on PER2998 The Esplanade, Plantation Creek (Lot 1 on AP13683 Parish of Antill, County of Gladstone) Application for Permit to Occupy over land

Executive Summary

A request has been received from Department of Environment & Resource Management (DERM), seeking Council's views in respect of the Permit to Occupy over land described as Lot 1 on PER2998 The Esplanade, Plantation Creek (Parish of Antill, County of Gladstone), in accordance with the Departments requirements.

Recommendation

That Council offers no objection to the request from Department of Environment and Resource Management for the Permit to Occupy over land described as Lot 1 on PER2998 The Esplanade, Plantation Creek (Parish of Antill, County of Gladstone).

Resolution

Moved Councillor Gazzola, seconded Councillor List that the recommendation be adopted.

CARRIED

ITEM-12 Lot 105 on J11221 - The Esplanade, Jerona (Parish of Selkirk, County of Gladstone) Renewal of special lease over land

Executive Summary

A request has been received from Department of Environment & Resource Management (DERM), seeking Council's views in respect of the renewal of special lease over land described as Lot 105 on J11221, The Esplanade, Jerona (Parish of Selkirk, County of Gladstone), in accordance with the Departments requirements.

Recommendation

That Council offers no objection to the request from Department of Environment and Resource Management for the renewal of special lease over land described as Lot 105 on J11221, The Esplanade, Jerona (Parish of Selkirk, County of Gladstone).

Resolution

Moved Councillor Lewis, seconded Councillor Loizou that the recommendation be adopted.

CARRIED

ITEM-13 Lot 1 on PER5294 - Beachmount, Wunjunga (Lot 7 on AP2858) Parish of Upstart, County of Salisbury) Surrender and re-issue of Permit to Occupy over land

Executive Summary

A request has been received from Department of Environment & Resource Management (DERM), seeking Council's views in respect of the surrender and re-issue of Permit to Occupy over land described as Lot 1 on PER5294, Beachmount, Wunjunga (Parish of Upstart, County of Salisbury), in accordance with the Departments requirements.

Recommendation

That Council offers no objection to the request from Department of Environment and Resource Management for the surrender and re-issue of Permit to Occupy over land described as Lot 1 on PER5294 Beachmount, Wunjunga (Parish of Upstart, County of Salisbury).

Resolution

Moved Councillor Gazzola, seconded Councillor Lewis that the recommendation be adopted.

CARRIED

ITEM-14 Lot 1 on PER5731 - Ayr Dalbeg Road, Clare (Lot 2 on AP2860 Parish of Mulgrave, County of Gladstone) Surrender and re-issue of Permit to Occupy over land

Executive Summary

A request has been received from Department of Environment & Resource Management (DERM), seeking Council's views in respect of the surrender and re-issue of Permit to Occupy over land described as Lot 1 on PER5731, Ayr Dalbeg Road, Clare (Parish of Mulgrave, County of Gladstone), in accordance with the Departments requirements.

Recommendation

That Council offers no objection to the request from Department of Environment and Resource Management for the surrender and re-issue of Permit to Occupy over land described as Lot 1 on PER5731, Ayr Dalbeg Road, Clare (Parish of Mulgrave, County of Gladstone). Noting that Council will need to check that the existing amenities block complies with current legislation.

Resolution

Moved Councillor Gazzola, seconded Councillor Haynes that the recommendation be adopted.

CARRIED

• CORPORATE & COMMUNITY SERVICES

ITEM-15 Adoption of Quality Policy

Executive Summary

To meet the requirements of the Road Maintenance Performance Contract with the Department of Transport and Main Roads, Council is required to maintain a certified quality management system that conforms to *AS/NZS ISO 9001:2008 – Quality management systems – Requirements*.

This quality management system must include, amongst other things, a quality policy.

Recommendation

Council adopts the Quality Policy and makes it available on Council's public web site.

Resolution

Moved Councillor List, seconded Councillor Gazziola that the recommendation be adopted subject to an amendment to 5.5 of the Quality Policy to read as follows:

5.5 Continual Improvement

Seek to identify opportunities for continual improvement. Management supports, promotes and recognises contributions by Council officers towards continual improvement, improved efficiency and technological innovation.

CARRIED

ITEM-17 Appointment of 2012 Public Holidays

Executive Summary

Council has received correspondence from Hon Cameron Dick MP, Minister for Industrial Relations inviting Council to apply for the appointment of public holidays for 2012. Applications have been extended until 31st August 2011.

Recommendation

That Council makes an application to the Minister for Industrial Relations for the appointment of the following public holidays in 2012:

- Wednesday, 27 June – for the northern side of the Burdekin River – Ayr Annual Show Holiday
- Tuesday, 6 November – for the southern side of the Burdekin River – Home Hill Harvest Festival public holiday.

Resolution

Moved Councillor Lewis, seconded Councillor List that the recommendation be adopted.

FOR: Councillors McLaughlin, Haynes, Lewis, Gazziola, List and Loizou

AGAINST: Councillor Dalle Cort

CARRIED 6/1

ITEM-18 Request for Comment - Renewal of Term Lease 0218875

Following clarification on the location of Term Lease 0/218875, Councillor Loizou declared a conflict of interest as the lease adjoins property owned by his brother, and left the meeting.

Executive Summary

A request has been received from the Department of Environment and Resource Management (DERM) seeking Council's views on the renewal of Term Lease 0/218875 over Lot 100 on SB137, Reserve for Local Government, Camping and Water, R92.

DERM has requested comments on:

- If the Reserve is still required for its gazetted purpose;
- Whether Council wishes to proceed with a trustee lease over the reserve;
- If Council has any issues that the Minister should consider in respect of renewal of the existing lease.

Recommendation

That in relation to Reserve for Local Government, Camping and Water, R92, Council advises the Department of Environment and Resource Management as follows:

1. The Reserve is still required for its gazetted purpose as Council believes providing some form of tenure, even that of grazing, is a positive approach towards improving pest management in the area;
2. Council does not wish to proceed with a trustee lease arrangement over this reserve;
3. Council offers no objection to the renewal of Term Lease 0/218875 over Lot 100 on SB137, Parish of Inkerman, County of Salisbury providing that:
 - a. A current Pest Management Plan is in place;
 - b. Fencing is maintained to Industry Best Practice;
 - c. Conservative grazing pressure is undertaken to maintain grass cover.

Resolution

Moved Councillor Gazzola, seconded Councillor Lewis that the recommendation be adopted.

CARRIED

Councillor Loizou returned to the meeting.

ITEM-16 Contribution towards 2012 Miss Fashion Australia Awards

Executive Summary

In 2012, the Miss Fashion Australia Awards celebrates its 10th birthday. To mark the celebration the organising committee would like to hold the event back in the Burdekin, where it began in 2003. The organising committee for the event has contacted Council requesting financial assistance and in-kind support towards hosting this event in the district.

Recommendation

Council approves a donation of \$5000.00 (incl. GST) and \$2000.00 in-kind support towards the 2012 Miss Fashion Australia Awards to be held at the Burdekin Memorial Hall on the 30th and 31st March 2012.

Resolution

Moved Councillor Loizou, seconded Councillor Lewis that the recommendation be adopted.

FOR: Councillors McLaughlin, Haynes, Lewis, Gazziola, List and Loizou

AGAINST: Councillor Dalle Cort

CARRIED 6/1

Note: Cr. Dalle Cort advised that it was not the event that she was against, but the amount of money Council is contributing and how it is being used.

• CORRESPONDENCE FOR INFORMATION

• NOTICES OF MOTION

ITEM-19 Application by National Retail Association, Union of Employers to Queensland Industrial Relations Commission - Sunday Trading

Recommendation

Notice of Motion from Councillor Dalle Cort -

that

1. the Council objects to the application by the National Retail Association Limited, Union of Employers to the Queensland Industrial Relations Commission to amend the Trading Hours Order - Non Exempt Shops Trading by Retail - State (reference TH/2011/9) on the following grounds:
 - Sunday trading by Coles and Woolworths will have a detrimental effect on existing businesses which will affect their long term viability;
 - Current surveys indicate a strong opposition to the application
2. the Council authorises a representative to appear at the hearing which is scheduled to be held at the Ayr Magistrates Court at 9-30 am on 2 November, 2011 if called upon by parties opposing the application.

Resolution

Moved Councillor Dalle Cort, seconded Councillor List that the recommendation be adopted.

FOR: Councillors Dalle Cort, Gazzola List and Loizou

AGAINST: Councillors McLaughlin, Haynes and Lewis

CARRIED 4/3

Resolution

Moved Councillor Dalle Cort, seconded Councillor List that the Council authorises the Mayor, Councillor McLaughlin to represent Council at the hearing scheduled to be held at the Ayr Magistrates Court at 9.30 a.m. on 2 November 2011, if called upon by parties opposing the application by the National Retail Association Limited, Union of Employers to the Queensland Industrial Relations Commission to amend the Trading Hours Order - Non Exempt Shops Trading by Retail - State (reference TH/2011/9).

CARRIED

- **URGENT BUSINESS**

- **GENERAL BUSINESS**

GB-1 Upgrading of Drain from Tenth Avenue to Sixth Street, Home Hill to be placed on Works Implementation Programme for consideration as part of overall Drainage System

Manager Technical Services, Mr. Byers reported on a request from Mr. R. Gambino for Council to upgrade the drain that runs in front of his property at 57 Tenth Avenue, Home Hill. Mr. Byers reported that the estimated cost of constructing a concrete invert in the drain from Tenth Avenue to Sixth Street was \$30,000. However the drain is part of a drainage system in Home Hill that needs to be re-designed as a whole.

Resolution

Moved Councillor Loizou, seconded Councillor Gazzola that the upgrading of the drain from Tenth Avenue to Sixth Street, Home Hill be placed on the Works Implementation programme for consideration as part of the overall drainage system and that Mr. R. Gambino be advised accordingly.

CARRIED

- **IN COMMITTEE DISCUSSIONS**

Council meets In Committee under Section 72 of Local Government (Operations) Regulation 2010

Resolution

Moved Councillor Loizou, seconded Councillor Haynes that the Council meets in committee under the following sections of the Local Government (Operations) Regulation 2010:

- 72(1)(f) starting or defending legal proceedings involving Council;
- 72(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage;

for the purpose of discussing:

- Management of Funny Dunny Park
- Legal Proceedings associated with Planning Matters - Austcane and Pacific Reef Fisheries

CARRIED

ORDINARY MEETING OF COUNCIL RESUMED

Resolution

Moved Councillor Loizou, seconded Councillor Haynes that the ordinary meeting of Council be resumed.

CARRIED

- **DELEGATIONS**

There being no further business the meeting closed at 5.25 p.m..

These minutes were confirmed by Council at the Ordinary Council Meeting held on 13 September 2011.

MAYOR

ITEM-2 Burdekin Shire Youth Council Minutes - 8 August 2011

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 8th August 2011 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Shire Youth Council Meeting held on 8th August, 2011

Held in the John Drysdale Chamber

The meeting commenced at 3.30pm

CLAUSE 1 ATTENDANCE

Kate Andrews - Deputy Youth Mayor
Meg Andrews – ASHS
Maddelyn Giddy – BCHS
Zoie Borellini – ASHS
Sally Rickards – BCHS
Lachlan Grantz – BCHS
Laura Sloan – ASHS

Tammy Quagliata - Burdekin Shire Council
Jodi Pringle – Qld Youth Services

Apologies for absence

Tony Vaccaro – BSC
Mayor Lyn McLaughlin - BSC
Sophie Ricca - Youth Mayor
Lexi Haselton - Secretary
Chris Moretto – BCHS
Ellanah Ritchie - ASHS
Shannyn Pattinson – BCHS
Tahlia Connelly – BCHS

CLAUSE 2 MINUTES RECEIVED

Moved Zoie Borellini, seconded Maddelyn Giddy that the Minutes of the Burdekin Shire Youth Council Meeting held on 18th July, 2011 be received.

CARRIED

CLAUSE 3 CORRESPONDENCE

Inward Correspondence

1. Nadine Kmita, Department of Communities – Seeking applications for the 2011 Qld Youth Forum to be held in Brisbane from 25th to 29th September, 2011. The forum is open to young Queenslanders aged 16-25 years, with 40 young people being selected. Applications close Friday 12th August.
2. Janice Micola, Zonta Club of Ayr - Seeking assistance from Youth Council members to compile birthing kits to be sent overseas to underdeveloped countries. The workshop will be held on Sunday 21st August from 9am to midday at the Kumon Centre (near Tosh's Convenience Store)

Tammy Quagliata undertook to forward this information via email and forward a list of interested members to Janice Micola.

Outward Correspondence

1. Lower Burdekin Homes for the Aged – Advising that unfortunately the Burdekin Shire Youth Council is unable to commit to future involvement in the Happiness Group and thanking them for the opportunity to be involved in the program.

Moved Lachlan Grantz, seconded Maddelyn Giddy that the inward correspondence be received and the outward adopted.

CARRIED

CLAUSE 4 BURDEKIN UNPLUGGED TALENT COMPETITION – FRIDAY 26TH AUGUST AT BURDEKIN THEATRE FORECOURT – 7PM TO 10PM

Tammy Quagliata advised that we have 9 nominations for Burdekin Unplugged with a variety of performances. Youth Council members were encouraged to continue promoting the event.

It was agreed that Youth Council members assist with set up of chairs etc. at 3.30pm on the Friday. It was further agreed that Youth Council Members would sell wrist bands and water bottles at the event.

Discussions were held in relation to possible MC's for the event as well as a guest performance for the night. It was agreed that another youth council meeting be held prior to Burdekin Unplugged.

CLAUSE 5 OTHER GENERAL BUSINESS

- It was noted that the Burdekin Water Festival Mardi Gras would be held on Saturday 3rd September. Members agreed to again take part in the parade.
- Members were reminded to support Youth Council Burdekin Bloke representative Justin Zani by texting Justin to 0447 971 238.

CLAUSE 6 PLANS FOR BURDEKIN RELAY FOR LIFE – 13TH & 14TH AUGUST, 2011

Members taking part in the Burdekin Relay for Life were reminded to be at the Rugby League Fields by 3pm on Saturday 13th August. Maddelyn Giddy advised that she and Lexi Haselton will be setting up the tent at 9am on the Saturday. Discussions were held in relation to the theme of the night being 'Heroes and Villains'.

Tammy Quagliata advised that a total of just over \$500 had been fundraised with the minimum amount being \$1000.00. Youth Council members agreed to provide face painting for \$2 at the event to raise further funds.

A walking roster for members was developed.

NEXT MEETING – Monday 8th August, 2011 at 3:30pm

There being no further business, the meeting closed at 4:25pm

Lexi Haselton
SECRETARY

ACTIONS FROM MEETING

Action	Person(s) responsible	Status
Take part in 2011 Water Festival Parade – Saturday 3 rd Sept	All Members	
Members to assist Zonta Club with compiling of kits to be sent overseas to underprivileged countries.	All Members	
Correspond with Lower Burdekin Homes for the Aged regarding future involvement in Happiness Group.	Tammy Quagliata	✓
Face Painting at Showgrounds Hall – Saturday – Saturday 23 rd July from 4pm to 7pm.	Kate Andrews Jade Boxall Ellanah Ritchie	✓
Make Badges for Ayr State High School – Monday 25 th July at TH3.30pm.	Jade Boxall Ellanah Ritchie	✓
Develop 2011 Youth Council Newsletter	Danielle Torrisi	
Hold a suitable Movie Night at Burdekin Delta Cinemas	Tammy Quagliata	Ongoing – waiting for a suitable Movie
Waiters for Pantry Door at Landcare Conference – 21 st to 23 rd September, 2011	Maddelyn Giddy Shannyn Pattinson Laura Sloan Zoie Borellini	

- **REPORTS**

ITEM-3 2010/2011 Operational Plan - Operations, Technical Services, Environmental Services and Development Programmes - Comments as at June 2011

Recommendation

That the 2010/2011 Operational Plans for the Operations, Technical Services, Environmental Services and Development Programmes - comments as at June 2011 be received.

DIRECTOR OF ENVIRONMENT & OPERATIONS – OPERATIONAL PLAN – 2010/11

OPERATIONS

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 28/6/11
Works									
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Annual Works Program Roads as adopted to be 100% delivered within the financial year	MO	DEO & Works Overseer	Complete capital works to improve transport infrastructure	30-Jun-11	Date of Achievement	On Target	75% of program completed. Extra flood damage works completed and prolonged wet season delayed program.
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Produce Five Year Works Improvement Program for years 2010-2015	DEO / MO	MTS & DOM	Council adopts the Works Implementation program including a commitment to the first two years	15-Mar-11	Date of Adoption	Initial consultation had with Council	Program adopted 21/8/11
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Produce Annual Works Program and review monthly with Management	DEO	MO, MTS, MPD, MEH, DOM, Works Overseer, Co-ordinator Parks & Gardens, Field Supervisor Water & Wastewater	Up to date works program allowing greater efficiency in allocation of resources and improved staff accountability	Monthly	Number of updates (not less than 9)	3 Reviews undertaken to date	Target achieved. 9 reviews undertaken.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Monitor Adopted Maintenance & Service Level Manuals - Part of Asset Management Process	MO	DEO, MTS, DOM, Works Overseer & Works Foremen	Review Process and Manuals	29-Jan-11	Date of Achievement	Levels of service being adhered to. Ongoing review	Target achieved.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Inspect all roads after the wet season, and prioritise maintenance activities as per service levels.	WO	Works Foremen	Provide properly maintained gravel road network in shire	Ongoing	% of network area treated per year	On Target	100% of roads inspected. Maintenance of roads proceeding as resources permit.
Organisational Management and Corporate Governance	Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, quality customer service and continuous improvement	Ongoing review of staffing in Operational Area to achieve and maintain efficiency gains.	MO	DEO, Works Overseer	Greater efficiency and improved staff accountability and responsibility	30-Jun-11	Date of Achievement	Ongoing	Ongoing.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Attend to maintenance matters raised in customer request register by required timeframe	MO	Works Overseer & Works Foremen	Provide properly maintained transport infrastructure at a sustainable level of service	Ongoing	80% of requests completed within timeframe	Meeting target	75% of requests completed within timeframe.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Review customer request system, including monitoring & reviewing of intervention levels and reporting mechanisms to manage system - Part of Asset Management Process	MO	DEO, MTS, DOM & Works Overseer, Works Foreman	Improved management and greater efficiency in customer relations	30-Jun-11	Date of Achievement	Ongoing	Ongoing.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 28/6/11
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Works Program Drainage as adopted to be delivered within the financial year (except for schemes spanning two or more financial years)	MO	DEO & Works Overseer	Complete capital works to improve drainage infrastructure	30-Jun-11	Date of Achievement	Some delays due to wet weather	25% complete. Delayed by prolonged wet and approvals from Derm & Deedi.
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Implement Reseal Program as per budget	WO	DOM & Works Foreman	Complete reseal program to provide ongoing pavement protection	30-Jun-11	Date of Achievement	On target	Program completed.
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Undertake inspection of aerodromes and carry out maintenance as per CASA requirements	WO	Works Foreman	Provide properly maintained aerodrome and airstrip infrastructure at a sustainable level of service	30-Jun-11	Date of Achievement	Ongoing	Program completed.
Organisational Management and Corporate Governance	Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies	Deliver Annual RMPC	DEO/MTS/MO	Senior Works Admin Officer & WF (Construction, Maintenance & Contracts)	Ongoing profitable contract with Main Roads	30-Jun-11	Date of Achievement	On Target	Program completed.
Infrastructure	Maintain Certificate of Registration as a Quality Assured Supplier and R2 prequalification status under the Major Works Prequalification System in respect of road works for the Department of Main Roads	Maintain QA Certification for Works Department	DEO/MO	Council Staff. Coordinator to be confirmed.	Continued improvement in work processes and service delivery	30-Jun-11	Date of Achievement	Ongoing	Ongoing.
Water Supply and Sewerage									
Organisational Management and Corporate Governance	Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, quality customer service and continuous improvement	Ongoing review of staffing in Operational Area to achieve and maintain efficiency gains.	DEO/MO	Field Supervisor - Water & Wastewater	Greater efficiency and improved staff accountability and responsibility. Employ Electrician to improve efficiency.	30-Jun-11	Date of Achievement	On going. Electrician appointed to start 10/1/11	Ongoing.
Infrastructure	Continue augmenting existing Water and Waste Water Schemes to maintain existing standards and cater for future growth	Capital Works - Refurbishment Home Hill Aerator	MO	DOM & Field Supervisor - Water & Wastewater	Improved water supply service to Home Hill	30-Jun-11	Date of achievement	Investigation commenced and quotations being sourced	Project carried over.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Monitor Adopted Maintenance & Service Level Manuals - Sewerage - Part of Asset Management Process	DEO/MO	DOM, Field Supervisor - Water & Wastewater, Foreman - Water & Wastewater	Review Process and Manuals	30-Jun-11	Date of Achievement	Ongoing	Ongoing.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Replacement / refurbishment of water infrastructure as necessary	MO	DOM & Field Supervisor - Water & Wastewater	Well maintained and reliable water supply infrastructure	30-Jun-11	Date of achievement	Ongoing	Ongoing.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Capital Works - relining of sewers - \$500,000 ; refurbishment of sludge disposal - \$200,000 ; refurbishment of inlet screens Ayr & Home Hill STPs - \$250,000	MO	DOM & Field Supervisor - Water & Wastewater	Reliable sewerage infrastructure	30-Jun-11	Date of achievement	Contract for relining let. Consultants engaged for inlet screen technical information. Tenders called for sludge disposal and none accepted. To be recalled with a revised spec.	Sewer relining complete. Other projects carried over.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 28/6/11
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Replacement / refurbishment of sewerage infrastructure	MO	DOM & Field Supervisor - Water & Wastewater	Well maintained and reliable sewerage infrastructure	30-Jun-11	Date of achievement	Ongoing	Ongoing.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Water Quality to be monitored and benchmarked against relevant National Standards for drinking water	MO	Field Supervisor - Water & Wastewater	Deliver highest possible quality potable water to consumers	Ongoing	Quarterly reports on testing program to be completed	Ongoing	Numerous dirty water complaints received for the Ayr/Brandon water system. Management strategy being investigated for report to council.
Environmental	Promote sustainable land and water management practices	Monitor consumption and set up systems (if required) to ensure sustainable water use.	MO	MTS	Ensure long term sustainability of water infrastructure	Ongoing	Drought Management Plan	Complete	Complete.
Environmental	Promote sustainable land and water management practices	Submit annual report to Environmental Protection Agency for the operation and environmental compliance of sewerage systems.	MO	MTS, DOM, Field Supervisor - Water & Wastewater & Trade Waste / Environmental Officer	Ensure compliance with licence	30-Nov-10	Date of achievement	Complete - 22/11/10	Complete - 22/11/10
Parks and Recreation									
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Undertake maintenance of Shire Parks and Gardens	MO	Coordinator Parks & Gardens & Parks Foreman	A high standard of park	Compliance with Maintenance & Service Level Manual (when developed)	Level of Achievement	Ongoing	Ongoing.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Develop Maintenance & Service Level Manual - Part of Asset Management Process	MO	Coordinator Parks & Gardens & Parks Foreman	Agreed Process and Manual	30-Jun-11	Date of Achievement	Ongoing	Adopted by council December 2010.
Environmental	Promote sustainable land and water management practices	Continuation of park irrigation program	MO	Coordinator Parks & Gardens & Parks Foreman	Complete program	30-Jun-11	Date of Achievement	ongoing	Project carried over.
Lifestyle	Continue program of upgrading and installing playground equipment within Shire parks	Refurbish and install new playground equipment - All Abilities Playground - Anzac Park	MO	Working Group, Coordinator Parks & Gardens & Parks Foreman	Complete program	30-Jun-11	Date of Achievement	Contract started	Delayed by prolonged wet season. Expected opening date 30/7/11.
Lifestyle	Continue program of upgrading and installing playground equipment within Shire parks	Install fencing around playground equipment - Coutts Park, Brandon Spiller	MO	Working Group, Coordinator Parks & Gardens & Parks Foreman	Complete program	30-Jun-11	Date of Achievement	Works commenced	Project complete.
Cemeteries									
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Maintain Shire cemeteries	MO	Coordinator Parks & Gardens & Parks Foreman	Well maintained facilities	Compliance with agreed service standards when developed	Level of Achievement	ongoing	Home Hill cemetery achieved. Ayr cemetery - major problems because of prolonged wet season. Management plan underway to rectify issues.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 28/6/11
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Develop Maintenance & Service Level Manual - Part of Asset Management Process	MO	Coordinator Parks & Gardens & Parks Foreman	Agreed Process and Manual	30-Jun-11	Date of Achievement	ongoing	Adopted by council December 2010.
Public Conveniences									
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Maintain Shire toilet facilities to a high standard of cleanliness	Coordinator Parks & Gardens	Parks Foreman	Provide a service that meets community needs	Compliance with agreed service standards	% satisfactory compliance with quality checklist during planned inspections	ongoing	Ongoing.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Develop Maintenance & Service Level Manual - Part of Asset Management Process	MO	Coordinator Parks & Gardens & Parks Foreman	Agreed Process and Manual	30-Jun-11	Date of Achievement	ongoing	Adopted by council December 2010.

TECHNICAL SERVICES

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Planning									
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Produce reseal program for current year	DOM	Senior Technical Officer	Monitor and achieve a sustainable reseal cycle	30-Sep-10	Date of achievement	Target Achieved - Reseal program issued to Works Department	Target Achieved - Reseal program issued to Works Department
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Plans or works brief for budget jobs to be delivered within a three week timeframe prior to the commencement of works. Alternatively discussions with foreman/overseer detailing extent of works to allow preliminary works programming and order materials (eg pipes/culverts) three weeks prior to commencement of works.	DOM	Design Office, Works Overseer & Works Foremen	Deliver high quality plans in advance of construction to enable efficient allocation of resources	70% compliance	Level of achievement	Timing of finalising WIP is critical to achieve this target. Late adoption of WIP has resulted in first two months of jobs not achieving this target.	Target Achieved.
Community Development	Improve our communities' resistance to disaster impacts by undertaking a disaster risk management process including developing a strategic policy framework for disaster management incorporating disaster mitigation, prevention, preparation, response and recovery arrangements in partnership with the Burdekin Local Government Disaster Management Group	Participate in the Local Disaster Management Group (LDMG) and carry out emergency planning and works	DEO	MTS, MO, DOM, Works Overseer & Senior Technical Officer	Being prepared for and responding to disasters	Attend all LDMG meetings and disaster management training	Level of achievement	All meetings attended to date	All meetings attended to date. Participated in additional training provided by IEMA and EMQ.
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Produce Annual Works Program and review monthly with Management	DEO	MO, MTS, MPD, MEH, DOM, Works Overseer, Co-ordinator Parks & Gardens, Field Supervisor Water & Wastewater	Up to date works program allowing greater efficiency in allocation of resources and improved staff accountability	Monthly	Number of updates (not less than 9)	3 Reviews undertaken to date	Target Achieved. 11 reviews undertaken.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Infrastructure	Development of a Priority Infrastructure Plan (PIP) which identifies areas for future urban growth in the planning scheme and the Council's ability to service that area with infrastructure and provides a clear, transparent and certain basis for the calculation of infrastructure charges.	Establish Priority Infrastructure Plan and Infrastructure Charges Schedule	DEO	MTS, MO, MPD & DOM	Achieve consistency in development applications and forward planning of developments	Public notification of PIP scheduled to commence end of July 2010. Adoption of PIP expected January 2011.	Date of achievement	Ongoing in conjunction with other managers and consultant	PIP adopted in December 2010 and commenced March 2011.
Plant									
Infrastructure	Maintain a modern, effective, flexible and efficient plant fleet that matches organisational needs.	Develop an asset management plan and associated standard renewal schedule for all types of plant/vehicles	MTS	MTS, Workshop Superintendent & Workshop Admin Officer	Monitor and achieve a sustainable plant replacement cycle	31-Mar-11	Date of achievement	Not yet commenced.	To be developed in 2011/12
Infrastructure	Maintain a modern, effective, flexible and efficient plant fleet that matches organisational needs.	Update Plant replacement program for 2010-2019 to reflect adopted standard renewal schedule	MTS	MTS, Workshop Superintendent & Workshop Admin Officer	Monitor and achieve a sustainable plant replacement cycle	31-Mar-11	Date of achievement	Not yet commenced.	Report presented to council March 2011 outlining replacement program and utilisation and hire rates.
Infrastructure	Maintain a modern, effective, flexible and efficient plant fleet that matches organisational needs.	Implement plant replacement program as adopted within financial year	MTS	MTS, Workshop Superintendent & Workshop Admin Officer	Optimal replacement of plant in current year	30-Jun-11	Date of achievement	On target and budget to meet date of achievement	93% achieved. Long supply periods encountered on job trucks.
Organisational Management and Corporate Governance	Strive to achieve effective and efficient use of technology to enable delivery of timely service and information including upgrading of infrastructure to improve service provision	Manage Councils plant fleet, including Investigating and monitoring plant utilisation and plant hire rates	MTS	Workshop Superintendent, Works Overseer, Field Supervisor Water & Wastewater and Asset Officer	Optimal usage of Councils plant fleet	31/03/2011 & ongoing	Report to council on plant hire rates and plant replacement program	Investigations have commenced.	Report presented to council March 2011 outlining replacement program and utilisation and hire rates.
Assets and Design									
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Prepare Asset Management Policy	DEO	MTS, Asset Co-ordinator	Provide guidance to Council in the delivery of needs based services to the community for all classes of assets.	31/12/2010	Policy adopted	Policy commenced	Policy adopted December 2010.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Prepare Asset Management Strategy for 2010-2015	MTS	Asset Co-ordinator	Defined objectives and targets to ensure Council achieves the intent of the Asset Management Policy and provide a road map for the implementation and ongoing improvements to an asset management framework.	31/12/2010	Strategy adopted	Not yet commenced.	Strategy commenced. To be completed 2011/12.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Prepare Asset Management Plans for all classes of infrastructure assets	MTS	Asset Co-ordinator	Provide a strategic approach to the management of Council assets including long term financial plans and maintenance and renewal programs.	31/12/2010	Asset Management Plans adopted	Transport asset management plan commenced	Draft asset management plans prepared for all classes of infrastructure assets. To be workshopped and adopted by council 2011/12.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Infrastructure	Develop an asset rationalisation plan for building and land assets to determine strategic need.	Develop hierarchy, levels of service and condition assessment criteria for Council owned buildings and parks.	MTS	MO, Asset Co-ordinator, DCS, Building Maintenance Officer, Coordinator Parks & Gardens & Parks Foreman	A hierarchy for all buildings and parks to assist in the prioritisation of funding for maintenance and capital renewal. Condition Assessment manual and inspection regime to assist in the development of a maintenance and renewal program and valuations.	31/12/2010	Buildings and Parks criteria adopted	Workshops held with staff and consultant to develop criteria	Levels of service and condition assessment criteria for buildings and parks adopted by council December 2010.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Value and revalue physical non-current assets for infrastructure in compliance with audit requirements	MTS	DOM, Senior Technical Officer, Asset Officer & Finance Department	Revaluation report	30-Jul-11	Date of achievement	Not yet commenced.	2009/10 revaluations completed in time for audit.
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Complete supervision of design and construction contract for schemes funded by the regional flood mitigation program and natural disaster mitigation program & drainage programs	DOM	Senior Technical Officer & Design Office Staff	Improved flood mitigation for Ayr and Horseshoe Lagoon and Other urban areas	30-Jun-11	Date of achievement	Design commenced on Kalamia and Lilliesmere dams and tender brief being prepared Ayr Flood Study upgrade.	Design completed on Kalamia dam upgrade. Design commenced on Lilliesmere dam upgrade. Ayr flood study draft report received.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Maintain Road Register	Senior Technical Officer	Asset Officer	Report for adoption by Council	25-Jan-11	Date of achievement	Works commenced	Road register completed. Report to be prepared for Council adoption.
Water Supply and Sewerage									
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Review Strategic Asset Management Plan and submit for relevant approvals.	MTS	DOM, Field Supervisor - Water & Wastewater	Continued improvement in service delivery and asset management	Awaiting guidelines from DERM. 30/06/11?	Date of achievement	Not yet commenced.	Preliminary investigations commenced. Asset management plans for water and sewerage fulfill most requirements of SAMP.
Infrastructure	To continue augmenting existing Water and Wastewater schemes to maintain existing standards and cater for future growth.	Prepare a System Loss Management Plan and submit for relevant approvals.	MTS	Design Office Staff	Report for adoption by Council	30-Jun-11	Date of Achievement	Consultant engaged and work commenced	Consultant engaged and work commenced. To be completed 2011/12
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Review the Trade Waste Policy.	MTS	Design Office Staff	Report for adoption by Council	31-Mar-11	Date of Achievement	Works commenced	Review undertaken and charging methodology changed.
Infrastructure	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Monitor network demand and update network analyses on the water reticulation system to enable planning for future augmentation and development requirements	DOM	Senior Technical Officer	Ensure systems provide acceptable service delivery for both current and future use	Ongoing	Number of reviews of network analysis	Ayr, Home Hill and Mt Kelly model completed. Review of Mt Kelly commenced.	Ayr, Home Hill and Mt Kelly model completed. Review of Mt Kelly completed.
Environment	Promote sustainable land and water management practices	Review water pricing policy with recommendations for further refinement as necessary	MTS	DOM	Equitable and fair pricing for water consumers	31-Mar-11	Date of achievement	Not yet commenced.	Completed as part of budget process.
Environment	Promote sustainable land and water management practices	Submit annual report to Environmental Protection Agency for the operation and environmental compliance of sewerage systems.	MTS	DOM, Field Supervisor - Water & Wastewater, Technical Assistant	Ensure compliance with license	22-Nov-10	Date of achievement	Works commenced	Target achieved.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Infrastructure	Promote sustainable land and water management practices	Submit annual water and sewerage data to Statewide Water Information System (SWIM)	MTS	DOM, Technical Officer	SWIM data	30-Oct-10	Date of achievement	Works commenced	Target achieved.
Environment	Promote sustainable land and water management practices	Monitor consumption and set up systems (if required) to ensure sustainable water use.	MTS	DOM	Ensure long term sustainability of water infrastructure	20/02/2011	Annual report for previous years consumption.	Work commenced.	Work commenced - system to be developed in future years.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Continue evaluation of Sewerage Systems performance and capacity to enable planning for future augmentation and development.	MTS	DOM, Senior Technical Officer	Ensure systems provide acceptable service delivery for both current and future use	Ongoing	Number of reviews of network analysis	Ayr/Brandon and Home Hill models completed.	Ayr/Brandon and Home Hill models completed.
Works									
Organisational Management and Corporate Governance	Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies	Deliver Annual RMPC	DEO/MTS/M O	Senior Works Admin Officer & WF (Construction, Maintenance & Contracts)	Ongoing profitable contract with Main Roads	30-Jun-11	Date of Achievement	Contract well advanced and on Target	Target achieved.
Organisational Management and Corporate Governance	Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies	Deliver Burdekin Shire Rivers Improvement Trust annual works program and NDRRA repairs	MTS	MTS, DOM, BSRIT Patrolman	Preserve the integrity of the existing river banks and mitigate breakouts and flooding	30-Jun-11	Date of Achievement	Works commenced	Works substantially completed.

ENVIRONMENTAL SERVICES

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Environmental Services Administration									
Lifestyle	To promote, support and facilitate services to the community to enhance community pride, wellbeing and the quality of life enjoyed by residents	Provide efficient and effective customer services for the various programs delivered by the Department. (Health, Environment, Vector Control, Waste Management, Land Protection)	MEH	DEO / CCS / Department Staff	Provide a high level of customer satisfaction	90% of requests responded to within 15 business days	% of requests completed within timeframe	Due to staff shortages requests are not being entered into the system in a timely manner.	54% completed within timeframes.
Environmental Health									
Lifestyle	Undertake regulatory and advisory inspection programmes to maintain and improve health and environmental standards within the community such as animal control and vector control programmes	Undertake a range of activities and projects within available resources to sustain and improve community health and well being (inc. customer requests).	MEH	EHO's / TO	Maintaining and improving health and environmental standards.	Inspection programs undertaken	No of premises Inspected	Inspections being undertaken as resources allow. All customer requests attended to within 5 days.	Majority of premises inspected. Due to staff shortages not all have been completed.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Vector Management									
Lifestyle	Undertake regulatory and advisory inspection programmes to maintain and improve health and environmental standards within the community such as animal control and vector control programmes	Undertake a larvicidal program to manage mosquito numbers	MEH	EHO VCU	Reduced mosquito numbers	tidal and freshwater control program undertaken	Program undertaken	Helicopter and hand spraying undertaken. Monitoring program commenced.	Dengue monitoring undertaken. Due to extreme wet weather limited helicopter treatments were undertaken during the wet season. Hand spraying conducted.
Lifestyle	To promote, support and facilitate services to the community to enhance community pride, wellbeing and the quality of life enjoyed by residents	Undertake Mosquito specific educational/promotional activities (Dengue Awareness)	MEH	EHO VCU	deliver education / promotion activities	2 promotion activities carried out	Level of Achievement	Promotion to commence soon	2 promotional activities conducted around Dengue mosquitoes
Animal Management									
Lifestyle	Undertake regulatory and advisory inspection programmes to maintain and improve health and environmental standards within the community such as animal control and vector control programmes	Enforce Animal Control Local Law and promote responsible animal ownership	MEH	EHO ACO	Increased responsible pet ownership	Increased registration of animals	House to House survey conducted	House to House survey commenced. PETPEP program being conducted at schools to promote responsible pet ownership	House to House survey completed. 90% of urban areas surveyed. PETPEP school education program completed.
Waste Management									
Environment	Operate and maintain Council's waste management facilities to comply with environmental standards	Operate and maintain Councils Waste Facilities	MEH	EHO / Contracts Supervisor	Operate facilities to best practice within resources	Meet best practice standards	Facilities upgraded	Works programmed for later in the year	Grants applied for to upgrade facilities to comply with new legislation. Home Hill Fencing completed.
Environment	Operate and maintain Council's waste management facilities to comply with environmental standards	Design and implement landfill development plans	MEH	EHPO	Landfill design and development plans	New Cell completed	Construction completed by June 2011	Tenders called and closed for construction of new cell. Construction to be delayed til after the wet season.	Landfill Liner completed. Batters still to be protected.
	Promote waste and recycling services which encourage waste minimisation	Supervise waste collection contract	MEH	CEH	Monitor contract performance	Compliance with contract Performance indicators	Level of achievement	Contract being monitored	Contractor complying with performance indicators.
Environment	Promote waste and recycling services which encourage waste minimisation	Promote within available resources Waste Minimisation Measures	MEH	EHO	Increase in materials recycled	5% increase in recycled materials	Level of Achievement	On target	Recycling plant closed due to cyclone damage. Report not yet received from contractor.
Caravan Parks									
Infrastructure	Encourage development and maintenance of local infrastructure and services and appropriate land use planning to encourage existing business and attract new business investment.	Business Plans progressively developed and implemented.	MEH	CEH	Well maintained and operated facilities	Business Plans developed	Plan completed by January 2011	Work commenced on Business Plan for Caravan Parks	Business Plan completed.
Infrastructure	Encourage development and maintenance of local infrastructure and services and appropriate land use planning to encourage existing business and attract new business investment.	Caravan Park upgrades undertaken	MEH	CEH	Facilities upgraded	Cabins Installed at Burdekin Cascades Caravan Park, upgrade to facilities at Home Hill Caravan Park	Work completed by June 2011	Quotes called for work at Home Hill Caravan Park	Work completed on damaged infrastructure and finalisation of new contracts for operation. Quotes recalled for works due to extra structural engineering required.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments 2/11/10	Review 2 Comments 30/6/11
Swimming Pools									
Infrastructure	Encourage development and maintenance of local infrastructure and services and appropriate land use planning to encourage existing business and attract new business investment.	Operate and maintain Councils Swimming Pool Facilities	MEH	Contracts Supervisor	Well maintained and operated facilities	Concept design on Council Swimming Pool produced including community consultation	Report and community meetings undertaken by June 2011	Brief being developed for pool concepts for public consultation	Brief developed and tenders called. Work to be completed in 2011/12 financial year.
Natural Resource Management									
Environment	Continue to develop systems and support programs that improve Council's environmental performance and provide sustainable outcomes	Identify and develop management plans for Natural Resource areas such as wetlands, foreshore areas and Council reserves.	MEH	EHPO	Improved land management practices	NR areas identified and plans developed	List of priority areas identified, No of plans developed	Areas currently being identified.	Funding applications submitted for projects. Wunjunga Reserve Plan to be developed next financial year.
Environment	Develop and implement natural resource management projects in conjunction with the community and other partners to improve the natural environment in the Shire, particularly aquatic weed control, beach protection and land protection	Undertake projects and provide project support to improve and sustain the environment.	MEH	EHPO	Improved environmental outcomes from use of Environmental Levy	Number of NRM issues responded to	Number of projects supported and undertaken	7 current projects with community groups (Alva and Wunjunga Beach Protection, wetland projects, water weed management groups, Prickly Acacia Project, Beach Ranger Project, Feral Pig and Dingo Project, Low Carbon Diet project), Landcare Conference, Yasi Beach Restoration projects.	10 current projects with community groups (Alva and Wunjunga Beach Protection, wetland projects, water weed management groups, Prickly Acacia Project, Beach Ranger Project, Feral Pig and Dingo Project, Low Carbon Diet project), Landcare Conference, Yasi Beach Restoration projects.
Land Protection									
Environment	Promote sustainable land and water management practices	Undertake property inspections and liaise with landholders to develop property pest management plans and landholder syndicates to reduce the impact of pest plants and animals within the Shire	MEH	LPO	Improved land management practices	Reduced pest plant and animal infestations in the Shire	No of current pest management plans	Landholders contacted regarding renewals of pest management plans	16 Pest Management Plans current
Environment	Continue to develop systems and support programs that improve Council's environmental performance and provide sustainable outcomes	Review and implement Shire Pest Management Plan	MEH	LPO	Improved land management practices	Pest Management Plan reviewed and actions implemented	Plan adopted by January 2011	Pest Management Plan out for community consultation	Pest Management Plan submitted to DEEDI for approval.

DEVELOPMENT

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments	Review 2 Comments 30/6/11
Development Administration									
Land Use Planning	To promote a dynamic approach to integrated planning and management of development and growth that reflects community aspirations and enhances our lifestyle, diverse heritage and environment	Provide efficient and effective customer services for the various programs delivered by the Department. (Planning, Building, Plumbing)	MPD	DEO / CCS / Department Staff	Provide a service that meets community needs	90% of requests responded to within 15 business days (building & plumbing); 75% Planning DA's responded to within 15 business days	Level of Achievement	Working within targets.	Targets continue to be met. All departments within the development section are continually updating all functions to ensure compliance with relevant legislation under Council jurisdiction. Building maintenance requests 46% within timeframes.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer / Team	Participating Officer(s)	Outputs	Targets	Performance Measures	Review 1 Comments	Review 2 Comments 30/6/11
Development									
Land Use Planning	To promote a dynamic approach to integrated planning and management of development and growth that reflects community aspirations and enhances our lifestyle, diverse heritage and environment	Ensure Council's statutory planning instruments accommodate the changing needs of the community. Review planning scheme and monitor the effectiveness of the scheme including codes.	MPD	PA	IPA planning scheme and other relevant planning instruments	Amendments to scheme and policies / codes developed. IDAS procedures fully implemented	Planning Scheme and codes amended as required. 100% compliance with development consent conditions. Commence review of Planning Scheme to ensure compliance with new planning legislation - Sustainable Planning Act	Weekly compliance checks are being carried out to ensure condition compliance.	Review of planning scheme to commence 2011/12 to ensure provision is made for new planning legislation to include State Planning Policies and changes to rural subdivision requirements.
Infrastructure	Development of a Priority Infrastructure Plan (PIP) which identifies areas for future urban growth in the planning scheme and the Council's ability to service that area with infrastructure and provides a clear, transparent and certain basis for the calculation of infrastructure charges.	Establish Priority Infrastructure Plan and Regulated Infrastructure Charges Schedule. (RICS) Plan to include maps identifying the Priority Infrastructure Area (PIA) and Plans For Trunk Infrastructure (PFTI)	DEO	MPD, MTS, MO, MEH & DOM	Achieve consistency in development applications and forward planning of developments	30-Jun-11	State Interest referral. Public Notification. Adoption 2011. Adoption of Priority Infrastructure Plan.	PIP progressing. Will meet all requirements in latest Government template.	Priority Infrastructure Plan adopted in March 2011. Infrastructure charges imposed on relevant developments.
Building									
Land Use Planning - Quality Control Building Works	Monitor and regulate Council's planning strategies, development approvals and building approvals to ensure development and building activities deliver equitable outcomes	Undertake a Building Certification service both within the Burdekin Shire and externally to the Shire in accordance with statutory requirements	MPD	Snr BC	Ensure all building works comply with statutory requirements. Provide approval and inspection service for all classes of development as a certifying authority.	Ongoing	Number of DA's inspected	Number of Building applications lodged indicate similar statistics to same period last year.	Building Applications have reduced slightly due to the downturn in the economy. Building Certification services outside of Shire continue to expand. Qualified Council Pool Safety Inspectors are ensuring compliance with new pool safety laws.
Infrastructure	To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Develop & Implement Building Maintenance Program - Part of Asset Management Process	MPD	Snr BC	Building Maintenance program which identifies scheduled maintenance needs and works undertaken	100% Relevant Council buildings inspected and assessed.	Level of Achievement	Creating database on Council buildings to include assessment and inspection details. Maintenance schedule commenced.	Council's building maintenance program is being implemented throughout the organisation to assist in asset maintenance processes and general maintenance programmes.
Plumbing									
Land Use Planning	To promote a dynamic approach to integrated planning and management of development and growth that reflects community aspirations and enhances our lifestyle, diverse heritage and environment	Undertake a Plumbing Inspection service and associated relevant works in accordance with statutory requirements	MPD	PI	All plumbing installations comply with statutory requirements.	Ongoing	Number of plumbing installations inspected. Backflow prevention devices inspected annually.	Plumbing applications lodged are meeting all requirements. Numbers are similar to last year's 6 month review.	Staff gaining qualifications in on-site effluent design and maintenance will enable Council to offer a new service in 2011/12. General plumbing operations are on-going and meeting targets.

**ITEM-4 2010/2011 Operational Plan - Administration and Finance Programme
and Community and Cultural Programme - Comments as at June 2011**

Recommendation

That the 2010/2011 Operational Plans for the Administration and Finance Programme and Community and Cultural Programme - comments as at June 2011 be received.

2010-2011 Administration and Finance Programme and Community and Cultural Programme
Operational Plans as at June

Administration and Finance Programme

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
Organisational Management and Corporate Governance	1.3 Review and refine short and long term planning throughout Council including focus on a Ten (10) Forecasting Model.	To prepare first revised budget.							
		Provide estimates for first amended budget 2010-11	Manager Finance	Dir/Managers, Financial Management	Draft estimates	22-Oct-10	Timeliness and accuracy	Currently occurring.	Completed
		Co-ordinate officer review of estimates for first amended budget 2010-11	Manager Finance	Dir/Managers, Financial Management	Amended estimates review	8-Dec-10	Timeliness and accuracy	No action.	Completed
		Submit first amended budget 2010-11 for Council adoption	Manager Finance	Dir/Managers, Financial Management	Adopted amended budget	18-Jan-11	Date of Achievement	No action.	Completed and adopted at Council 22 Feb 2011
		To prepare second and final revised budget.							
		Provide estimates for second amended budget 2010-11	Manager Finance	Dir/Managers, Financial Management	Draft estimates	1-Apr-11	Timeliness and accuracy	No action.	Completed
		Co-ordinate officer review of estimates for second amended budget 2010-11	Manager Finance	Dir/Managers, Financial Management	Revised estimates review	12-Apr-11	Timeliness and accuracy	No action.	Completed
		Submit second amended budget 2010-11 for Council review and adoption	Manager Finance	Dir/Managers, Financial Management	Adopted revised budget	26-Apr-11	Date of Achievement	No action.	Completed and adopted at Council 19 Apr 2011
		To prepare original budget and forward forecasts.							
		Commence budget planning discussions with Council	Manager Finance	Dir/Managers, Financial Management, Rates	Budget workshops and actions plan	18-Jan-11	Date of achievement	No action.	Completed. First budget workshop held 22 Feb 2011.
		Provide estimates for original budget 2011-12 and forecasts for years 2012-13 to 2020-21	Manager Finance	Dir/Managers, Financial Management	Draft estimates	8-Apr-11	Timeliness and accuracy	No action.	Completed

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Review Revenue Policy and Revenue Statement for fairness and equitability	Manager Finance	Dir/Managers, Financial Management and Rates	Reviewed policy and statement	12-Apr-11	Date of Achievement	No action.	Completed
		Submit Revenue Policy 2011-12 for Council adoption	Manager Finance	Dir/Managers, Financial Management and Rates	Adopted revenue policy	26-Apr-11	Date of Achievement	No action.	Completed and adopted at Council 14 Jun 2011
		Co-ordinate officer review of estimates for original budget 2011-12	Manager Finance	Dir/Managers, Financial Management	Original estimates review	4-May-11	Timeliness and accuracy	No action.	Completed
		Co-ordinate officer review of forecasts for years 2012-13 to 2020-21	Manager Finance	Dir/Managers, Financial Management	Forecast estimates review	18-May-11	Timeliness and accuracy	No action.	Completed
		Submit draft original budget 2011-12 and forecasts for years 2012-13 to 2020-21 for Council review	Manager Finance	Dir/Managers, Financial Management	Original and forecast estimates review	24-May-11	Date of Achievement	No action.	Completed. Two forecast years considered at workshop 14 June 2011.
		Submit original budget and forecast estimates 2011-12 for Council adoption	Manager Finance	Financial Management	Adopted original budget and forecast estimates	14-Jun-11	Date of Achievement	No action.	Completed and adopted at Council 27 Jun 2011
Organisational Management and Corporate Governance	1.4 Progress towards achieving "Employer of Choice" status	Review and develop HR policies and procedures	HR Manager	CEO/Dir's/Managers	Updated HR policies and procedures	Ongoing	No. of policies and procedures reviewed and created.	Subscribed to LGAQ tool HR Advance, currently undergoing process of reviewing available policies and drafting those applicable for BSC. Process improvements made to termination/resignation procedure, introduced electronic employee and separate position files. Conducted review of induction day and made changes.	Ongoing. Further improvements made in HR processes. Electronic folders now in place for all employees containing relevant information including PD's and training. Most policy related information contained in EBA, however some policies to be introduced in next period.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Develop Performance Appraisal system for all employees	HR Manager	CEO/Dir's/Managers	Performance Appraisal document, implementation programme.	30-Jun-11	Functioning Performance Appraisal System.	Have had discussions with LGAQ who are currently exploring what assistance they can provide to Councils regarding uniformed approach in LG including putting together a panel of system providers.	Purchased performance appraisal and associated modules from Technology One. Currently finalising forms and documents pre implementation.
		Investigate options for learning and training strategy for all employees	HR Manager	CEO/Dir's/Managers	Improved Learning and Development strategy	30-Jun-11	Identified options to deliver learning and training strategy.	Exploring corporate system that could assist with delivering training.	No further action.
		Review and improve Payroll systems and procedures	HR Manager	HR staff	Improved operating procedures	Ongoing	No. of procedures improved.	Payroll processes manual drafted. Developed service based accruals for part time & casuals employees.	No further action.
		Carry out People One upgrade (part of Finance One upgrade).	HR Manager	HR staff	Upgraded People One application and improvements.	31-Dec-10	No. of Processes improved	Completed.	Completed.
		Review additional People One modules to improve HR/Payroll systems and procedures. Budget allocation \$45,000 (to be confirmed).	HR Manager	HR staff	Finalise review and decision on implementing additional People One modules.	30-Jun-11	Successful implementation of additional modules with significant value add.	No action.	Purchased modules - MyDetails, MyLeave, MyTimesheets, MyDevelopment, Employee Development & Forms. Currently finalising specifications pre implementation.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Review and improve WH&S systems and procedures	HR Manager	HR staff, WH&S Officer	System and process improvements in relation to WH&S	Ongoing	No. of Processes improved	Incorporated WH&S obligations into plant hire agreements. Implemented education program for contractors on risk assessment process. Updating skills register. Assisting BCCB achieve WH&S compliance. Ensured compliance with RMPC contract and updated MUTCD.	Coordinated and/or managed: New Evacuation Plans - Burdekin Shire Council Chambers, PCYC, Ayr & Home Hill Library's. Upgrade to Burdekin Basketball Stadium - electrical, evacuation, equipment installation & risk assessment of stadium. Installation of HV alarms in gravel trucks. Tag & Test of all lifting chains & slings - Jones St Store, Water & Waste Water & SES. (in progress)
		Ensure current Position Descriptions in place for all staff	HR Manager	HR staff	Review and update Position Descriptions for all staff	30-Jun-11	No. of PD's updated	97 PD's updated out of 135 PD's	120 PD's now updated. Have recently commenced process of updating further and adding core competencies to all position descriptions.
	1.5 Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, customer service and continuous improvement.	Ongoing participation in professional development and training programme for Customer Service staff based on knowledge competencies of key internal sections and departments.	Customer Services Team Leader	All CSO Officers; various Section Heads.	Professional Development and Training Programme based on key internal knowledge competencies.	Ongoing	Number of staff trained and competences achieved.	Ongoing Program which will be reviewed every two years. Next Revision scheduled for 2012. All CSC staff are currently participating in the Internal PD & T program.	New Staff members Allison Borellini and Rebecca Donovan now included in PD & T. Revision scheduled for 2012.
		Identify and implement backfill positions for other staff on leave as part of professional development and training programme.	Customer Services Team Leader	All CSO Officers; various Section Heads.	Backfill positions identified and planned to be filled.	31-Dec-10	Date achieved.	Ongoing - Program is ready to activate as it is part of the Professional Development and Training Program when required.	No further comments.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Burdekin Shire Council - Internal Customer Service Survey to improve relationships between departments; continually improve on internal services; to identify "other" tasks to be undertaken to improve internal relationships.	Customer Services Team Leader	All Departments within Council - Internal and External	Quarterly surveys. Identification of tasks and issues to improve service delivery.	Ongoing - Each survey to be done on a Quarterly basis.	Quarterly Reviews - On feedback and any process improvements/ changes.	Currently working with CS Coordinator on an Internal Survey. Have requested survey's from other Council's and will be working on this project in the New Year.	Survey Completed and first survey to go out in July 2011. A survey will be sent to a different department each month (12 departments in total) Each department will receive a survey once per year. All survey information received will be discussed at Departmental meetings and actioned.
Organisational Management and Corporate Governance	1.6 Strive to achieve effective and efficient use of technology, to enable delivery of timely service and information, including upgrading of infrastructure to improve service provision.	Administer Customer Service Centre including Call Centre and Customer Request Module.	Customer Services Team Leader	All CSO Officers; various sections dealing with CR's.	Efficient answering and tracking of customer requests.	Ongoing	Telephone call statistics and outstanding customer requests.	Total Number of Phone Calls July to Nov - 16,895 calls. Total Number of CRM's - 2,831 cm's. Average Service Level Achieved - 84.66% 1699crms completed within target, 683 completed outside of target, 159 requests still current and 232 crms are overdue.	Total Number of Phone Calls July 2010 to June 2011 = 38,426 calls. Average Service Level Achieved - 83.88% Total Number of CRM's July 2010 to June 2011 - 7180 cm's.
		Maintain a working SharePoint Face page for Customer Service and ensure all CS staff have a working "My Site" on SharePoint.	Customer Services Team Leader	All CSO Officers	Operational face page for Customer Service and "My Site" page for CSO's.	Ongoing	Usage.	Ongoing - Face page is used on a daily basis by CSC staff and is an effective Tool for staff to manage Service Levels, Statistics and Rosters. No further progress on "my-site" pages.	No further comment.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Determine process for the internal scanning for Building, Plumbing and Town Planning areas and testing prior and during the integration of Proclaim and DataWorks.	Customer Services Team Leader	All CSO Officers; Records; IT; Building.	Completed documentation of the internal scanning process for Building, Plumbing and Town Planning areas.	31-Mar-11	Date achieved.	Completed - No further action required.	Completed - No further action required.
		Ongoing revision of each primary group and request type in the Customer Request Module based on internal and external customer feedback.	Customer Services Team Leader	All CSO Officers; Internal users of CR Module.	Revised CR Module.	Ongoing	Number of changes and customer feedback.	Completed - All changes have been implemented and tested.	Completed - All changes have been implemented and tested.
		Review information on the public website to ensure it is up to date and easy to access.	Customer Services Team Leader	All CSO Officers; IT staff	Updated web based information and resources.	Ongoing	Changes made and feedback.	Ongoing - CS Special Projects Officer is currently working with the new Web Coordinator on the information and look of the new website. Estimated date of Demonstration - mid Dec 2010.	Website development is ongoing. The Web Coordinator John Clarke has been working on databases, interfacing forms, fact sheets and information and working on the on-line directories (Community and Business Directories). Eileen is currently working on interfacing the new website structure on the new website home page.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Management of Council's core corporate software systems infrastructure. (Proclaim, FinanceOne, PeopleOne, DataWorks, Exponare - GIS, Outlook , Unicorn)							
		Maintain application software and database integrity using service agreements, backup arrangements, system upgrades and patches.	Manager ICS	IT Staff	Functional & upgraded application software; accurate & reliable databases.	Ongoing	Software downtime; no. of missed backups; no. of upgrades and patches installed.	No issues apart from the occasional failed backup. Failed backups were monitored and resubmitted.	No further comment.
		Documentation of IT procedures	Manager ICS	IT Staff	Documented IT procedures	30-Jun-11	Date of Achievement	No action.	No action.
		Investigate need and case to upgrade Property and Rating modules to CI. Budget allocation \$14,000.	Manager ICS	IT staff and module owners	Report on benefits of upgrade	30-Jun-11	Date of achievement	Requested quote and proposal from T1	Technical Readiness Report and Upgrade Scoping and Functional Review completed.
		Continue Proclaim/DataWorks integration	Manager ICS	Records Staff	Integration complete	31-Dec-10	Date of achievement	First test integration was not satisfactory. Commenced second test integration end of November/early December	Project completed.
		Upgrade ECM to release 8	Manager ICS	Records Staff	Upgraded ECM	30-Jun-11	Date of achievement	Proposal and quote received, decision will be made in January 2011	Project deferred until 2012/2013 financial year. Waiting for ECM CI.
		Upgrade FinanceOne to 11.08	Manager ICS	Finance Staff	Upgrade FinanceOne	31-Dec-10	Date of achievement	Upgrade carried out November. Minor implementation issues encountered.	Project completed.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Installation, management and support of the Windows server infrastructure providing application, file and print and web services.	Manager ICS						
		Maintain hardware using service agreements, backup arrangements, upgrades, virus updates and security patch installations.	Manager ICS	IT Staff	Functional server hardware; data backup up; network availability and security.	Ongoing	Hardware downtime; No. of missed backups; no. of security breaches; % of network downtime.	No issues apart from the occasional failed backup. Failed backups were monitored and resubmitted.	No further comment.
		Replacement of servers. Budget allocation \$19,000.	Manager ICS	IT staff	Installed virtual servers	31-06-11	Date of achievement.	Pending IT Consultancy recommendations	Library Server replacement completed and currently working on the Call Centre Server.
		Installation, management and maintenance of client desktop hardware or mobile client devices (PC's, Laptops & PDA's)							
		Install and upgrade desktops & councillors laptops computers or client devices as per replacement schedule.	Manager ICS	IT Staff	PC's and laptops installed and functional	31-Mar-11	Date of Achievement	Preparing requirements and specifications	Equipment received and deployment will commence within 2 weeks.
		Dispose of redundant IT equipment	Manager ICS	IT Staff	Listing, advertising and sale of redundant IT equipment	30-Jun-10	Date of Achievement	Prepared PCs for the disposal and waiting on replacement of the Councillor's Laptops	Large portion of them were utilised for temporary deployment and the remainder will be disposed with the 2010/2011 replacement.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Installation and support of client device operating systems and approved office productivity software applications (Windows Professional Operating system, Microsoft Office, AutoCad, Pass2 - Theatre)							
		Maintain standard operating and corporate software for all networked client devices including software updates and security patches.	Manager ICS	IT Staff	Functioning operating and corporate software for all networked client devices; installed updates and security patches.	Ongoing	% downtime of operating and corporate software; no. of updates and security patches installed.	No downtime recorded during this period. Critical updates and security updates are performed automatically	No further comments.
		Maintain a helpdesk to coordinate support for users of the network.	Manager ICS	IT Staff	Operational Helpdesk	Ongoing	No of Helpdesk requests successfully completed.	Stats for quarter - Open Tickets 569, Closed Tickets 586.	Stats for Year - Tickets Closed 2308 Open Tickets 2337 Completion 98.75%
		Continue to support, develop and enhance the Geographical Information Services of Council							
		Correct the property data base within Proclaim to reflect the correct localities as assigned in the GIS	GIS Coordinator	Rates Officer	Updated Proclaim database	Ongoing	Number of records not matching	Comparison shows 873 records not matching.	Comparison shows 331 records not matching.
		Correct anomalies in the PLI (Property Location Index) data as outlined by DNR	GIS Coordinator	Rates Officer	Updated Proclaim database	Monthly	No. of amendments to database	Time and staff dedicated to this project has resulted in 519 amendments being made. This includes new and/or deleted records.	Additional 298 amendments to database. This also includes new and/or deleted records, reconfigurations, rural addresses, etc.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Maintain the Geographic Information System's data layers to ensure they are up to date and meet with customer satisfaction.	GIS Coordinator	Water/Sewerage, Design and Planning staff	Updated GIS data layers	Ongoing	No of amendments to data layers.	43 amendments. Contour data received from DERM and copied to the network for use by staff.	Additional 27 amendments to database. New work context which shows the location of private and public pools in the shire, added to Exponare Enquiry.
		Continue to develop the Public Access GIS Application provided on Council's web site.	GIS Coordinator	IT Staff	Expanded GIS Application on website	Ongoing	Changes made to public access GIS.	DCDB in Exponare Public updated monthly.	DCDB in Exponare Public updated monthly e.g. Lot/Plan, address, area.
		Manage the telecommunication assets of Council and implement strategies to improve voice and data communication. (Including Mobiles & Paging Services; Call Centre system)	Manager ICS	IT Staff	Functioning telecommunication assets.	Ongoing	% downtime.	No downtime recorded during this period.	No downtime recorded during this period.
		Operating Initiatives to improve efficiency							
		Further development of intranet as primary source for corporate information.	Manager ICS	various	Intranet installed and functioning.	30-Jun-11	Date of achievement	Resources have been allocated and work is progressing on this project	Work is progressing on this project.
		Development of new website for BSC using a content management software.	DCCS	Web Co-ordinator; CS Special Projects Officer; Dir/Managers	Redesigned and populated website.	31-Mar-11	Date of achievement.	Work progressing on new website.	Website development is ongoing. The Web Coordinator John Clarke has been working on databases, interfacing forms, fact sheets and information and working on the on-line directories (Community and Business Directories). Eileen is currently working on interfacing the new website structure on the new website home page.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Implement Board and Minute Manager (BAMM). Carryover capital budget \$26,692.	Manager ICS	Admin	Minutes software installed	30-Sep-10	Date of achievement	Project completed and functioning. New software used for council meeting 28-09-10.	Project completed and functioning.
Organisational Management and Corporate Governance	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management strategies.	Review Local Laws as required. Redundancy review of existing local laws required by December 2010.	DCCS	Dir/Managers	New Local Laws	31-Dec-10	No. of Local Laws reviewed	New Model Local Laws and Subordinates being considered by council. Staff liaising with Hinchinbrook, Townsville and C/Towers Councils on content. Possible public consultation December/January.	Draft local laws and subordinate local laws have been workshopped with Council. Report on proposed laws expected for July 2011.
		Update Registers to ensure compliance with legislation - Policies, Delegations	CEO	Exec Assist; Dir/Managers	Updated Registers for Policies and Delegations	Ongoing	No of policies and delegations updated.	Minor work commenced on policy register.	Majority of existing policies have been reviewed and will be taken to Council for adoption over the next 6 months. New policies have also been created and adopted.
		Facilitate all of Council's Statutory Meetings and provide accurate and timely minutes of meetings	DCCS	Admin Co-ordinator & Minutes Clerks	Completed & timely Minutes	Ongoing	No. of Minutes completed on time	Minuted meetings for period 1 July to 30 November 2010 - Statutory - 13 Other - 37	Minuted meetings for period 1 Dec 2010 to 30 Jun 2011 - Statutory 12; Other 18
		Annual Report - preparation and submission to Council	DCCS	Manager - Fin & Dir/Managers	Annual Report	30 Nov 10	Date of Achievement	Annual Report tabled at council meeting 14-12-10.	No further action required.
		Report on Operational Plans	DCCS	Manager - Fin & Manager - ITC	Quarterly Reports on Operational Plans	Quarterly	Date of Achievement	Operational Plans tabled at council meeting 14-12-10.	Final year comments on Operational Plans tabled with Council in August 2011.
		Consultation and adoption of organisational documents - Email and Internet Policy, Code of Conduct	DCCS	CEO, HR Officer & Manager - ITC	Adopted documents	30-Jun-11	Date of Achievement	Work progressing on employee code of conduct.	Employee Code of Conduct drafted in accordance with recent changes to Public Sector Ethics Act.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Investigate and prepare community engagement policy and plan for long term community plan (required by Dec 2011).	CEO	Exec Assist; Dir/Managers	Community Engagement document.	30-Dec-10	Date of achievement	Draft Community Engagement Policy for council meeting 14-12-10.	Council adopted Community Engagement Policy and Guidelines on 22 February 2011.
		To prepare end of financial year accounts and statements							
		Provide end of year financial and asset information for annual financial statements for 2009-10	Manager Finance	Dirs/Managers, Financial Management	EOY information	13-Aug-10	Timeliness and accuracy	Completed to enable preparation of proposed general purpose financial statements	No further action required.
		Prepare proposed annual financial statements for 2009-10	Manager Finance	Financial Management and Dir/Managers	Proposed Financial Statements	15-Sep-10	Date of Achievement	Completed on 10/09/10. Unqualified audit resulted.	No further action required. Statutory deadline was 15 Sep 2011.
		Respond to final audit for 2009-10 financial statements	Financial Management	Dirs/Managers, Financial Services	Audited financial statements	29-Oct-10	Audit opinion	Completed 18-10-10.	No further action required.
		Prepare Community Financial Report	Manager Finance	Financial Management	Community Financial Report	29-Oct-10	Date of Achievement	Completed.	No further action required.
		To issue and collect annual rates and charges levy							
		Issue annual rates and charges levy	Senior Rates Clerk	Manager Finance, Financial Management	Annual rates and charges levy	6-Aug-10	Timeliness and accuracy	Annual rates and charges levy issued on time.	No further action required.
		Issue half year water consumption levy	Senior Rates Clerk	Rates Officers	Half year water consumption levy	7-Jan-11	Timeliness and accuracy	No action.	Issue delayed until 04 Feb 11 due to flooding at Brisbane printhouse.
		Issue supplementary rates and charges levy	Senior Rates Clerk	Rates Officers	Supplementary rates and charges levy	Ongoing	Timeliness and accuracy	Supplementaries issued 10/09/10.	Supplementaries issued 10 Sep 10, 29 Oct 10, 18 Mar 11, 27 May 11 & 21 Jun 11.
		Maintain Proclaim database for property and rating	Senior Rates Clerk	Rates Officers	Up-to-date property database	Ongoing	Number of database amendments	Ongoing.	Ongoing including 35% increase in number of valuation amendments and incorporation of 2011 shire revaluation.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Maximise recovery of outstanding rates and charges	Senior Rates Clerk	Rates Officers, Manager Finance	Rate arrears collection	Monthly	Rates arrears level and ratio	Final notices issued 29/09/10.	Final notices issued 29 Sep 10, 17 Nov 10 - 185 properties placed in hands of Integrity Debt Management, 09 Jun 11 - legal action commenced on 37 properties with further actions pending.
		To co-ordinate and prepare organisation returns to external bodies.							
		Co-ordinate and compile Local Government Comparative Data Return	Financial Management	Dirs/Managers, Financial Services	Major Grants Commission data return	30-Nov-10	Timeliness and accuracy and grant amount	Consolidated Data Collection return submitted 2-11-10	No further action required.
		Co-ordinate and submit 10 year forecast and related sustainability return to Local Government Department	Manager Finance	Dir/Managers, Financial Management	10 year forecast and sustainability information	31-Dec-10	Date of Achievement	Currently occurring.	Return submitted on time
		Annual Fringe Benefits Tax return	Financial Accountant Reporting	Financial Management, Expenditure Services	Return lodgement	21-May-11	Date of Achievement	No action.	Return submitted on time
		Monthly Business Activity Statement for Goods & Services Tax	Financial Accountant Reporting	Financial Management	Return lodgement	21st monthly	Date of Achievement	Returns submitted on time	Returns submitted on time
		To complete prominent organisation tasks within Financial Services area							
		Test, resolve and implement upgrade of Finance One corporate software to CI (Connected Intelligence) version to support asset management implementation	Financial Accountant Systems	Finance One Users, ICS staff	Upgrade FinanceOne	22-Nov-10	Date of achievement	Testing and issue resolution continuing	Upgrade satisfactorily completed with ongoing minor issues
		Support financial asset register software implementation	Manager Finance	Financial Accountant Assets, Asset Management Group	asset register implementation	31-Dec-10	Date of achievement	Planning continuing	Planning continuing

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Support Assetic My Predictor asset forecasting software implementation	Manager Finance	Financial Accountant Assets, Asset Management Group	asset forecasting software implementation	31-Dec-10	Date of achievement	Planning continuing	Asset forecast software implemented and being supported by Finance
		Support asset management planning implementation	Manager Finance	Financial Accountant Assets, Asset Management Group	asset management plans implementation	31/12/10	Date of achievement	Planning continuing	Implementation continuing with support provided when required
		Maximise recovery of outstanding general debtors	Debtors Clerk	Financial Management	General debtors collection	Monthly	General debtors arrears level and ratio	Progressing satisfactorily.	Progressing satisfactorily.
		Co-ordinate and produce Operating Statement and Capital Projects Reports	Financial Management	Directors	Financial reports	Monthly	Timeliness and accuracy	Monthly reports issued to council meetings.	Monthly reports issued to council meetings.
		Review financial administration policies and procedures as required by LG Act 2009 and LG (Finance, Plans and Reporting) Reg 2010	Manager Finance	Financial Services	Reviews of policies & procedures	Ongoing	Up-to-date policies and procedures	No reviews completed to date.	Revenue, Debt and Investment policies composed and/or updated and adopted by Council
		Monitor and maintain corporate financial systems for user operability	Financial Management	Financial system users	System operability	Ongoing	Action requests to software provider	Progressing satisfactorily. Minor implementation issues with Finance One upgrade.	Progressing satisfactorily.
		Administer existing and new external and internal loan borrowings	Financial Management	Manager Finance	Loan program	Ongoing	Borrowings level and ratios	Progressing satisfactorily.	Progressing satisfactorily and approved new borrowings drawn down
		Review taxation issues and processes	Manager Finance	Financial Management	Reviews	Ongoing	Issues and processes improved	Ongoing.	Ongoing satisfactorily
		Address management issues as per audit recommendations as listed below		Financial Management					
		1. Documented IT Policies – Low risk	Manager ICS	IT staff	Relevant IT procedures documented	30-Jun-11	Date achieved.	Currently occurring.	Currently occurring

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		2. Enterprise risk register – Low risk	CEO	Exec Assist. & Dir/Managers	Enterprise Risk Register	30-Jun-11	Date achieved.	Currently occurring.	Development of enterprise risk framework and register under way. Assessment of enterprise risk appetite to be undertaken by consultant in near future.
		3. Non current asset policy - Low risk	DCCS & DEO	Asset Management	Non current asset policy	30-Jun-11	Date achieved.	Draft Asset Management Policy proposed for council meeting 14-12-10.	Asset Management Policy completed - adopted 14 Dec 2010.
		4. Business continuity plan – Low risk	CEO	Exec Assist, CS Project Officer, Dir/Managers	Business Continuity Plan	30-Jun-11	Date achieved.	No action to date.	No action to date.
		5. Excessive (untaken) leave – Low risk	CEO	Dir/Managers	Reports on leave balances	30-Jun-11	Date achieved.	Leave report for September 2010 emailed on 24-11-10. Balances continue to be monitored.	March 2011 Leave Report emailed to councillors on 7 April 2011.
		6. Old balances in trust account – Low risk	Manager Finance	Dir/Managers	Regular review of trust account balances	30-Jun-11	Date achieved.	Currently occurring.	Regular reviews occurring
		7. Internal audit function – Low risk	CEO	DCCS & Manager Finance	Adopted & operational internal audit function	30-Jun-11	Date achieved.	Currently investigating method of operation for council consideration.	No further action.
		Review Council's banking services requirements	Manager Finance	Financial Services, Information and Customer Services, HR/Payroll	Banking Services review	31-Mar-11	Appropriateness of services	No action.	Banking services satisfactory
		Prepare Burdekin Cultural Complex Board Inc financial statements and submit to audit	Financial Accountant Reporting	Expenditure Services staff	Audited financial statements	15-Jun-11	Date achieved.	No action.	Statements completed satisfactorily and awaiting final audit sign-off
		To complete prominent organisation tasks within Expenditure Services area							
		Maximise earnings on cash holdings	Expenditure Services	Finance Manager	Interest earnings	Monthly	Level of earnings	Progressing satisfactorily.	Earnings maximised in excess of \$1.5m
		Administer purchasing financial delegations and purchase cards	Expenditure Services	Authorised purchasing officers	Update and monitoring of purchasing practices	Ongoing	Compliance levels	Ongoing.	Progressing satisfactorily.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Administer accounts payable and contract register	Expenditure Services	Authorised purchasing officers	Fortnightly creditor payments	Ongoing	Timeliness and accuracy	Ongoing.	Payments completed in timely and accurate manner
		Provide administrative, budget & financial services support to Burdekin Cultural Complex Board Inc	Expenditure Services	Financial Management	Services support	Ongoing	Timeliness and accuracy	Ongoing.	Progressing satisfactorily.
		To complete prominent organisation tasks within Purchasing and Stores area							
		Co-ordinate calling of major supply tenders for works goods and services	Purchasing Officer	Purchasing/Store & Dirs/Managers	Adopted supply tenders	14-Jun-11	Timeliness and accuracy	No action.	Tenders/Quotations submitted to Council on 21 Jun 11 carried over to 28 Jun 11 and adopted
		Progressive stocktaking of store holdings and disposal of obsolete and surplus items	Purchasing Officer	Purchasing/Store& count staff	Confirmation of holdings	Monthly	Level of adjustments	9 stocktakes completed.	Progressive stocktake cycle for total inventory via 22 individual stocktakes completed with net adjustment of \$2,777.45 write-on for year
		To develop record keeping practices in such a manner as to satisfy the compliance requirements of the Public Records Act 2002 and improve corporate governance and business performance.							
		Define, document and assign roles and responsibilities for all records management functions in compliance with IS 40.	Corporate Records Coordinator	HR Manager	Appropriate delegations of responsibility in the management of records identified, documented and assigned in PD's. Focus on new PD's first then expand to all PD's.	31-Dec-10	Date of achievement.	No further action - Referred to Human Resources Manager to initiate changes within Position Descriptions	No further action.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Review and develop a function based Business Classification Scheme and associated thesaurus and retention and disposal scheme.	Corporate Records Coordinator	CEO, Dir/Managers & Records Staff	New Business Classification Scheme, Thesaurus and retention and disposal schedule.	Ongoing	Date of achievement.	Development of Business Classification Scheme progressing - First stage nearing completion - to be adapted to the Sharepoint Function Index prior to staff consultation	Business Classification Scheme progressing - First stage not yet finalised.
		Follow State Archives retention and disposal schedules for files based on existing Business Classification Scheme and other corporate records.	Corporate Records Coordinator	Records Staff	Retention and disposal schedule developed for existing Business Classification Scheme.	Ongoing	Number of existing files and records disposed.	Progressively working with Sections/Departments to implement retention and disposal processes for records specific to their functional areas	Ongoing. Records disposed of in accordance with State Archives policies.
		Develop and implement (including ongoing training) policies, procedures and operational standards that reflect recordkeeping requirements imposed by legislation, regulations, statements of best practice and formal directives.	Corporate Records Coordinator	Records Staff	Policies, procedures and operational standards on Records Management developed.	30-Jun-2011	Number of policies, procedures and operational standards on Records Management developed.	No further action - policies, procedures and operational standards yet to be formalised	No further action.
		Develop a Corporate Records Business Continuity Plan.	Corporate Records Coordinator	Records Staff	Corporate Records Business Continuity Plan	30-Jun-2011	Date of achievement.	No further action	No further action.
		Implement systematic DataWorks training for all staff including feedback form.	Corporate Records Coordinator	Records Staff	DataWorks Training Program	Ongoing	Number of staff trained.	Continuing to train new staff in DataWorks introductory sessions and begun training existing staff in some Browser functionality	ECM DataWorks training sessions continuing and Proclaim Integration training added to the training program.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Maintain portal space (Wiki) to contain all recordkeeping policies, procedures, business rules, fact sheets, manuals, quick tips etc.	Corporate Records Coordinator	Records Staff	Construction and population of a Wiki.	Ongoing.	Date of achievement.	Ongoing maintenance of portal with new or amended recordkeeping information	Ongoing as new material is generated.
		Participation in DataWorks/Proclaim Integration including input of property files, registration indexes and name and address formats.	Manager ICS	Records Staff	Functioning integration of DataWorks and Proclaim applications.	31-Dec-10	Date of achievement.	Completed initial test integration process - August/September Renegotiated BRS/activities with TechOne following test integration - November NAR Integration completed and Phase 1 of data cleansing by John Barbatiello completed in test environment - November	Integration of ECM DataWorks and Proclaim Property & Rating implemented 14 March 2011. Liaising with TechOne on unresolved issues. Training staff on use of features available with integration of ECM and P & R. Data Cleansing continuing.
		Address compliance with Right to Information Act including development of a Publication Scheme for website.	DCCS	Customer Services.	Compliant with legislation including Publication Scheme	31-Dec-10	Date of achievement.	Issues being addressed as identified.	Issues addressed as identified.
		Address compliance with Information Privacy Act.	DCCS	Customer Services, Corporate Records, Dir/Managers.	Compliant with legislation.	30-Sep-10	Date of achievement.	Issues being addressed as identified.	Issues addressed as identified.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
Infrastructure	2.8 To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Participate in and support implementation of asset management framework, system and processes.	Asset Management Group		Adoption of non current asset policy; development service levels for assets - buildings, recreation facilities, flood mitigation network, bridges, wharves/piers/jetties/ pontoons, waste landfill, retaining walls, parks & gardens; develop asset management plans for assets.	30-Dec-10	Date of achievement	Asset Management Policy proposed for 14-12-10 meeting; major work done on components for asset management plans for major asset classes.	Asset Management Policy adopted on 14 Dec 2010. Draft Asset Management Plans completed for Major Asset Classes (Transport, Stormwater, Water Supply, Sewerage, Buildings, Parks) Levels of Service documents completed for (Transport, Stormwater, Sewerage, Buildings, Parks) Preliminary Works Forecasts completed for Major Asset Classes (Transport, Stormwater, Water Supply, Sewerage, Buildings, Parks)
		Undertake capital improvements and upgrades to building assets as per budget. Complete replacement of air-conditioning systems at Burd Theatre and BMH; BMH bar replacement \$120,000; BMH upgrade of sound system \$5,000; Burd Theatre lighting dimmer system \$27,000; Ayr Showgrounds \$44,000; Giru SES Shed \$82,500. Carryover budget - CBD2 BMH Toilets \$31,843; Burd Theatre install extraction fan \$29,000; Burd Library fish pond refurbishment \$60,000.	DCCS	Theatre Manager, Building staff	Upgraded buildings	30-Jun-11	Date of achievement	Completed air-conditioning projects at Burd Theatre and BMH.	BMH Bar replacement and toilet upgrade - concept plans being prepared. Upgrade of sound system deferred. Lighting dimmer system ordered. Ayr Showgrounds repairs deferred pending consultation. Giru SESShed completed. Theatre kitchen works deferred pending stakeholder feedback. Library fish pond renovation to be considered in 2011-12.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	Comments 30 June 2011
		Complete construction of multi-tenant service centre to be operated by PCYC. Total budget \$1,158,500 - \$1,050,000 grant; \$108,500 council.	Manager - Economic & Community Dev		Operating PCYC - handover expected end November 2010.	31-Dec-10	Date of achievement and use of facility.	Project expected to be completed by Jan 2011. Delays have occurred due to wet weather, availability of products and connection of electricity.	Building completed. Minor works & landscaping remaining including safety work to Basketball Stadium. Final contract payments to builder remaining.
Infrastructure	2.10 Implement an Asset Rationalisation Plan for building and land assets to determine strategic need.	Develop Asset Rationalisation Plan for building and land assets to determine strategic need.	DCCS	Dir/Man's; Corp Management Support Officer	Recommendation on options for retention or disposal of land and buildings	31-Mar-11	Date of Achievement	Plan being developed for further consideration by council.	Report on rationalisation of land adopted by Council 22 Mar 2011.

Community and Cultural Programme

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	30 June 2011 Comments
Lifestyle	5.5 Provide ongoing support to Council policies in the areas of art and culture, youth, sport, recreation and welfare.	Management of Council's donations program	DCCS		Donations provided	Ongoing	Donations provided & requests made	Donations made as per budget, council resolution or delegated authority.	No further comment.
		Management of Council's RADF Scheme	Admin Support Officer		Reports on RADF grants	June & December	Reports provided	RADF funding of \$19,180 approved on 13 July 2010.	RADF funding of \$26,674 approved 10/2/11 and \$8,385 approved 30/6/11
		Management of Council's policy for Sporting Grants and Interest Free Loans	DCCS	Admin Support Officer	Provision of funds in accordance with policy	Ongoing	Reports provided	Applications received from Burdekin Singers and Burdekin Junior Soccer Association.	5 Sporting and 1 Cultural Grant. Nil Interest Free Loans.
		Preparation of funding applications to develop programs, services and facilities	Admin Support Officer		Funding applications submitted	Ongoing	No. of funding applications submitted.	Total for four. Three were Sports and one was Multi-Cultural.	Total of 22 funding applications submitted for year.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	30 June 2011 Comments
Lifestyle	5.6 Provide library resources and facilities to support informational, recreational, educational and cultural needs of the community.	Strategic planning exercise 11-12 October with consultation with key stake holders and community focus groups including young people.	Manager Library Services	DCCS, Manager Library Services, Library Staff	written 5 year strategic plan	Submitted to Council December 2010	Adoption of 5 year plan by council	Planning exercise completed. Documents currently being prepared for submission to council.	Draft plan placed on Council web site seeking community input. Strategic Plan adopted 12 July 2011.
		Establish the "Burdekin Artists Wall" for a permanent home for regular art displays (subject to Strategic Planning exercise).	Manager Library Services	Library Staff	Creation of the wall with picture frame and lighting	30/06/2011	Date of Achievement	investigation and costing required	Decided not to proceed with this at the current time. Art displays will be considered as part of the refurbishment project.
		Completion of Draft Collection Development Policy and subsequent adoption by council	Manager Library Services	Library Staff, DCCS	Formal adoption by Council of Collection development policy	Submitted to Council December 2010	Adoption of policy by council.	Collection Development Policy to be submitted to Council in New Year	Draft policy finalised to be submitted to council August 2011 for adoption.
		Complete the Fishpond renovation	Manager Library Services	DCCS, IT staff	Ensure Renovation is completed and opened	30-Jun-11	Date of Achievement	Currently awaiting information about floor modification costing prior to proceeding	Currently assessing options and propose for report to go to council August 2011.
		Install security system to protect resources. Budget allocation \$11,100.	Manager Library Services	Library staff	Security system installed.	30-Jun-11	Date of Achievement	This project will proceed after the fishpond renovation	This project will proceed after the fishpond renovation
		Manage the Mirka Mora Process for initial assessment	Manager Library services		Grant process completed and acquitted	30/06/2011	submission of second grant for stage 2	Awarded a \$5170 federal Community Heritage Grant to fund a Significance Assessment and Preservation Needs Assessment of the Mirka Mora 'Painting of Life' mural.	The Conservator will be on site 2nd and 3rd of August to assess the mural and prepare a report for council.
		Installation of a PC in the children's area of the Burdekin Library for the inhouse use of educational CdRom's.	Manager, Library Services	Children's Librarian, IT staff	PC installed	30-Sep-10	Date of Achievement	Computer is currently being prepared by IT staff for deployment to Library	Computer installed and software loaded. Not getting expected usage; may redeploy machine for another activity.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	30 June 2011 Comments
		Scanning of Local History Images for Picture Queensland	Manager Library Services	Manager Library Services, IT Staff	No of Photographs scanned and sent to SLQ	30-Jun-11	target of 150 pictures to scan	This is an ongoing project	This is an ongoing project. We are awaiting advice from SLQ before uploading more photographs. The library has scanned an additional 75 photos to be uploaded.
		Enhance the Online Public Access Catalogue (OPAC) to ensure ease of use for borrowers.	Manager Library Services	Library Staff	Ensure latest version of Symphony is always installed	ongoing	No of Web page hits compared to previous years	Web Page Hits to 30 November 2009 102701. Web Page hits to 30 November 2010 467142. No of Unique Visitors as at 30 November 2009 1979, as at 30 November 2010 3139.	Web page hits to 30 June 2011 - 496,519. No of unique visits as at 30 June 2011 - 4,130
		"Thursdays with John" - 2 x 6 week blocks to be delivered yearly	Manager Library Services		Hosting of training sessions.	Commence in September 2010 and review at 31 Jan 2011	No of bookings and feedback received.	The second series is underway and has been well received	Due to the success now to become a permanent Library activity running fortnightly on a Saturday. Average attendance is 10-12 people per session.
	6.2 Improve our communities' resistance to disaster impacts by undertaking a disaster risk management process including developing a strategic policy framework for disaster management incorporating disaster mitigation, prevention, preparation, response and recovery arrangements in partnership with the Burdekin Local Disaster Management Group.	Disaster Management - Guardian Software Implementation, Maintenance and Coordination of Training	Customer Services Team Leader	All Council Staff	Facilitation and activation of Software during a Disaster. Competent workforce who is familiar with the software and able to access and use the software during times of disaster.	Ongoing	Competent Staff - December 2010	Second Scenario (Cyclone) was executed on the 29th November 2010. Further improvements have been implemented to the Guardian Software. LDMG "Face Page" available (Nov 2010) on the intranet for all staff to view and undertake training. Council Disaster	New Guardian software installed June 2011. Eileen will be attending Guardian Users Training on 26th July 2011 in Bundaberg. After user Training Eileen will commence training sessions for all Guardian users prior to end of October 2011. 3rd Scenario is planned for October 2011 in preparation for the oncoming Wet Season.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	30 June 2011 Comments
		Disaster Management - Distribution of Recovery Information to all "Key" personnel. Coordination of all outputs and any administrative responsibilities.	Customer Services Team Leader	KH, TW, LM, and Councilors	A good understanding of the Recovery module and its "key" players.	31-Dec-10	Approved Recovery Module for the Burdekin Shire Council	Ongoing - No further action has been taken	Ongoing - No further action has been taken
Community Development	6.4 Build and strengthen our community identity and acknowledge the diversity in our communities.	Finalise future direction for Ayr and Home Hill Showgrounds	DCCS	Admin Support Officer	Course of action for future direction of Ayr and Home Hill Showgrounds	31-Dec-10	Date of Achievement	Initial meeting held with Ayr Show Committee 3-11-10.	Poles inspected and identified for repair; Meetings with Show Society reps on future dealing; Report on interim management arrangements approved; Existing lease surrendered; Preparation of documents re: future management arrangements; liaison with reps re: cyclone damage and staging of Ayr Show.
		Arrange appropriate Civic Receptions and Celebrations	Admin Co-ordinator & Ec Dev Officer	Admin staff	Australia Day, People to People, Burdekin Bridge Celebrations, Misc Receptions	Ongoing	No of receptions & events held. Customer feedback	Sportstar Awards - July 3rd Crime Prevention Conference - 26th January & 26th August Active Parks Project - 26th June to 11th July Carols by Candlelight - 5th Dec	Australia Day Celebrations and Awards - 26th January Alva Beach Fun Day - March 20th (celebrating Yongala wreck centenary) Battle of the Bands (Youth Council) - 1st April Active Parks - over two weeks June/July school hols
Community Development	6.6 Provide ongoing support for particular community welfare organisations within the Shire including the Burdekin Community Association and Burdekin Neighbourhood Centre.	Manage donations and inkind support to BCA and BNC.	DCCS		Donations provided	Ongoing	Donations provided	Budgeted donation made to BNC.	Budgeted donations made to BNC and BCA.

Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures	November 2010 Comments	30 June 2011 Comments
		Provide Information Technology support services to BCA under agreement.	Manager ICS	IT staff	Provision of IT support	Ongoing	IT support provided	Support continued to be provided new agreement completed	Support continued to be provided.

- **ENVIRONMENT & OPERATIONS**

ITEM-5 **Parkside Developments Pty Ltd - Request to change an existing Approval at 40-72 Edwards Street, Ayr (Lot 500 on SP217004 Parish of Antill, County of Gladstone)**

Document Information

Referring Letter No: 1094967

File No: 2011 Sub (SUB 07-38)

Name of Applicant: Parkside Development Pty Ltd

Location: 40-72 Edwards Street, Ayr (Lot 500 on SP217004, Parish of Antill, County of Gladstone)

Author and Title: S Great – Manager Planning and Development

Executive Summary

A request to allow an existing subdivision approval (Stage 5 Drysdale Estate) to be delivered over two stages has been received from Parkside Development Pty. Ltd. The application is over land at 40-72 Edwards Street, Ayr (Lot 500 on SP217004, Parish of Antill, County of Gladstone).

Recommendation

That Council approves the request to allow an existing subdivision approval (Stage 5 Drysdale Estate) to be delivered over two stages at 40-72 Edwards Street, Ayr (Lot 500 on SP217004, Parish of Antill, County of Gladstone) subject to the following changes of conditions:

The stage 1 conditions are the same as the original Decision Notice except for marked changes to accommodate the different number of lots in each stage.

STAGE 1

1. The owner of the land shall ensure that any alterations to public utility mains, services and installations rendered necessary by the development approved in these conditions are undertaken by the owner at no cost to the Council and to the reasonable satisfaction of the Chief Executive Officer or the relevant utility agency, as the case may be.
2. The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.

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3. Pay the sum of ~~\$669.2 (28 lots)~~ **\$208-60 (7 Lots)** calculated on the basis of a charge of **\$29-80** per lot to be levied on the Council by the Department of ~~Natural Resources and Water~~ **Environment and Resource Management** for each new valuation.
4. ~~A sediment and erosion control management plan is to be submitted for concurrence by the Chief Executive Officer.~~
- 4.1 A detailed Soil Erosion and Sediment Control Plan for the development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A.
- 4.2 A Stormwater Management Plan for the development must be provided as part of Operational Works application which demonstrates;
- The proposed stormwater drainage layout, for the completed subdivision, including both surface and underground drainage structures.
 - The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 4.3 A Stormwater Quality Management Plan for the subdivision, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of Operational Works application.
- 4.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities
- These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.
5. Street lighting is to be provided to all new constructed streets and be in accordance with relevant legislation. Design shall be similar to the existing street lights in Gainsborough Drive Ayr, with consent of Council's Chief Executive Officer being sort before final design standards are adopted.
6. (a) Stand up kerbing and channelling and bitumen surfacing to the kerbing and channelling to be constructed in the new 20m roads.
- (b) Construct bitumen sealed culs-de-sac at the end of the proposed road adjacent to Lots ~~52 and 53 and 61 and 62~~ **48 and 64**. The culs-de-sac shall have a minimum

radius of 10 metres to the face of the kerb. The construction of the culs-de-sac shall be in accordance with the details as per the temporary cul-de-sac in stage 4 (refer Cardno letter dated 5th June, 2007 – Drawing Number 9400/63-02). The dedicated 20m wide road reserve shall extend to a point 5 metres beyond the end of the culs-de-sac. A bond of \$25,000 shall be lodged with the Burdekin Shire Council as a guarantee for construction of kerb and channel around the culs-de-sac if future stages of the development have not commenced construction within ~~a two-year period~~ **the timeframe required by the Sustainable Planning Act 2009** after completion of the current stage. This bond shall be returned to the developer upon commencement of operational works for the next stage which continues this road beyond the culs-de-sac within the specified timeframe.

- (c) All kerbing and channelling shall have a minimum distance between the face of kerb of 8.2m.
 - (d) The construction of any crossovers or access points to the proposed lots are to be the owner's responsibility and to the satisfaction of the Chief Executive Officer. Any proposed purchaser of the land is to be advised accordingly.
 - (e) All streets shall have a minimum footpath width of 4.0m including the culs-de-sac;
- 7. The developer shall ensure that provision of services including television cables, telephone wires and electricity cables are provided underground at all times;
 - 8. Provide a stormwater management plan including an illustration of the stormwater flow path through the development. All drainage shall be suitably sized for ARI 5 flows with overflow paths for ARI 50 events and shall be via easements (if required) and shall be sized for the complete respective catchments. All surface drainage (if required) shall be suitably lined with concrete to maintain level and for ease of future maintenance;
 - 9. All drainage works are to be such that there is no detriment to the upstream catchments and the downstream drainage paths and structures are suitably sized for the increased flows from the development when fully developed. Documentary evidence certified by an R.P.E.Q. of these shall be submitted for concurrence with Council's Chief Executive Officer;
 - 10. The applicant will be required to connect each of the proposed lots included in the development to Council's reticulated water supply and sewerage reticulation;
 - 11. The applicant shall bear all costs associated with such connections including any alterations or upgrades to Council's existing infrastructure to accommodate the proposed development;
 - 12. Any connection of the proposed water reticulation to Council's existing infrastructure shall be carried out by Council at the expense of the applicant;
 - 13. All works shall have detailed engineering design plans and specifications submitted for the concurrence with Council's Chief Executive Officer prior to construction. Plans and specifications to be certified by an R.P.E.Q.;

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14. As constructed data in electronic form, compatible with Council's software, as well as hard copy, shall be supplied to Council on the completion of the project for all roadwork, drainage, water supply and sewerage, landscaping and stormwater. Such documentation to be certified by an R.P.E.Q.;
 15. All works associated with road construction, stormwater management and provision of water and sewerage services shall be to the satisfaction of the Chief Executive Officer;
 16. On-going maintenance associated with all existing open stormwater drains and any proposed changes to these drains as a result of this application, shall be the responsibility of the developer;
 17. A contribution in terms of Council's Planning Scheme Policy for "Developer Contribution for Provision of Water Supply and Sewerage Services" is payable. The amount will be calculated at the time of payment based on the charge applicable at that time. As an indication only; the total amount payable for the development is currently ~~\$38,344.05 for water (\$1,420-15 x 27 additional lots) and \$38,344.05 for sewerage (\$1,420-15 x 27 lots);~~ **\$10,406-70 for water (\$1,734-45 x 6 additional Lots) and \$10,406-70 for Sewerage (\$1,734-45 x 6 additional Lots)**
 18. The applicant is to obtain the necessary approval for operational works before the formal plan of subdivision is released;
 19. A contribution for open space/parkland is to be paid. Currently the amount is \$750.00/lot. ~~(\$19500.00)~~ **(\$4,500)** Payment must be received before the formal plan of subdivision is released;
 20. **The reconfiguration of the land must be carried out generally in accordance with:-**
 - (a) (i) the proposed Brazier Motti plan; Plan No 6488/36D**
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;****Except where modified by the conditions of approval and any approval issued there under; and**
 - (b) any approval issued under this approval; and**
 - (c) any development permit for operational works relating to the reconfiguring of a lot;**

The following conditions are all new to accommodate the second stage

STAGE 2

1. The owner of the land shall ensure that any alterations to public utility mains, services and installations rendered necessary by the development approved in these conditions are undertaken by the owner at no cost to the Council and to the reasonable satisfaction of the Chief Executive Officer or the relevant utility agency, as the case may be.
2. The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.

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3. Pay the sum of \$685-40 (23 lots) calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment and Resource Management for each new valuation.
- 4.1 A detailed Soil Erosion and Sediment Control Plan for the development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation, and addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A.
- 4.2 A Stormwater Management Plan for the development must be provided as part of Operational Works application which demonstrates;
- The proposed stormwater drainage layout, for the completed subdivision, including both surface and underground drainage structures.
 - The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 4.3 A Stormwater Quality Management Plan for the subdivision, which addresses the performance outcomes stated in State Planning Policy 4/10, Appendix 1, Part A, must be provided as part of Operational Works application.
- 4.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
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 - overland flow volumes and velocities
- These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.
5. Street lighting is to be provided to all new constructed streets and be in accordance with relevant legislation. Design shall be similar to the existing street lights in Gainsborough Drive Ayr, with consent of Council's Chief Executive Officer being sort before final design standards are adopted.
6. (a) Stand up kerbing and channelling and bitumen surfacing to the kerbing and channelling to be constructed in the new 20m roads.
- (b) Construct bitumen sealed culs-de-sac at the end of the proposed road adjacent to Lots 52 and 53 and 61 and 62. The culs-de-sac shall have a minimum radius of 10 metres to the face of the kerb. The construction of the culs-de-sac shall be in accordance with the details as per the temporary cul-de-sac in stage 4 (refer Cardno letter dated 5th June, 2007 – Drawing Number 9400/63-02). The dedicated 20m wide road reserve shall extend to a point 5 metres beyond the

end of the culs-de-sac. A bond of \$25,000 shall be lodged with the Burdekin Shire Council as a guarantee for construction of kerb and channel around the culs-de-sac if future stages of the development have not commenced construction within the timeframe required by the Sustainable Planning Act 2009 after completion of the current stage. This bond shall be returned to the developer upon commencement of operational works for the next stage which continues this road beyond the culs-de-sac within the specified timeframe.

- (c) All kerbing and channelling shall have a minimum distance between the face of kerb of 8.2m.
 - (d) The construction of any crossovers or access points to the proposed lots are to be the owner's responsibility and to the satisfaction of the Chief Executive Officer. Any proposed purchaser of the land is to be advised accordingly.
 - (e) All streets shall have a minimum footpath width of 4.0m including the culs-de-sac;
- 7. The developer shall ensure that provision of services including television cables, telephone wires and electricity cables are provided underground at all times.
 - 8. Provide a stormwater management plan including an illustration of the stormwater flow path through the development. All drainage shall be suitably sized for ARI 5 flows with overflow paths for ARI 50 events and shall be via easements (if required) and shall be sized for the complete respective catchments. All surface drainage (if required) shall be suitably lined with concrete to maintain level and for ease of future maintenance.
 - 9. All drainage works are to be such that there is no detriment to the upstream catchments and the downstream drainage paths and structures are suitably sized for the increased flows from the development when fully developed. Documentary evidence certified by an R.P.E.Q. of these shall be submitted for concurrence with Council's Chief Executive Officer.
 - 10. The applicant will be required to connect each of the proposed lots included in the development to Council's reticulated water supply and sewerage reticulation;
 - 11. The applicant shall bear all costs associated with such connections including any alterations or upgrades to Council's existing infrastructure to accommodate the proposed development.
 - 12. Any connection of the proposed water reticulation to Council's existing infrastructure shall be carried out by Council at the expense of the applicant.
 - 13. All works shall have detailed engineering design plans and specifications submitted for the concurrence with Council's Chief Executive Officer prior to construction. Plans and specifications to be certified by an R.P.E.Q.
 - 14. As constructed data in electronic form, compatible with Council's software, as well as hard copy, shall be supplied to Council on the completion of the project for all roadwork, drainage, water supply and sewerage, landscaping and stormwater. Such documentation to be certified by an R.P.E.Q.

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15. All works associated with road construction, stormwater management and provision of water and sewerage services shall be to the satisfaction of the Chief Executive Officer.
 16. On-going maintenance associated with all existing open stormwater drains and any proposed changes to these drains as a result of this application, shall be the responsibility of the developer.
 17. A contribution in terms of Council's Planning Scheme Policy for "Developer Contribution for Provision of Water Supply and Sewerage Services" is payable. The amount will be calculated at the time of payment based on the charge applicable at that time. As an indication only; the total amount payable for the development is currently \$36,423-45 for water (\$1,734.45 x 21 additional lots) and \$36,423-45 for sewerage (\$1,734.45 x 21 additional lots).
 18. The applicant is to obtain the necessary approval for operational works before the formal plan of subdivision is released.
 19. A contribution for open space/parkland is to be paid. Currently the amount is \$750.00/lot. (\$15,750.00) Payment must be received before the formal plan of subdivision is released.
 20. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Brazier Motti plan; Plan No 6488/36D
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;Except where modified by the conditions of approval and any approval issued there under; and
 - (b) any approval issued under this approval; and
 - (c) any development permit for operational works relating to the reconfiguring of a lot;

Background Information

The following comments are from the Manager of Planning & Development, Mr Shane Great:

The original approval was to subdivide an existing lot with an area of 32.07ha, to create an additional 27 residential lots and a balance lot. This request does not change any of the original areas or dimensions. It is to carry out the development in 2 stages instead of 1. Council's Development Assessment Team members have assessed the request and have included additional reasonable and relevant conditions to facilitate the staging of the development. It is recommended that Council approves the request to change an existing approval subject to the abovementioned changes.

Link to Corporate/Operational Plan

N/A

Consultation

All relative Council departments have been consulted, the Department of Transport and Main Roads was a concurrence agency for the original application so were advised by the applicant of the request to change there approval. The department has no objection to the proposed change and has modified there conditions to reflect the change.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

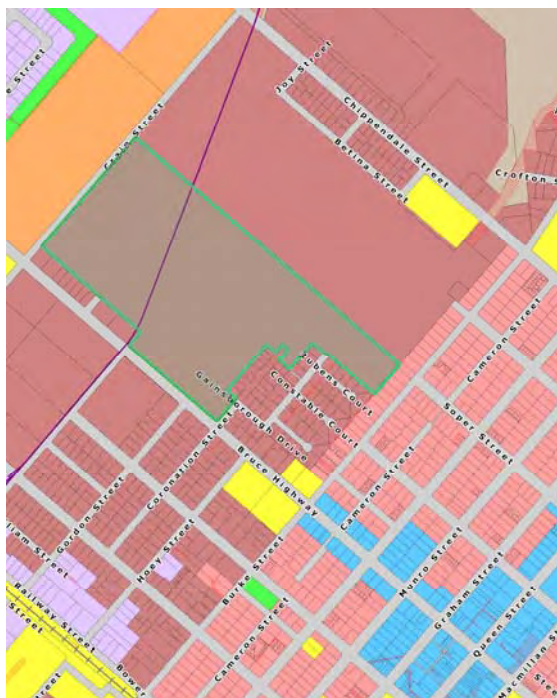
Report prepared by:

S Great – Manager Planning and Development

Report authorised by:

S Great – Manager Planning and Development

Attachments



Planning Scheme

-  Rural
-  - Rural Industry Sub Area
-  - Rural Nature Based Recreation Sub Area

Zone Map

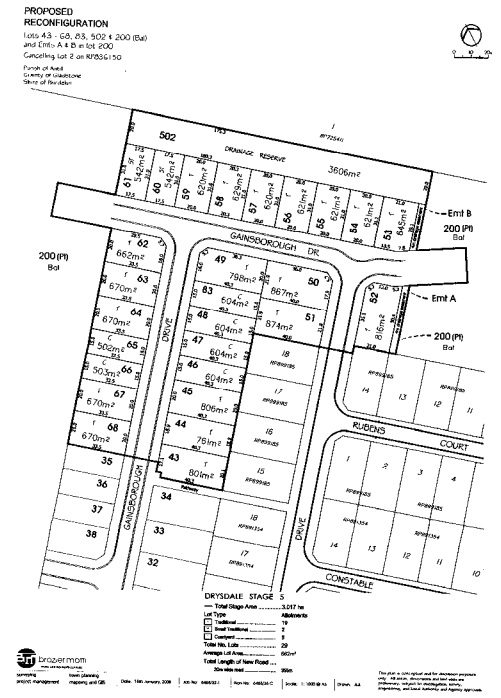
-  Retail and Commercial
-  Industrial
-  - Extractive Industry Sub Area



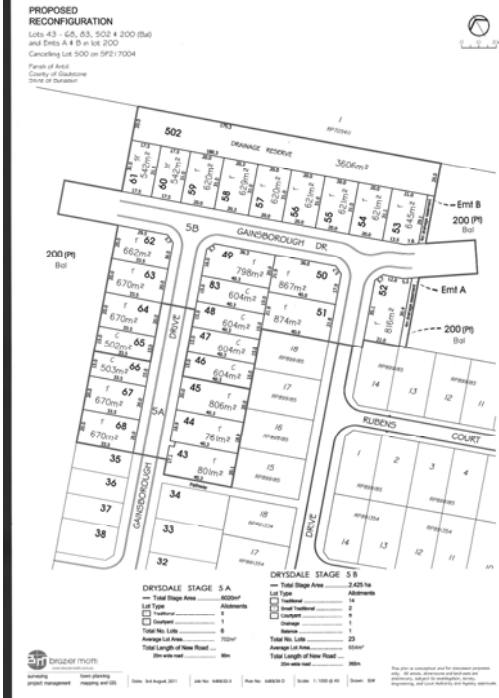
-  Village
-  Open Space & Recreation



Created on Tuesday, 23 August 2011



original layout



staged layout

ITEM-6 Alexander Pyott - Development Application for Reconfiguring a Lot at Pyott Road (Lot 2 on SP217482, Parish of Antill, County of Gladstone)

Document Information

Referring Letter No: 1095126

File No: 2011 SUB (SUB11/0034)

Name of Applicant: Alexander Pyott

Location: 117 Pyott Road, Airdmillan (Lot 2 on SP217482, Parish of Antill, County of Gladstone)

Author and Title: S Great – Manager Planning and Development

Executive Summary

An application has been received from Cleve McGuane Surveys Pty Ltd on behalf of their client Alex Pyott seeking approval for Reconfiguring a Lot (subdivision) at 117 Pyott Road, Airdmillan (Lot 2 on SP217482, Parish of Antill, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

Recommendation

That Council approves the Development Application for reconfiguring a Lot (subdivision) at 117 Pyott Road, Airdmillan (Lot 2 on SP217482, Parish of Antill, County of Gladstone), subject to the following conditions:

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$59-60 calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Cleve McGuane plan numbered 28147-6;
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;

Except where modified by the conditions of approval and any approval issued there under; and

- (b) any approval issued under this approval; and
- (c) any development permit for operational works relating to the reconfiguring of a lot;

ROADWORKS

- 3. The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

DRAINAGE

- 4. The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads;

PUBLIC UTILITY SERVICES

- 5. If any existing public utility service including telephone, electricity, water, sewerage or gas needs to be altered or relocated to complete the reconfiguration the developer must bear the cost of alteration or relocation.

ADVICE (Note: These are not conditions)

Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey;

Background Information

The following comments are from the Manager of Planning & Development, Mr Shane Great:

The land is zoned 'Rural' with the proposal triggering a 'code assessable' development application for reconfiguring a lot (subdivision). The application has been assessed against the Reconfiguration of a Lot and Rural zone Code under the provisions of the Burdekin Shire Council's IPA Planning Scheme.

The Application:

It is the applicant's intent to reconfigure by way of subdivision the existing Lot 2 on SP217482. This will then create proposed lots 2 & 5 with both lots having an area of more than 30ha. Proposed Lot 5 will continue to be used for agricultural purposes, mainly sugar cane production. Proposed Lot 2 will contain an existing residence with the residual being the existing grazing land. All proposed lots will meet the minimum lot size requirements of the Burdekin's IPA Planning Scheme. The proposed lots will have access to Pyott Road. The nature of the proposed new lots remains within the character of the locality and the proposed changes will not alter any of the existing uses.

Site Description/Surrounding Land Uses:

The subject site comprises a total area of 76^{ha} and is currently being improved with a residential dwelling, a sugar cane farm and some grazing land. The surrounding area is

primarily agricultural land and also has some grazing and undeveloped scrub, with some rural residential dwellings and sheds on the neighbouring properties.

Conclusion:

Council's Development Assessment Team members have assessed the application and have included reasonable and relevant conditions as part of the recommended approval. Given that the proposal complies with the provisions contained in Council's IPA Planning Scheme it is recommended that Council approves the application subject to the abovementioned conditions.

Link to Corporate/Operational Plan

N/A

Consultation

All relative Council departments have been consulted, there was no external consultation required for this application.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

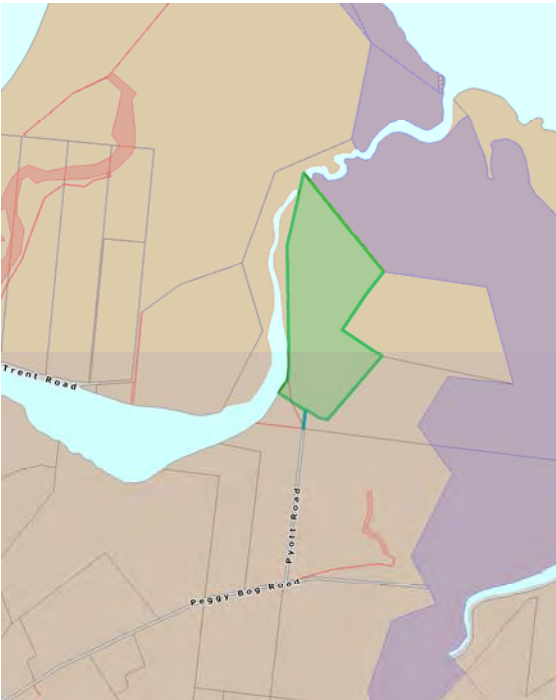
Report prepared by:

S Great – Manager Planning and Development

Report authorised by:

S Great – Manager Planning and Development

Attachments



Planning Scheme

	Rural
	- Rural Industry Sub Area
	- Rural Nature Based Recreation Sub Area
	- Rural Settlement Sub Area
	Residential
	- Residential Low Density Sub Area

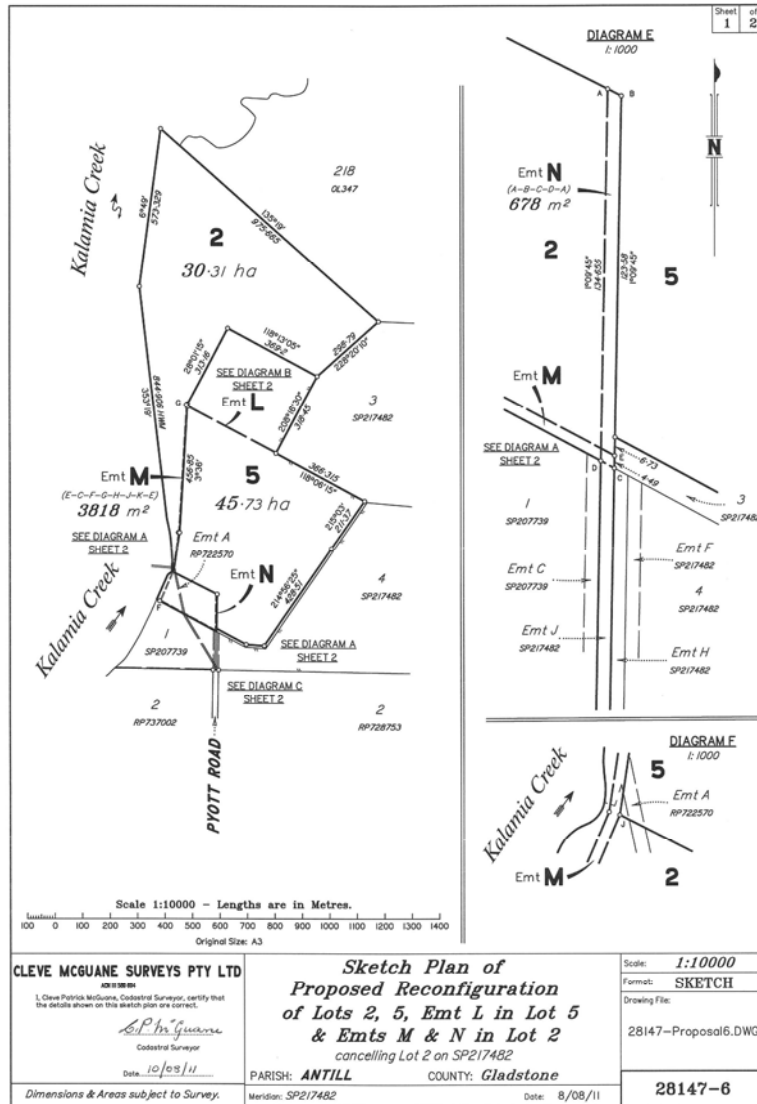
Zone Map

	Retail and Commercial
	Industrial
	- Extractive Industry Sub Area
	- Industry Investigation Sub Area
	Public Purpose
	Community Infrastructure Designation

	Village
	Open Space & Recreation



Created on Wednesday,
7 September 2011



ITEM-7 Arthur Darwen - Development Application for Reconfiguring a Lot at 289 Waterview Road, Airville (Lots 1 & 2 on RP736895, Parish of Jarvisfield, County of Gladstone)

Document Information

Referring Letter No: 1085587

File No: 2011 SUB (SUB11/0033)

Name of Applicant: Arthur Darwen

Location: 289 Waterview Road, Airville (Lots 1 & 2 on RP736895, Parish of Jarvisfield, County of Gladstone)

Author and Title: S Great – Manager Planning and Development

Executive Summary

An application has been received from Cleve McGuane Surveys Pty Ltd on behalf of their client Arthur Darwen seeking approval for Reconfiguring a Lot (boundary realignment) at 289 Waterview Road, Airville (Lots 1 & 2 on RP736895, Parish of Jarvisfield, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire IPA Planning Scheme.

Recommendation

That Council approves the Development Application for Reconfiguring a Lot (boundary realignment) at 289 Waterview Road, Airville (Lots 1 & 2 on RP736895, Parish of Jarvisfield, County of Gladstone), subject to the following conditions:

GENERAL

- 1.1 The Council will not release the formal Plan of Reconfiguration until all rates and charges in arrears in respect of the land, the subject of the application, are paid in full.
- 1.2 Pay the sum of \$59-60 calculated on the basis of a charge of \$29-80 per lot to be levied on the Council by the Department of Environment & Resource Management for each new valuation.

PROPOSAL PLAN

2. The reconfiguration of the land must be carried out generally in accordance with:-
 - (a) (i) the proposed Cleve McGuane plan numbered 28566-1;
 - (ii) the plans, specifications, facts and circumstances as set out in the application submitted to Council;

Except where modified by the conditions of approval and any approval issued there under; and

- (b) any approval issued under this approval; and
- (c) any development permit for operational works relating to the reconfiguring of a lot;

ROADWORKS

- 3. The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

DRAINAGE

- 4. The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.

PUBLIC UTILITY SERVICES

- 5. If any existing public utility service including telephone, electricity, water, sewerage or gas needs to be altered or relocated to complete the reconfiguration the developer must bear the cost of alteration or relocation.

ADVICE (Note: These are not conditions)

Unless otherwise specified by these conditions, the conditions must be complied with prior to approval of the Plan of Survey;

Background Information

The following comments are from the Manager of Planning & Development, Mr Shane Great:

The land is zoned 'Rural' with the proposal triggering a 'code assessable' development application for Reconfiguring a Lot (subdivision). The application has been assessed against the Reconfiguration of a Lot and Rural zone Code under the provisions of the Burdekin Shire Council's IPA Planning Scheme.

The Application:

The application is for a boundary realignment of existing lots 1 and 2 on RP736895 to create proposed lots 1 and 2. The applicant intends to separate the existing sugar cane farm and machinery shed from the residence, existing sheds and hobby farm used for small crops. The proposed reconfiguration will have minimal impacts on existing land uses.

Site Description/Surrounding Land Uses:

The subject site comprises a total area of approximately 57ha with frontages to both Sexton and Waterview Roads. The site is currently improved by a sugar cane farm, machinery sheds and a farm house. The surrounding area is primarily agricultural land, with some scattered rural residential housing and sheds on the neighbouring farms.

Effluent Disposal:

A site assessment report from Nicoll Beattie Pty. Ltd. confirms that the proposed lots have adequate area to construct proper on-site effluent treatment systems. The report states that if the surface soils are poorly suited to the land application of primary treated effluent from conventional septic tanks, Wisconsin mound systems have proved effective in several parts of the world. The report also states that there are no known environmental or public health constraints to the on-site treatment of domestic waste.

Conclusion:

Council's Development Assessment Team members have assessed the application and have included reasonable and relevant conditions as part of the recommended approval. Given that the proposal complies with the provisions contained in Council's IPA Planning Scheme, it is recommended that Council approves the application subject to the abovementioned conditions.

Link to Corporate/Operational Plan

N/A

Consultation

All relative Council Departments have been consulted. The application triggered a referral to the Department of Environment and Resource Management (DERM) as an advice agency due to the proposed subdivision being located within a wetland management area.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

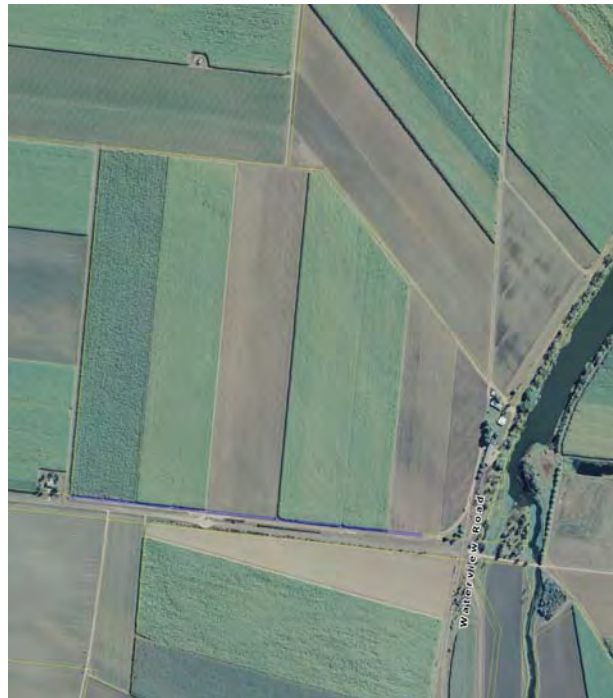
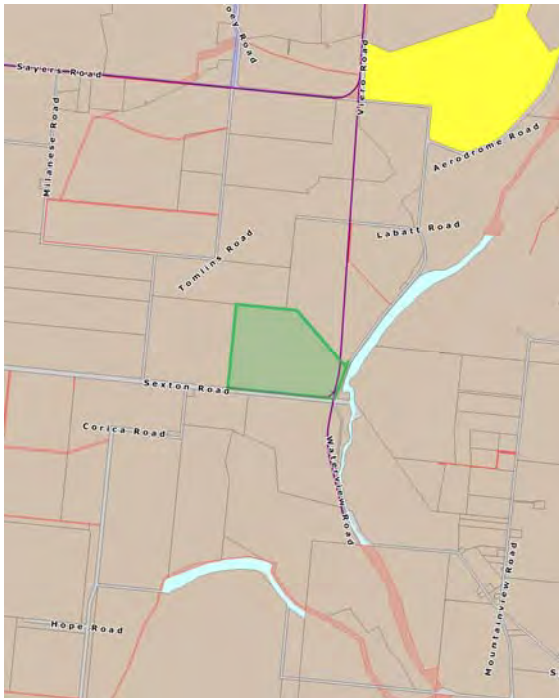
Report prepared by:

S Great – Manager Planning and Development

Report authorised by:

S Great – Manager Planning and Development

Attachments



Planning Scheme

- Rural
- Rural Industry Sub Area
- Rural Nature Based Recreation Sub Area
- Rural Settlement Sub Area
- Residential
- Residential Low Density Sub Area

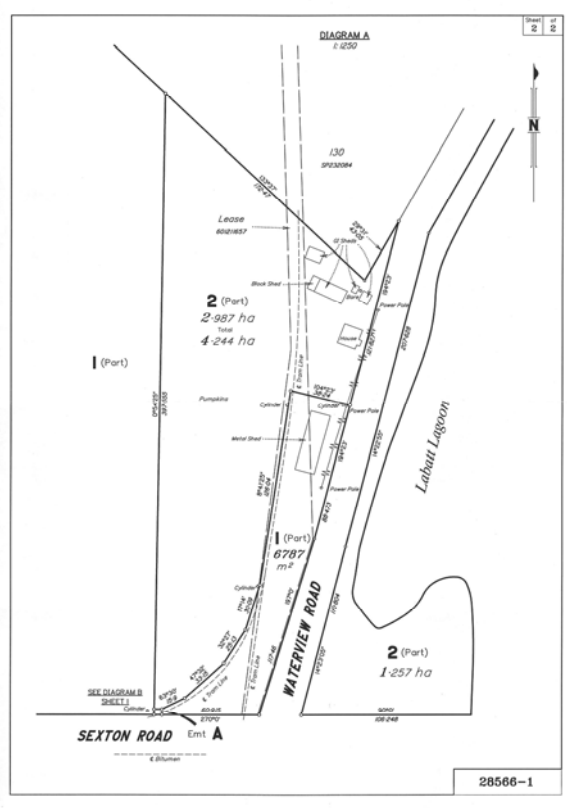
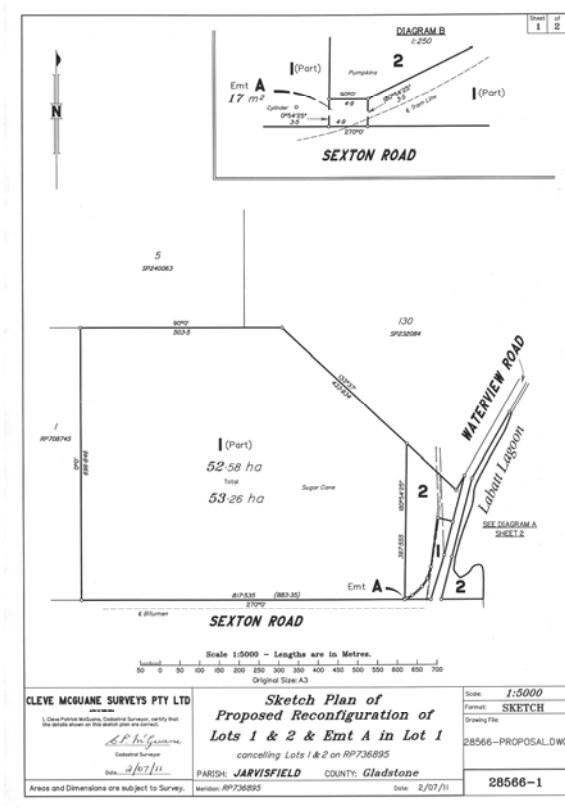
Zone Map

- Retail and Commercial
- Industrial
- Extractive Industry Sub Area
- Industry Investigation Sub Area
- Public Purpose
- Community Infrastructure Designation

- Village
- Open Space & Recreation



Created on Wednesday,
7 September 2011



ITEM-8 Lot 345 on SB374 - Mt Alma Road, Inkerman (Parish of Inkerman, County of Salisbury) Surrender and Reissue of Permit to Occupy over Land

Document Information

Referring Letter No: 1091159

File No: 01/04/05A

Name of Applicant: N/A

Location: Lot 345 on SB374 Mt Alma Road, Inkerman (Parish of Inkerman, County of Salisbury)

Author and Title: S. Great – Manager Planning and Development

Executive Summary

A request has been received from Department of Environment & Resource Management (DERM), seeking Council's views in respect of the surrender and re-issue of Permit to Occupy over land described as Lot 345 on SB374, Mt Alma Road, Inkerman (Parish of Inkerman, County of Salisbury), in accordance with the Departments requirements.

Recommendation

That Council offers no objection to the request from Department of Environment and Resource Management for the surrender and re-issue of Permit to Occupy over land described as Lot 345 on SB374, Mt Alma Road, Inkerman (Parish of Inkerman, County of Salisbury).

Background Information

Correspondence has been received from Department Environment and Resource Management, requesting Council's views on the surrender and re-issue of Permit to Occupy over land described as Lot 345 on SB374, Mt Alma Road, Inkerman (Parish of Inkerman, County of Salisbury).

Council's views in respect of the surrender and reissue of the Permit to Occupy are requested in accordance with Department of Environment and Resource Management requirements.

Council's Manager – Environment and Health, Tracy Jensen has recommended that Council offers no objection to the request.

Link to Corporate/Operational Plan

N/A

Consultation

All relative Council departments have been consulted, there was no external consultation required for this application.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

S Great - Manager Planning and Development

Report authorised by:

S Great - Manager Planning and Development

Attachments



- **CORPORATE & COMMUNITY SERVICES**

ITEM-9 Report on Interest Free Loan Request - Brandon Bowls Club

Document Information

Referring Letter No: 1090503

File No: 1/4/12

Name of Applicant: Brandon Bowls Club Inc

Location: 1-5 Toll Street, Brandon

Author and Title: Mrs Janice Horan, Grants and Property Officer

Executive Summary

Brandon Bowls Club Inc has requested an interest free loan of \$100,000 for the purpose of replacing the synthetic surface on their bowling green.

Recommendation

That Council approves an interest free loan of up to \$100,000 (no GST applicable) to the Brandon Bowls Club Inc, subject to the following conditions:

- (i) Repayments to be made at the annual amount of \$10,000 per year for ten (10) years;
- (ii) Should there be any default in repayment of the financial assistance, interest will be charged at the rate of 15% per annum
- (iii) The applicant shall keep, repair and maintain the said playing surface in good repair and condition.
- (iv) The applicant shall indemnify and agree to keep indemnified the Council against any claim arising out of or in any way connected with this transaction from the date of provision of revenue financial assistance, or any activity associated with the use of the playing surface (all referred to as "the indemnified acts or omissions") save to the extent that the claim arises as a result of any negligent act or omission of the parties, however, any negligent act or omission of one of the parties does not negate the indemnity to the other parties. The applicant shall release and discharge the Council from any claim relating to the indemnified acts or omissions.
- (v) The applicant shall during the term of this agreement until such time as all monies due and payable to the Council have been received by the Council, insure and keep insured in some public insurance office, the playing surface against loss or damage by

fire, storm, tempest and theft to its full insurable value and will cause all monies received by virtue of such insurance to be forthwith laid out in re-instating the said playing surface so destroyed or damaged as aforesaid.

- (vi) The applicant must have in place a public risk policy of insurance in the amount of \$10,000,000 (\$10 million) in respect of any liability at law, for any loss of or damage to any property or for the injury (including death) to any person arising out of anything done or omitted in respect of the use of the playing surface and against any claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof.
- (vii) The Council shall have the right from time to time personally or by their duly authorised agent or agents to enter upon land occupied by the applicant and all reasonable times to view and examine the condition of the playing surface and may give to the applicant not less than 48 hours notice in writing, specifying any repairs necessary to be done and requiring the applicant forthwith to execute the same and if the applicant shall not proceed diligently with the execution of such repairs, the Council may after the expiration of the period of notice enter upon the said land and execute such repairs and the costs thereof shall be a debt due from the applicant to the Council and be forthwith recoverable by action.
- (viii) The applicant shall execute, in favour of the Burdekin Shire Council, a mortgage or equivalent security, such mortgage or security to continue in place until such time as all monies due and payable to the Council have been repaid.

Background Information

The Brandon Bowls Club own freehold property at 1-5 Toll Street, Brandon upon which the clubhouse and rinks are situated. They also own adjacent vacant land at 7-9 Toll Street which is used for parking.

They wish to replace the synthetic surface on their bowling green. The cost of the project is estimated at \$149,600 (inc GST). The club is intending to use up to \$50,000 of their own funds towards the project. A recent funding application to Sport and Recreation Queensland was unsuccessful.

Policy Does not Apply to Freehold Land

The Council has for some considerable time had a policy covering the provision of financial assistance to sporting/community based organisations subject to certain qualifying criteria and conditions. One criteria is that sporting/community based organisations occupy reserves or land under the control of Council and hold a trustee lease with Council. Brandon Bowls Club does not fit the criteria as they own their land in freehold title.

The objective of Council's Interest Free Loan Policy is to provide funds to sporting, cultural and community organisations to upgrade their facilities. The origins of the requirement for facilities to be "Council owned or controlled lands" was most likely in the old Local Government Act which precluded council from undertaking works on non-Council land. This preclusion does not exist now.

Precedents

2 precedents for approving interest free loan funds on non-Council land are:

- 24 June 2008 – Home Hill Bowls Club
- 9 November 2010 – Burdekin Singers and Theatre Co Inc.

Community Benefit

Because of the community benefit to be gained by replacing the synthetic surface of the bowling green, provision of an interest free loan to the club is recommended.

To secure Council's financial interests, a mortgage or equivalent security should be taken over the applicant's land. The costs involved would be borne by the applicant.

Link to Corporate/Operational Plan

Corporate Plan 2010-2015 – Item 5.5 : Provide ongoing support to Council policies in the areas of art and culture, youth, sport, recreation and welfare.

Consultation

Members of Brandon Bowls Club.

Legal Authority or Implications

A mortgage or equivalent security will be required over the Brandon Bowls Club's property. The cost of securing this mortgage will be borne by the club.

Policy Implications

The Council has, for some considerable time, had a policy covering the provision of financial assistance to sporting/community based organisations subject to certain qualifying criteria and conditions. The Brandon Bowls Club is outside the criteria as it holds its property in freehold title. Council has the power to vary from its policy if required.

In recent times, the policy has been varied to provide interest free loans to Home Hill Bowls Club (term lease with DERM) and Burdekin Singers and Theatre Co (freehold land).

Financial and Resource Implications

Estimated available funds for allocation at 30 June 2012 total \$94,840. Sufficient funds exist for the provision of the loan and repayment of \$10,000 this financial year.

The ability of the applicant to repay the loan must also be considered. Perusal of Brandon Bowls Club's financial statements for the last two financial years indicates that the club seems to be in a position to make the repayments.

Report prepared by:

Mrs Janice Horan, Grants and Property Officer

Report authorised by:

Mr Dan Mulcahy, Director of Corporate and Community Services

Attachments

Nil

**ITEM-10 Memorandum of Understanding between Council and Queensland
Police Citizens Youth Welfare Association**

Document Information

Referring Letter No: N/A

File No: 01-10-43

Name of Applicant: Queensland Police Citizens Youth Welfare Association

Location: Cnr of Macmillan and Little Drysdale Street, Ayr

Author and Title: Tony Vaccaro, Economic and Community Development Manager

Executive Summary

A memorandum of understanding has been prepared to outline the responsibilities of Council and PCYC in respect to arrangements in regards to the ongoing management of the multi-tenant service centre and the basketball stadium.

Recommendation

Council agrees to enter into a memorandum of understanding with the PCYC and Council be responsible for the following annual costs for the life of the current lease:

- (a) Ongoing maintenance of the grounds surrounding the Multi Tenant Service Centre including the garden bed
- (b) Yearly pest control inspections and required treatment of the Multi Tenant Service Centre and the Basketball Stadium
- (c) Six monthly fire inspections of the Multi Tenant Service Centre and the Basketball Stadium
- (d) Payment of yearly fire alarm management fee for the Multi Tenant Service Centre
- (e) Ongoing security night patrols of the Multi Tenant Service Centre and the Basketball Stadium
- (f) Supply of a selection of Council Store products on submission from the Burdekin PCYC of an order form. Products include:- hand wash, interleaf paper hand towels, sulo bin liners, garbage bin liners, toilet paper
- (g) Monthly maintenance of the Multi Tenant Service Centre and the Basketball Stadium a/c systems
- (h) Liaise with QPCYWA in relation to the impacts of any future Workplace, Health and Safety requirements for the Multi Tenant Service Centre and the Basketball Stadium.

Background Information

The Burdekin PCYC has entered into a lease agreement with the Burdekin Shire Council for the use of the Burdekin Multi Tenant Service Centre and PCYC have entered into a sub-

lease with Burdekin Amateur Basketball Association for the use of the basketball stadium and outdoor courts.

The Council is negotiating with the PCYC in respect to assistance that Council may be able to offer for the maintenance of the building.

Following is an outline of the responsibilities each partner has suggested to contribute to the arrangement in regards to the ongoing management of the building. Current estimated annual costs are included in the Burdekin Shire Council's suggested contribution.

1. QPCYWA

1.1 QPCYWA will provide the following:

- (a) Ongoing management of the Burdekin Multi Tenancy Building
- (b) Implementation of Public Liability insurance (Covered in lease agreement)
- (c) Payment of yearly rate charges issued by the Burdekin Shire Council (Covered in lease agreement)
- (d) Ongoing maintenance of building (not otherwise specified as being the responsibility of the Burdekin Shire Council)

2. BURDEKIN SHIRE COUNCIL

2.1 Burdekin Shire Council will provide the following:

- (i) Ongoing maintenance of the grounds surrounding the Multi Tenant Service Centre including the garden bed (\$3000)
- (j) Yearly pest control inspections and required treatment of the Multi Tenant Service Centre and the Basketball Stadium (\$459)
- (k) Six monthly fire inspections of the Multi Tenant Service Centre and the Basketball Stadium (\$410)
- (l) Payment of yearly fire alarm management fee for the Multi Tenant Service Centre (\$2400)
- (m) Ongoing security night patrols of the Multi Tenant Service Centre and the Basketball Stadium (\$4088)
- (n) Supply of a selection of Council Store products on submission from the Burdekin PCYC of an order form. Products include:- hand wash, interleaf paper hand towels, sulo bin liners, garbage bin liners, toilet paper (\$500)
- (o) Monthly maintenance of the Multi Tenant Service Centre and the Basketball Stadium a/c systems (\$6200)
- (p) Liaise with QPCYWA in relation to the impacts of any future Workplace, Health and Safety requirements for the Multi Tenant Service Centre and the Basketball Stadium.

The Department of Communities has agreed to fund \$50,000 per year for the first three years for the operation of the MTSC to cover ongoing maintenance and management of the facility. Council has previously agreed to provide this funding to the PCYC annually for the first three years of operation.

Link to Corporate/Operational Plan

Section 6 - To promote, support and facilitate development of the identity and capacity of the community

Consultation

Discussions with QPCYWA representatives.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Funding for the assistance to be covered under the Memorandum of Understanding is not currently provided in this budget. A budget review is required to provide for this expenditure.

Report prepared by:

Tony Vaccaro, Economic and Community Development Manager

Report authorised by:

Ken Holt, Chief Executive Officer

Attachments

N/A

- **CORRESPONDENCE FOR INFORMATION**

Tabled Separately

- **NOTICES OF MOTION**

ITEM-11 Council Approval to enter into Standard Lease at Ayr Aerodrome - Neil Black

Recommendation

That the Council approves entering into a standard lease at the Ayr Aerodrome with Neil Allen Black for Lot 17 for a term of 5 x 5 year options.

- **URGENT BUSINESS**

- **GENERAL BUSINESS**

- **IN COMMITTEE DISCUSSIONS**

- **DELEGATIONS**

10.30am - 11.15am - Presentation by Guymer Bailey Architects - Burdekin Pool Study

11.15am - 12.00 noon - Presentation by Mr. Steve Moss, UPlan - Extension of Anzac Park Feasibility Study

Lunch Break 12.00 noon - Clove Restaurant - Business Lunch with Mr. Tim Nicholls MP (Deputy Leader of the Opposition, Shadow Treasurer, Shadow Minister for Finance, Shadow Minister for Trade) and Mrs. Rosemary Menkens MP (Manager of Opposition Business, Shadow Parliamentary Secretary for Northern Queensland, Member for Burdekin).

