



**BURDEKIN SHIRE COUNCIL**



# **AGENDA**

## **ORDINARY COUNCIL MEETING**

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

**on 24 February 2015**

**COMMENCING AT 9:00AM**

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**TUESDAY 24 FEBRUARY 2015**

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# BURDEKIN SHIRE COUNCIL



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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting - 10 February 2015**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 10 February 2015 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 10 February 2015**

**COMMENCING AT 11:00AM**



**TUESDAY 10 FEBRUARY 2015**

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Ordinary Council Meeting 10 February 2015



## BURDEKIN SHIRE COUNCIL



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## **ATTENDANCE**

Councillors W.C. Lowis (Mayor), L.D. McCathie, L. Loizou, U.E. Liessmann, P.M. Dalle Cort and E.J. Bawden

Mr. M. Magin - Chief Executive Officer  
Mr. D. Mulcahy – Manager Governance and Local Laws  
Mr. S. Great - Manager Planning and Development  
Mrs. K. Olsen - Manager Financial and Administrative Services  
Mr. W. Saldumbide - Manager Operations  
Mr. K. Byers - Manager Technical Services

Minutes Clerk - Mrs. C. Kirke

Apologies: Councillor R.H. Lewis (Deputy Mayor) - Leave of absence

### **1 PRAYER**

The meeting prayer was delivered by Reverend Colin Saal of the Christian Outreach Centre.

### **2 DECLARATIONS OF INTEREST**

### **3 MINUTES AND BUSINESS ARISING**

#### **3.1 Ordinary Council Meeting - 20 January 2015**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 20 January 2015 be received as a true and correct record.

##### **Resolution**

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

CARRIED

#### **3.2 Burdekin Cultural Complex Board Minutes - 20 October 2014**

##### **Recommendation**

That the minutes of the Burdekin Cultural Complex Board Meeting held on 20 October 2014 be received as a true and correct record.



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## **Resolution**

Moved Councillor McCathie, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

### **3.3 Burdekin Shire Council Local Disaster Management Group Meeting - 23 January 2015**

## **Recommendation**

That the minutes of the Burdekin Local Disaster Management Group Meeting held on 23 January 2015 be received and adopted.

## **Resolution**

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

CARRIED

## **4 REPORTS**

### **4.1 Capital Projects Monthly Report for Period Ending 31 December 2014**

## **Recommendation**

That the Capital Projects Monthly Report for Period Ending 31 December 2014 be received.

## **Resolution**

Moved Councillor McCathie, seconded Councillor Bawden that the recommendation be adopted.

CARRIED

### **4.2 Operating Statement for Period Ending 31 December 2014**

## **Recommendation**

That the Operating Statement for Period Ending 31 December 2014 be received.

## **Resolution**

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

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CARRIED

## **5 GOVERNANCE & LOCAL LAWS**

### **5.1 TBSC/14/0001 - Kirknie Road Landfill - Construction of a new lined cell**

#### **Executive Summary**

As the current waste disposal cell at Kirknie landfill nears completion, a further waste disposal cell is required. Designs were completed and tenders for construction of a new cell closed on the 9 January 2015. Tenders were received from seven construction companies. Six of these provided conforming tenders and were assessed by consultant engineers Harrison Grierson who recommended that the tender be awarded to AllCiv Pty Ltd. Whilst two million dollars have been budgeted for the works in this financial year additional funds including a contingency amount of 5% should be budgeted for the proposed works.

#### **Recommendation**

1. That Contract TBSC/14/0001 be awarded to Allciv Pty Ltd for the adjusted lump sum price of \$2,014,912.74 GST exclusive subject to undertaking satisfactory completion of post tender correspondence that shall include obtaining confirmation that the adjusted lump sum tender price and rates cover all costs for sourcing and utilisation of on-site materials to meet the specification (eg removal of overburden, sediment control, access, remediation/reinstatement and mixing in of imported materials in required etc).
2. That the Contractor confirms that he is prepared to carry the risk and should insufficient suitable material be available on-site there will be no additional claim on Council if this occurs.
3. That should the confirmation as described above not be received, then the Contract TBSC/14/0001 be awarded to Olsen Contracting for the sum of \$2,089,909.26 GST exclusive.

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Dalle Cort that this matter be held over pending further investigation.

CARRIED

### **5.2 RADF Funding - December 2014 Round**

#### **Executive Summary**

On 19 January 2015, Burdekin RADF Committee met to consider applications received in the latest round. The committee's recommendations in relation to funding of these projects are listed below.



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## Recommendation

That funding be provided from the Regional Arts Development Fund as follows:

<b>Applicant</b>	<b>Project</b>	<b>Letter No</b>	<b>Requested Funding</b>	<b>Recommended Funding</b>
Burdekin Singers & Theatre Co	Towards the cost of employing a Lighting Design Engineer for their production of "Boy from Oz"	1403094	\$9,294	\$9,294
Burdekin Art Society Inc	Towards cost of employing tutor, Dr Barbara Cheshire for two day landscape workshop	1394823	\$580	\$580
Burdekin Artisan Community Association Inc	Towards cost of conducting workshop with tutor, Wanda Bennett, in felt making, fabric dyeing and weaving, and purchase of tables and chairs for venue	1398933	\$1,514	\$1,514
Burdekin Patchwork and Quilters Guild	Towards cost of conducting two workshops using organic material to dye and treat natural fibres and fabrics in different environmentally friendly ways	1394291	\$1,729	\$1,729
Burdekin Potters Inc	Towards cost of conducting a portraiture sculpture workshop using soft terracotta clay and an armature	1392995	\$1,800	\$1,800
Burdekin Shire Council	Towards cost of creating an art space within Burdekin Shire Council Chambers (John Hy Peake Heritage Rooms)	1405872	\$4,500	\$4,500
Burdekin Readers and Writers Association	Towards cost of employing eight well known authors to present workshops at inaugural Burdekin Readers and Writers	1406753	\$8,800	\$8,800

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	Festival			
Zonta Club Burdekin Inc	Towards cost of two guest speakers for International Women's Day Breakfast	1407059	\$800	\$800
<b>TOTALS</b>			\$29,017	\$29,017

### **Resolution**

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

CARRIED

## **6 CLIENT SERVICES**

## **7 FINANCIAL & ADMINISTRATIVE SERVICES**

## **8 OPERATIONS**

### **8.1 Showground and Recreation Reserve R324 Lot 33 on EP1067**

#### **Resolution**

Moved Councillor McCathie, seconded Councillor Dalle Cort that Council resolves it has no further need for Showground and Recreation Reserve R324 being Lot 33 on EP1067, Parish of Abbotsford, County of Elphinstone (located in Giru), and that liaison be held with:

1. the Department of Natural Resources and Mines with regard to Council cancelling its trusteeship over the reserve; and
2. the Giru State School with regard to their interest in the land.

CARRIED

### **8.2 Removal of Existing Environmental Toilet - Cromarty Creek Boat Ramp**

#### **Resolution**

Moved Councillor Dalle Cort, seconded Councillor Loizou that Council approves the removal of the existing Cromarty Creek Boat Ramp "environmental toilet" located on Reserve 637– Reserve for Recreation and Landing Place Purposes, Lot 75 EP1164.

CARRIED

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## **9 TECHNICAL SERVICES**

### **9.1 Request for Disabled Parking - East Ayr State School (Ross Street Entrance)**

#### **Executive Summary**

Council has received a customer request (CrDes15/0007) for the installation of a Disabled Parking bay adjacent to the Ross Street entrance to East Ayr State School.

#### **Recommendation**

That Council install Disabled Parking linemarking to the existing parking bay shown in the attached photo.

#### **Resolution**

Moved Councillor McCathie, seconded Councillor Dalle Cort that this matter be held over pending further investigation.

CARRIED

### **9.2 Installation of Fifteen Minute Parking - 89/91 Eighth Avenue, Home Hill**

#### **Executive Summary**

Council has received a customer request (CrDes15/0004) from Trevor Sutcliffe that consideration be given to changing some of the existing parking in front of his son's business located at 89-91 Eighth Avenue, Home Hill to fifteen minute parking.

#### **Recommendation**

That Council install fifteen minute parking signs at the end parking bay in front of 89-91 Eighth Avenue, Home Hill.

#### **Resolution**

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

LOST



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### **9.3 Asset Management Policy Review**

#### **Executive Summary**

The current asset management policy was adopted in 2010 to provide principles and objectives for the development of an asset management framework for the provision of sustainable services to the community. The policy has been reviewed with only minor changes to the Policy Content in the responsibilities section and the value of assets in section 6.3.

#### **Recommendation**

That Council adopts the amended Asset Management Policy – Revision 1

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Liessmann that Council adopts the amended Asset Management Policy – Revision 1 subject to the following amendments:

1. Amend item 7 to read "Local Government Act 2009" and "Local Government Regulation 2012"; and
2. Remove item 6.3

CARRIED

### **10 PLANNING & DEVELOPMENT**

#### **10.1 FNQ Trading Pty Ltd - Material Change of Use for Bottle Shop and Office at 203-205 Queen Street, Ayr (Lots 95 and 96 on A26512 Parish of Antill, County of Gladstone)**

#### **Executive Summary**

An application has been received from Milford Planning Consultants on behalf of their client FNQ Trading Pty Ltd, seeking approval for a Material Change of Use for Bottle Shop and Office at 203-205 Queen Street, Ayr (Lots 95 and 96 on A26512 Parish of Antill, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use for Bottle Shop and Office at 203-205 Queen Street, Ayr (Lots 95 and 96 on A26512 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.



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- 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 supporting documents in the application submitted and in particular, the amended site plan (Ref: DWG No. A101 C).
  - 1.4 Unless otherwise approved by Council, the activities associated with the use must only be conducted between.
    - Bottle shop: 8.00 am to 5.00 pm Monday to Saturday inclusive;
    - Office: 8.00a.m. – 5.00p.m. Monday to Friday

### **BUILDING WORK**

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

### **EXTERNAL WORKS**

3. 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.

### **ROADWORKS**

4. The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the DTMR and Chief Executive Officer of Burdekin Shire Council

### **DRAINAGE**

- 5.1 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.
- 5.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

### **OPERATIONAL WORKS**

6. Where operational works are required to be carried out for the development, 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:-



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- (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;

## **ACCESS AND CAR PARKING**

- 7.1 Parking shall be provided generally in accordance with the approved plan from the application submitted.
- 7.2 Any new parking spaces, accesses and layout must be generally designed in accordance with the provisions contained in Schedule 2 – Vehicle Parking Rates & Standards of the Planning Scheme.
- 7.3 Access to the premises, new 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.

## **ENVIRONMENT AND HEALTH**

- 8.1 The operation of the premises, including operation of any plant or equipment or vehicles on the site to which this development permit relates shall be undertaken in such a manner that shall not cause an environmental nuisance to occupants of nearby noise sensitive sites.
- 8.2 Additional lighting devices to be installed on the site, i.e. security lights or similar, are to be appropriately designed, sited, installed and tested to be in accordance with Australian Standard AS 4282-1997 *"Control of the obtrusive effects of outdoor lighting"*.
- 8.3 Car parks, landscaping and paved areas shall be regularly maintained clear of litter and potential contaminants shall be cleaned from the site on a regular basis.
- 8.4 There shall be no release of litter or contaminants from the site to any roadside gutter, drain or waters.
- 8.5 Hours of access, manoeuvring, and delivery (including loading and unloading) of service vehicles is limited strictly to between the hours of 7am to 6pm Monday to Saturday and not at all on Sundays or public holidays. The body corporate manager/shopping centre manager shall be responsible for ensuring that this condition is adhered to at all times.

## **NOTICE OF INTENTION TO COMMENCE THE USE**

- 9. Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.



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## **Resolution**

Moved Councillor Bawden, seconded Councillor Liessmann that the recommendation be adopted.

CARRIED

Councillor Dalle Cort voted against the motion

### **10.2 New Directions Health and Fitness Centre Material Change of Use for Sport, Recreation and Entertainment Centre (Health & Fitness Centre) at Shop E, 167-169 Queen Street, Ayr (Lot 1 on RP731251)**

#### **Executive Summary**

An application has been received from New Directions Health and Fitness Centre, seeking approval for a Sport, Recreation and Entertainment Centre (Health and Fitness Centre) at Shop E, 167-169 Queen Street, Ayr (Lot 1 on RP731251, Parish of Antill, County of Gladstone). A Development Application (Impact Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme.

#### **Recommendation**

That Council approves the Development Application for a Material Change of Use for a Sport, Recreation and Entertainment Centre (Health and Fitness Centre) at Shop E, 167-169 Queen Street, Ayr (Lot 1 on RP731251, 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 regulated 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 supporting material included in the application and approved plans listed below submitted with the application; except where modified by the conditions of this Development Permit and any approval issued there under.

#### **BUILDING WORK**

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

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## **NOTICE OF INTENTION TO COMMENCE THE USE**

3. Prior to the commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.

## **AMENITY**

4. Any night and outdoor lighting must be designed, conducted and operated in accordance with 'AS 4282 – Control of the obtrusive effects of outdoor lighting'. Lighting for the car park is not to cause a nuisance to any persons.

## **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.

## **ACCESS AND CARPARKING**

6. Any construction or modification of any crossovers to give access to the development is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

## **DRAINAGE**

- 7.1 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.
- 7.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

## **ENVIRONMENT AND HEALTH**

- 8.1 An enclosed area of suitable size shall be provided to store the number of bins required to service this site. The area shall be of adequate size for the storage of all bins and have a floor which is raised and imperviously paved.
- 8.2 There must be no release of waste water from the washing of waste bins to stormwater, to the ground or to any roadside gutter.
- 8.3 The use of the development must not cause an unreasonable nuisance to the surrounding area.

## **Resolution**

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

## **CARRIED**



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## **11 COMMUNITY DEVELOPMENT**

### **11.1 Burdekin Readers' & Writers' Festival**

#### **Executive Summary**

The Burdekin Readers' & Writers' Festival will be held on Friday 17 July and Saturday 18 July 2015. The objectives are to stage a cultural event for the community and to provide the public with an opportunity to meet and listen to popular, high profile authors and also to hone their writing skills.

In the main the festival activities, author panel sessions, writing workshops and discussions will be held at the Burdekin Theatre and the Burdekin Library. A number of high profile authors have already confirmed their attendance including Matthew Condon, Nick Earls, David Hunt and Robert Hoges along with a number of other national and local authors.

The organisers are estimating attendance of between 100-150 pax, with an estimated 40% travelling from outside the region to attend.

#### **Recommendation**

Given the engagement with Council venues and the potential boost to the Burdekin economy provided by those attending the conference it is recommended that Council provide Seed Funding of \$1000 to the Burdekin Readers' & Writers' Association.

The Community Development Team also intend to aid in the promotion of what is expected to become an annual signature event for the region.

#### **Resolution**

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

CARRIED

Councillors Liessmann and Bawden voted against the motion

## **12 ECONOMIC DEVELOPMENT**

## **13 GENERAL BUSINESS**

### **13.1 Leave of Absence - Councillor Lowis**

#### **Resolution**

Moved Councillor McCathie, seconded Councillor Loizou that Council approves a leave of absence for Councillor Lowis from 2-27 March 2015.

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CARRIED

## **14 CORRESPONDENCE FOR INFORMATION**

## **15 NOTICES OF MOTION**

### **15.1 Statement of Support and Cooperative Intent - Community Buy-back of Assets**

#### **Recommendation**

That Council ratifies the Mayor's action in signing the 'Statement of Support and Cooperative Intent' in relation to the proposal by the Northern Australia Community Ports Corporation Limited to coordinate a community buy-back of the Port of Townsville and Mt Isa-Townsville Rail Line and any other relevant assets via long-term lease offered by the State Government, should this be available after 31 January, 2015.

#### **Resolution**

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

CARRIED

### **15.2 Withdrawal of Council Support - Carstairs Area - Home Hill**

#### **Recommendation**

That Council will not support any further project proposals for the Carstairs area, Home Hill that will incur further maintenance costs from Council's Parks and Gardens Team or other maintenance costs in the future.

#### **Resolution**

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

CARRIED

### **15.3 Council to Commence Proceedings to Recover Overdue Rates and Charges**

#### **Recommendation**

Pursuant to Part 12 Division 3 of the Local Government Regulation 2012, Council commences sale proceedings to recover overdue rates and charges for the following properties:



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Property Numbers: 384, 883, 1335, 4303, 7623, 8158 and 10303

### **Resolution**

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

CARRIED

## **16 URGENT BUSINESS**

## **17 CLOSED MEETING ITEMS**

### **Council Meeting closed to Public under Section 275 of Local Government Regulation 2012**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor Bawden that the Council meeting be closed to the public under the following sections of the Local Government Regulation 2012:

CARRIED

275 (1)(c) the local government's budget; and  
275 (1)(e) contracts proposed to be made by it.

for the purpose of discussing:

1. Budget matters; and
2. Ayr Pool Design contract.

### **Council Meeting opened to Public**

#### **Resolution**

Moved Councillor Loizou, seconded Councillor McCathie that the Council meeting be opened to the public.

CARRIED

## **18 DELEGATIONS**

11.00am Presentation from Joann Pyne, General Manager of TAFE North.

There being no further business the meeting closed at 2.40pm.

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These minutes were confirmed by Council at the Ordinary Council Meeting held on 24 February 2015.

MAYOR

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## **4 REPORTS**

### **4.1 Capital Projects Monthly Report for Period Ending 31 January 2015**

#### **Recommendation**

That the Capital Projects Monthly Report for Period Ending 31 January 2015 be received.



**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 January 2015**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
<b>Manager Community Development</b>							
-650,000	0.00	-100%	12007 - Burd Rural Multi-Tenant Service Centre	672,742	1,648.35	-100%	Tender process is completed. Malas Construction has been appointed as builder. Sub-agreement for funding has been executed. Construction to begin in March 2015. Budget includes \$22,742 for Toilet Refub at Basketball stadium.
<b>-650,000</b>	<b>0.00</b>		<b>Total</b>	<b>672,742</b>	<b>1,648.35</b>		
<b>Manager Client Services</b>							
0	0.00	-	11001 - IT Hardware Purchases	36,300	16,740.01	-54%	Payment of Design office plotter - additional payment of \$4,450 journalled from CJ11003 in Period 8. Payment of Community Development Photocopier finalised. Currently in the process of ordering a Photocopier for Executive Office.
0	0.00	-	11006 - IT Communication Purchases	130,800	117,716.79	-10%	PABX phone system installation, funded from carry over. Looking into additional software Licenses for Reporting and upgrading of Customer Service phone set up.
0	0.00	-	11007 - IT Software Purchases	343,000	95,825.09	-72%	Additional licences for Tech One - Assets, consultancy and project management for implementation of asset software.
-10,421	-6,798.00	-35%	12041 - Burdekin Library	92,520	39,003.31	-58%	Replacement of main Library air-conditioning system has been put on hold. Life span of air-conditioner now expected for another 36 months. Actual expenses relate to Library reception desk and renovations - funded by grant and carry over.
-87,450	-43,717.84	-50%	12044 - Burdekin Library Other Assets	92,700	51,143.31	-45%	Ongoing purchases of library books.
<b>-97,871</b>	<b>-50,515.84</b>		<b>Total</b>	<b>695,320</b>	<b>320,428.51</b>		
<b>Manager Governance and Local Laws</b>							
0	0.00	-	10001 - Ayr Industrial Estate	11,976	23,639.05	97%	Progressively filling with excess roadworks spoil. Preparing land for sale. Unbudgeted.
0	0.00	-	10007 - Council Properties Community	6,380	6,379.58	0%	Completed. Relocation of donga to Clare from Depot. Approved 22 July 2014.
-43,963	-46,663.04	6%	10020 - Land Purchases/Sales	0	0.00	-	Income from sale of Paine Street, Ayr.
0	0.00	-	11104 - Comm & Cul Furniture & Fittings Capital Purchases	20,000	11,362.00	-43%	Completed. Shelving for storage of corporate records at Cyclone Shelter.



**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 January 2015**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
0	0.00	-	12012 - Ayr Showgrounds Grounds	0	5,773.68	-	Reroof toilet block at Ayr Showgrounds. Funded from operational.
0	0.00	-	12013 - Burdekin Amateur Basketball Assn	30,000	12,097.50	-60%	Replace flooring of stadium. Carry over funding of \$22,742. Budget for new aircon at stadium.
-2,133,746	-2,133,746.31	0%	12029 - Cyclone Shelter	1,739,673	1,751,791.78	1%	Project completed. Over budget due to required fire hydrant not included in tender.
0	0.00	-	16201 - Ayr Transfer Station	25,000	7,689.00	-69%	Completed. Installation of boom gates. Order written for \$13,023.
0	0.00	-	16203 - Ayr Transfer Station Building	15,949	15,949.21	0%	Completion of new office building.
0	0.00	-	16205 - Giru Transfer Station	10,083	9,308.37	-8%	Completion of Oil Shed with carry over funding of \$10,000 available.
0	0.00	-	16206 - Home Hill Transfer Station	50,000	0.00	-100%	Council resolution 26 August 2014 to delete second bin for HHTS and consider cover for second hand goods sales area. Order written for \$26,466. Expected completion end Feb 2015.
0	0.00	-	16208 - Kirknie Landfill	0	68.03	-	To be journalled to OJ.
0	0.00	-	16220 - Kirknie Landfill Cell Liner	2,023,780	23,380.50	-99%	Tender documentation completed and funded from carry over. Tenders closed 9 January 2015. Tender Report deferred.
0	0.00	-	16251 - Burdekin Cascades Caravan Park	210,000	0.00	-100%	Business case for 3 new cabins \$210,000 currently being prepared prior to decision on commencing.
0	0.00	-	16252 - Home Hill Caravan Park	85,000	0.00	-100%	Upgrade amenities - scope of works to be determined and then quotes to be obtained. Profitability of Park also to be determined.
-2,000,000	0.00	-100%	16301 - Ayr Pool	2,168,165	15,801.36	-99%	Pool refurb \$2M dependent on grant funding - Ayr Pool design tender awarded to GHD. Further detail to be obtained on method and costs of pool construction. Gym shed re-roof budget \$7,000 - completed for \$4,636. Installation of safety balustrades \$11,165 - completed.
0	0.00	-	16304 - Home Hill Pool	41,165	38,411.00	-7%	Budget is for installation of safety balustrades \$11,165 - completed. Pool shade covers funded by carry over \$30,000 - completed \$27,246.
-50,000	0.00	-100%	16305 - Millaroo Pool	50,000	0.00	-100%	Pool refurb dependent on grant funding - priorities for refurbishment yet to be determined.
<b>-4,227,709</b>	<b>-2,180,409.35</b>		<b>Total</b>	<b>6,487,171</b>	<b>1,921,651.06</b>		





**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 January 2015**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
<b>Manager Operations</b>							
-1,335,123	0.00	-100%	27003 - NDRRA - Mar 12 Event	0	0.00	-	Completed June 30. Funds to be transferred from operating.
-2,649,823	0.00	-100%	27100 - NDRRA - Feb 13 Event	4,270,157	876,992.13	-79%	Programme commenced. 30 June 15 deadline for completion. Works continuing, large project in Giru planned to start in April.
	0.00		16003 - Home Hill Cemetery	86,718	76,513.64		Building completed and occupied - IT and ancillary equipment currently being installed
	0.00		16005 - Ayr Cemetery Other Assets	70,000	21,226.00		Construction awarded to Dal Ponte Building Services.
	0.00		16412 - Coutts Park - Other Assets	45,000	0.00		BBQ Shelter ordered - funded by developer contributions. Additional developer contributions anticipated.
	0.00		16420 - Spiller Street Park Exceloo	30,000	0.00		Order issued January. Works due for completion in February.
-20,000	0.00		16503 - Playground Equipment - Various Parks	60,000	0.00		Giru Skate Park - Proposals received from Urban Play. Wilmar have advised that they will construct slab.
	0.00		16519 - Miscellaneous Park Furniture - Various Parks	56,494	7,340.92		Expenditure is for picnic tables and benches at Ford Park. Balance of funds intended for Coutts Park Upgrade.
	0.00		23250 - Depot/Store Building	80,000	0.00		Ultimate Design Solutions commissioned to undertake design and certification compliance
	0.00		30000 - Sewerage Construction Budget	350,000	0.00		Replace number 23 sewerage pump station. Replace primary clarifier bridge Ayr STP.
	0.00		30201 - Pump Station 1 Ayr	200,000	0.00		Design for duplication of existing rising main.
	0.00		30203 - Pump Station 3 Ayr		6,824.35		Replacement Pumps. Install Jan/Feb 2015
	0.00		30212 - Pump Station 12 Ayr		7,224.33		Replacement Pumps. Install Jan/Feb 2015
	0.00		30213 - Pump Station 13 Ayr		6,824.35		Replacement Pumps. Install Jan/Feb 2015
	0.00		30214 - Pump Station 14 Ayr		7,224.34		Replacement Pumps. Install Jan/Feb 2015
	0.00		30215 - Pump Station 15 Ayr		7,224.35		Replacement Pumps. Install Jan/Feb 2015
	0.00		30217 - Pump Station 17 Ayr		7,224.34		Replacement Pumps. Install Jan/Feb 2015
	0.00		30218 - Pump Station 18 Ayr		7,224.34		Replacement Pumps. Install Jan/Feb 2015
	0.00		30221 - Pump Station 21 Ayr		8,093.02		Works complete. Carry over from 13/14
	0.00		30223 - Pump Station 23 Ayr		73,293.71		Installation Completed. Budget at 30000 - Sewerage Construction Budget.
	0.00		30401 - Treatment Plant Operations Ayr/Brandon		4,547.80		Concrete walkway from Lab to plant - will require Journal to operational budget.
	0.00		30406 - Treatment Plant Primary Clarifier Ayr/Br	150,000	0.00		Budget at 30000 - Sewerage Construction Budget.
	0.00		31050 - Sewer Reline Project	781,810	0.00		Combined budget from 13/14. Tender to be called Feb/March 2015.





# **BURDEKIN SHIRE COUNCIL** **MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 January 2015**

Budget	Income Actual to Period End	Variance	Description	Budget	Expenditure Actual to Period End	Variance	Comments
	0.00		35000 - Water Construction Budget	500,000	0.00		Install scour injection point 525mm main South Ayr WTP. New break tank Mt. Kelly.
	0.00		35034 - Bore 4 Nelson's		27,954.58		Upgrade/Refurb of Bore Screen, casing.
	0.00		35156 - Balance Tank - Mt Kelly		552.83		Budgeted at CJ 35000. Awaiting condition assessment report.
	0.00		35230 - Telemetry - Water		18,872.00		Budgeted at CJ 35000.
	-6,030.00		35257 - Control Building Nelson's		28,143.00		Auto cut over switch - project completed.
	0.00		35265 - Control Building Conlan Street		30,958.98		Budget at 35901 - new bore field project.
	0.00		35302 - Aeration Home Hill Tower	393,094	16,730.47		Application for funding from resources to the regions. Works cannot start prior to funding being announced.
	0.00		35340 - Low Level Storage Giru		26,585.91		Replaced roof structure. Works completed. Budgeted at CJ 35000.
	0.00		35352 - Distribution Mains Ayr		59,213.51		Wickham Street - 150mm ring main to PCYC dead end. Budgeted at CJ 35000.
-281,293	-248,793.50		35901 - Investigation of New Bore Locations	2,049,214	1,231,642.97		Extension of time granted to 31 March 2015. Underboring of QR and Highway commenced mid January 2015.
<b>-4,286,239</b>	<b>-254,823.50</b>		<b>Total</b>	<b>9,122,487</b>	<b>2,558,431.87</b>		

## **Manager Technical Services**

-718,000	-266,539.28	-63%	20000 - Roadworks	6,669,853	1,606,868.61	-76%	Currently under budget due to timing of major projects and prioritisation of Home Hill drainage scheme.
0	0.00	-	11003 - Eng Office Equipment Capital Purchases	12,000	4,449.99	-63%	Design Office Plotter part payment - journalled to CJ11001 in Period 8.
-11,094	-9,433.20	-15%	23121 - CBD Home Hill Comfort Stop	11,215	7,061.53	-37%	Balance on refurbishment of Mosaic.
-320,000	0.00	-100%	24000 - Drainage Budget	1,498,604	0.00	-100%	Spiller Street and Clayton Street projects to be completed. Clayton Street commenced. Spiller Street not yet commenced
0	-96,000.00	-	24029 - Spiller Street Drainage	0	0.00	-	Detail design of Spiller Street drainage underway. Construction to commence early February.
-1,512,000	-840,000.00	-44%	24031 - Home Hill Stormwater Drainage Upgrade	2,845,824	1,721,625.86	-40%	Currently under construction. To be completed by March 2015.
0	0.00	-	24035 - Ayr Town Drain - Clayton Street	0	278,863.41	-	Includes upgrades to drainage in Ahern and Clayton Streets. To be funded from budget allocation for CJ 24000.



**BURDEKIN SHIRE COUNCIL  
MONTHLY REPORT - CAPITAL PROJECTS**

**Period Ending 31 January 2015**

			Expenditure				Comments
Budget	Income Actual to Period End	Variance	Description	Budget	Actual to Period End	Variance	
-90,000	-33,340.92	-63%	25001 - Sedans	220,000	28,181.82	-87%	
-220,000	-75,181.82	-66%	25002 - Utilities	440,000	159,553.06	-64%	
-176,000	-46,590.91	-74%	25003 - Trucks	1,150,000	478,959.29	-58%	
-40,000	-23,000.00	-43%	25004 - Machines	330,000	294,675.46	-11%	
-20,000	-7,610.00	-62%	25005 - Plant and Equipment	169,000	27,500.00	-84%	
-3,107,094	-1,397,696.13		Total	13,346,496	4,607,739.03		
-12,368,913	-3,883,444.82		TOTAL CAPITAL PROJECTS	30,324,216	9,409,898.82		

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## **4.2 Operating Statement for Period Ending 31 January 2015**

### **Recommendation**

That the Operating Statement for the Period Ending 31 January 2015 be received.



**BURDEKIN SHIRE COUNCIL  
OPERATING STATEMENT  
Period Ending 31 January 2015**

	<b>Note</b>	<b>Actual YTD</b>	<b>Revised Budget</b>	<b>YTD Revised Budget</b>	<b>\$ Variance Actual to Revised</b>	<b>% Variance Actual to Revised</b>
<b>Operating Revenue</b>						
Rates and Utility Charges	1	34,622,490.39	35,468,883	35,468,883	-846,393	-2%
Pensioner remissions		-282,470.19	-281,000	-281,000	-1,470	1%
User fees and charges	2	1,409,425.29	2,261,630	1,319,284	90,141	7%
Interest Received	3	862,496.12	1,670,000	974,167	-111,671	-11%
Operational contributions and donations	4	125,464.68	149,970	87,483	37,982	43%
Operational grants and subsidies	5	3,572,946.62	4,428,174	2,583,102	989,845	38%
Contract and recoverable works	6	641,642.12	1,590,000	927,500	-285,858	-31%
Other operating revenue	7	153,102.36	182,375	106,385	46,717	44%
<b>Total operating revenue</b>		<b>41,105,097.39</b>	<b>45,470,032.00</b>	<b>41,185,803.25</b>	<b>-80,706</b>	<b>0%</b>
<b>Operating Expenses</b>						
Employee benefits	8	9,973,690.66	17,917,813	10,452,058	-478,367	-5%
Materials and services	9	8,101,121.53	16,333,989	9,528,160	-1,427,039	-15%
Depreciation and amortisation		5,842,375.49	10,015,500	5,842,375	0	0%
Finance Costs		229,723.13	454,270	227,135	2,588	1%
Other expenses		1,216.35	0	0	1,216	-
<b>Total operating costs</b>		<b>24,148,127.16</b>	<b>44,721,572.00</b>	<b>26,049,727.83</b>	<b>-1,901,601</b>	<b>-7%</b>
<b>Surplus (deficit) from operating activities</b>		<b>16,956,970.23</b>	<b>748,460</b>	<b>15,136,075</b>	<b>1,820,895</b>	<b>12%</b>
<b>Capital Contributions and Income</b>						
Capital contributions	10	4,093.64	0	0	4,094	-
Capital grants and subsidies	11	3,645,927.85	11,778,950	6,871,054	-3,225,126	-47%
Other capital income (expense)	12	-48,592.79	-50,037	-29,188	-19,405	66%
<b>Net result for period</b>		<b>20,558,398.93</b>	<b>12,477,373</b>	<b>21,977,941</b>	<b>-1,419,542</b>	<b>-6%</b>



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**BURDEKIN SHIRE COUNCIL  
OPERATING STATEMENT  
NOTES FOR VARIANCES TO BUDGET  
Period Ending 31 January 2015**

**Note**

**1 Rates and Utility Charges**

Rates are on target - approximately \$600,000 rates in advance will be journalled as income at the end of the financial year. Water consumption has been levied in December and an accrual journal will be prepared for the 6 months consumption to June.

**2 User Fees & Charges**

Above budget mainly due to annual trade waste and annual dog registrations being issued. Second hand culvert sales are above budget. Unbudgeted income received for change of ownership fees.

**3 Interest Received**

A number of long term investments will mature in March. Currently on target to meet annual budget. Interest on rates accounts are as per budget.

**4 Operational Contributions and donations**

Unbudgeted infrastructure contributions have been received. Half year contribution to weed control at Barratta Creek has been raised, and unbudgeted funds received for workplace wellness project.

**5 Operational Grants and Subsidies**

QRA NDRRA acquittal payments for 2011 and 2012 have received, along with an advance payment for 2013 event - part to be transferred to capital. The first two quarterly FAGS payments have been received. Unbudgeted funds received from Fuel Tax Credit review resulting in payment of additional claims over four years. RADF funding, Aquatic Weed Control funding, GraffitiStop funding, and part of the PCYC funding has been received.

**6 Contract and Recoverable works**

Large RMPC claim for December to be raised in February. BSRIT projects approved by DNR - approximate schedule to start May/June 2015.

**7 Other Operating Revenue**

High amount of income received for metal recycling sales - already at annual budget amount. Unbudgeted income received for Feral Pig control project, Groper Creek public conveniences and insurance payout for a pump station.

**8 Employee Benefits**

Some areas slightly over budget, however total is under budget mainly due to works section currently concentrating on capital projects with shorter deadlines before continuing on operational work.

**9 Materials & Services**

Currently under budget mainly due to timing of recoverable works and plant maintenance - costs will accelerate after wet season. Below budget in waste collection and disposal.

**10 Capital Contributions**

Contribution received towards asphaltting Porter Road.

**11 Capital Grants and Subsidies**

Funding received for Home Hill drainage project, investigation of new bore locations, and part payments for TIDS. Full funding now received for Cyclone Shelter construction. QRA claims have been received and are currently in operational - part to be transferred to capital. Continuing work on the January 2013 reconstruction with claims progressively being made. Funding is yet to be received for the PCYC extension, and the swimming pools upgrade. Roads 2 Recovery projects have not yet commenced.

**11 Other Capital Income**

Capitalisation has been completed for the September quarter, which has resulted in a loss on sale of land for \$47,337, loss on sale of motor vehicles of \$23,515, and a profit on sale of plant and equipment of \$11,896. There were trades on motor vehicles in January of \$10,364 that have not yet been capitalised.

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## **5 GOVERNANCE & LOCAL LAWS**

### **5.1 Adoption of Corporate Plan 2015-2020**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** N/A

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Rebecca Woods- Executive Officer

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#### **Executive Summary**

The Corporate Plan 2015-2020 is a new-look plan for Burdekin Shire Council. Extensive work has been undertaken to develop a better plan which is clear, concise, attractive and inclusive of performance measurements. The Corporate Plan 2015-2020 for Burdekin Shire Council outlines the Council's five-year strategic direction based on community priorities. The plan includes strategies in the five key strategic areas of Infrastructure, Economic Development, Social Wellbeing, Environment and Organisational Sustainability. The Corporate Plan includes concise strategies so as to permit the extensive range of services and projects conducted by Council to align with at least one strategy to contribute to achieving the outcomes defined in the plan. A supporting "Corporate Plan Summary" document will also be produced for easy and cost effective distribution of the plan.

#### **Recommendation**

That Council adopts the attached Corporate Plan 2015-2020.

#### **Background Information**

Council is required to prepare and adopt a 5-year corporate plan for each 5-year financial period. In previous years Council's corporate plan was reviewed, amended and put up for community feedback via newspaper advertisement. For the 2015-2020 Corporate Plan a new approach was adopted and development of the plan began with an extensive community consultation process. Development of the 2015-2020 plan also included a complete review of the existing plan and research into different presentation and delivery styles. The result of this approach is a fresh, colourful, attractive and professional looking document. Previous plans have included project specific strategies and language which may not have been appealing to some audiences. The strategies within the new corporate plan use a consistent, simple and concise language allowing for more widespread application of the plan.



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## **Link to Corporate/Operational Plan**

N/A

## **Consultation**

An extensive consultation process was conducted in developing the Corporate Plan 2015-2020. In July/August 2014, a comprehensive survey was developed and circulated to residents asking for feedback on importance and satisfaction with Council's services and facilities. A series of community stalls were held to promote participation in the survey as well as media releases, radio interviews, website and social media promotion. Following the initial community consultation survey the Senior Leadership Group with the Executive Officer, developed a set of draft strategies for the Corporate Plan and these were mailed out to every household within the shire. Further feedback was sought from the community on the draft strategies. All of the feedback received was reviewed and is reflected in the final Corporate Plan 2015-2020. Teresa Lever was employed by Council to write the final Corporate Plan 2015-2020 in consultation with key council officers, the Mayor, CEO and the Senior Leadership Group.

## **Legal Authority or Implications**

*Local Government Regulation 2012*

Section 165

### **Preparation of 5-year corporate plan**

- 1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.
- 2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.
- 3) A local government may, by resolution, amend its 5-year corporate plan at any time.
- 4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.

Section 166

### **5-year corporate plan contents**

A local government's 5-year corporate plan must-

- a) outline the strategic direction of the local government; and
- b) state the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area; and
- c) include the following information for each commercial business unit-
  - i. an outline of the objectives of the commercial business unit;
  - ii. an outline of the nature and extent of the significant business activity the commercial business unit will conduct.

## **Policy Implications**

Nil

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## **Financial and Resource Implications**

Council's Annual Budget 2015/2016 must align with the Corporate Plan 2015-2020.

### **Report prepared by:**

Rebecca Woods- Executive Officer

### **Report authorised by:**

Matthew Magin- CEO

## **Attachments**

1. Corporate Plan 2015-2020



**Burdekin**  
Shire Council



# ***Corporate Plan*** **2015-2020**

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## Introduction

The Burdekin Shire Council Corporate Plan 2015-2020 outlines the Council's five-year strategic direction based on community priorities.

The Corporate Plan guides the annual planning process to determine services, infrastructure provision and resource allocation.

This plan adheres to the requirements of the Local Government Act 2009. It also details strategic priorities and evaluation measures to assess Council's performance in delivering outcomes for the community.

The Corporate Plan is reviewed annually.







## ***Our Vision***

The Burdekin Shire Council is committed to working with the community to create an inclusive, welcoming and healthy environment that offers a high quality of liveability for residents that is underpinned by a productive and diverse economy.

To achieve our vision, Burdekin Shire Council will implement Council's mission and values.

## ***Our Mission***

To create a better and exciting Burdekin through innovative leadership, partnerships and outstanding service.

## ***Our Values***

To achieve our mission, Council has adopted the following values:

- Customers First
- Be Courageous
- Empower People
- Unleash Potential
- Ideas into Action

These values are demonstrated across the extensive range of services and projects undertaken by Burdekin Shire Council including the development and implementation of the Corporate Plan.

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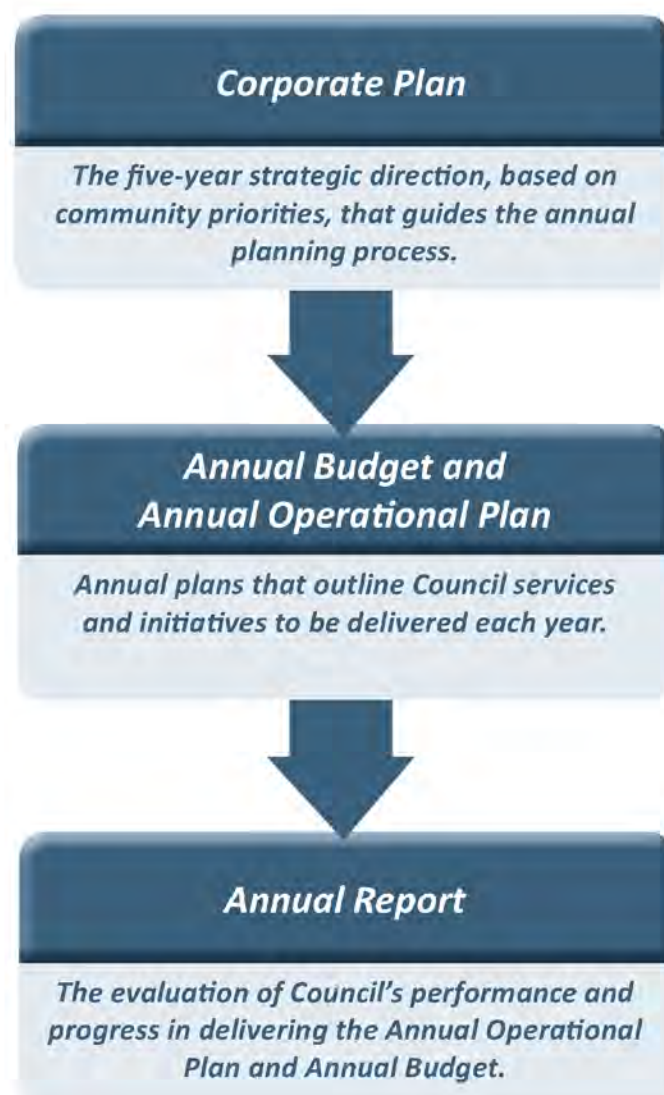
## Using the Corporate Plan

The Burdekin Shire Council Corporate Plan 2015-2020 outlines Council's five-year strategic direction based on community priorities. The Corporate Plan guides the annual planning process to determine services, infrastructure provision and resource allocation.

Strategies are concise to permit the extensive range of services and projects conducted by Burdekin Shire Council to align with at least one strategy that contributes to a community outcome.

The Corporate Plan is reviewed every year prior to the commencement of the annual Budget and annual Operational Plans.

The strategic direction of the Corporate Plan is determined through an extensive consultative process that engages employees, residents and ratepayers.







## ***Your Feedback***

The community engagement process for the Burdekin Shire Council Corporate Plan included a comprehensive survey undertaken by some residents at street stalls and was available in hard copy and online. A brochure also was sent to all households seeking feedback and comments on a number of draft strategies and examples.

Responses received from the community were varied which reflects the diversity of residents' interests and the Burdekin's unique character. Some comments related to areas out of the jurisdiction of Burdekin Shire Council such as policing and hospital services. Many other comments provided specific project examples or suggestions for future projects.

Whilst comments and suggestions were sometimes conflicting in regard to a preferred outcome, the feedback clearly indicated residents' community priorities. These priorities are reflected within the strategies of the Corporate Plan.

The community priorities can be broadly categorised as:

- Building and improving infrastructure
- Transparency, accountability and evaluation of Council performance
- Economic restraint
- Diversification of the economy
- Improved community engagement
- Better utilisation of community facilities
- Safe and inclusive public space
- Building community capability
- Water management
- Animal control
- Environment



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## Our Region

The Burdekin Shire is situated on the Pacific coastline, centred 80km south of Townsville, North Queensland. The Shire land area is in excess of 5000 square kilometres and is home to an estimated 17,784 residents. The gross revenue generated by businesses and organisations in the Burdekin Shire exceeds \$2 billion per annum.

The Burdekin is increasingly known as one of the most productive agricultural districts in Australia due to its abundant year-round supply of water. Combined with an average of 300 days of sunshine each year, the Burdekin is consistently the most productive sugar cane growing area in Australia. The Burdekin also produces fruit, vegetables, beef and seafood for domestic and international markets.

Burdekin Shire like many other rural communities is facing challenges, but also has many opportunities to achieve a high quality of liveability for residents that is underpinned by a productive and diverse economy.

### The Challenges

- Ageing and static population
- Limited post secondary education and course offering
- Local economy influenced by commodity prices
- Close proximity to a large regional centre
- Limited job opportunities
- Mono-agriculture dominance and mechanised industry
- Lack of economic diversity

### The Opportunities

- Availability of water
- Identified skills and educational needs valued in the Burdekin
- Willingness to encourage diversification of the economy
- Proactive and financially sustainable local government
- Connected community with a strong sense of identity

### Fast Facts

**Area:** 5053km<sup>2</sup>

**Population:** 17,784 residents

**Gross annual revenue:** >\$2 billion

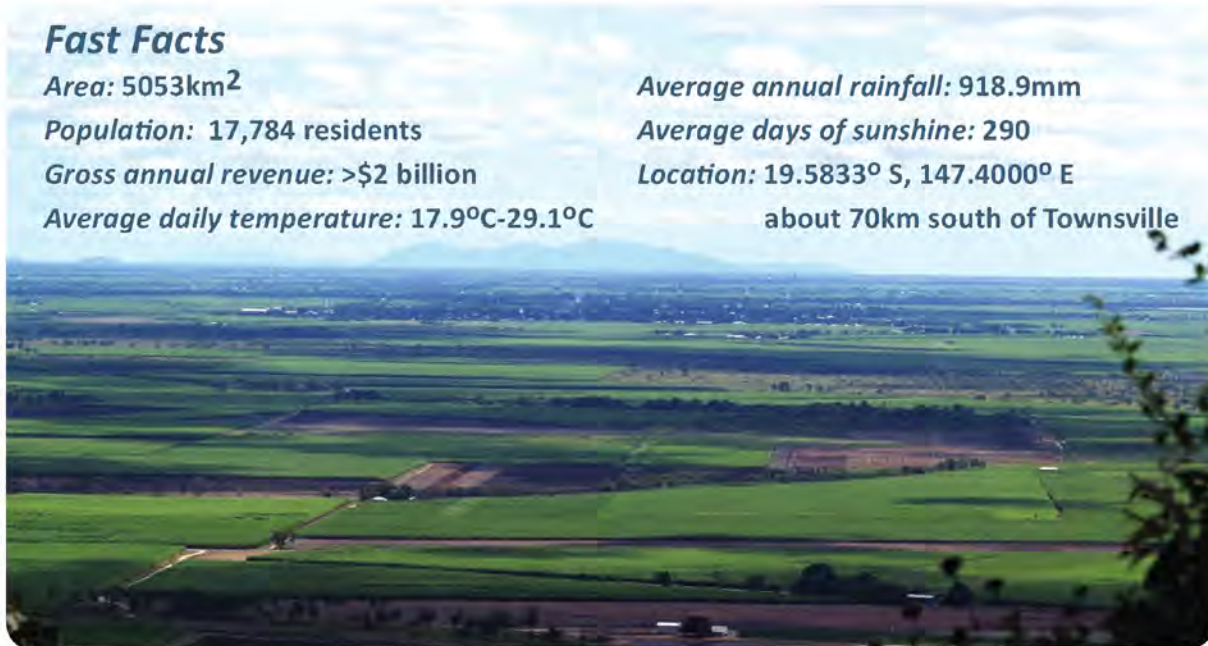
**Average daily temperature:** 17.9°C-29.1°C

**Average annual rainfall:** 918.9mm

**Average days of sunshine:** 290

**Location:** 19.5833° S, 147.4000° E

about 70km south of Townsville



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## Key Strategic Areas

The five Key Strategic Areas are based on the following identified community priorities:

- Infrastructure
- Economic Development
- Social Wellbeing
- Environment
- Organisational Sustainability

Under each Key Strategic Area in the Corporate Plan are:

**Strategic Intent**s that indicate the outcome for that Key Strategic Area

**Strategies** that outline the process to achieve the statement of intent outcome and guide the planning process for specific actions to be identified for the annual operational plan

**Evaluation Measures** that consist of processes to assess Council's performance in delivering intended outcomes for that Key Strategic Areas. Some measures apply to all staff and staff-and-service areas, whilst others may be strategy and project specific. The evaluation measures also apply to the annual Operational Plan and Council's performance is assessed and publicly detailed in the Annual Report. The annual Operational Plan and Annual Report are available on Council's website.





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# 1. Infrastructure

## **1.1 Infrastructure for future needs**

- 1.1.1 Plan and build infrastructure that adds value to Council and community assets
- 1.1.2 Prioritise infrastructure projects that will contribute to growth in the Burdekin
- 1.1.3 Implement infrastructure plans and service standards that will detail charges applicable to development proposals

## **1.2 Management and maintenance of community assets**

- 1.2.1 Implement the Asset Management Strategy
- 1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities
- 1.2.3 Protect the integrity of existing assets through flood and disaster mitigation programs

## **1.3 Safe and effective transport networks**

- 1.3.1 Prioritise upgrades to the road network to improve safety
- 1.3.2 Cooperate with state and federal government to enhance the transportation network

## **1.4 Securing and managing water resources**

- 1.4.1 Increase water supply network reliability and improve water quality
- 1.4.2 Enhance water security
- 1.4.3 Prioritise upgrades and improvement to the drainage systems
- 1.4.4 Review capacity of wastewater treatment facilities

### **Evaluation Measure:**

- Implementation of the Asset Management Strategy
- Compliance with Customer Service Standard for water and wastewater
- Completion of projects within timeframes and allocated budget
- Achievement of Service Maintenance Standards
- Compliment-to-complaint ratio
- Application of the five-year works program
- Application of the Infrastructure Plan

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## 2. Economic Development

### 2.1 Empower future generations

- 2.1.1 Recognise the contribution of individuals and business to developing the Burdekin economy
- 2.1.2 Build relationships with educational institutions to address the skills and qualifications valued in the Burdekin
- 2.1.3 Promote employment and training opportunities to retain young people

### 2.2 Encourage Innovation

- 2.2.1 Build a digitally connected business community to enable competitiveness
- 2.2.2 Encourage business to invest in research and development
- 2.2.3 Support the development and expansion of existing business
- 2.2.4 Support projects and initiatives that encourage start-up and small business

### 2.3 Strengthen Networks

- 2.3.1 Support business and industry networks
- 2.3.2 Assist in building an entrepreneurial culture in the Burdekin
- 2.3.3 Position the Burdekin as regional leaders in agribusiness

### 2.4 Attract Investment to the Burdekin

- 2.4.1 Develop and implement an Economic Development Strategy
- 2.4.2 Encourage diversification of the local economy
- 2.4.3 Prepare specific advice to enable industry investment in the Burdekin Shire

### 2.5 Plan and coordinate our communities

- 2.5.1 Review land supply and uses as required to meet community and business needs
- 2.5.2 Consider future facilities required for an ageing population
- 2.5.3 Investigate the potential of renewable energy projects in the Burdekin

#### Evaluation Measure:

- Implementation of Economic Development Strategy
- Client satisfaction and feedback
- Application of the Planning Scheme
- Number of Planning Applications
- Number of Compliance Inspections



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## 3. Social Wellbeing

### 3.1 Safe, healthy, inclusive and socially engaged communities

- 3.1.1 Support projects and activities to improve public safety and health through strategic partnerships
- 3.1.2 Provide information and referrals for community service enquiries from residents
- 3.1.3 Encourage equitable access to facilities
- 3.1.4 Undertake regulatory and advisory programs to maintain and improve public health and safety
- 3.1.5 Develop in partnership with the community plans and processes to mitigate the impacts of a disaster

### 3.2 Strong community organisations

- 3.2.1 Promote and encourage community participation and volunteerism
- 3.2.2 Build capability of individuals working with community organisations
- 3.2.3 Support key community events and community focused committees

### 3.3 Creating places of community identity

- 3.3.1 Encourage increased use of community spaces and facilities
- 3.3.2 Highlight the benefits of living, working and visiting the Burdekin
- 3.3.3 Encourage creative and cultural pursuits that enhance the community identity

### 3.4 Provision of public space

- 3.4.1 Provide, maintain and upgrade of sporting and recreational facilities to encourage physical activity

#### Evaluation Measure:

- Event participant surveys
- Participant attendance at community events
- Training available to community members
- Compliance with statutory obligations
- Upgrade of public facilities and furniture
- Number of users of Council facilities
- Application of Customer Service Charter
- Compliment-to-complaint ratio
- Client satisfaction and feedback

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## 4. Environment

### 4.1 Balancing the needs of the community and the environment

4.1.1 Attain a sustainable balance between achieving positive environmental outcomes and managing ongoing development

4.1.2 Support community education programs that contribute to improved environmental and community outcomes

### 4.2 Protect and enhance the natural environment

4.2.1 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas

4.2.2 Continually improve waste management practices

4.2.3 Promote the adoption of environmental best practice by Council, residents and business

### 4.3 A sustainable environment

4.3.1 Develop and implement planning policy to adapt to the impacts of climate change on the community

#### Evaluation Measure:

- Application of Customer Service Charter
- Adoption and implementation of environmental best practice
- Community and business participants in waste minimisation and energy programs
- Resident feedback through community engagement processes
- Compliance with statutory obligations
- Delivery of community education programs





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## 5. Organisational Sustainability

### 5.1 Strong engagement with the community

- 5.1.1 Improve community consultation processes that enable community contribution and feedback
- 5.1.2 Be responsive and proactive in providing information in the public interest
- 5.1.3 Communicate Council intent and decisions to the community using effective messaging tools
- 5.1.4 Improve digital platforms to improve access to information
- 5.1.5 Present a consistent image when communicating Council messages

### 5.2 An organisational culture that embraces our values

- 5.2.1 Demonstrate leadership by advocating the Council's intent to government, business and the community
- 5.2.2 Develop co-operative and collaborative partnerships to achieve strategic intent, especially on matters of state and national importance
- 5.2.3 Build effective leadership and management capability

### 5.3 Accountable service delivery

- 5.3.1 Apply an open and transparent leadership model
- 5.3.2 Adhere to the governance framework and public reporting systems
- 5.3.3 Ensure Council's financial position is effectively managed
- 5.3.4 Undertake regulatory responsibilities in accordance with state regulations

### 5.4 Commitment to continuous improvement and customer service

- 5.4.1 Develop a professional, capable and responsive workforce
- 5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation
- 5.4.3 Apply best practice occupational health and safety processes to ensure a safe place of work
- 5.4.4 Create a workplace that is regarded as an 'Employer of choice'

#### Evaluation Measure:

- |  |  |
|--|--|
| • Application of Customer Service Charter  | • Compliance with statutory obligations      |
| • Staff Retention and Succession Planning  | • Annual Auditor's Report                    |
| • Number of users of Council facilities    | • Occupational Health and Safety Record      |
| • Successful completion of online training | • Working within Council's investment policy |
| • Effectiveness of data systems            | • Records management                         |
| • Implementation of Communication Strategy | • Public relations management                |
|  | • Staff Awards for outstanding service       |



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## ***Council's Priority Projects 2015/2016***

- Roadworks Program - \$8.5m for the maintenance and improvement of the road network
- Improved utilisation the Ayr Aerodrome - development of a Master Plan
- Creation of the new Burdekin Shire Planning Scheme (Sustainable Planning Act 2009) - provides an orderly approach to land use, development and infrastructure needs
- Creation of a Local Government Infrastructure Plan - replaces the Priority Infrastructure Plan (PIP) and forms part of the new Planning Scheme
- Review of Water Network Pressures and Reliability - implementation of a new customer service standard
- Review of works program - update software program that identifies scheduled asset management priorities
- Capital Budget and Projects System - introduction of a new internal process to align projects with available budget
- Support for expansion of irrigation areas - work with government to increase productive agricultural land within the Burdekin
- Increase use of community spaces - encourage community groups and residents to use the Council facilities

## ***Regional Priority Projects***

All projects listed below require significant funding from state or federal government. The Burdekin Shire Council proactively seeks funding opportunities and communicates with governments, the social, environmental and economic importance of completing these projects.

- Replacement of Olympic swimming pool in Ayr
- Replacement of Olympic swimming pool in Home Hill
- Provision of reticulated sewer system to Alva
- Provision of reticulated sewer system to Sutcliffe Estate, Ayr
- Provision of reticulated sewer system to Groper Creek
- Above-ground burial crypts at the Ayr Cemetery
- Expansion of Ayr Industrial Estate
- Inkerman Hill road upgrade
- Burdekin River – 2nd Crossing
- Replacement of Haughton River Bridge
- Expansion of Northern Irrigation Area – Majors Creek
- Minor raising of Burdekin Falls Dam including hydroelectricity (inclusive of Water for Bowen)
- Expansion of Southern Irrigation Area
- Bruce Highway - Queen Street to Rossiters Hill - Flood Mitigation
- Flood Mitigation projects - regional road network
- Urannah Dam
- Multi-Purpose Hall (Cyclone Shelter) - Home Hill State High School



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E: [burdekinsc@burdekin.qld.gov.au](mailto:burdekinsc@burdekin.qld.gov.au)







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## 5.2 Adoption of Operational Plan 2014-2015

### Document Information

**Referring Letter No:** N/A

**File No:** N/A

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Rebecca Woods- Executive Officer

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### Executive Summary

Council are required to prepare and adopt an annual operational plan for each financial year. An operational plan for the current financial year (2014-2015) has been developed by the Senior Leadership Group.

### Recommendation

That Council adopts the attached operational plan.

### Background Information

Council underwent an organisational restructure in July 2014. One undesired outcome of the restructure was a delay in preparing the operational plan.

### Link to Corporate/Operational Plan

The operational plan 2014-2015 has links to the strategies within the corporate plan 2013-2018.

### Consultation

The operational plan 2014-2015 has been developed in consultation with the entire Senior Leadership Group, Executive Office and key council personnel.

### Legal Authority or Implications

#### 174 Preparation and adoption of annual operational plan

(1) A local government must prepare and adopt an annual operational plan for each financial year.

(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.

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- (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.
- (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.
- (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

### **175 Annual operational plan contents**

- (1) The annual operational plan for a local government must—
- (a) be consistent with its annual budget; and
  - (b) state how the local government will—
    - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
    - (ii) manage operational risks; and
  - (c) include an annual performance plan for each commercial business unit of the local government.

### **Policy Implications**

N/A

### **Financial and Resource Implications**

N/A

### **Report prepared by:**

Rebecca Woods- Executive Officer

### **Report authorised by:**

Matthew Magin- Chief Executive Officer

### **Attachments**

1. Operational Plan 2014-2015



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
<b>Economic Development</b>						
Prepare submissions to government-State and Federal.	1.2 Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies.	High quality, accurate submissions, submitted by due date	Number of submissions	Manager Economic Development	Economic Development Support Officer All Managers	
Consolidate all Economic data held by Council.	1.7 Ensure effective corporate governance through compliance with legislation and adoption of risk management strategies.	Maintain one consolidated data set for use in submissions and publications..	30/01/2015	Economic Development Support Officer	Manager Economic Development	
Expanding Ayr Industrial Estate	3.2 Plan and facilitate land availability for future housing and industrial land development.	Serviced allotments prepared for sale	Number of allotments	Manager Economic Development	Manager Operations, Manager Technical Services, Manager Governance and Local Laws, Manager Development and Planning	
Commission local economic modelling system.	7.4 Facilitate initiatives to support employment opportunities in the Shire.	Utilise economic modelling for submissions and for planning purposes. Provide analysis to private sector investors as required.	28/2/2015	Manager Economic Development	Nil	
Identification and development of a RV Park in conjunction with the CMCA	7.6 Foster and develop effective partnerships and networks which will enhance tourism and economic development.	Increased visitors to the region through the identification and facilitation of an Park site in the Shire.	30/03/2015	Manager Economic Development	Manager Governance and Local Laws.	
Collaborate with private sector representative organisations to bid for government program funding.		Number of collaborative applications submitted.	30/6/2015			
Leverage investment in processing of agricultural products.	7.1 Encourage existing business and attract new business investment by maintaining and upgrading local infrastructure and services and applying appropriate land use planning.	Commitment to establishing processing facilities in the Burdekin by investors.	30/6/ 2015	Manager Economic Development	Economic Development Support Officer	
<b>Community Development</b>						
Ongoing review of staffing in Operational Areas to identify efficiency gains.	1.5 Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, customer service and	Greater efficiency and improved staff accountability and responsibility	30 June 2015	Manager Community Development	Community Development Officers	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
	continuous improvement.					
Participation in targeted Community wellbeing and safety committees/programs.	5.2 Facilitate a range of partnerships to improve community health and safety and crime prevention	No. of projects & programs delivered	30 June 2015	Manager Community Development	Community Development Team	
Participation in Building Safer Community Action Team (BSCAT).		Meeting attendance & community feedback	30 June 2015	Manager Community Development	Community Development Team	
Participation in Burdekin Health Network		Meeting attendance & community feedback	Bi-annually	Community Development Officers	Community Development Team	
Organise Community Safety and Crime Prevention Conference		Number of conference delegates & community feedback	30 June 2015	Community Development Officers	Community Development Team	
Co-ordination of Health 'n' Fitness Expo /fitness Activities/Programs		Number in attendance & community feedback	30 June 2015	Community Development Officers	Community Development Team	
Encourage participation in 10,000 steps program		Number of participants & community feedback	30 June 2015	Community Development Officers	Community Development Team	
Seek funding to continue staged construction of Burdekin Be Active Trail		Funding obtained & community feedback	30 June 2015	Manager Community Development	Community Development Team	
Co-ordinate forums and special events for community and arrange recruitment, training & support volunteers	6.1 Promote community participation, support community groups, and maintain and grow social capital.	No of special events held and assistance provided to volunteers	30 June 2015	Community Development Officers	Community Development Team	
Provide assistance to Burdekin Tourism Association.		Amount of assistance provided.	30 June 2015	Community Development Officers	Community Development Team	
Co-ordination of sport and recreation forums/workshops		Forum attendance numbers	30 June 2015	Community Development Officers	Community Development Team	
Management of operations at Ayr & Home Hill Showgrounds & PCYC Facilities	<b>Objective</b> – Promote, support and facilitate development of the identity and capacity of the community	Amount of support provided	30 June 2015	Community Development Officers	Community Development Team	
Manage community and civic receptions including provision of financial assistance.	6.4 Build and strengthen our community identity and acknowledge the diversity in our community.	Successfully host events and increase attendance from previous events	30 June 2015	Manager Community Development	Community Development Team	
Provide financial and in-kind support to recognised community events.		No. of events supported.	30 June 2015	Manager Community Development	Community Development Team	
Provide event management support to recognised community events.		No. of events supported.	30 June 2015	Manager Community Development	Community Development Team	
Arrange appropriate Civic Receptions and Celebrations		No of receptions & events held. Customer feedback	30 June 2015	Community Development Officers	Community Development Team	
Facilitate and provide ongoing support for the Burdekin Youth Council.	6.5 Facilitate and provide ongoing support for approved community	Meetings attended & support provided.	30 June 2015	Community Development Officers	Community Development Team	



**Burdekin  
Shire Council**

## Operational Plan

2014-2015

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
Assist in organising Regional Youth Events	groups.	Number of participants	30 June 2015	Community Development Officers	Community Development Team	
Facilitate and provide ongoing support for the Seniors Advisory Group		Number of groups provided with assistance.	30 June 2015	Community Development Officers	Community Development Team	
Provide support for community events.	6.6 Encourage and support community events, including seed funding for new events.	Number of groups provided with assistance.	30 June 2015	Manager Community Development	Community Development Team	
Co-ordination of Events Workshops in cooperation with TEL		Attendance numbers.	30 June 2015	Community Development Officers	Community Development Team	
Consider and implement the Burdekin Tourism Plan as funds permit.	7.2 Consider and implement the recommendations of the Burdekin Tourism Plan and Burdekin Sport and Recreation Plan when funds permit.	Committee feedback and achievement of objectives	30 June 2015	Manager Community Development	Community Development Team	
Participate in Tourism/ Defence Expos		Number of information packs distributed to participants	30 June 2015	Community Development Team	Community Development Team	
Promotion of the Burdekin as an business and lifestyle destination	7.6 Foster and develop effective partnerships and networks which will enhance tourism and economic development.	Number of promotional opportunities identified and pursued.	30 June 2015	Manager Community Development	Community Development Team	
Sourcing and development of new advertising opportunities to "sell" Burdekin tourism and lifestyle, e.g. Qld on Show, Qld Country Week, RegionsQ		Ensure participation with existing initiatives and investigate new opportunities. Promotions/advertising completed	30 June 2015	Manager Community Development	Community Development Team	
Update Tourism Website		Accurate and timely information available via internet pages. Customer feedback. Number of hits on page.	30 June 2015	Community Development Officer	Community Development Team	
Co-ordination of Burdekin Tourism Operators Workshops		Number of workshops held. Attendance at workshops. Number of new initiatives coming out of workshops.	30 June 2015	Manager Community Development	Community Development Team	
Contribute towards Bountiful Burdekin publication		Quality of publication and number of publications distributed.	30 June 2015	Manager Community Development	Community Development Team	
Manage donations and in-kind support to Burdekin Community Association and Burdekin Neighbourhood Centre	6.7 Provide ongoing support for community welfare organisations within the Shire including the Burdekin Community Association, Burdekin Neighbourhood Centre and the PCYC.	Outcomes of donations and in kind support-benefit to the community.	30 June 2015	Manager Community Development	Community Development Team	
Executive Support						
Co-ordinate the Complaints Management System	1.1 Ensure honest, open and accountable local government by facilitating	Complaints are resolved within set timeframes. Clear communication is provided throughout complaint investigation process.	Nil referrals to external complaint agencies	Executive Officer	All Managers	
Coordinate Councils Public Interest Disclosures Policy and Investigations	open exchange of concerns and ideas between the community	Public interest disclosure training is provided to all employees. Public Interests Disclosures are handled in accordance with Policy. Policy is	30 June 2015	Executive Officer	CEO	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
	and the Council and ensuring that all decision making is open, transparent and communicated clearly.	reviewed every two years.				
Arrange Citizenship Ceremonies	6.4 Build and strengthen our community identity and acknowledge the diversity in our community.	Citizenship ceremonies are held regularly	On time and in budget	Executive Support Officer	Administration Officers	
Coordinate Risk Management Registers including Corporate Risk Registers and Operational Risk Registers within the Enterprise Risk Management Framework	1.7 Ensure effective corporate governance through compliance with legislation and adoption of risk management strategies.	Registers are compiled and reviewed annually.	30 June 2015	Executive Officer	All Managers	
Monitor and update Council's Policy Register		Policies are reviewed and updated in a timely manner. New policies are introduced to reflect changes in legislation. Effective communication with Council to ensure that they are well informed around policy making.	80% completion within set timeframes	Executive Officer	All Managers	
Provide administrative support to the Mayor and CEO	1.1 Ensure honest, open and accountable local government by facilitating open exchange of concerns and ideas between the community and the Council and ensuring that all decision making is open, transparent and communicated clearly. 1.2 Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies.	Timely and accurate support provided		Executive Secretary	Executive Support Officer	
<b>Financial Administration</b>						
<b>Prepare Budget Forecasts</b>						
Prepare and submit first amended budget for 2014-2015 for Council adoption	1.3 Review and refine short and long term planning throughout Council	Council will be presented with an amended budget to be adopted	December 2014	Manager Finance and Administration	Mangers & Financial Management Team	
Prepare and submit second amended budget 2014-15 for Council review and adoption	including focus on a ten (10) year financial forecasting model.	Council will be presented with an amended budget to be adopted	April 2015	Manager Finance and Administration	Mangers & Financial Management Team	
Commence budget planning discussions with Council		Council will be provided with accurate an up to date information and estimates during council workshops. Action plans will be developed.	February 2015	Manager Finance and Administration	Mangers & Financial Management Team	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
					Senior Rates Officer	
<i>Review policies and revenue statement for inclusion in budget agenda</i>		Reviewed policies and revenue statements will be provided to Council for adoption in time for the new financial year. The updated policies will be published to our website.	June 2015	Manager Finance and Administration	Managers & Financial Management Team SRO EO	
<i>Prepare and submit original budget and forecast estimates 2015-16 for Council tabling by Mayor</i>		Budget 2015-2016 will be presented to Council for adoption before the beginning on the 15/16 financial year	June 2015	Manager Finance and Administration	Financial Management Team	
<b>Annual Financial Reporting (statement and notes)</b>						
<i>Provide asset information for annual financial statement for auditor</i>	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management	Accurate and timely End of Financial Year information	8 August 2014	Manager Finance and Administration	Managers Financial Management Team	
<i>Prepare proposed annual financial statements for 2013-2014 and submit to audit committee</i>		Timely and accurate proposed financial statements	10 September 2014	Manager Finance and Administration	Financial Management Team And Managers	
<i>Draft financial statements to Audit</i>		Timely and accurate draft financial statements	15 September 2014	Manager Finance and Administration	Financial Management Team and Managers	
<i>Respond to final audit for 2013-2014 financial statements</i>		We will aim for positive feedback from the auditor, adopting suggestions for improvement.	31 October 2015	Manager Finance and Administration	Managers and Financial Management Team	
<i>Prepare Community Financial Report for Annual Report</i>		Complete the Community Financial report in a timely manner and in an appropriate, easy to read format for the annual report.	30 November 2014	Manager Finance and Administration	Financial Management Team	
<b>Rates</b>						
<i>Maintain Proclaim database for property and rating</i>	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management	To ensure a high level of accuracy and timeliness in updating the property database	Every notified change of detail is entered into the database within one week of notification	Rates Supervisor	Rates Officers & Customer Service Officers	
<i>Issue annual rates and charges levy</i>		Timely and accurate rates notices will be issued	8 August 2014	Rates Supervisor	Rates Officers	
<i>Issue half year water consumption levy</i>		Timely and accurate water consumption notices will be issued	December 2014	Rates Supervisor	Rates Officers	
<i>Issue supplementary rates and charges levy</i>		Timely and accurate supplementary rates notices will be issued to those affected (change of ownership, change of services, change of pension details etc)	Every notified change will be entered into the rating database and used for supplementary rates notices where applicable	Rates Supervisor	Rates Officers	
<i>Maximise recovery of outstanding rates and charges</i>		Ongoing monitoring of rate arrears, ensure that payment agreements are put in place or arrears matters are referred in a timely manner to debt collection agencies.	Low percentage of rates arrears	Rates Supervisor	Rates Officers	
<b>Returns to external bodies</b>						
<i>Co-ordinate and compile Local Government Comparative Data Return</i>	1.7 Ensure effective Corporate Governance through compliance with	Timely and accurate Major Grants Commission data return completed.	December 2014	Financial Management Team	Managers, Financial Management Team	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
Co-ordinate and submit 10 year forecast to Local Government Department to support loan borrowing application	legislation and adoption of Risk Management	Complete a 10 year forecast by the target date	December 2014	Manager Finance and Administration	Managers, Financial Management Team	
Annual Fringe Benefits Tax Return		Return Lodgement by target date	21 May 2015	Financial Accountant Reporting	Financial Management Team, Expenditure Services Team	
Monthly Business Activity Statement for Goods & Services Tax		Return lodgement each month by target date	21st of each month	Financial Accountant Reporting	Financial Management Team	
<b>Prominent Organisational Tasks within Financial Services area</b>						
Participate as part of Enterprise Asset Management software implementation team	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management	Achieve improvements through the successful implementation of the Asset Management Software	Improved productivity and efficiency	Manager Finance and Administration	Financial Accountant Assets, Asset Management Group	
Support asset management planning, implementation and reviews		Achieve improvements through the implementation of the asset management plans	Compliance with Legislation	Manager Finance and Administration	Financial Accountant Assets, Asset Management Group	
Maximise recovery of outstanding general debtors		Lower the general debtors level	Monitored monthly	Debtors Clerk	Financial Management	
Review and update monthly financial reporting to ensure legislative compliance and Councillor usability		Timely and accurate financial reports are produced.	March 2015	Manager Finance and Administration	Councillors, Internal Audit, Financial Management, Managers	
Co-ordinate and produce Operating Statement and Capital Projects Reports		Timely and accurate financial reports are produced.	Monthly	Financial Management Team	Managers	
Review financial administration policies and procedure as required by LG Act 2009 and LG Reg 2012 and other legislation		Policies are up to date and reviewed in a timely manner and published to Council's website in accordance with legislation.	Policies reviewed annually	Manager Finance and Administration	Financial Services	
Monitor and maintain corporate financial systems for user operability		Ensure users can operate the financial system and support is provided in a timely and efficient manner.	All users receive the training and support they require	Financial Management Team	Financial system users	
Administer existing and new external and internal loan borrowings		Ensure borrowing level and ratios are at an acceptable level for the loan program	Level of loan ratio	Financial Management Team	Manager Finance and Admin	
Review GST and FBT taxation issues and processes		Processes are improved from issues raised in the reviews.	Number of process improvements	Manager Finance and Administration	Financial Management	
Prepare Burdekin Cultural Complex Board Inc Financial statements and submit to audit		Ensure financial statements are prepared in a timely and accurate way in time for audit.	June 2015	Financial Accountant Reporting	Expenditure Services Team	
Prepare for inclusion of BCCB operations within Council Structure		Successful integration of BCCB into Council Structure	June 2015	Manager Finance and Administration	Financial Management, Expenditure	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
					Services, Theatre Management	
Address and monitor management issues from audit recommendations		Ensure that audit recommendations are implemented and completed	June 2015	Manager Finance and Administration	CEO, Managers, Financial Management	
Prominent organisational tasks within Expenditure Services						
Maximise earnings on cash holdings	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management	Interest earnings	Level of earnings	Expenditure Services	Manager Finance and Admin	
Administer purchasing financial delegations and purchase cards		Update and monitoring of purchasing practices	Compliance levels	Expenditure Services	Authorised purchasing officers	
Quarterly review of purchase procedure variances to management		Update and monitoring of purchasing practices	Compliance levels	Expenditure Services	Authorised purchasing officers	
Administer accounts payable and contract register		Weekly, fortnightly and monthly creditor payments	Timeliness and accuracy	Expenditure Services	Authorised purchasing officers	
Prepare and administer applications for private hire and traffic control tenders		Updated private plant hire and traffic control database	Timeliness and accuracy	Expenditure Services	Expenditure Services staff, Manager Operations & Manager Technical Services	
Provide administrative, budget & financial services support to Burdekin Cultural Complex Board Inc		Services support	Timeliness and accuracy	Expenditure Services	Financial Management	
Administrative Services						
Facilitate all of Council's Statutory Meetings and provide accurate and timely minutes of meetings	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management	Accurate, complete and timely minutes published to website	Within 10 days of each statutory Council Meeting	Manager Finance and Administration	Administration Co-ordinator & Minutes Clerk	
Upgrade aka thesaurus software and populate with existing aka data. Upload new Queensland State Archives General Administration Retention and Disposal Schedule QDAN 249 v.7 into new database.	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management strategies.	An efficient Business Classification Scheme that contains current Retention and Disposal Schedule information successfully upgraded by target date	30 December 2014	Administration and Records Coordinator	Corporate Records Staff	
Update relevant files in ECM Function Index with new retention codes as defined in Queensland State Archives General Administration Retention and Disposal Schedule QDAN 249 v.7		Function Index with correct references to Retention and Disposal Schedules completed by target date	30 December 2014	Administration and Records Coordinator	Corporate Records Staff	
Upgrade of ECM from CI 4.02 to CI 4.03		New version of ECM working by target date	30 June 2015	Administration and Records Coordinator	CEO, Managers & Records Staff	
Develop and implement a Key & End User Training Program for ECM CI 4.03		ECM CI 4.03 End User Training Program delivered to staff that require training.	Positive training feedback. All staff trained by 30 June	Administration and Records	CEO, Managers & Records Staff	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
<i>Upgrade</i>			2015	Coordinator		
<i>Maintain function based Business Classification Scheme with associated thesaurus and retention and disposal references, as required by Queensland State Archives</i>		An efficient Business Classification Scheme, Thesaurus and Retention and Disposal Schedule	Meet the needs of users	Administration and Records Coordinator	Corporate Records Staff	
<i>Implement systematic ongoing ECM CI training for all staff including feedback form. Ensure user guides, facts sheets and training documents on Records portal are current.</i>		ECM DataWorks Training Program	Train staff as needed	Administration and Records Coordinator	Corporate Records Staff	
<i>Develop and implement operational standards and procedures to reflect recordkeeping requirements imposed by legislation, regulations, statements of best practice and formal directives</i>		Operational standards and procedures on Records Management developed	All staff are aware of operational standard	Administration and Records Coordinator	Corporate Records Staff	
<i>Develop and implement a Recordkeeping Awareness and Education Program for all employees</i>		Ensure a high number of staff receive record keeping awareness and education	All staff required to receive training are trained	Administration and Records Coordinator	Administration and Records Coordinator	
<i>Follow State Archives retention and disposal schedules for files based on existing Business Classification Scheme and other corporate records</i>		Retention and disposal schedule developed for existing Business Classification Scheme	Number of existing files and records disposed.	Administration and Records Coordinator	Administration and Records Coordinator	
<b>Client Services</b>						
<b>Human Resource Management</b>						
<i>Manage and Deliver Council's payroll effectively and on time</i>	1.4 Progress towards achieving "Employer of Choice" status	Number of Payroll's within the quarter processed	26 Payroll's with less than 2% error margin.	HR Coordinator	HR Officers	13 Payrolls with less than 2% error margin
<i>Provide an effective Performance Management Program to enhance Operations and provide support and feedback to personnel</i>		Number of performance reviews completed	135 Performance Reviews	HR Coordinator	Senior Leadership Group	
<i>Improve the efficiency and effectiveness of the Human Resource processes delivered to the Organisation</i>				HR Coordinator		
<i>Provide an effective Recruitment Process which is consistent and fair to all applicants and selected on merits.</i>		Number of new staff that have been employed.	0% disputes regarding the recruitment process.	HR Coordinator	HR Officers	
<i>Review HR policies and procedures to ensure best practices.</i>		Number of policies and procedures reviewed	Eight (8) Human Resource Policies and Procedures to be reviewed annually	HR Coordinator	HR Officers	
<i>Provide all of Council Reporting on a Monthly basis for personnel statistics and a quarterly basis for trend analysis. Participation in external surveys as</i>		Number of Reports produced and surveys completed.	12 monthly reports, 4 Quarterly Reports and 3 Surveys	HR Coordinator	HR Officers	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
benchmarking practices.						
Manage workers compensation and return to work programs to effectively enhance the process of returning to normal duties for injured workers.		Number of Worker's compensation claims	Greater than 95% successful return to work programs	HR Coordinator	HR Officers	
<b>Customer Service Centre</b>						
Provide a well-designed, efficient and effective customer service facility	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.	<ul style="list-style-type: none"> <li>Service Level (call statistics) achieved within the Customer Service Centre</li> <li>Call abandonment rate of 10% or less</li> <li>Average call wait time of less than 30 seconds</li> <li>Number of correctly entered call codes</li> <li>Number of service requests created correctly</li> <li>Percentage of payments processed accurately at point of entry</li> </ul>	<ul style="list-style-type: none"> <li>90%</li> <li>10% or less</li> <li>5% or less</li> <li>98% Correct</li> <li>98% Correct</li> <li>100% entered correctly</li> </ul>	Customer Service Team Leader	Customer Service Officers	Currently achieving 96% Service Level
<b>Information Technology</b>						
Effective management of Council's core ICT (Information and Communication Technology) assets.	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.	<ul style="list-style-type: none"> <li>Availability of core systems</li> <li>Relocation of DR services to the Cyclone Shelter upon completion.</li> </ul>	<ul style="list-style-type: none"> <li>99.9% availability of core systems during normal business hours.</li> <li>31 December 2014</li> </ul>	Systems and Network Administrator	Systems and Network Support Officer/ Applications Administrator and Analyst	28/11/2014: Core systems unavailable for approximately one (1) hour during business hours due to host server crash. 03/12/2014: DR services relocated.
Effective management of Council's web services		Availability of Council's website	99.9% availability of Council's website during normal business hours.	Systems and Network Administrator	Web Coordinator	28/11/2014: Web site unavailable for approximately one (1) hour during business hours due to server crash. 13/01/2015: Website unavailable for approximately 20 minutes during business hours due to unresponsive virtual server.
Effective management of Council's client devices (PC's, Laptops and tablets)		Minimal productivity downtime	Less than 5% productivity downtime	Systems and Network Administrator	Help Desk Support Officer / IT Trainee	
Provision of an effective Help Desk service		Help Desk ticket completion	95% completion rate	Systems and Network Administrator	IT Staff	01/07/2014 – 31/12/2014: 99.8% completion rate (1,555 tickets created and 1,552 tickets closed)
Effective management of Council's GIS assets.		Accuracy of data	<ul style="list-style-type: none"> <li>12 Property Location Index extracts sent to DERM.</li> <li>All amendments to data layers updated within two weeks of receipt.</li> </ul>	GIS Coordinator	Rates Officer/ Water & Waste Water Staff / Technical Design Staff / Town Planning staff	
Effective management of Council's telecommunications assets.		Availability of telecommunication assets	<ul style="list-style-type: none"> <li>99% availability of PBX during normal business hours.</li> </ul>	Systems and Network Administrator	Help Desk Support Officer / IT Trainee	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
			<ul style="list-style-type: none"><li>Less than 5% productivity downtime during normal business hours for mobile and smart phones.</li></ul>			
Improve the efficiency and effectiveness of the Information Technology processes delivered to the Organisation		Number of policies and procedures created or reviewed.	Eight (8) IT Policies and Procedures to be created or reviewed annually.	Systems and Network Administrator	IT Staff	
<b>Libraries</b>						
Enhance access for the Community to the Library's Historical photographic collection through the Library Catalogue	5.6 Provide library resources and facilities to support informational, recreational, educational and cultural needs of the community.	Digitisation of the existing photographic collection as per Picture Queensland requirements and purchase of appropriate scanning hardware.	100 photographs per year	Manager Library Services	Library Staff	
Engage with the community at all levels through special events throughout the year and where possible in partnership with other agencies.		Run two "special events " per quarter. Number in attendance will be the performance measure	8 events	Manager Library Services	Library Staff	2 per quarter
Engage with younger members of the community through a range of activities		Storytelling sessions, School holiday activities and library visits	Weekly story times and school holiday activities in January, June, September And December School Holidays	Manager Library Services	Library Staff	
Enhance existing Partnership with PCYC		Implement Best Start Reading Programme	48 weekly programmes	Manager Library Services	Library Staff	12 programmes per quarter
Offer Technology Support to the community through innovative practices		Provide 1hr one on one technology  Offer twice monthly "coffee and Chips" technology presentations where current technology issues are discussed and investigated	80 bookings per year  12 programmes per quarter	Manager Library Services	Library Staff	8 sessions per quarter  6 per quarter
Update the Current Burdekin Library Strategic Plan incorporating community consultation		Prepare new 5 year Strategic Plan	Draft plan to be ready for submittal to Council December 2015	Manager Library Services	Library Staff	
<b>Training and Conferences</b>						
	1.5 Foster an organisational culture that is challenging, rewarding and values employees					





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
	committed to innovative, quality outcomes, teamwork, customer service and continuous improvement.					
<b>Safety and QA</b>						
<i>Maintain &amp; review the safety management system for compliance</i>						
Conduct gap analysis of safety management system documentation	1.4 Progress towards achieving "Employer of Choice" status and aim to attract, recruit and retain workers based on their abilities, skills and knowledge in a consistently fair workplace which offers and promotes work opportunities for all.	To be completed by target date	31 January 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Conduct internal audit of safety management system		To be completed by target date	31 January 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Development of document review plan to capture review dates of documentation		To be completed by target date	30 April 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Develop business proposal for software for safety management system		To be completed by target date	31 January 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Engage external party to conduct full system audit of safety management system		Full System Audit	Programmed for four day in March from 24th to 28th.	Q&S Coordinator	HR Officer/Q&S Officer	
Maintain fire safety compliance for buildings		Conduct annual review of all emergency plans and evacuation exercises	30 June 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Develop and upload new e-learning modules for Take 5 topics		100% transference of Toolbox talks to elearning	14 April 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Biennial audiometric testing of at risk employees		Completion of testing for all identified personnel	100% of Staff tested 30 March 2015	Q&S Coordinator	HR Officer/Q&S Officer	
Maintain & review the quality management system for system certification		100% Completion of internal audit plan	4 internal audit completed in a calendar year	Q&S Coordinator	HR Officer/Q&S Officer	
Facilitate annual surveillance audit of quality system		Surveillance audit conducted within 12 months	30 December 2015	Q&S Coordinator	HR Officer/Q&S Officer	
<b>Planning and Development</b>						
<b>Development Administration</b>						
Provide efficient and effective customer services for the various programs delivered by the Planning and Development Department. (Planning, Building, Plumbing)	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.	We will aim to provide a service that meets community needs with all outcomes in accordance with relevant legislation	90% of requests responded to within 15 business days (building and plumbing); 75% Planning Development Applications responded to within 15 business days	Manager Planning and Development	Customer Service Officers, Building and Plumbing Certifiers, Development Support Staff	
<b>Development</b>						



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
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 to ensure compliance with Queensland Planning Provisions. (QPP)	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.	Planning scheme and codes will be amended as required. 100% compliance with development consent conditions.	100% compliance with development consent conditions.	Manager Planning and Development	Planning Assistant	
Implement 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)	2.3 Ensure infrastructure charges are applied on development proposals in accordance with Council's Priority Infrastructure Plan (PIP). The plan should identify areas for future urban growth in the planning scheme. This will facilitate Council's ability to service that area with infrastructure and provides a clear, transparent and certain basis for the calculation of infrastructure charges.	Achieve consistency in development applications and forward planning of developments to ensure appropriate levels of trunk infrastructure is made available.	DAs assessed and appropriate infrastructure charges imposed	Manager Planning and Development	Manager Operations, Manager Technical Services, Manager Governance and Local Laws	
<b>Building &amp; Plumbing</b>						
Undertake a Building Certification service both within the Burdekin Shire and externally to the Shire in accordance with statutory requirements.	3.5 Monitor and regulate Council's planning strategies, development approvals and building approvals to ensure development and building activities deliver acceptable outcomes.	Ensure all building works comply with statutory requirements. Provide approval and inspection service for all classes of development as a certifying authority	Number of Development Permits issued and inspected. Number of swimming pools and pool fences inspected	Manager Planning and Development	Building Certifiers, Building Inspectors and Administration Staff.	
Ensure affected Swimming pools comply with current pool fencing legislation	<b>Objective</b> – 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.	Increase safety of community through regulation of swimming pools and compliance with legislation	Number of swimming pools inspected	Manager Planning and Development	Building Certifiers, Building Inspectors and Administration Staff.	
Develop & Implement Building Maintenance Program. (N.B. Outcomes associated with a functioning asset management program will facilitate this task.)	2.2 To implement a robust Asset Management framework to ensure optimal decisions are made, regarding asset	Building Maintenance program which identifies scheduled maintenance needs and works undertaken		Manager Planning and Development	Building Maintenance	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
	creation, operation, maintenance, rehabilitation/replacement, disposal and performance, based on agreed service levels.					
<i>Undertake a Plumbing Inspection service and relevant compliance works in accordance with statutory requirements.</i>	<b>Objective</b> – 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.	All plumbing installations that are not “notifiable works” are carried out in accordance with the <i>Plumbing and Drainage Act 2002</i> .	Number of relevant plumbing installations inspected. Backflow prevention devices inspected annually. Number of designs issued for on-site effluent disposal	Manager Planning and Development	Plumbing Inspectors	
<b>Operations</b>						
<b>Operations</b>						
<i>Ongoing review of staffing in Operational Areas to identify efficiency gains.</i>	Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, quality customer service and continuous improvement	Greater efficiency and improved staff accountability and responsibility	30 June 2015	Manager Operations	Works Overseer, Parks Co-ordinator, Overseer Water/Wastewater, Stores/Purchasing Officer + Manager Contracts	
<b>Works</b>						
<i>Annual Works Program Roads as adopted to be 90% delivered within the financial year</i>	To provide and maintain appropriate infrastructure to service the Shire’s existing and future service levels	Complete capital works to improve transport infrastructure	30-Jun-15	MO	Works Overseer	
<i>Complete 2013 NDRRA program</i>	To provide and maintain appropriate infrastructure to service the Shire’s existing and future service levels	Complete civil work associated with 2013 NDRRA program.	30-Jun-15	Manager Contracts	MO + Works Overseer	
<i>Inspect all roads after the wet season, and prioritise maintenance activities as per service levels.</i>	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.	Provide properly maintained gravel road network in shire % of network area treated per year	30-Jun-15	WO	Works Supervisors	
<i>Attend to maintenance matters raised in customer request system within required timeframe</i>	To implement a robust Asset Management framework and policy to	Provide properly maintained transport infrastructure at a sustainable level of service with 85% of requests completed within	30-Jun-15	MO	Works Overseer + Works Supervisors	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
	ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	timeframe				
<i>Works Program Drainage as adopted to be delivered within the financial year (exception for major schemes spanning two or more financial years)</i>	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Complete capital works to improve drainage infrastructure	30-Jun-15	MO	MTS, DOM + Works Overseer	
<i>Undertake regular inspection of aerodromes and airstrips and carry out maintenance as per CASA requirements</i>	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Provide properly maintained aerodrome and airstrip infrastructure at a sustainable level of service	30-Jun-15	WO	Works Supervisors	
<i>Deliver Annual RMPC</i>	Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies	Ongoing profitable contract with Main Roads	30-Jun-15	MTS	MO, WO, Works Supervisors + Senior Works Admin Officer	
<b>Water Supply and Sewerage</b>						
<i>Capital Works –Commission Alternative Water Supply Project, Rossiter's Hill. Refurbishment Home Hill Aerator.</i>		Improved water security and quality to townships of Ayr and Brandon. Improved water quality supply to town of Home Hill	30-Jun-15	Manager Operations	Manager Contracts + Overseer Water/Wastewater	
<i>Monitor Adopted Maintenance &amp; Customer Service Level Manuals –</i>		Review Process and Manuals	31- Dec - 14	Manager Operations + MTS	DOM, Overseer Water/Wastewater, Foreman Water/Wastewater + AO Water/Wastewater	
<i>Replacement / refurbishment of water infrastructure as necessary - Install auto cut-over switch Nelsons Lagoon backup generator. Install pipeline swabbing point in 525 mm diameter water main Burke Street, Ayr. Replace/refurbish break tank Mt Kelly.</i>		Well maintained and reliable water supply infrastructure	30-Jun-15	Manager Operations	DOM & Field Supervisor - Water & Wastewater	
<i>Capital Works - relining of sewers - \$780,000. Refurbish/replace Primary Clarifier Bridge Ayr WWTP</i>		Reliable sewerage infrastructure	30-Jun-15	Manager Operations	DOM & Field Supervisor - Water & Wastewater	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
Replacement / refurbishment of sewerage infrastructure - Replace Ayr No. 23 SPS. Upgrade existing analogue telemetry to digital at various pump stations as part of ongoing asset replacements. Replace pumps at various pump stations		Well maintained and reliable sewerage infrastructure	30-Jun-15	Manager Operations	DOM & Field Supervisor - Water & Wastewater	
Water Quality to be monitored and benchmarked against relevant National Standards for drinking water		Quarterly reports on testing program to be completed	Deliver highest possible quality potable water to consumers	Manager Operations	Field Supervisor - Water & Wastewater	
<b>Parks and Recreation</b>						
Undertake maintenance of Shire Parks and Gardens Attend to maintenance matters raised in customer request system by required timeframe	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.	A high standard of park	85% of requests completed within timeframe	Manager Operations	Coordinator Parks & Gardens & Parks Foreman	
Construct skate park in Giru. Upgrade playground equipment and park furniture in Coutts Park, Ayr. Install BBQ and shelter Coutts Park, Ayr.	Continue programme of upgrading, park furniture and playground equipment within Shire Parks.	Complete program by 30 June 2015	30 June 2015	Manager Operations	Coordinator Parks & Gardens & Parks Foreman	
<b>Cemeteries</b>						
Maintain Shire cemeteries	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Achieve Compliment to complaint ratio of 4:1 for Cemetery Operations	Well maintained facilities	Manager Operations	Coordinator Parks & Gardens & Parks Foreman	
Construct new Columbarium at Ayr Cemetery		Improved facilities at the Ayr and Home Hill cemeteries by target date	30-Jun-15	Manager Operations	Coordinator Parks & Gardens & Parks Foreman	
<b>Public Conveniences</b>						
Maintain Shire toilet facilities to a high standard of cleanliness	To provide and maintain appropriate infrastructure to service the Shire's existing and future service levels	Achieve Compliment to complaint ratio of 4:1 for Public Convenience Operations	Provide a service that meets community needs	Coordinator Parks & Gardens	Parks Foreman	
Refurbish Exeloo – Spiller Street Park, Brandon.		Provide a service that meets community needs by target date	30 June 2015	Coordinator Parks & Gardens	Parks Foreman	
<b>Stores Purchasing</b>						
Review Council fuel storage and distribution practices at Jones Street Depot and maximise benefits of bulk fuel purchasing arrangements.	Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management strategies.	Reduction in fuel attained by Council employees through Caltex Star Card system.	Ongoing	Manager Operations, Purchasing Officer	Purchasing/Stores Staff	
Calling of major annual supply contracts for Goods and Services being Bitumen Products, Fuels and Gravel Products.		Compliance with Council Purchasing Policy delivering time and financial savings for bulk purchase arrangements	30-Jun-15	Purchasing Officer	Purchasing/Stores Staff	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
Calling of major biennial supply contracts for Goods and Services being Ready mix Cement, Powdered Cement Products, Reinforced Concrete Pipes and Culverts, Herbicide Products and Cleaning Services		Compliance with Council Purchasing Policy delivering time and financial savings for bulk purchase arrangements	30-Jun-15	Purchasing Officer	Purchasing/Stores Staff	
Rolling review of stock turnover to write off or dispose of inventory items with no or limited stock turns in last 5 years.		5% Reduction in dollar value of stores inventory	30-Jun-15	Manager Operations, Purchasing Officer	Purchasing/Stores Staff, Works Overseer, Overseer WWW, Coordinator Parks & Gardens	
Technical Services						
Planning						
Produce reseal program for current year	Provide, maintain and facilitate appropriate infrastructure to service the Shire's existing future service levels.	We will monitor and achieve a sustainable reseal cycle for the current year	30 January 2015	Manager Technical Services	Senior Technical Officer	
Produce Five year Works Improvement Program for year 2015-2020		Council adopts the works implementation program including a commitment to the first two years.	2015-2016 by April 2015 with subsequent 4 years by June 2015.	Manager Technical Services	Manager Operations & Asset Co-ordinator	
Produce Annual Works Program and review monthly with Management		Monthly reviews and updates.	Reviewed monthly with not less than 9 updates	Manager Technical Services	Manager Operations, Design Office Manager	
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		Delivery of High quality plans in advance of construction to enable efficient allocation of resources.	70% compliance	Manager Technical Services	Design office, Works Overseer & Works Foremen	
Complete Home Hill CBD drainage upgrade		Compliance with Funding Agreement	Project completed within timeframe and budget	Manager Technical Services	Design Office Manager, Manager Operations, Works Overseer.	
Complete Spiller Street drainage upgrade		Compliance with Funding Agreement	Project completed within timeframe and budget	Manager Technical Services	Design Officer Manager, Manager Operations, Works Overseer.	
Participate in the Local Disaster Management Group (LDMG) and carry out emergency planning and works	Improve our communities' resistance to disaster impacts by undertaking a disaster risk management process including developing a strategic policy framework for disaster mitigation, prevention, preparation, response and recovery arrangements in partnership with the Burdekin Local Government Disaster Management Group.	Level of preparedness for responding to and dealing with disasters.	Attend all LDMG meetings	Manager Client Services	Manager Technical Services , Manager Operations, Manager Governance and Local Laws, Manager Planning and Development CEO, field supervisor water waste water, Coordinator Parks & Gardens, support staff.	
Deliver Cyclone Shelter constructed in accordance with funding requirements within schedule		Compliance with funding agreement	Shelter completed on time and within budget	Manager Client Services	Design Office Manager, Design Office Staff	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
<b>Plant</b>						
Update Plant replacement program for 2014-2023 to reflect adopted standard renewal schedule	Maintain a modern, effective, flexible and efficient plant fleet that matches organisational needs.	Plant replacement program to be accurate and completed in a timely manner	30 April 2015	Manager Technical Services	MTS, Workshop Superintendent & Workshop Admin Officer	
Implement Plant replacement program as adopted within financial year		Replacements to be ordered to provide sufficient time for delivery	90% of replacements ordered by 30 June 2015	Manager Technical Services	Workshop superintendents & Workshop Admin Officer	
Manage Council's plant fleet, including investigating and monitoring plant utilisation and plant hire rates	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.	Plant use is efficient and effective.	30 June 2015	Manager Technical Services	Workshop Superintendent, Works Overseer, Field Supervisor Water & Waste Water and Asset Officer	
<b>Assets and Design</b>						
Revaluation of all assets due in revaluation program (includes unit rates, condition assessments, external valuations) Current 30 June 2015	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.	Accurateness of revaluation figures, comprehensiveness of assets covered, timeliness of completion	31 May 2015	Manager Technical services	Asset Systems Coordinator	
Implement Works and asset Management System		Timeliness and efficiency	30 June 2015	Manager Technical Services	Asset Management unit	
Prepare Asset Management Strategy for 2014-2019		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 July 2014	Manager Technical Services	Asset Management Unit	
Review Asset Management Plans as detailed in Council's asset management strategy		Provide a strategic approach to the management of Council assets including long term financial plans and maintenance and renewal programs.	30 April 2-15	Manager Technical Services	Asset Management Unit	
Review Asset Management Policy in accordance with Asset Management Strategy		Ensure updates are made if necessary and take to Council for readoption	Complete, current and accurate Asset Management Policy	Manager Technical Services	Asset Management Unit, Finance Team	
Review Service levels and maintenance intervention levels for all asset classes		Service Level & Condition Assessment manuals and inspection regime to assist in the development of a maintenance and renewal program.	30 April 2015	Manger Technical Services	Asset Systems Coordinator	
Value and revalue physical non-current assets for infrastructure in compliance with audit requirements for previous financial year		Revaluation report completed by target date.	15 August 2015	Manager Technical Services	Asset Systems Coordinator	
<b>Water Supply and Sewerage</b>						
Review water pricing policy with recommendations for further refinement as necessary	Promote sustainable land and water management practices	Equitable and fair pricing for water consumers	31-March 2015	Manager Technical Services	Design Office Manager, Finance	
Submit annual report to Environmental Protection Agency for the operation and		Ensure compliance with license	22 November 2014	Manager Technical Services	Design Office Manager, Field	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
environmental compliance of sewerage systems during the 2013-14 year.					Supervisor- Water & Waste Water, Technical Assistant	
Submit annual water and sewerage data to State-wide Water Information System (SWIM)		Provide accurate and timely SWIM data	30 October 2014	Manager Technical Services	Design Office Manager, Technical Officer	
Works						
Deliver Burdekin Shire Rivers Improvement Trust annual works program and NDRRA repairs	Advancing the interests of the Shire through representation and effective working relationships with federal, state and local governments and other regional bodies	Preserve the integrity of the existing river banks and mitigate breakouts and flooding	30 June 2015	Design Officer Manager	Manager Technical services, Manager Operations, Burdekin Shire Rivers Improvement Trust, Patrolman	
Deliver RMPC program in accordance with contract requirements within budget		Complete contract works for Department of Transport and Main Roads with profits distributed throughout Council	30 June 2015	Manager Technical Services	Works Admin Officer, Works foreman and RMPC Staff	
Implement new program for RMPC works.		New software to record and report defects on State controlled roads	30 June 2015	Works Admin Officer	Works Admin Officer, Works foreman and RMPC Staff	
Governance and Local Laws						
Governance						
Provide efficient and effective administrative and customer services for the various programs delivered by the Department.	1.5 Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, customer service and continuous improvement.	Provide a high level of customer satisfaction	Reduction in complaints by 5%. Improvement of response times to customer requests.	Manager Governance and Local Laws/ Coordinator Environment and Health	Executive Secretary Environmental Health, Governance and Property Officer, Grants and Property Officer, Technical Officer Environment and Health, Waste Management and Environment Officer, animal Control Officers,	
Conduct of team meetings focussing on process improvement and customer service		Monthly team meetings	At least 10 meetings held each year with 95% attendance by staff	Manager Governance and Local Laws/ Coordinator Environment and	Executive Secretary Environmental Health, Governance and Property Officer, Grants and Property Officer, Technical Officer Environment and Health, Waste Management and Environment	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
					Officer, animal Control Officers,	
Address compliance with Right to Information Act and Information Privacy Act.	1.7 Ensure effective corporate governance through compliance with legislation and adoption of risk management strategies	Open provision of appropriate information.	Applications processed; compliance with best practice.	Manager Governance and Local Laws	Governance and Property Officer	
Facilitate and update local laws where necessary.		Changes made to local laws to reflect changes to legislation or community need	Number of changes made to local laws	Manager Governance and Local Laws	Coordinator Environment and Health, Governance and Property Officer	
Investigation, review and procurement of insurance programme for council operations and assets.		Appropriate and timely insurance policies in place.	Value for money	Manger Governance and Local Laws	Governance and Property Officer	
Review of and issuing of lease documents to new and existing lessees.		Relevant and up to date leases in place	Number of leases outstanding	Manager Governance and Local Laws	Governance and Property Officer, Grants and Property Officer.	
Management of Council's Regional Arts Development Fund (RADF) Scheme.	5.8 Provide ongoing support for art, culture, youth, seniors, sport, recreation and welfare.	Reports on RADF grant recommendations	June and December annually	Manager Governance and Local Laws	Grants and Property Officer	
Management of Council's policy for Sporting Grants and Interest Free Loans.		Reports provided on the allocation of funding	Timely, accurate reports.	Manager Governance and Local Laws	Grants and Property Officer	
Development of Conlan Street residential subdivision, if feasible.	2.4 Implement the recommendations of the Asset Rationalisation Plan for land.	Developed subdivision ready for sale. Number of Lots sold	30 June 2015	Manager Governance and Local Laws		
Fund repairs to Burdekin Amateur Basketball Stadium as previously agreed.	6.5 Facilitate and provide ongoing support for approved community groups	Refurbishment completed on time and within budget	30 June 2015	Manager Governance and Local Laws	Manager Community Development	
Progressively fill with road work spoil vacant land at the Ayr Industrial Estate to create marketable parcels of land.	7.1 Encourage existing business and attract new business investment by maintaining and upgrading local infrastructure and services and applying appropriate land use planning.	Marketable parcels of land and Ayr Industrial Estate	30 June 2015	Manager Governance and Local Laws	Manager Operations	
Investigate provision of electricity network to leased lots at Ayr Aerodrome to improve marketability.		Approval and cost estimate for electricity network for Ayr Aerodrome achieved by due date.	30 June 2015	Manager Governance and Local Laws		
Environment and Health						
Supply of Food Newsletter to food premises to increase awareness of food hygiene requirements and licensing requirements.	4.4 Promote the adoption of environmental best practice and behaviours by Council, residents and businesses throughout the Shire.		6 newsletters produced annually	Waste Management and Environment Officer	Cadet Environmental Health Officers; Environmental Health Officers	
Participate and promote community events such as the Great Northern Clean Up and Pet Day Out.			Event run on time and within budget	Waste Management and Environment Officer	Cadet Environmental Health Officers; Environmental	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
					Health Officers	
<i>Consider and provide recommendations from an environmental perspective on Development Applications received.</i>		Accurate and timely recommendations for development applications	Advice on development applications is accurate and timely	Waste Management and Environment Officer	Cadet Environmental Health Officers; Environmental Health Officers	
<i>Provision of beach access points to limit dune erosion.</i>	4.9 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.	Workable beach access points; community acceptance.	Beach access points installed by 30/6/2015	Waste Management and Environment Officer	Cadet Environmental Health Officers; Environmental Health Officers	
<i>Investigate and implement recommendations from Energy Efficiency Report.</i>	4.13 Develop and implement programs to reduce the Council's energy usage.	Implementation of energy efficiency recommendations.	% Reduction in energy consumption and energy costs.	Manager Governance and Local Laws	Cadet Environmental Health Officers; Environmental Health Officers	
<i>Undertake regulatory inspections for food and accommodation premises and nuisance complaints.</i>	5.10 Undertake regulatory and advisory programs to maintain and improve health and environmental standards within the community such as animal control and vector control programs.	Inspections conducted in a professional manner; effective consultation; regular inspections, follow up where required. No of complaints received; No of premises inspected; Statistics on food, accommodation and nuisance related customer requests.	Reduced number of complaints/ improved compliance	Waste Management and Environment Officer	Pest Management Officers	
<i>Undertake a monitoring and larvicidal program to manage mosquito numbers.</i>	5.10 Undertake regulatory and advisory programs to maintain and improve health and environmental standards within the community such as animal control and vector control programs.	Efficient reduction in mosquito breeding sites	Number of sites treated	Co-ordinator Environment and Health	Pest Management Officers	
<i>Undertake mosquito specific educational and promotional activities e.g. dengue awareness.</i>	5.10 Undertake regulatory and advisory programs to maintain and improve health and environmental standards within the community such as animal control and vector control programs.	Improved community awareness through press releases, community news letter, public stalls and news articles.	To commence prior to breeding season and throughout breeding season.	Co-ordinator Environment and Health	Pest Management Officers	
<i>Participate and promote community events such as Pet Day Out and School Education Programmes to promote responsible animal ownership.</i>	4.4 Promote the adoption of environmental best practice and behaviours by Council, residents and businesses throughout the Shire	Clear information provided. Customer feedback.	Community acceptance Reduced complaints	Co-ordinator Environment and Health	Animal Control Officers, Technical Officer Environment and Health	
<i>Enforce animal control legislation and local laws.</i>	5.10 Undertake regulatory and advisory programs to maintain and improve health and environmental standards within the	Reduction in number of animal complaints. Increase in compliance with animal control legislation.	Number of complaints	Co-ordinator Environment and Health	Animal Control Officers	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
	community such as animal control and vector control programs.					
Construction of new shed for second hand area at Home Hill Transfer Station.	4.1 Develop, implement and promote innovative waste minimisation and recycling programme.	Shed completed to building code and within budget and on time.	30/3/2015	Waste Management and Environment Officer	Building Maintenance	
Implement recommendations from the North Queensland Waste Recycling and Reduction Program (NQWRRP).		Implemented recommendations from the NQWRRP.	No of recommendations implemented; percentage of recycling increased.	Waste Management and Environment Officer	Environmental Health Officers	
Completion of oil shed at Giru Waste Transfer Station.	4.2 Operate and maintain Council's waste management facilities to comply with statutory environmental standards including usage of cell liners at the Kirknie Road Landfill.	Shed completed to building code and within budget and on time.	30/9/2014	Waste Management and Environment Officer	Building Maintenance	
Erection of boom gates at the Ayr Transfer Station.		Boom gates erected to standard, on time and within budget	30/12/2014	Waste Management and Environment Officer	Contractors	
Completion of new office building at Ayr Transfer Station.		New office building erected to code, within budget and on time.	30/9/2014	Waste Management and Environment Officer	Building Maintenance	
Supervise waste collection and transfer station operation contracts.		Efficiently and effectively run transfer station for residents	Number of complaints received regarding transfer station.	Waste Management and Environment Officer	Environmental Health Officers	
Finalise tender documentation and plans for construction of new cell liner at Kirknie Road Landfill.	4.3 Construction of an additional cell liner at the Kirknie Road Landfill in 2014-15.	Finalised tender documentation.		Waste Management and Environment Officer	Design office	
Construction of Kirknie Road Landfill Cell Liner to increase capacity of landfill.		Functional cell liner completed on time and within budget	30 June 2015	Waste Management and Environment Officer	External Consultants	
Undertake research and assessment into closed landfills and develop rehabilitation plans.	4.4 Promote the adoption of environmental best practice and behaviours by Council, residents and businesses throughout the Shire.	Community acceptance of rehabilitation plans for selected closed landfill sites by due date.	30 June 2015	Waste Management and Environment Officer	Nil	
<b>Caravan Parks &amp; Swimming Pools</b>						
Upgrade of amenities at Home Hill Caravan Park.	7.1 Encourage existing business and attract new business investment by maintaining and upgrading local infrastructure and services and applying appropriate	Upgrade completed on time and within budget	30 June 2015	Co-ordinator Environment and Health	Building Maintenance	
Prepare business case for erection of 3 new cabins at Burdekin Cascades Caravan Park.		Business case completed and presented to Council on time and within budget	30 March 2015	Co-ordinator Environment and Health	Nil	
Erection of 3 new cabins at BCCP if		Cabins erected on time and within budget	30 June 2015	Co-ordinator	Building	





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
commercially feasible.	land use planning.			Environment and Health	Maintenance	
Manage the lease of the Home Hill Caravan Park and the Burdekin Cascades Caravan Park.		All facilities maintained well and kept operational, revenue generated and customer satisfaction.	No complaints/ \$ generated	Co-ordinator Environment and Health	Nil	
Erection of safety balustrades at Ayr and Home Hill Swimming Pools.		Safety balustrades erected on time and within budget	30 September 2014	Co-ordinator Environment and Health	Nil	
Refurbishment of Millaroo Pool.		Selected refurbishment of Millaroo Pool completed on time and within budget.	30 June 2015	Co-ordinator Environment and Health	Nil	
Call tenders for design of the Ayr Swimming Pool precinct.		Finalised plans and design for Ayr Pool refurbishment completed on time and within budget	30 June 2015	Co-ordinator Environment and Health	Administration staff	
Refurbishment of Ayr Swimming Pool Precinct (dependant on grant funding).		Ayr Swimming Pool Precinct refurbished on time and within budget in accordance with grant funding. Acquittals for grant funding submitted accurately and on time.	30 June 2016	Co-ordinator Environment and Health	External Contractors	
Reroof Gym Shed at Ayr Pool.		Roof installed on time and within budget.	30 March 2015	Building Maintenance	Nil	
Manage the leases of the Ayr and Home Hill Pools.	5.12 Provide sporting, recreational, parks, playgrounds and aquatic facilities and programs that promote regular physical activity as well as individual and community wellbeing.	Well maintained and operational facilities and customer satisfaction.	5 day response time to requests and complaints.	Co-ordinator Environment and Health		
<b>Pest Control and Weed Management</b>						
Undertake aquatic weed control in Shire waterways.	4.9 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.	Cleaner water ways.	% of water ways treated	Co-ordinator Environment and Health	Pest Management Officers	
Undertake animal and plant pest reduction activities including free 1080 program for all landowners over 40 Ha.		Reduction in pest animals and plants.	Number of 1080 baits used, number of scalps received, number of land management agreements renewed.	Co-ordinator Environment and Health	Pest Management Officers	
Undertake property inspections and liaise with landholders to develop property pest management plans to reduce the impact of pest plants and animals in the Shire.		Reduction in pest animals and plants.	Number of 1080 baits used, number of scalps received, number of land management agreements renewed.	Co-ordinator Environment and Health	Pest Management Officers	
Review and prepare a revised Shire Pest Management Plan.		Revised Shire Pest Management Plan completed and adopted on time.	30 March 2015	Co-ordinator Environment and Health	Pest Management Officers	
Liaise and partner with natural resource groups such as the North Queensland Dry Tropics to protect and enhance environmentally sensitive areas.		Agreements to enhance environmentally sensitive areas.	No of agreements entered into; completion of agreement conditions.	Co-ordinator Environment and Health	Pest Management Officers	





**Burdekin  
Shire Council**

## Operational Plan

2014-2015

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance (Deliverables/ performance measure)	2014-2015 Target	Responsible Officer	Participating Officers	3rd Quarter Review Comments
<i>Undertake projects to protect and enhance environmentally sensitive areas such as wetlands and wildlife corridors.</i>	4.10 Develop a plan to manage wetlands, which includes public access that enhances environmental awareness while preserving the wetlands.	Improvement to environmentally sensitive areas.	No of projects undertaken with external environmental groups; area of land affected.	Co-ordinator Environment and Health	Pest Management Officers	
<i>Maintain Council's status as a Reef Guardian Council.</i>	4.14 Continue to develop and implement annual action plans under the Reef Guardian Council program with particular focus on water quality, land management, community capacity and waste management.	Public awareness of Council's status as a Reef Guardian Council.	Annual reporting mechanism.	Co-ordinator Environment and Health	Waste Management and Environment Officer	

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## 6 CLIENT SERVICES

## 7 FINANCIAL & ADMINISTRATIVE SERVICES

## 8 OPERATIONS

## 9 TECHNICAL SERVICES

### 9.1 Disabled Parking - First In Physio (Queen Street)

#### Document Information

**Referring Letter No:** CrDes14/0111

**File No:** 18

**Name of Applicant:** William Newsome

**Location:** Queen Street, Ayr

**Author and Title:** Glen Stockdale, Senior Technical Officer

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#### Executive Summary

Council has received requests to improve parking arrangements and access in the area of First-In Physio for customers requiring assistance to visit the physio and/or optometrist.

#### Recommendation

Council install a disabled parking bay and construct a pram ramp in front of First-In Physio to improve access to the physio and nearby optometrist.

#### Background Information

Council has previously received customer requests to improve access in this area, due to an increasing number of people requiring assistance to reach the physiotherapist and/or optometrist. Currently the closest disabled parking is in the East End centre which requires elderly/disabled customers to walk a considerable distance.

This recommendation was rejected by Council during a workshop in October 2014, however Cr Ted Bawden has requested that it is brought up again for consideration.

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## **Link to Corporate/Operational Plan**

5.7 Encourage equitable access to facilities, services and opportunities for all members of the community.

## **Consultation**

First-In Physio and the optometrist are both in support of the disabled parking bay and pram ramp being installed.

## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Approx \$1500.00 funded by Roadworks Maintenance

### **Report prepared by:**

Glen Stockdale, Senior Technical Officer

### **Report authorised by:**

Matthew Ingle, Design Office Manager

## **Attachments**

1. N/A



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## 10 PLANNING & DEVELOPMENT

### 10.1 Development Application for Reconfiguring a Lot at 32875 Bruce Highway, Horseshoe Lagoon (Lot 1 on RP733802 Parish of Selkirk, County of Gladstone)

#### Document Information

**Referring Letter No:** 1399047

**File No:** 234 (Sub14/0033)

**Name of Applicant:** Salvatore Casella

**Location:** 32875 Bruce Highway, Horseshoe Lagoon (Lot 1 on RP733802 Parish of Selkirk, County of Gladstone)

**Author and Title:** S. Great - Manager Planning and Development

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#### Executive Summary

A Development Application has been received from Brazier Motti on behalf of their client Salvatore Casella seeking approval for Reconfiguring a Lot (1 into 3 Lots) at 32875 Bruce Highway, Horseshoe Lagoon (Lot 1 on RP733802 Parish of Selkirk, County of Gladstone). A Development Application (Code Assessable) has been triggered in accordance with the Burdekin Shire Council's IPA Planning Scheme (*the Scheme*). Given the 'Rural' zoning, it is considered that the application to subdivide does not meet specific requirements of the scheme. Therefore, refusal of the application is recommended.

#### Recommendation

That Council refuse the Development Application for Reconfiguring a Lot (1 into 3 Lots) at 32875 Bruce Highway, Horseshoe Lagoon (Lot 1 on RP733802 Parish of Selkirk, County of Gladstone) based on the following grounds:

- The proposed development compromises the achievement of specific Desired Environmental Outcomes (DEO's) contained within the Burdekin Shire Council's IPA Planning Scheme.
- The development proposed has not demonstrated sufficient grounds in the public interest to justify or override the identified conflicts with the Burdekin Shire Council's IPA Planning Scheme and in particular the Reconfiguration of a Lot Code and Rural Zone Code.
- The development proposed is not located in an area planned to benefit from all relevant urban infrastructure and current planning assumptions. The proposal may require out of sequence infrastructure upgrades, which have not been considered for

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funding trunk infrastructure. Consequently, the proposal conflicts with the provisions of the scheme.

- The proposed development is contrary to the State Interest Agriculture contained in the State Planning Policy

## **Background Information**

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

A Development Application has been received from Brazier Motti on behalf of their client Salvatore Casella seeking approval for Reconfiguring a Lot (1 into 3 Lots) at 32875 Bruce Highway, Horseshoe Lagoon (Lot 1 on RP733802 Parish of Selkirk, County of Gladstone). The land is zoned 'Rural' with the proposal triggering a 'code assessable' Development Application for Reconfiguring a Lot. The application has been assessed against the relevant provisions of the Burdekin Shire Council's IPA Planning Scheme.

### ***The Application:***

The subject site comprises a total area of 40.87ha and has approximately 200m frontage to the Bruce Highway. The site is currently improved with 2 dwelling houses, farm shed, mango trees and cane farm. It is the applicant's intent to subdivide existing Lot 1 to create proposed Lots 2-4. Proposed Lot 2 will contain an existing house, farm shed and around half of the established mango trees. Proposed Lot 3 will contain the other house, shed and the remainder of the mango trees. Proposed lot 4 will include the balance area of sugar cane land.

The applicant has stated that the proposed lots are in close proximity to land parcels of a similar size. Whilst this may be the case, these nearby lots at Horseshoe Lagoon are located in an area of the Burdekin Shire Council's IPA Planning Scheme designated for Rural Settlement Sub Area. Small lots are able to be subdivided in Horseshoe Lagoon due to this designation. The applicant has also argued that existing land uses will remain unchanged.

If the subdivision was approved, the three newly created lots could be sold off to individual parties. An additional house could also be constructed on the new cane farm lot. This could result in an increased possibility of incompatible land uses becoming an issue.

### ***Site Description/Surrounding Land Uses:***

The predominant land use in this locality is intensive agriculture. The main crop is sugar cane followed by mango trees and other small crops. Rural residential land uses exist at Horseshoe Lagoon a short distance from the site. The site has two existing houses a mango orchard and sugar cane farm. The proposal is to separate the cane farm from the houses and mango orchard.

### ***Conclusion:***

Although it has been argued by the applicant that the proposed reconfiguration provides a suitable area for the existing dwelling houses and surrounding farm land, there is not sufficient evidence provided in the application that overrides the objective of meeting the relevant specific outcomes of the Burdekin Shire Council's IPA Planning Scheme Codes.

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Given this lack of evidence, it is recommended that Council adopt the recommendation to refuse the application.

**Link to Corporate/Operational Plan**

N/A

**Consultation**

All other relative Council Departments have been consulted with any comments being included in this report and recommendation.

The application was referred to the State Assessment and Referral Agency (SARA) with the Department of Transport and Main Roads (DTMR) the Technical Agency. The DTMR has provided conditions to be attached to any Decision Notice issued by Council.

**Legal Authority or Implications**

N/A

**Policy Implications**

N/A

**Financial and Resource Implications**

N/A

**Report prepared by:**

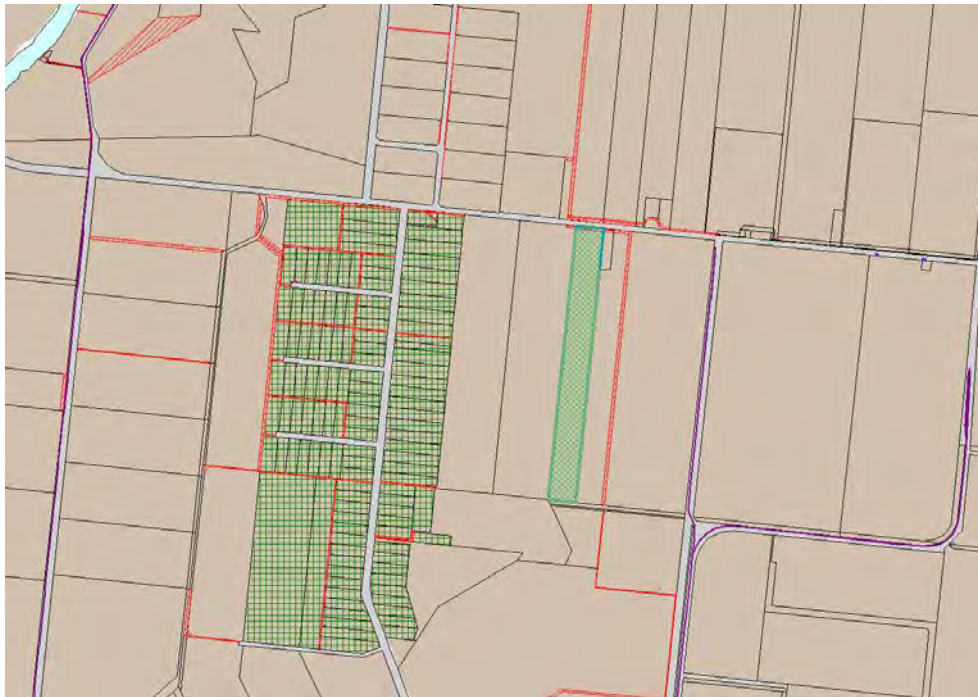
S. Great - Manager Planning and Development

**Report authorised by:**

S. Great - Manager Planning and Development

**Attachments**





## Planning Scheme

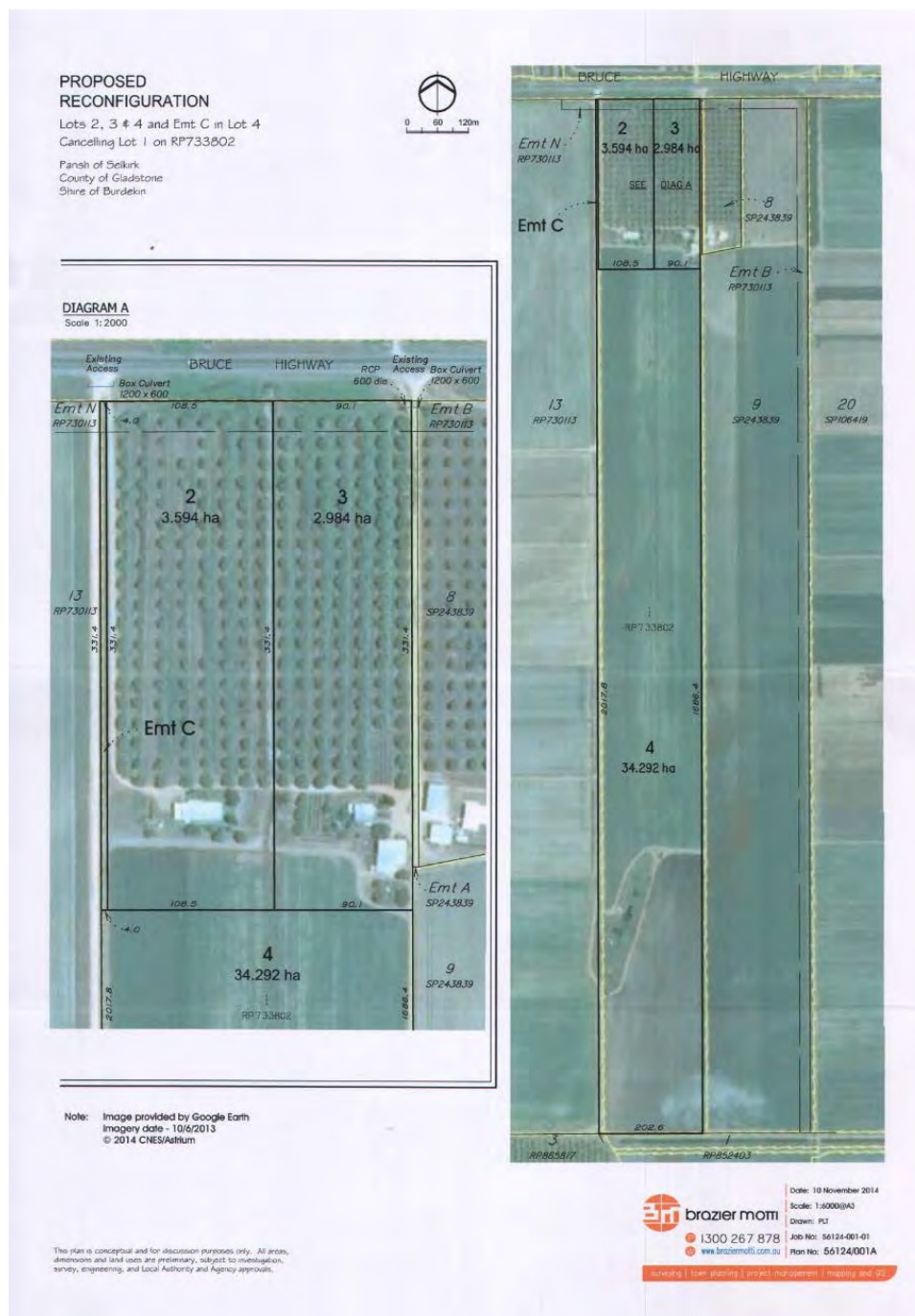
	Rural
	- Rural Industry Sub Area
	- Rural Nature Based Recreation Sub Area
	- Rural Settlement Sub Area
	Residential
	- Residential Low Density Sub Area

## Zone Map

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

	Village
	Open Sp





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## **11 COMMUNITY DEVELOPMENT**

## **12 ECONOMIC DEVELOPMENT**

Burdekin Economic Development Strategy  
Overview of Remplan – Economic Modelling System

## **13 GENERAL BUSINESS**

## **14 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

## **15 NOTICES OF MOTION**

## **16 URGENT BUSINESS**

## **17 CLOSED MEETING ITEMS**

## **18 DELEGATIONS**



