



**BURDEKIN SHIRE COUNCIL**



# **AGENDA**

  

## **ORDINARY COUNCIL MEETING**

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

**On 24 November 2015**

**COMMENCING AT 9:00AM**

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the Information Privacy Act 2009 to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

Further information may be found on council's website at [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au)



**TUESDAY 24 NOVEMBER 2015**

## **ORDER OF BUSINESS:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
<b>1</b>	<b>PRAYER</b>	<b>1</b>
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
<b>3</b>	<b>MINUTES AND BUSINESS ARISING</b>	<b>1</b>
<b>3.1</b>	<b>Ordinary Council Meeting Minutes - 10 November 2015</b>	<b>1</b>
<b>4</b>	<b>REPORTS</b>	<b>12</b>
<b>4.1</b>	<b>Capital Projects Monthly Report for Period Ending 31 October 2015</b>	<b>12</b>
<b>4.2</b>	<b>Operating Statement for the Period Ending 31 October 2015</b>	<b>17</b>
<b>4.3</b>	<b>End of First Quarter Comments 2015/2016 Operational Plan</b>	<b>20</b>
<b>5</b>	<b>GOVERNANCE &amp; LOCAL LAWS</b>	<b>46</b>
<b>5.1</b>	<b>Adoption of Revised Public Interest Disclosure Policy</b>	<b>46</b>
<b>6</b>	<b>CLIENT SERVICES</b>	<b>52</b>
<b>7</b>	<b>FINANCIAL &amp; ADMINISTRATIVE SERVICES</b>	<b>52</b>
<b>8</b>	<b>OPERATIONS</b>	<b>52</b>
<b>9</b>	<b>TECHNICAL SERVICES</b>	<b>52</b>
<b>10</b>	<b>PLANNING &amp; DEVELOPMENT</b>	<b>52</b>
<b>11</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>52</b>
<b>12</b>	<b>ECONOMIC DEVELOPMENT</b>	<b>52</b>
<b>12.1</b>	<b>Membership of RADF Advisory Group</b>	<b>52</b>
<b>13</b>	<b>GENERAL BUSINESS</b>	<b>55</b>
<b>14</b>	<b>CORRESPONDENCE FOR INFORMATION</b>	<b>55</b>
<b>15</b>	<b>NOTICES OF MOTION</b>	<b>55</b>
<b>15.1</b>	<b>Lower Burdekin Water Board Representative - Councillor Ross Lewis</b>	<b>55</b>



## **BURDEKIN SHIRE COUNCIL**



<b>15.2</b>	<b>Burdekin Art Society Inc - General Rates Exemption and Standing Donation</b>	<b>55</b>
<b>16</b>	<b>URGENT BUSINESS</b>	<b>55</b>
<b>17</b>	<b>CLOSED MEETING ITEMS</b>	<b>55</b>
<b>18</b>	<b>DELEGATIONS</b>	<b>55</b>

---

## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 10 November 2015**

#### **Recommendation**

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

**COMMENCING AT 9:00AM**



**TUESDAY 10 NOVEMBER 2015**

### **ORDER OF BUSINESS:**

ITEM	PRECIS	PAGE
1	PRAYER	3
2	DECLARATIONS OF INTEREST	3
3	MINUTES AND BUSINESS ARISING	3
3.1	Ordinary Council Meeting Minutes - 27 October 2015	3
4	REPORTS	4
5	GOVERNANCE & LOCAL LAWS	4
5.1	Giru Contamination	4
6	CLIENT SERVICES	4
7	FINANCIAL & ADMINISTRATIVE SERVICES	4
8	OPERATIONS	4
9	TECHNICAL SERVICES	4
10	PLANNING & DEVELOPMENT	4
10.1	Request for Negotiated Decision Notice for Reconfiguring a Lot at 30 Klondyke Road and 65-119 Drysdale Street, Ayr (Lot 6 on SP251206 and Lot 5 on SP227212 Parish of Antill, County of Gladstone)	4
11	COMMUNITY DEVELOPMENT	7
12	ECONOMIC DEVELOPMENT	7
13	GENERAL BUSINESS	7
14	CORRESPONDENCE FOR INFORMATION	8
15	NOTICES OF MOTION	8
15.1	Donation to Burdekin Chaplaincy	8
15.2	Donations - 'Do it for Don' Cancer Council and Relay for Life	8
16	URGENT BUSINESS	8
17	CLOSED MEETING ITEMS	9

Ordinary Council Meeting 10 November 2015



## BURDEKIN SHIRE COUNCIL



18

DELEGATIONS

9

Ordinary Council Meeting 10 November 2015



---

## **ATTENDANCE**

Councillors W.C. Lowis (Mayor), R.H. Lewis (Deputy 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. M. Pearce – Acting Manager Planning and Development  
Mr. T. Vaccaro – Manager Community Development  
Mr. A. Scott – Manager Economic Development  
Mrs. K. Olsen - Manager Financial and Administrative Services  
Mr. W. Saldumbide - Manager Operations  
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Miss S. Cronin

## **1 PRAYER**

The meeting prayer was delivered by Pastor Colin Saal of the Christian Outreach Church.

## **2 DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

Councillor McCathie declared a material personal interest in respect of item 10.1 as the applicants are clients of her business, Landmark Harcourts.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 27 October 2015**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on Tuesday 27 October 2015 be a true and correct record.

#### **Resolution**

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

CARRIED



---

## **4 REPORTS**

## **5 GOVERNANCE & LOCAL LAWS**

### **5.1 Giru Contamination**

#### **Resolution**

Moved Councillor Dalle Cort, seconded Councillor Liessmann that Council engages IMEMS Pty Ltd under Local Buy Contract BUS 225-1211 to carry out preliminary site investigations to determine the extent of contamination on Lot 3 G71311, Lot 2 EP835494 and Lot 4 EP835494, Township of Giru noting that the costs will be borne by the Environmental Levy Reserve.

CARRIED

## **6 CLIENT SERVICES**

## **7 FINANCIAL & ADMINISTRATIVE SERVICES**

## **8 OPERATIONS**

## **9 TECHNICAL SERVICES**

## **10 PLANNING & DEVELOPMENT**

### **10.1 Request for Negotiated Decision Notice for Reconfiguring a Lot at 30 Klondyke Road and 65-119 Drysdale Street, Ayr (Lot 6 on SP251206 and Lot 5 on SP227212 Parish of Antill, County of Gladstone)**

Councillor McCathie declared a material personal interest in respect of this item as the applicants are clients of her business, Landmark Harcourts and left the meeting.

#### **Executive Summary**

The applicant through their consultant Milford Planning has made representations in respect to some of the conditions of the development approval in accordance with section 361 of the Sustainable Planning Act 2009 (SPA) and requested that Council issue a Negotiated Decision Notice. The application was for Reconfiguring a Lot (1

---

into 19 Lots and balance) at 30 Klondyke Road and 65-119 Drysdale Street, Ayr (Lot 6 on SP251206 and Lot 5 on SP227212 Parish of Antill, County of Gladstone).

### **Recommendation**

That Council issue a Negotiated Decision Notice for the existing Development Permit for Reconfiguring a Lot (1 into 19 Lots and balance) at 30 Klondyke Road and 65-119 Drysdale Street, Ayr (Lot 6 on SP251206 and Lot 5 on SP227212 Parish of Antill, County of Gladstone) subject to the following changes to specific conditions:

### **GENERAL**

#### **Stage 1 and 2 condition 1.3**

##### Condition currently reads:

The proposed lots must be filled and compacted with approved material to a minimum level equal to the level of a 50 year ARI flood and must be evenly graded to the road frontage or an approved inter-lot drainage system at not less than 0.25% to ensure that the land is free draining.

##### Representations from applicant:

The applicant requests that there only be a requirement for building pads of 400m<sup>2</sup> on each Lot due to the extent of work possibly required to make the entire site area of the proposed Lots flood free. The applicant considered that this would be acceptable for a rural residential type of development and filling the entire lots may have an impact on the areas ability to convey stormwater.

##### Recommendation:

Condition to remain. Council's Design office have analysed the flood modelling for this area during a 50yr ARI event and concluded that there would only be some small areas of the site that would require up to 200mm of fill.

### **ELECTRICITY SUPPLY AND STREET LIGHTING**

#### **Stage 1 condition 10.1, Stage 2 condition 6.1 and Stage 3 condition 7.1**

##### Condition currently reads:

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

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

##### Representations from applicant:

The applicant has argued that the condition is ambiguous and does not specify what the requirements for electricity infrastructure are.

##### Recommendation:

##### Amend the condition to read as follows:



---

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

- (a) a reticulated electricity supply along the street/road frontage of each allotment.

## **ROADWORKS**

Conditions currently read:

### **Stage 1**

#### Drysdale Street

- 7.1 Provide lay back kerbing and channelling for the full length of stage 1. The alignment of such shall be 5.35 metres from the boundary to the back of kerb. This kerb shall extend from the western boundary of proposed lot 1 to the intersection of Drysdale Street and Klondyke Road.
- 7.2 Provide a two coat chip seal road from the lip of the new kerb and channel to 0.3 metres into the existing sealed road.
- 7.3 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.
- 7.4 Dedicate a splay corner, 15 metres along each frontage, at the intersection of Klondyke Road and Drysdale Street as public road.

### **Stage 2**

#### Drysdale Street

- 3.1 Provide layback kerbing and channelling for the full length of stage 2. The alignment of such shall be 5.35 metres from the boundary to the back of kerb. This kerb shall extend from the existing kerb at the intersection of Drysdale and Robert Streets to the kerb at the western boundary of proposed lot1.
- 3.2 Provide a two coat chip seal road from the lip of the new kerb and channel to 0.3 metres into the existing sealed road.
- 3.3 Pavement design shall comply with Queensland Transport pavement design manual guidelines and shall be no less than 150mm thick compacted type 2.2 gravel.

#### New Road

- 3.6 Provide lay back kerbing and channelling from Klondyke Road to the northern boundary of Lots 7 and 8. The width of the road shall be 8.2 metres between faces of kerb.
- 3.7 Provide a DG10 asphaltic concrete sealed (minimum 30 mm thick) road between the lips of the new kerbs.

---

### **Stage 3**

#### **New Road**

- 4.1 Provide lay back kerbing and channelling from the kerb and channel at the northern boundary of lots 7 and 8 to the end of the road. The width of the road shall be 8.2 metres between faces of kerb.
- 4.2 Provide a DG10 asphaltic concrete sealed (minimum 30 mm thick) road between the lips of the new kerbs.
- 4.3 The turning circle in the cul de sac shall have a minimum radius of 10 metres to face of kerb. There shall be a minimum of 4 metres footpath width between the face of kerb and the boundary.

#### **Representations from applicant:**

The applicant has stated that in their opinion a table drain with concrete invert would be better suited to the rural residential amenity of the proposed development and kerb and channelling would not have the ability to convey stormwater as well as a table drain.

#### **Recommendation:**

Conditions to remain. The applicant's response to Council's request for information included the construction of kerb and channelling along Drysdale Street to try and achieve an urban streetscape. The conditioning of Kerb and Channelling for the proposed new road was discussed at a workshop with Councillors and it was decided to keep the level of development consistent with other rural residential type developments previously approved by Council (Parker Road), therefore it is recommended that the conditions for kerb and channelling remain.

### **Resolution**

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

CARRIED

Councillor McCathie returned to the meeting.

## **11 COMMUNITY DEVELOPMENT**

## **12 ECONOMIC DEVELOPMENT**

## **13 GENERAL BUSINESS**



---

## **14 CORRESPONDENCE FOR INFORMATION**

## **15 NOTICES OF MOTION**

### **15.1 Donation to Burdekin Chaplaincy**

#### **Resolution**

Moved Councillor McCathie, seconded Councillor Dalle Cort that Council makes a one off donation to the Burdekin Chaplaincy of \$30,000.00 and further commitments be discussed at the next budget meeting and that the Chaplaincy also receives a copy of the donation request form when available.

CARRIED

### **15.2 Donations - 'Do it for Don' Cancer Council and Relay for Life**

#### **Resolution**

Moved Councillor Lewis, seconded Councillor McCathie that Council confirms the Mayor's actions in authorising donations to the following:-

1. Cancer Council – “Do It for Don” (Fund raising event arranged by Darren West and Gai Ball - with Johnathan Thurston as guest – to raise funds for the Cancer Council) – Wednesday 28 October, 2015 - \$100
2. Relay for Life event in the Burdekin on Sunday 11 October, 2015 – \$500

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:

275(1)(b) industrial matters affecting employees

For the purpose of discussing the progress of the Award Modernisation process.  
CARRIED

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

#### **Resolution**

Moved Councillor Liessmann, seconded Councillor Bawden that the Council meeting be opened to the public.

CARRIED

## **18 DELEGATIONS**

10.30am Presentation by Burdekin Shire Council Chief Executive Officer, Mr. Matthew Magin – LGAQ Survey Results

11.00am Presentation by Landcare Members, Mr. Keith Kiloh and Mr. Tom McShane – Potential Landcare Projects for Burdekin Shire

There being no further business the meeting closed at 11.55am.

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

**MAYOR**

---

## **4 REPORTS**

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

#### **Recommendation**

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





**BURDEKIN SHIRE COUNCIL**  
**MONTHLY REPORT - CAPITAL PROJECTS**  
**Period Ending 31 October 2015**

<u>Income Actual to</u>				<u>Expenditure</u>			
<u>Budget</u>	<u>Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Budget</u>	<u>End</u>	<u>Variance</u>	<u>Comments</u>
MCD - Manager Community Development							
(462,957.00)	-	-100%	21140 - Burd Multi-Tenant Building Capital	462,957.00	373,882.89	-19%	Project completed. Final grant income and final payment to Malas construction both due in December.
-	-	-	24101 - Burdekin Library Building Capital	75,000.00	-	-100%	Budget for loft airconditioner replacement. The replacement is not due until current system fails - estimated to be within the next 12 months.
-	-	-	24102 - Burdekin Library Other Assets Capital	-	12,108.00	-	Installation of shade sale at Library. 40% funded by local government grant. Budget for both income and expense to be added in budget revision.
(80,000.00)	-	-100%	24103 - Burdekin Library Office Equip Capital	95,500.00	15,137.40	-84%	Library book budget ongoing purchases. Carry over from 2014-15 \$2,365
-	-	-	24140 - Burdekin Memorial Hall Building Capital	75,000.00	-	-100%	Budget for floor sanding and varnishing and dressing room renovations - will be carried out early next year.
<hr/> <b>(542,957.00)</b> <hr/>				<hr/> <b>Total</b> <hr/>			
				<b>708,457.00</b>	<b>401,128.29</b>		
MCS - Manager Client Services							
-	-	-	11501 - IT Hardware Purchases	81,000.00	8,199.00	-90%	\$60,000 budget to upgrade servers to replace existing virtual servers (estimated to be completed by December 2015); \$10,000 budget to replace wireless LAN; \$11,000 budget to purchase new A3 scanner for Administration, actual cost \$8,199.
-	-	-	11503 - IT Software Purchases	38,000.00	62,615.98	65%	Budget for \$20,000 4 x Vmware licences; \$18,000 for Administration scanning software. Expenses incurred are for Asset Management Project for Management Services - to be funded from carry over 2014-15 \$115,103.
-	-	-	11508 - Administration Office Equip Capital	20,000.00	-	-100%	\$20,000 budget replacement of photocopiers (P&D, HR, and HH Library). Budget to be reduced to nil in first revision, as all 3 photocopiers purchased under \$5,000 each.
<hr/> <b>-</b> <hr/>				<hr/> <b>Total</b> <hr/>			
				<b>139,000.00</b>	<b>70,814.98</b>		
MGLL - Manager Governance and Local Laws							
-	-	-	13101 - Council Chambers Building Capital	35,000.00	-	-100%	Budget \$35,000 for partial re-roof of Council Chambers. Estimated to be completed by December 2015.
-	-	-	14002 - Land Capital	-	16,262.46	-	Part of Roadworks component of Industrial Estate Project. Budgeted at PR 51101.
-	-	-	21101 - Council Comm Properties Building Capital	8,000.00	-	-100%	Budget \$8,000 to replace roof sheeting on external awning at old Junior Soccer Clubhouse. Works completed. Came in under \$5,000 and charged to operational. Budget to be revised to nil in budget revision.
-	-	-	21120 - Aerodrome Residence	40,000.00	26,638.77	-33%	Budget \$12,000 re-roof and \$28,000 refurbishment of Aerodrome Caretaker residence. Estimated that projects to be completed shortly except for kitchen refurbishment.



**BURDEKIN SHIRE COUNCIL**  
**MONTHLY REPORT - CAPITAL PROJECTS**  
**Period Ending 31 October 2015**

<u>Income Actual to</u>			<u>Description</u>	<u>Expenditure</u>			<u>Comments</u>
<u>Budget</u>	<u>Period End</u>	<u>Variance</u>		<u>Budget</u>	<u>End</u>	<u>Variance</u>	
-	-	-	21122 - Aerodrome Runways & Other Assets Capital	225,000.00	-	-100%	Budget \$225,000 for Stage 1 Electrical Upgrade at Ayr Aerodrome. Project plan to be developed in new year.
(146,000.00)	-	-100%	22130 - Cyclone Shelter Building Capital	146,000.00	-	-100%	Project waiting on successful grant application before continuing.
-	-	-	46401 - Waste Disposal Other Assets Capital	-	12,679.12	-	Part of Kirknie Landfill Cell Liner works. Budgeted at PR 46460.
-	-	-	46460 - Kirknie Landfill Cell Liner Capital	-	1,002,314.38	-	Carry over from 2014-15 \$2,102,555. Includes PR 46401.
-	-	-	47101 - Caravan Parks Buildings Capital	147,000.00	9,616.21	-93%	Budget \$135,000 refurbish cabins and \$12,000 re-roof ablution block. Work commenced on ablution block. Preparing details of works for subsequent quotation by builders for refurbishment of cabins. Carry over from 2014-15: Ayr new cabins \$210,000, HH upgrade amenities \$85,000.
-	-	-	47102 - Caravan Parks Other Assets Capital	33,000.00	-	-100%	Budget \$33,000 for upgrade of powerheads. Estimated for completion November/December 2015.
-	-	-	47501 - Swimming Pool Buildings Capital	-	6,096.02	-	Carry over from 2014-15: Ayr Pool Design \$112,275, Ayr Pool Refurbishment \$2,000,000, Millaroo Pool Refurbishment \$50,000. Actual expenses for Ayr Pool Design.
(146,000.00)	-	-	<b>Total</b>	<b>634,000.00</b>	<b>1,073,606.96</b>		

**MOPS - Manager Operations**

-	(12,000.00)	-	43302 - Parks Other Assets - Capital	100,000.00	-	-100%	Budget \$50,000 Misc. Park Furniture - BBQ Shelter at Plantation Creek Park and \$50,000 Playground Equipment Courtts Park. Quotations received for BBQ Shelter project - order to be placed. \$12,000 income received from Guilmarin Group for subdivision at rear of Courtts Park - income budget added in first revised budget.
-	-	-	44102 - Cemetery Other Assets Capital	45,000.00	9,941.03	-78%	Expenditure is for completion of Ayr Columbarium, funded by Carry over from 2014-15 \$10,079. \$45,000 budget for HH Cemetery Columbarium cover and concrete surrounds. Quotations for cover received - order to be placed.
-	-	-	45101 - Public Conveniences Buildings - Capital	105,000.00	-	-100%	Budget \$75,000 Relocate Septic Retrieval Tanks at Groper Creek to Reserve Land; Budget \$30,000 Refurbishment Public Toilets Lions Park, Home Hill.
-	-	-	57251 - Roads Capital - NDRRA Jan 13	-	101,953.49	-	after June 30. Expense budget \$110,570 added in first revised budget.
(1,897,145.00)	-	-100%	57252 - Roads Capital - NDRRA Apr 14	2,379,191.00	388,058.14	-84%	Expenses are for works at Pelican, K Venables, George Bundy and Allen Roads. Brown Road currently under construction. Awaiting payment of progress claim.
-	-	-	58101 - Depot Buildings Capital	120,000.00	15,000.00	-88%	Pio Burelli Constructions appointed - structural work to commence in January 2016. Carry over funding \$75,473. Actual expense is security payment for aircon system installation.
-	-	-	58102 - Depot Other Capital	50,000.00	-	-100%	Internal ring main for fire compliance and pressure. Commencement of project dependent on further advice.



**BURDEKIN SHIRE COUNCIL**  
**MONTHLY REPORT - CAPITAL PROJECTS**  
**Period Ending 31 October 2015**

<u>Income Actual to</u>			<u>Description</u>	<u>Expenditure</u>			<u>Comments</u>
<u>Budget</u>	<u>Period End</u>	<u>Variance</u>		<u>Budget</u>	<u>Actual to Period</u>	<u>Variance</u>	
-	-	-	61110 - Sewerage Reticulation Capital	790,000.00	4,782.00	-99%	Budget \$350,000 sewerage replacement/refurbishment of assets, \$400,000 Sewer Reline Project, \$40,000 Ayr Industrial Estate Expansion Project (Sewerage). Actuals - Interflow Pty Ltd have commenced sewer relining and manhole refurbishment in Ayr, Home Hill and Brandon. Carry over from 2014-15 \$781,810 Sewer Reline Project.
-	-	-	62120 - Pump Stations Capital	450,000.00	51,741.08	-89%	Budget \$250,000 - WWW Switchboard replacement program - 50% funding application from Building our Regions, and \$200,000 - Design duplicate Rising Main No.1 SPS Ayr - Tech Services. Expenditure is for replacement Pumps at various SPS - budgeted at PR 61110 Sewerage replace/refurb.
-	-	-	63140 - Sewerage Treatment Capital	-	8,860.47	-	Carry over from 2014-15 \$150,000 for WWTP Primary Clarifier Bridge. Actuals for recirculation pump at HH water treatment plant funded at PR 61110.
-	-	-	71001 - Water Production Capital	325,000.00	76,398.32	-76%	Budget \$300,000 Water supply replacement/refurbishment of assets, \$25,000 Industrial Estate Expansion - water component. New Mt Kelly Break Tank commissioned - ancillary fencing to complete. Ongoing digital telemetry upgrades. Carry over from 2014-15: \$59,447 Water tank Mt Kelly, \$376,364 HH Water Tower.
-	-	-	72120 - Water Treatment Capital	200,000.00	12,791.08	-94%	Variable Speed Drives South Ayr WTP - Successful funding application of \$229,700 from LG Infrastructure Grants and Subsidies program. Income budget added in first revised budget.
<b>(1,897,145.00)</b>	<b>(12,000.00)</b>		<b>Total</b>	<b>4,564,191.00</b>	<b>669,525.61</b>		

<b>MTS - Manager Technical Services</b>							
-	-	-	11512 - Technical Services Office Equip Capital	8,000.00	-	-100%	No scheduled replacements identified to date.
(1,347,453.00)	(44,963.58)	-97%	51101 - Roadworks Capital	5,167,954.00	837,729.88	-84%	Current expenditure under budget to date due to current priorities to complete externally funded drainage projects and Kiknie landfill project. Carry over from 2014-15 \$1,017,204.
-	-	-	51130 - Reseals - Capital	1,000,000.00	14,252.94	-99%	Reseal program currently being developed. Works commenced, with majority of project to be completed in third and fourth quarters.
-	-	-	51620 - Drainage - Capital	270,000.00	613,179.76	127%	Home Hill drainage project complete. Spiller Street drainage project complete with minor works to be completed under Council funding. Works commenced on Clayton Street drainage. Carry over from 2014-15 \$1,042,620.
-	-	-	53102 - Boat Ramp & Pontoon Other Assets Capital	-	712.80	-	Solar lights at Cromarty boat ramp. Project currently postponed until further advised by BSRIT.
(305,000.00)	(75,518.19)	-75%	55150 - Light Vehicles - Fleet Capital	680,000.00	241,007.38	-65%	Vehicles ordered in 2014/15 delivered. Specifications for 2015/16 replacements to be prepared in October/November. Carry over from 2014-15 \$240,531.
(130,000.00)	(68,181.83)	-48%	55151 - Trucks - Fleet Capital	900,000.00	396,716.25	-56%	Vehicles ordered in 2014/15 delivered. Specifications for 2015/16 replacements to be prepared in October/November. Carry over from 2014-15 \$396,716.





**BURDEKIN SHIRE COUNCIL**  
**MONTHLY REPORT - CAPITAL PROJECTS**  
**Period Ending 31 October 2015**

<u>Income Actual to</u>				<u>Expenditure</u>				<u>Comments</u>
<u>Budget</u>	<u>Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Budget</u>	<u>Actual to Period</u>	<u>End</u>	<u>Variance</u>	
(25,000.00)	-	-100%	55152 - Machines - Fleet Capital	190,000.00	-	-	-100%	Specifications for replacements to be prepared in October/November.
(25,000.00)	-	-100%	55153 - Plant & Equipment - Fleet Capital	100,000.00	63,320.00		-37%	Specifications for replacements to be prepared in October/November. Carry over from 2014-15 \$63,660.
(1,832,453.00)	(188,663.60)		<b>Total</b>	8,315,954.00	2,166,919.01			
(4,418,555.00)	(200,663.60)		<b>TOTAL CAPITAL PROJECTS</b>	14,361,602.00	4,381,994.85			

---

## **4.2 Operating Statement for the Period Ending 31 October 2015**

### **Recommendation**

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



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

	Note	Actual YTD	YTD Original Budget	\$ Variance Actual to Original	% Variance Actual to Original
<b>Operating Revenue</b>					
Rates and Utility Charges	1	35,227,954.87	36,840,090	-1,612,135	-4%
Pensioner remissions		-287,255.70	-279,000	-8,256	3%
User fees and charges	2	1,009,835.90	754,400	255,436	34%
Interest Received	3	388,417.04	545,667	-157,250	-29%
Operational contributions and donations	4	162,431.59	47,364	115,068	243%
Operational grants and subsidies	5	2,403,417.26	1,191,292	1,212,125	102%
Contract and recoverable works	6	311,488.60	530,000	-218,511	-41%
Other operating revenue	7	91,335.27	135,967	-44,631	-33%
<b>Total operating revenue</b>		<b>39,307,624.83</b>	<b>39,765,779.67</b>	<b>-458,155</b>	<b>-1%</b>
<b>Operating Expenses</b>					
Employee benefits	8	5,540,466.45	6,070,180	-529,714	-9%
Materials and services	9	4,774,738.97	5,246,508	-471,769	-9%
Depreciation and amortisation		3,508,066.72	3,508,067	0	0%
Finance Costs	10	240,687.43	104,351	136,336	131%
Other expenses		1,298.49	0	1,298	-
<b>Total operating costs</b>		<b>14,065,258.06</b>	<b>14,929,106.00</b>	<b>-863,848</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>		<b>25,242,366.77</b>	<b>24,836,674</b>	<b>405,693</b>	<b>2%</b>
Capital contributions	11	12,611.36	4,319	8,292	192%
Capital grants and subsidies	12	44,352.22	1,306,866	-1,262,514	-97%
Other capital income (expense)	13	143,700.02	0	143,700	-
<b>Net result for period</b>		<b>25,443,030.37</b>	<b>26,147,859</b>	<b>-704,828</b>	<b>-3%</b>

---

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

**Note**

**1 Rates and Utility Charges**

Rates are on target - the negative variance will be negated by six monthly water consumption charges, and recognition of rates in advance of approximately \$880,000 at the end of the financial year.

**2 User Fees and Charges**

Annual dog registrations and annual trade waste charges were issued in July and August. Caravan park fees, building and plumbing inspection fees are above budget.

**3 Interest Received**

Council has longer term investments - some of which are due to mature in December. These longer term investments were selected based on more advantageous interest rates.

**4 Operational Contributions and Donations**

Unbudgeted developer headworks charges have been received for Lando Street subdivision, and infrastructure charges received for new shopping centre in Home Hill.

**5 Operational Grants and Subsidies**

Received half of annual FAGS funding as a prepayment along with the first quarterly instalment of the remaining funding. Annual PCYC grant received in full. Final claim for NDRRA January 2013 event received, to be transferred to capital. Due to external review of fuel rebates, the monthly claim has been higher than was expected when the original budget was prepared.

**6 Contract and Recoverable works**

The income is behind due to the timing and payment of main roads claims. Large claims are expected to be made for major expenditure in November and December for RMPC projects. Private works income is received throughout the year.

**7 Other Operating Revenue**

Theatre ticket sales received in 2015 financial year were paid to the event organiser in the current year which has reduced the revenue account balance. Income received includes the annual Fire levy collection fee, metal recycling sales, surcharge income, and income received for cutting and baling of a Council drainage paddock.

**8 Employee Benefits**

Under budget due to unfilled positions and annual leave taken.

**9 Materials and Services**

Most sections on track - total slightly under due to waste contact payments which are paid in arrears, annual BSRIT precept payment not yet made, and timing of RMPC works program.

**10 Finance Costs**

This budget mostly consists of interest paid on QTC loans. As interest is paid quarterly, the budget is calculated quarterly - the September quarterly payment has been made. Redemption for Waste loan to be journalled out of Finance Costs, with the balance of actuals being bank charges.

**11 Capital Contributions**

Open space and park contribution received for 16 lots at Lando Street subdivision, behind Coutts Park. Contribution also received for asphalt driveway.

**12 Capital Grants and Subsidies**

Money received to date is for TIDS. Funding not yet received for NDRRA 2014 event, PCYC, RTR, Blackspot, Cyclone Shelter or State Library.

**13 Other Capital Income**

Proceeds from trading of vehicles.

---



---

### 4.3 End of First Quarter Comments 2015/2016 Operational Plan

#### 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

---

#### Executive Summary

The end of first quarter comments for the 2015/2016 Operational Plan have been collated and are not presented to Council.

#### Recommendation

That Council receives the attached end of first quarter comments for the 2015/2016 Operational Plan.

#### Background Information

Council is required to prepare and adopt an annual operational plan. The CEO must quarterly written assessments of the local government's progress towards implementing the annual operational plan

#### Link to Corporate/Operational Plan

N/A

#### Consultation

N/A

#### Legal Authority or Implications

Section 174 Local Government Regulation 2012

#### 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. 2015/2016 Operational Plan with end of first quarter comments



**Burdekin  
Shire Council**

## Operational Plan

**2015-2016**

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<b>Executive Support</b>						
<i>Co-ordinate Council's Complaints Management System</i>	5.3.1 Apply and open and transparent leadership model. 5.3.2 Adhere to the governance framework and public reporting systems. 5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation.	Efficient and timely response to complaints. Correct identification of complaints vs. customer requests. Prompt entry of complaints into the Customer Request Management system.	90% of complaints closed within 1 month of receipt.	Executive Officer	Executive Secretary, Senior Leadership Group, CEO, customer service officers	12 complaints received during this quarter with 4 complaints yet to be finalised.
<i>Coordinate Council's Public Interest Disclosures Investigations and Training</i>	5.3.2 Adhere to the governance framework and public reporting systems  5.4.1 Develop a professional, capable and responsive workforce.	Comprehensive training provided to all staff and councillors. Effective management, investigation and referral of any PID matters.	80% of staff trained 100% of Councillors Trained 100% complaints assessed against PID criteria	Executive Officer	Senior Leadership Group	9 staff in planning and development trained this quarter. All complaints assessed against PIDA
<i>Investigate the implementation of a legislative compliance service</i>	5.3.2 Adhere to the governance framework and public reporting systems	Analysis undertaken to assist in decision making. Coordination of implementation.	Report delivered to Council regarding subscription to service (if supported by management) by August 2015.	Executive Officer	Senior Leadership Group, Senior Supervisors Group	Arranged a presentation by LGAQ to the SLG regarding benefits of the legislative compliance service.
<i>Coordinate Risk Management Registers including Corporate Risk Registers and Operational Risk Registers within the Enterprise Risk Management Framework</i>	5.3.2 Adhere to the governance framework and public reporting systems 5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation. 5.2.3 Build effective leadership and management capability	Registers maintained and up to date. Registers available to relevant officers. Risks rated accurately Reduction measures implemented	All reduction measures monitored and implemented.	Executive Officer	Senior Leadership Group	Operational Risk register still being finalised as at 30 Sept.
<i>Monitor and update Council's Policy Register including assisting with updating existing policies and developing new policies</i>	5.3.2 Adhere to the governance framework and public reporting systems	Policy register maintained accurately. Monthly reminders to relevant officers as policies become due for review. New policies developed and adopted according to changes in requirements	100% of policies reviewed and updated.	Executive Officer	Senior Leadership Group	Council's policy register is being maintained. Emails have been sent to relevant officers reminding of upcoming reviews for policies.
<i>Arrange Citizenship Ceremonies</i>	3.1.2 Provide information and referrals to community service enquiries from residents 3.2.1 Promote and encourage community participation and volunteerism.	Timely communication with citizenship applicants. Efficient communication with Mayor regarding ceremonies Citizenship documentation prepared for ceremony	100% satisfaction with citizenship service.	Executive Support Officer	Executive Secretary	3 citizens naturalised in this quarter. No complaints regarding services provided.
<i>Provide Administrative Support to the Mayor and CEO</i>	5.1.2 Be responsive and proactive in providing information in the public interest 5.1.5 Present a consistent image when communicating Council messages.	Effective and efficient management of the CEO's and Mayor's office. Accurate and efficient management and coordination of Mayor's and CEO's correspondence, calendars, invitations, travel and accommodation. Customer management.	100% Performance Development Objectives met on performance reviews	Executive Secretary, Executive Support Officer	Executive Secretary, Executive Support Officer	Mayor and CEO have been provided with full administrative support. Performance objectives being met.



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<b>Media and Communications</b>						
<i>Develop and release media releases and newsletters informing the community on Council events and projects</i>	5.1.3 Communicate Council intent and decisions to the community using effective messaging tools	Number of people attending events	120 media releases per year 4 community newsletters	Media and Communications Officer	Senior Leadership Group	52 media releases and responses to media enquiries have been issued this quarter. One community newsletter (Council in Focus) was released in September. New rural newsletter (Farming In Focus) released in September.
<i>Produce and manage council promotional materials, external and internal publications</i>	5.1.2 Be responsive and proactive in providing information in the public interest	Adhering to statutory obligations	Annual Report Budget document Advertising Corporate Plan	Media and Communications Officer	Senior Leadership Group	Advertisements, promotional articles and pictures sent to Caravanning Australia.
<i>Manage, monitor and drive all of Council's social media platforms</i>	5.1.4 Improve digital platforms to improve access to information	Growth rate across all platforms	20% growth across all platforms	Media and Communications Officer	Senior Leadership Group	Facebook - 86% increase in Likes Twitter - 85% increase in Followers Google+ - Static - Recommend replacing with Instagram
<i>Manage and enforce consistent corporate style for all council areas</i>	5.1.5 Present a consistent image when communicating Council messages	Consistency in branding across the organisation	Implementation of Corporate Style Guide	Media and Communications Officer	Senior Leadership Group	In process of completing an expanded Styleguide which will now include logos and layout; standardised text formatting; standardising documents and document hierarchy; software.
<b>Economic Development</b>						
<i>Empower Future Generations</i>	2.1.2 Build relationships with educational institutions to address the skills and qualifications valued in the Burdekin	Number of joint activities	30/6/2016	Manager Economic Development	Economic Development Support Officer All Managers	Regular meetings with school principals. Draft leadership program developed.
<i>Encourage Innovation</i>	2.2.3 Support the development and expansion of existing business	Number of businesses supported	30/06/2016	Manager Economic Development	Economic Development Support Officer All Managers	Supported MBD microalgae project.
<i>Strengthen Networks</i>	2.3.3 Position the Burdekin as Regional Leaders in Agribusiness	Number of events	30/06/2016	Manager Economic Development	Economic Development Support Officer All Managers	Supporting Rabobank Future Leaders Group.
<i>Attract Investment to the Burdekin</i>	2.4.2 Encourage diversification of the local economy	Promote value-adding. Promote diversification.	30/06/2016	Manager Economic Development	Economic Development Support Officer All Managers	Support Solar Farm applications.
<i>Maximise Grant Opportunities</i>	5.2.2 Develop co-operative and collaborative partnerships to achieve strategic intent, especially on matters of state and national importance.	Number of collaborative applications submitted. Number and value of grants received.	30/06/2016	Grants Officer	Economic Development Manager All Managers	Five applications submitted.
<i>Management of Council's Regional Arts Development Fund (RADF) Scheme.</i>	3.3.3 Encourage creative and cultural pursuits that enhance the community identity.	Reports on RADF grant recommendations.	July and January	Grants and Property Officer		Three RADF applications + 1 late application approved by RADF committee. New guidelines and application form being prepared following major changes to RADF program.
<i>Management of Council's policy for Sporting Grants and Interest Free Loans.</i>		Reports provided on the allocation of funding.		Grants and Property Officer		No new interest free loan application received.





**Burdekin  
Shire Council**

## Operational Plan

2015-2016

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<i>Attend to land sales and purchases, road closures and openings, easement acquisitions including compulsory acquisitions.</i>	5.3.4 Undertake regulatory responsibilities in accordance with State regulations.	Number of projects completed; customer feedback.	30 June 2016	Manager Governance and Local Laws	Grants and Property Officer	
<b>Community Development</b>						
<i>Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, quality customer service and continuous improvement</i>	5.0 Organisational Sustainability 5.4 Commitment to continuous improvement and customer service	Ongoing review of staffing in Operational Areas to identify efficiency gains.	Greater efficiency and improved staff accountability and responsibility	Manager Community Development	Community Development Team	Two areas of efficiency gains have been identified since 30 <sup>th</sup> June
<i>Participation in targeted Community wellbeing and safety committees/programs</i>	3.1 Safe, healthy, inclusive and socially engaged community	Meeting attendance & community feedback	Delivery of projects & programs	Manager Community Development	Community Development Team	Attended monthly BSCAT meetings. Domestic Violence awareness event held in conjunction with Relay for Life.
<i>Co-ordination of Health 'n' Fitness Expo /fitness Activities/Programs</i>	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships	Number in attendance & community feedback	Increase in attendance & community feedback	Manager Community Development	Community Development Team	Attended meetings and working with Burdekin Centre of Rural Health to identify needs.
<i>Encourage participation in 10,000 steps program</i>		Number of participants & community feedback	Increased number of participants & community feedback	Manager Community Development	Community Development Team	Successful in obtaining funding for 150 pedometers. 10,000 Steps Council Staff challenge to be held early next year.
<i>Seek funding to continue staged construction of Burdekin Be Active Trail</i>	3.4.1 Provide, maintain and upgrade of sporting and recreational facilities to encourage physical activity	Funding obtained & community feedback	Increase length of Trail & community feedback	Manager Community Development	Community Development Team	Funding application submitted through the Dept of Sport & Recreation Get Playing Plus Program for the next stage of the Burdekin Be Active Trail.
<i>Co-ordinate forums and special events for community and arrange recruitment, training &amp; support volunteers</i>	3.2.2 Build capability of individuals working with community organisations	Number of special events held and assistance provided to volunteers	Delivery of special events held and assistance provided to volunteers	Manager Community Development	Community Development Team	Volunteer training organised for Tourism Volunteers through Volunteering Australia and TEL. Governance workshop arranged for Community Groups on Sat 31 <sup>st</sup> Oct.
<i>Co-ordination of sport and recreation forums/workshops</i>	3.2.3 Support key community events and community focused committees.	Number of forums/workshops held	Forum attendance numbers and attendee feedback	Manager Community Development	Community Development Team	One sport & recreation workshop organised through the Dept of Sport & Recreation with 17 participants.
<i>Provide support to Burdekin Tourism Association.</i>	3.2.1 Promote and encourage community participation and volunteerism 3.2.2 Build capability of individuals working with community groups	Amount of support provided	Tourism Assoc being self reliant and resilient	Manager Community Development	Community Development Team	Provided cash and in-kind support to Burdekin Tourism Association.
<i>Manage and arrange community and civic receptions</i>	3.3.1 Encourage increased use of community spaces and facilities	Successfully host events and increase and increase attendance numbers	No. of receptions and events held and customer feedback.	Manager Community Development	Community Development Team	Currently organising Youth Council Fast Track Talent Event and 2015 Christmas Carols.
<i>Management of Ayr Showgrounds &amp; oversee Home Hill Showgrounds and PCYC facilities</i>		Amount of support provided	Client satisfaction and feedback	Manager Community Development	Community Development Team	In-kind support provided to Gudjuda Reference Group and Ayr Pastoral, Agricultural & Industrial Society for management of the showgrounds. Successfully managed all bookings for the Showgrounds since 24-3-15. Participation numbers have averaged 2753 per month for the past quarter
<i>Project Manage PCYC Extension</i>		Delivery of project on time and within budget limit.	Completion of project by September, 2015	Manager Community Development	Senior Technical Officer	New extension completed on time 30-9-15 and within budget. Awaiting a



**Burdekin  
Shire Council**

## Operational Plan

2015-2016

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
						response from Minister Hon Dr Anthony Lynham for an official opening date.
<i>Management of Burdekin Theatre and Memorial Hall</i>	3.3.3 Encourage creative and cultural pursuits that enhance the community identity	No. of events held, event attendance and customer feedback	Increased number of participants & community feedback	Manager Community Development	Community Hub Transition Coordinator	Successfully facilitated the integration of the Burdekin Theatre & Burdekin Memorial Hall within Council's operation. Participation numbers have averaged 5700 per month for the Theatre, & 2031 per month for Memorial Hall for the past quarter.
<i>Facilitate full utilisation of Community Hub facilities</i>	3.3.1 Encourage increased use of community spaces & facilities	Increase usage for community activities, cultural programs, entertainment & events	Amount of increased Community Hub facilities and increased participation	Manager Community Development	Community Hub Transition Coordinator	Community groups and the general public utilisation of the Community Hub facilities have increased for the past quarter.
<i>Provide financial and in-kind support to recognised community events.</i>	3.2.3 Support key community events and community focussed committees	No. of events supported	Provide financial and in-kind support to 16 local events	Manager Community Development	Community Development Team	Provided financial and in-kind support to 5 community events.
<i>Provide ongoing support for particular community welfare organisations within the Shire including the Burdekin Community Assoc and Burdekin Neighbourhood Centre</i>		Manage donations and in-kind support to BCA & BNC	Support provided to community groups.	Manager Community Development	Community Development Team	Provided donations and in-kind support to community welfare organisations.
<i>Update Tourism Website and Calendar of Events including social media posts relevant to Community Development</i>		Accurate and timely information available via internet and social media pages. Customer feedback. Number of hits and likes on sites.	Increased number of hits and likes on sites.	Manager Community Development	Community Development Team	Tourism website monitored on a regular basis and updated as required. Council's Calendar of Events & Social Media sites updated daily. 1,472 Friends on Facebook.
<i>Contribute towards Bountiful Burdekin publication on biennial basis</i>		Quality of publication and number of publications distributed.	Ensure quality is maintained & distributed widely	Manager Community Development	Community Development Team	New biennial Bountiful Burdekin booklet developed and distribution arranged.
<i>Encourage and provide event management support to recognised community events</i>		No. of events supported	Provide support to 5 signature events	Manager Community Development	Community Development Team	Provided event management support to 2 signature Burdekin events for the last quarter.
<i>Facilitate and provide ongoing support for the Burdekin Youth Council</i>	3.2.2 Build capability of individuals working with community groups	Meetings attended & support provided	Attend 10 Meetings & increase participation	Manager Community Development	Community Development Team	Provided ongoing support to Youth Council. The 2015 Youth Council team and have supported 7 community events this quarter.
<i>Organise Regional Youth Events</i>		Number of events held & attendance numbers	Organize one regional Youth Event with increased attendance numbers	Manager Community Development	Community Development Team	Currently organising Youth Council 2015 Fast Track Talent Event. The event is being held on Sat 14 <sup>th</sup> Nov, 2015.
<i>Co-ordination of Events Workshops in cooperation with TEL</i>		Number of events held & attendance numbers	Co-ordinate one Events workshop	Manager Community Development	Community Development Team	Events workshop being organised for early next year.
<i>Facilitate and provide ongoing support for the Seniors Advisory Group</i>		Coaching and facilitation on an ongoing basis toward delivering identified objectives	Committee feedback and achievement of objectives	Manager Community Development	COMMUNITY DEVELOPMENT Team	Providing ongoing support for Seniors Advisory Group.
<i>Participate in Tourism/Defence Expos</i>	3.3.2 Highlight the benefits of living, working and visiting the Burdekin	Number of information packs distributed to participants	Attend three Expo's and distribute a minimum of 100 information packs at each event.	Manager Community Development	Community Development Team	Community Development team members attending the next Townsville Tourism Expo being held on Fri 6 <sup>th</sup> Nov on the Strand from 5pm to 10pm.
<i>Promotion of the Burdekin as an business and lifestyle destination</i>		Number of promotional opportunities identified and pursued.	Amount of promotion	Manager Community Development	Community Development Team	The Burdekin has been promoted and advertised in three regional & national





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<i>Sourcing and development of new advertising opportunities to "sell" Burdekin tourism and lifestyle, e.g. Qld on Show, Qld Country Week, RegionsQ</i>		Ensure participation with existing initiatives and investigate new opportunities.	Promotions/advertising completed	Manager Community Development	Community Development Team	publications plus websites this quarter. Attended Regions Q Showcase in June, 2015.
<i>Co-ordinate Garage Sale Trail – Waste reduction and community engagement program</i>	4.1.2 Support community education programs that contribute to improved environmental and community outcomes	Amount of waste reduction, promotion of reuse & community participation	Reduction of waste by 5%	Manager Community Development	Community Development Team	Garage Sale to be held on Saturday, 24 <sup>th</sup> Oct. Have arranged posters, flyers, promotion to all community groups, schools, & church groups. Thus far, 16 participants have registered for the Garage Sale.
<b>Client Services</b>						
<b>Human Resources</b>						
<i>Manage and Deliver Council's payroll effectively and on time</i>	5.4.4 Create a workplace that is regarded as an "Employer of Choice"	Number of Payroll's within the quarter processed	26 Payroll's with less than 2% error margin.	Human Resources Coordinator	Human Resources Officers	6 Payrolls with less than 2% error margin
<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. 100% successful placement into vacant positions.	Human Resources Coordinator	Human Resources Officers	8 new staff employed. 0% disputes.
<i>Review HR policies and procedures to ensure best practices.</i>		Number of policies and procedures reviewed	Four (4) Human Resource Policies and Procedures to be reviewed annually	Human Resources Coordinator	Human Resources Officers	New timesheets for Outdoor employees developed to suit Asset System Implementation. All employees issued with instruction and example sheets to assist with daily entry.
<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 benchmarking practices.</i>		Number of Reports produced and surveys completed.	12 monthly reports, 4 Quarterly Reports and 3 Surveys	Human Resources Coordinator	Human Resources Officers	3 monthly reports during current quarter. 1 Quarterly report during quarter.
<i>Manage workers compensation and return to work programs to effectively enhance the process of returning to normal duties for injured workers.</i>		Number of Worker's compensation claims	Greater than 95% successful return to work programs	Human Resources Coordinator	Human Resources Officers	2 new claims and 2 ongoing claims
<i>Manage employee leave accruals to ensure Council's leave liability remains at an acceptable level</i>		Report to Management and Council in September and March on employee leave entitlements	AL below 10 weeks accrual and LSL below 26 weeks accrual	Human Resources Coordinator	Human Resources Officers	Bi Annual reporting for Annual Leave and Long Service Leave. Next report due in October 2015.
<i>Implement the new Local Government Industry Award, including associated payroll software configuration and classification structure</i>		Successful completion	Less than 2% error margin.	Human Resources Coordinator	Human Resources Officers	<ul style="list-style-type: none"> <li>Monday 31 August - Parties to lodge their proposed award or submissions for changes</li> <li>Tuesday 01 September - Conference convened for parties to speak to their award/submission</li> <li>Friday 04 September - Commission releases its draft Exposure draft</li> <li>Monday 7<sup>th</sup> September -</li> </ul>





**Burdekin  
Shire Council**

## Operational Plan

2015-2016

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
						<p>Conference convened for parties to raise concerns with preliminary draft</p> <ul style="list-style-type: none"> <li>Wednesday 9<sup>th</sup> September – Commission sends its draft award and referral advice to the Full Bench</li> <li>Thursday 17<sup>th</sup> September – Parties objecting to any part of the Award are to lodge objections, arguments, alternative proposal including affidavits from witnesses</li> <li>Wednesday 23 September – Parties supporting award lodge submissions as well as any objections to the objectors' submissions.</li> <li>Full bench hearing on content – 28, 29 and 30 September and 01 and 02 October</li> </ul>
<i>Provide an effective Performance Management Program to enhance Operations and provide support and feedback to personnel</i>	5.2.3 Build effective leadership and management capability. 5.4.1 Develop a professional, capable and responsive workforce	Number of performance reviews completed	110 Performance Reviews	Human Resources Coordinator	Senior Leadership Group	111 Performance Reviews generated. Due date for completion is October, 2015
<i>Improve the efficiency and effectiveness of the Human Resource processes delivered to the Organisation</i>	5.2.3 Build effective leadership and management capability	Number of Service Reviews conducted to identify productivity dividends	2 Service Reviews per annum	Human Resources Coordinator	Human Resources Officers	People Strategy draft prepared for release in January 2015. HR documents on SharePoint have been moved to Folders for easy access.
<i>Establish and implement the new Burdekin Shire Council Enterprise Bargaining Agreement, including associated payroll software configuration</i>	5.4.4 Create a workplace that is regarded as an "Employer of Choice" 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Successful completion	Less than 2% error margin.	Human Resources Coordinator	Human Resources Officers	Waiting on finalisation of the New Industry State Award. Full bench hearing on content 28 <sup>th</sup> September to 2 <sup>nd</sup> October 2015. Once Award has been finalised EBA negotiations will commence accordingly.
<i>Participate in the Asset Management implementation and associated payroll software configurations</i>	5.3.3 Ensure Council's financial position is effectively managed	Successful completion	Less than 2% error margin.	Human Resources Coordinator	Human Resources Officers	Completed. Successful first payroll after implementation on Sept 8 <sup>th</sup> 2015. Tickets have been raised with Tech One regarding back end posting errors but pays were successful.
<b>Training And Development</b>						
<i>Develop and maintain the 2015/2016 Training Plan and ensure that skills and qualifications required by legislation are maintained</i>	5.4.1 Develop a professional capable and responsive workforce. 5.4.2 Improve methods of service	No of qualification / skills training provided. No of qualifications / skills lapsed	98% compliance	Human Resources Coordinator	Human Resources Officers	<p>Skills updated</p> <ul style="list-style-type: none"> <li>First Aid - new Transfer Station Gate keeper employees, Attendees whom could not make the May course, now up to date,</li> </ul>



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	<p>delivery to the community based on feedback, review processes and innovation.</p> <p>5.4.4 Create a workplace that is regarded as an 'Employer of choice'</p>					<p>October round now organised ready to roll out</p> <ul style="list-style-type: none"> <li>• Construction Induction training held in house</li> <li>• Internal Auditor training, develop professional auditing skills</li> <li>• Mastering Difficult Client Interactions, developing Customer Service skills</li> <li>• SunWater Induction Legislative requirement for truck drivers &amp; EHO staff</li> <li>• Emergency Response (Fire Warden) staff selected, fully trained developing skills.</li> <li>• Safe work near Powerlines, skills to be updated for all identified spotters in outside W/Force</li> <li>• Cross cultural awareness skills &amp; knowledge</li> <li>• Fraud Awareness Training</li> <li>• Michelle Loch, Professional Development continues</li> </ul> <p>One Traffic Management Level 3 Licence lapsed – currently enrolled in revised course due to undertake this 13<sup>th</sup> to 14<sup>th</sup> October 2015</p>
Develop and maintain the 2015/2016 Training Budget and ensure that actual costs are consistent with estimates costs		Monthly reconciliations against estimated and actual costs	Less than 5% variance	Human Resources Coordinator	Human Resources Officers	Actual costs have come in under budget to date. This due to resourcing RTO's, numerous quoting, conducting in house training.
Roll out LearnConnect to the outdoor workforce, including induction on usage		Number of employees inducted in usage	90% of outdoor workforce	Human Resources Coordinator	Human Resources Officers	Currently under construction. Due to be released January 2016
Implement training policies and procedures to ensure best practices.		Number of policies and procedures implemented	2 training policies / procedures to be implemented	Human Resources Coordinator	Human Resources Officers	Training Policy & Procedure now reviewed, once updated will be made available on SharePoint. Food, Beverage, Travel, Accommodation Guidelines and Consent form created and in use.
<b>Safety</b>						
Maintain & review the safety management system for compliance	<p>5.4.3 Apply best practice occupational health and safety processes to ensure a safe place of work.</p> <p>5.4.4 Create a workplace that is regarded as an "Employer of Choice"</p>	<p>Continual gap analysis of safety management system documentation</p> <p>100% completion of internal audit plan</p> <p>Continual document review</p> <p>Implementation of software for safety management system</p>	<p>30<sup>th</sup> June 2016.</p> <p>30<sup>th</sup> June 2016</p> <p>30<sup>th</sup> June 2016</p> <p>31st March 2016</p>	Safety & Productivity Coordinator	Human Resources Officer / S&Q Adviser	<p>Recent review and update with JLT auditor in September 2015. Current Safe Plan audit score 41%. Working with JLT over next few months to upgrade SafePlan system and review documentation. Next audit due Feb 2016.</p> <p>Ongoing</p>



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
						Ongoing  Development of Business Case for Safety software in progress.
Attain 3 <sup>rd</sup> party certification for the safety management system to AS 4801	5.2.2 Develop cooperative and collaborative partnerships to achieve strategic intent especially on matters of state and national importance.	Conduct project to achieve 3rd party certification	30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	Continuing. Investigating certification agency options to facilitate value for money, when commencing certification project.
Maintain fire safety compliance for buildings	5.4.3 Apply best practice occupational health and safety processes to ensure a safe place of work.	Conduct annual review of all emergency plans and evacuation exercises	30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	No evacuation exercises planned or conducted in this quarter. Fire Warden training has been completed in Sept 2015.
Develop and upload new elearning modules for Take 5 topics		100% transference of Toolbox talks to elearning environment	30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	Training being provided to HR/Safety Admin staff to assist with the uploading of the tool box talks.
Maintain asbestos compliance for buildings		Conduct annual review of all of all asbestos locations within Council buildings	30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	Nil	Ongoing. Generated list of structures continuously being updated due to the removal and replacement of the existing asbestos material.
Quality						
Maintain & review the quality management system for system certification	5.3.4 Undertake regulatory responsibilities in accordance with state regulations.	100% completion of internal audit plan	4 internal audit completed in a calendar year	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	Audit schedule being developed to encompass quality and safety management systems audits, as well as internal audit function requirements.
Facilitate annual surveillance audit of quality system to maintain certification		Surveillance audit conducted within 12 months	31st December 2015	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	Surveillance Audit completed in August 2015.
Migration of quality system towards an integrated management system (IMS)		Comparison of quality, safety and environmental management system and documentation to integrate common features Attain 3 <sup>rd</sup> party certification of IMS (9001, 4801 & 14001)	30th June 2016  30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	S&Q Adviser / Senior Work Admin Officer / Environment Officer	Ongoing. Environment Management System requirements still undergoing gap analysis.  Investigating certification agency options to facilitate value for money, when commencing certification project.
Attain 3 <sup>rd</sup> party certification for the Customer Service Centre to AS 9001	5.2.2 Develop cooperative and collaborative partnerships to achieve strategic intent especially on matters of state and national importance.	Conduct project to achleve 3rd party certification	30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	Customer Service Officer / S&Q Adviser	Project to commence on January 2016
Internal Audit						
Develop new internal audit processes and documentation for Council	5.3.2 Adhere to the governance framework and public reporting systems.	100% all new internal audit processes developed, documented and approved	31 <sup>st</sup> December 2015	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	Development progressing.
Implementation of new audit process across		Awareness and engagement program to	31 <sup>st</sup> December 2015	Safety and Productivity	All Areas	SSG group advised of new roles, but





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<i>all areas of Council</i>		educate all staff of new function and goals		Coordinator		formal communication to be developed after new processed approved. (see above)
<i>Develop and conduct annual audit plan</i>		Utilise a risk based approach to audit planning with consultation to CEO/SLG and Audit Committee	30 <sup>th</sup> June 2016	Safety and Productivity Coordinator	CEO, Senior Leadership Group & Audit Committee	Audit schedule being developed to encompass quality and safety management systems audits, as well as internal audit function requirements.
<i>Review of internal audit capabilities</i>		Conduct gap analysis of skills and knowledge for internal audit staff	31st August 2015	Safety and Productivity Coordinator	Internal Audit Staff	New internal audit team compiled, and training has been completed for all members. Internal Audit SharePoint page developed to assist the new auditors and share ideas to experienced auditors. Completed.
<b>Customer Services</b>						
<i>Provide a well-designed, efficient and effective customer service facility</i>	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.  5.1.5 Present a consistent image when communicating Council messages.  5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation.	Service Level (call statistics) achieved within the Customer Service Centre  Call abandonment rate of 10% or less  Average call wait time of less than 30 seconds  Number of correctly entered call codes  Number of service requests created correctly  Percentage of payments processed accurately at point of entry	90%  10% or less  5% or less  98% Correct  98% Correct  100% entered correctly	Manager Client Services	Customer Service Officers	Service Level – 96.5%  Call Abandonment Rate – 3.5%  Averages wait time – 7 seconds. Longest wait time – 20 seconds.  Report not working – Working with Fuji Xerox to fix issues.  1743 requests created
<b>Information Technology</b>						
<i>Effective management of Council's core ICT (Information and Communication Technology) assets.</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets. 1.2.2 apply a prioritised and planned system to upgrade and enhance existing facilities.	Availability of core systems  Data-centre virtualisation server replacement	99.9% availability of core systems during normal business hours.  31 December 2015	Systems And Network Administrator	Systems And Network Support Officer/ Applications Administrator And Analyst	28/08/2015: One of the VMware host servers crashed. The finance system, SharePoint and network drives were unavailable for approximately 15 minutes. 11/09/2015: Access to all Council systems was unavailable for approximately 2 hours during normal business hours. 30/09/2015: 99.7% Uptime during business hours for the quarter.
<i>Effective management of Council's web services</i>	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	Availability of Council's website	99.9% availability of Council's website during normal business hours.	Systems and Network Administrator	Web Coordinator	20/07/2015: An external brute force attack caused the website to be unavailable for approximately 5 hours outside of normal business hours. 11/09/2015: Access to the website was unavailable for approximately 2 hours



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	using effective messaging tools  5.1.5 Present a consistent image when communicating Council messages.					during normal business hours. 30/09/2015: 99.7% Uptime during business hours for the quarter.
Effective management of Council's client devices (PC's, Laptops and tablets)	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities  5.1.4 Improve digital platforms to improve access to information	Minimal productivity downtime  Scheduled computer replacement  Scheduled print device replacement (printers / photocopiers)	Less than 5% productivity downtime  31 December 2015  31 December 2015	Systems and Network Administrator	Help Desk Support Officer / IT Trainee	30/09/2015: Two photocopiers have been replaced. There have been no major hardware failures during this quarter. 0.3% productivity downtime for the quarter due to unavailability of Council systems on 11/09/2015.
Provision of an effective Help Desk service	5.4.4 Create a workplace that is regarded as an 'Employer of choice'.	Help Desk ticket completion	95% completion rate	Systems and Network Administrator	IT Staff	30/09/2015: Help Desk completion rate above 95%.
Effective management of Council's telecommunications assets.		Availability of telecommunication assets	99% availability of PBX during normal business hours. Less than 5% productivity downtime during normal business hours for mobile and smart phones.	Systems and Network Administrator	Help Desk Support Officer / IT Trainee	26/08/2015: The main Council number and all handsets were unavailable for approximately five (5) minutes during business hours after the backup PABX unexpectedly restarted while Fuji-Xerox were performing maintenance.
Improve the efficiency and effectiveness of the Information Technology processes delivered to the Organisation	5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation.	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	30/09/2015: No policies or procedures have been reviewed during this quarter.
<b>Libraries</b>						
Enhance access for the Community to the Library's Historical photographic collection through the Library Catalogue	3.1.3 encourage equitable access to facilities. 3.3.3 encourage creative and cultural pursuits that enhance the community identity.	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	This is currently on Hold at request of State Library of Queensland. We are scanning local photos though to grow our digital collection.
Engage with the community at all levels through special events throughout the year and where possible in partnership with other agencies.	3.1.2 Provide information and referrals for community service enquiries from residents. 3.1.3 Encourage equitable access to facilities 3.3.1 Encourage increased use of community spaces and facilities 3.3.2 Highlight the benefits of living, working and visiting the Burdekin	Run two "special events " per quarter. Number in attendance	8 events Over 100 people to each event	Manager Library Services	Library Staff	Launch of ideas@108 in early August. Approximately 80 in attendance. Humanoid Robot visited Ayr State School 160 participants.
Engage with younger members of the community through a range of activities	3.3.1 Encourage increased use of community spaces and facilities	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	Weekly storytelling sessions and Outreach by Jackie Kiloh continue to grow and expand
Enhance existing Partnership with PCYC	3.2.1 Promote and encourage	Implement Best Start Reading Programme	48 weekly programmes	Manager Library	Library Staff	25 Activities involving the community





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	community participation and volunteerism			Services		have been held as part of best start in this quarter. 290 participants were recorded for these activities
<i>Offer Technology Support to the community through innovative practices</i>	3.1.3 Encourage equitable access to facilities 3.2.2 Build capability of individuals working with community organisations	Provide one hour of one-on-one technology  Offer twice monthly "Coffee & chips" technology presentation	80 bookings per year  18 programmes per year	Manager Library Services	Library Staff	Tech talks with John resumed late September now fortnightly 2 sessions held to date.  4 bookings for one on one this quarter
<i>Implementing Ideas@108 space</i>	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.  5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation.	Space fully operational by May 2015.  Community Advisory group established  Public Launch of Facility	2 Tafe Short Courses per Quarter  Hold Schools 3D Art show by 31 December 2015  Community Advisory Group meet Quarterly	Manager Library Services	Library Staff Community Hub Staff Economic Development Staff	<ul style="list-style-type: none"> <li>Official Opening Held early August 2015. This late start due to contractor issues.</li> <li>First TAFE course scheduled for 21 October</li> <li>Community advisory group in the process of being formed.</li> </ul>
<i>Update the Current Burdekin Library Strategic Plan incorporating community consultation</i>	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.  5.3.1 Apply an open and transparent leadership model  5.3.3 Ensure Council's financial position is effectively managed	Prepare new 5 year Strategic Plan	Draft plan to be ready for submittal to Council December 2015	Manager Library Services	Library Staff	Not commenced
<b>Financial and Administrative Services</b>						
<b>Financial Management</b>						
<b>Council Budgets</b>						
<i>Prepare and submit first amended budget for 2015-2016 for Council adoption</i>	5.3.2 Adhere to the governance framework and public reporting systems	Presentation of an amended budget by the target date	December 2015	Manager Finance and Administration	CEO, Managers & Financial Management Team	To commence in October and is scheduled to be presented to December council meeting.
<i>Prepare and submit second amended budget 2015-16 for Council review and adoption</i>	5.3.3 Ensure Council's financial position is effectively managed 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Presentation of an amended budget by the target date	Commencing April 2016	Manager Finance and Administration	CEO, Managers & Financial Management Team	Not commenced
<i>Commence budget planning discussions with Council</i>		Council workshops will be conducted using current information and estimates. Action plan to be developed	February 2016	Manager Finance and Administration	CEO, Managers & Financial Management Team	Not commenced
<i>Review policies and revenue statement for inclusion in budget agenda</i>		Review and prepare relevant policies and revenue statement and provide to Council to adopt at the annual budget meeting.	June 2016	Manager Finance and Administration	CEO, Managers & Financial Management Team	Not commenced
<i>Prepare and submit original budget and forecast estimates 2016-17 for Council tabling by Mayor</i>		Council 2016-2017 annual budget will be presented for adoption before the beginning of the 2016-2017 financial year	June 2016	Manager Finance and Administration	CEO, Managers & Financial Management Team	Not commenced
<b>Annual Financial Reporting (statement and notes)</b>						
<i>Review asset information for annual financial statement prior to audit</i>	5.3.2 Adhere to the governance framework and public reporting systems	Timely end of financial year information provided to the auditor by the agreed client strategy dates.	14 August 2015	Manager Finance and Administration	Managers & Financial Management Team	The review of the asset information was completed however was delayed due to late completion of the asset registers.



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	5.3.3 Ensure Council's financial position is effectively managed	Accurate end of financial year information can be measured based on auditor queries.				Final audit commenced 28 <sup>th</sup> September.
<i>Prepare proposed annual financial statements for 2014-2015 and submit to audit committee</i>	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Timely proposed financial statements provided to the audit committee by the agreed client strategy date. Accurate proposed financial statements can be measured based on audit committee queries	9 September 2015	Manager Finance and Administration	Managers & Financial Management Team	The draft financial statements were forwarded to the internal audit committee on the 4 September. Changes to the financial statements related to format and further note exclusions.
<i>Draft financial statements to Audit</i>		Timely proposed financial statements provided to the auditor by the agreed client strategy date. Accurate proposed financial statements can be measured based on auditor management letter and requested changes.	21 September 2015	Manager Finance and Administration	Managers & Financial Management Team	The draft financial statements were forwarded to the QAO on the 21 September together with other requested information.  The audit commenced on 28 <sup>th</sup> September.
<i>Respond to final audit for 2014-2015 financial statements management letter</i>		Collate and review Manager responses and reply to audit management letter by the target date.	31 October 2015	Manager Finance and Administration	CEO, Managers & Financial Management Team	Not commenced
<i>Prepare Community Financial Report for Annual Report</i>		Complete the Community Financial Report ensuring it is in plain language and easy to read by the agreed date to allow time for publication of the report.	16 November 2015	Manager Finance and Administration	Financial Management Team	Not commenced
<b>Returns to external bodies</b>						
<i>Co-ordinate and complete Local Government Comparative Data Return</i>	5.3.2 Adhere to the governance framework and public reporting systems 5.3.3 Ensure Council's financial position is effectively managed	Timely submission of the comparative data return by the target date. Accurate submission of the comparative data return which can be measured by queries from the department.	December 2015	Manager Finance and Administration	Financial Management Team	Not commenced
<i>Co-ordinate and submit 10 year forecast to Local Government Department to support loan borrowing application</i>	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Timely submission of the 10 year forecast and loan borrowing application by the target date.	December 2015	Manager Finance and Administration	Financial Management Team	Not required as Council is not applying for loan funds this financial year
<i>Annual Fringe Benefits Tax Return</i>		Return to be lodged by the target date	21 May 2016	Financial Accountant Reporting	Financial Management Team & Expenditure Services team	Not commenced
<i>Monthly Business Activity Statement for Goods &amp; Services Tax</i>		Return lodged each month by target date	21 <sup>st</sup> of the month	Financial Accountant Reporting	Financial Management Team	The BAS has been lodged each month by the due date.
<i>Preparation and submission of information for ATO contract data matching</i>		Completion and submission of information by due date	30 September	Financial Accountant Reporting	Financial Management Team	This is now not required – applicable for transactions commencing 30 June 2016.
<b>Prominent Organisational Tasks within Financial Services area</b>						
<i>Participate as part of Enterprise Asset Management software implementation team</i>	1.2.1 Implement the Asset Management Strategy 5.3.3 Ensure Council's financial position is effectively managed	Implementation of the software by agreed dates	July 2015	Manager Finance and Administration	Financial Management Team	Go Live was delayed until 2 September. Continuing with creation of reporting, year to date transactions conversion and assistance with the system.
<i>Support asset management planning, implementation and reviews</i>	1.2.1 Implement the Asset Management Strategy	On-going participation in Asset Management Group meetings and review of financial information contained in asset management plans.	Compliance with legislation	Manager Finance and Administration	Financial Accountant Assets, Asset Management Group	Participated in various Asset Management Group Meetings throughout the quarter.
<i>Maximise recovery of outstanding general debtors</i>	5.3.2 Adhere to the governance framework and public reporting systems	Review of aged debtors particularly those in 60 and 90 days.	Level of outstanding debtors	Debtors Clerk	Manager Finance and Administration and Financial Accountant	Outstanding debtors over 60 days were: 30 June \$10,012 30 September \$ 11,528





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	5.3.3 Ensure Council's financial position is effectively managed				Systems	The majority of the above balance is one debtor
<i>Review and update monthly financial reporting to ensure legislative compliance and Councillor usability</i>	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Councillor feedback and auditor comments. Timely and accurate financial reports are produced.	Financial reports to Council within one month	Manager Finance and Administration	Manager Finance and Administration, Financial Accountants Systems & Reporting	Reports have received positive Councillor feedback.
<i>Co-ordinate and produce Operating Statement and Capital Projects Reports</i>		Preparation of monthly reports by the Council meeting agenda deadline each month	Monthly	Financial Management Team	Managers, Financial Management Team	Monthly Financial Reports have been submitted each month to council within the agenda deadlines .
<i>Review financial administration policies and procedure as required by LG Act 2009 and LG Reg 2012 and other legislation</i>		Financial policies are current and reviewed annually by the target date	June 2016	Manager Finance and Administration	Managers, Financial Management Team	Not commenced
<i>Monitor and maintain corporate financial systems for user operability</i>		Client surveys can be conducted regularly. User support provided in a timely manner.	Bi- annual surveys	Financial Management Team	Financial system users	Not commenced
<i>Administer existing and new external and internal loan borrowings</i>		Borrowing repayments paid by due date and new loans drawn down by agreed target dates	Quarterly	Manager Finance and Administration	Manager Finance and Administration and Financial Management Team	September quarter loan borrowings paid by due date
<i>Address and monitor management issues from final 2015 and interim 2016 audit recommendations</i>		Closure/resolution of audit recommendations by the next audit visit.	Final audit 2015 – May 2016 Interim Audit – September 2016	Manager Finance and Administration	CEO, Managers, Financial Management Team	Managers are currently working towards implementing recommendations from interim audit in May 2015
<b>Rates</b>						
<i>Maintain property and rating database</i>	5.3.1 Apply an open and transparent leadership model	To ensure a high level of accuracy and timeliness in updating the property database	Every notified change of detail is promptly entered into the database	Rates Supervisor	Rates Officers	Valuation amendments - 38 Valuation objections - 0 Property transfers - 130 Other Transfers/Memos - 18 Service Address amendments - 133
<i>Issue annual rates and charges levy</i>	5.3.3 Ensure Council's financial position is effectively managed	Timely and accurate rates notices will be issued	August 2015	Rates Supervisor	Rates Officers	Annual rates levy issued on 07/08/15 9,248 notices
<i>Issue half year water consumption levy</i>	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Timely and accurate water consumption notices will be issued.	December 2015	Rates Supervisor	Rates Officers	
<i>Issue supplementary rates and charges levies</i>	5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation	Timely and accurate supplementary rates notices will be issued to those affected (change of ownership, change of services, change of valuation, 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 overdue rates and charges</i>		Ongoing monitoring of overdue rates to ensure that payment plans are put in place and arrears matters are referred in a timely manner to debt collector or referred to Council for sale under Local Government Act or other action as appropriate.	Low percentage of rates arrears	Rates Supervisor	Rates Officers	11.58% arrears of nett rates 110 properties on voluntary payment plans Compiling list for debt collector – 85 properties being contacted first 37 properties with prior legal action being monitored/managed internally 1 property sold due to sale of land action settlement 15 <sup>th</sup> October
<b>Expenditure Services</b>						
<i>Prepare and administer tender applications for private hire &amp; traffic control providers</i>	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Collate and update private hire and traffic control information for database	July 2015 and accuracy of information	Expenditure Services	Manager Operations & Technical Services, WHSO & Expenditure Services staff	Collation of all applications completed, checked and 2015/2016 databases updated and in use
<i>Administer accounts payable and contract</i>	5.3.3 Ensure council's financial	Weekly, fortnightly & monthly account	Invoices not paid within 30	Expenditure Services	Authorised Purchasing	Payments continue to be made within



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
register	position is effectively managed	payments	days - Target <10%		& Requisitioning Officers	required deadlines, invoices not paid within required deadlines is 1% or less
Review of purchase procedure variances to management		Update and monitoring of purchase practices	Compliance Levels	Expenditure Services	CEO, Managers, Authorised Purchasing Officers	Regular checking of compliance to purchasing policy carried out – Orders after the fact less than 10%
Maximise earnings on cash holdings		Interest Earnings	Level of earnings	Expenditure Services	Manager of Finance and Admin	Continue to source rates from various institutions and compare to QTC Fair Value & BBSW to ensure earnings meet target
Administer purchasing financial delegations and purchase cards		Update and monitoring of purchase practices	Compliance Levels	Expenditure Services	Authorised Purchasing Officers	Financial Delegation register updated as required.
Administration & Records						
Facilitate Council's statutory meetings and provide accurate and timely minutes of meetings.	5.3.2 Adhere to the governance framework and public reporting systems	Accurate, complete and timely minutes published to website	Within 10 days of each statutory Council meeting	Administration Co-ordinator	Minutes Clerks	All meetings completed within time frame.
Classification and registration of daily correspondence into ECM.		All correspondence to be registered into ECM within 48 working hours of receipt	80% completion within set timeframes	Administration and Records Co-ordinator	Administration & Records staff	100% completion rate of correspondence registered within 48 working hours of receipt. 70% completion rate of correspondence registered within 24 working hours of receipt.
Facilitate the development and training of the Administration Trainee.	2.1.3 Promote employment and training opportunities to retain young people.	Completion of Certificate 3 in Business Administration within the set time frame	30 December 2015	Administration and Records Co-ordinator	Administration Trainee	Trainee has completed 80% of training modules required for completion of Certificate 3 in Business Administration. On track for complete deadline of 30 December 2015.
Upgrade of ECM from CI 4.02 to CI 4.03	5.1.4 Improve digital platforms to improved access to information.	New version of ECM working by target date	30 June 2016	Administration and Records Co-ordinator	CEO, Managers and Records Staff	Upgrade of ECM to version CI 4.03 planned for 2016/17 financial year.  New target date of 30 June 2017.
Develop and implement a key and end user training program for ECM CI 4.03	5.4.1 Develop a professional, capable and responsive workforce.	ECM CI 4.03 end user training program delivered to staff that require training	80% of ECM users trained within three months of upgrade	Administration and Records	CEO, Managers and Records Staff	Upgrade of ECM to version CI 4.03 planned for 2016/17 financial year.  New target date of 30 June 2017, all users trained within three months of upgrade.
Implement systematic ongoing ECM training for all staff. Ensure user guides and training documents on Records portal are current.		Ensure all new staff receive ECM training and existing employees receive regular refresher training as required	95% of new staff using ECM are trained within two months of employment. Regular training and support offered to 50% of existing staff annually.	Administration and Records Coordinator	Corporate Records Staff	95% of staff have received one-on-one ECM training within two months of employment. Identified a need for all ECM users to undertake regular refresher training. To resolve this issue a training plan is to be developed and a program implemented. It will be expected that 80% of ECM users will attend a training session. Training sessions proposed for March 2016.





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
Implement a recordkeeping awareness and education program for all employees.	5.3.4 Undertake regulatory responsibilities in accordance with state regulations.	Ensure all new staff receive record keeping awareness and education and existing employees receive refresher training as required	100% of new staff receive awareness training as part of their induction	Administration and Records Co-ordinator	Administration and Records Co-ordinator and records staff	A recordkeeping awareness and education presentation is delivered to new staff as part of the induction program. A more comprehensive presentation is included in ECM training sessions.  Recordkeeping awareness will also be highlighted in the ECM refresher training sessions.
Follow Queensland State Archives schedules for the retention and disposal of paper-based corporate records.		Number of records disposed/archived each year	70% of records archived within 90 days of receipt	Administration and Records Coordinator	Administration and Records Coordinator and records staff	38 boxes have been disposed of from 1 July 2015 to 30 September 2015.  100% of records archived within 90 days of receipt.
<u>Burdekin Theatre Records Project</u> File structure to be created in ECM to reflect the new community hub. Archival records to be sorted for retention or disposal.	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.	To be completed by the target date	31 Dec 2015	Administration and Records Coordinator	Records staff	New file structure created in ECM to incorporate new community hub files. Additional files created as required.  As at the 30 September, 2015, 22 of 46 boxes assessed and disposed of accordingly.
<b>Operations</b>						
<b>Operations</b>						
Ongoing review of staffing in Operational Areas to identify efficiency gains.	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	Efficiency gains.	30-Jun-16	Manager Operations	Works Overseer, Parks Co-ordinator, Overseer Water/Wastewater, Stores/Purchasing Officer + Manager Contracts	Structural review of all departments in Operations to ensure optimum delivery of services to the community. Review to be completed prior to June 30, 2016.
<b>Works</b>						
Annual Works Program Roads as adopted to be 90% delivered within the financial year	1.1.1 Plan and build infrastructure that adds value to Council and community assets. 1.1.2 Prioritise upgrades to the road network to improve safety.	Assessment of Works completed at EOFY	30-Jun-16	Manager Operations	Works Overseer, Works Supervisors, Manager Technical Services + Design Office Manager	Kirknie Landfill project impacting on resources available to undertake works program. Formal monthly meeting of participating officers to monitor progress.
Complete 2014 NDRRA program	1.1.1 Plan and build infrastructure that adds value to Council and community assets. 1.1.2 Prioritise upgrades to the road network to improve safety.	Date of Achievement	30-Jun-16	Manager Contracts	Manager Operations, Works Overseer, Manager Technical Services + Design Office Manager	On target to complete by April 2016 with June 30, 2016 deadline.
Inspect road network, and prioritise maintenance activities as per agreed service levels.	1.2.1 Implement the asset management strategy	% of network area inspected per year	100%	Works Overseer	Works Supervisors	Ongoing
Attend to maintenance matters raised in customer request system within required	1.2.1 Implement the asset management strategy	87.5 % of requests completed within timeframe	30-Jun-16	Works Overseer	Works Supervisors	Currently achieving 86.5%



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<i>timeframe</i>						
<i>Works Program Drainage as adopted to be delivered within the financial year (exception for major schemes spanning two or more financial years)</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets.	Date of Achievement	30-Jun-16	Manager Operations	Works Overseer, Works Supervisors, Manager Technical Services + Design Office Manager	Home Hill CBD Drainage and Spiller Street, Ayr major drainage projects completed. Clayton Street Drainage, Ayr due to commence early November.
<i>Undertake regular inspection of aerodromes and airstrips and carry out maintenance as per CASA requirements</i>	1.2.2 apply a prioritised and planned system to upgrade and enhance existing facilities 1.3 Safe and Effective Transport networks	Date of Achievement	30-Jun-16	Works Overseer	Works Supervisors	Aerodrome Reporting Officer undertakes documented inspections of Ayr Aerodrome weekly and minor airstrips monthly.
<i>Undertake regular inspection of boat ramps and carry out maintenance as per Department of Transport and Main Roads requirements</i>	1.2 Management and maintenance of community assets. 1.3 Safe and Effective Transport networks	Date of Achievement	30-Jun-16	Works Overseer	Works Supervisors	Major upgrade works due to commence on Wallace Creek and Ocean Creek boat ramps. Council recently excavated sand from base of Ocean Creek Ramp
<b>Water &amp; Waste Water</b>						
<i>Achieve compliance with adopted Customer Service Standards – Water Wastewater</i>	1.4 Securing and managing water resources 1.4.1 Increase water supply network reliability and improve water quality	Benchmarking actual versus CSS	30-Jun-16	Overseer Water Wastewater	Operations Manager, Field Supervisor Water Wastewater + AO Water Wastewater	Benchmarking to be validated twice in reporting period.
<i>Water Quality to be monitored and benchmarked against Australian Drinking Water Guidelines</i>	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Monitor water quality results from quarterly reporting to the Water Supply Regulator	Ongoing	Administration Officer Water Wastewater	Overseer Water Wastewater, Operations Manager, Field Supervisor Water Wastewater	100% regulatory compliance in the period. 27 dirty water requests for period compared to 93 for same period last year. Re commencement of air scouring program in September.
<i>Capital Work Program – Sewer Relining and Manhole Rehabilitation program - \$1,180,000.</i>	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities	Date of achievement	30-Jun-16	Manager Operations	Overseer Water Wastewater Manager Technical Services, Design Office Manager + Field Supervisor Water Wastewater	Contract awarded to Interflow Pty Ltd. Interflow have established in the district and commenced pre-cleaning operations. Anticipate contract completion by January 2016.
<i>Capital Work Program - Wastewater pump station switchboard replacement program</i>		Date of achievement	30-Jun-16	Manager Operations	Overseer Water Wastewater Manager Technical Services, Manager Contracts + Field Supervisor Water Wastewater	Detailed plans and specifications currently being prepared by GHD. Funding application for 50% subsidy through Stronger Regions Program – Notification expected December 2015.
<b>Purchasing and Stores</b>						
<i>Calling of major annual supply contracts for Goods and Services being Bitumen Products, Fuels and Gravel Products.</i>	5.3.2 Adhere to the governance framework and public reporting systems.	Compliance with Council Purchasing Policy delivering time and financial savings for bulk purchase arrangements	30-Jun-16	Purchasing/Stores Officer	Purchasing/Stores Clerk	Contracts not due for renewal in the period.
<i>Calling of major biennial supply contracts for Goods and Services being Ready mix Cement, Powdered Cement Products, Herbicide Products and Cleaning Services</i>	5.3.3 Ensure Council's financial position is effectively managed	Compliance with Council Purchasing Policy delivering time and financial savings for bulk purchase arrangements	30-Jun-16	Purchasing/Stores Officer	Purchasing/Stores Clerk	Contracts not due for renewal in the period.
<i>Rolling review of stock turnover to write off or dispose of inventory items with no or limited stock turns in last 5 years.</i>		5% Reduction in dollar value of stores inventory	30-Jun-16	Purchasing/Stores Officer	Purchasing/Stores Staff, Works Overseer, Overseer WWW, Coordinator Parks & Gardens + Manager Operations	Ongoing strategy to reduce store inventory with no or limited stock turns in last 5 years. Achieved approx. 30% reduction in previous financial year.





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
<b>Parks, Gardens and Cemeteries</b>						
Undertake maintenance of Shire Parks and Gardens, Cemeteries and Public Conveniences and attend to maintenance matters raised in customer request system by required timeframe	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities	87.5% of requests completed within timeframe	30-Jun-16	Manager Operations	Parks Coordinator + Parks Supervisor	Currently achieving 88.6% completion rate.
Upgrade playground equipment and park furniture in Coutts Park, Ayr.		Date of Achievement	30-Jun-16	Parks Coordinator	Parks Supervisor, Manager Operations	Project funds to be supplemented by developer contributions from Guilmartin Group upon release of allotments from subdivision adjacent Coutts Park. Lots not released during period.
Construct shade cover over existing columbarium at Home Hill Cemetery		Date of Achievement	30-Jun-16	Parks Coordinator	Parks Supervisor, Manager Operations	Order placed for permanent shade cover. Delivery expected December 2015.
Refurbish Public Convenience – Lions Park, Home Hill.		Date of Achievement	30-Jun-16	Parks Coordinator	Parks Supervisor, Manager Operations	Quotes to be sought from local building contractors.
Maintain Shire public conveniences to a high standard of serviceability and cleanliness	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities. 5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation	Achieve annual Compliment to complaint ratio of 4:1 for Public Convenience Operations	30-Jun-16	Parks Coordinator	Parks Supervisor, Public Convenience Maintenance Team	One compliment for the period. Zero complaints.
<b>Administration Support</b>						
Community Road Closure Administration	5.1.3 Communicate Council intent and decisions to the community using effective messaging tools.	Accuracy and timeliness of communication of road closures. Number of road closures coordinated.	100% accuracy.	Works Overseer	Administration Officer-Works	Three Community Road Closure in the period – Tastes of the Burdekin, Water Festival Procession and Mardi Gras and National Servicemen's Memorial Stone dedication.
Administrative Support- Budget Updates	5.3.3 Ensure Council's Financial position is effectively managed	Accurate and timely budget reviews and updates for relevant works areas	Completed monthly	Works Overseers	Works Foremen and Administration Officer-Works	Monthly budget versus actual graphs produced for road maintenance, drainage maintenance, parks operations, public conveniences and cemeteries.
Administration support for customer requests	5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation.	Timely and efficient responses to all Customer Requests lodged through the CRM system. Accurate recording of actions taken.	Requests actioned within 24 hours of receipt.	Administration Officer-Works	Works Foremen	
<b>Technical Services</b>						
Produce five year Works Implementation Program for years 2016-2021	1.1.1 Plan and build infrastructure that adds value to Council and community assets.	Council adopts works implementation program including commitment to the first two years.	First two years by 30 April 2016 with remaining three years by 30 June 2016	Manager Technical Services	Design Office Manager, Manager Operations	Workshops with Council planned for October/November
Produce Annual Works Program and review monthly	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.	Number of reviews	Reviewed monthly with not less than 9 reviews by 30 June 2015	Manager Technical Services	Design Office Manager, Manager Operations, Departmental Overseers	Three meetings held during first quarter
Develop Customer Engagement Strategy and documentation procedure for engineering works.	5.1.1 Improve community consultation processes that enable community contribution and feedback	Completion of strategy	30 June 2016	Manager Technical Services	Design Office	Work commenced on strategy



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
Commence development of Transport Network Strategy	1.1.1 Plan and build infrastructure that adds value to Council and community assets.	% completion of strategy	25% completed	Manager Technical Services		Work on strategy to commence in conjunction with works program planning
Commence development of Stormwater Strategy	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.	% completion of strategy	25% completed	Manager Technical Services		To be commenced in third quarter
Submit environmental authority annual report to Department of Environment and Heritage Protection	5.3.2 Adhere to the governance framework and public reporting systems	Submission by due date	22 November 2015	Manager Technical Services	Design Office Manager, Trade Waste /Administration Officer	To be completed in November
Submit annual water and sewerage data to State-wide Water Information System (SWIM)		Submission by due date	30 October 2015	Manager Technical Services	Design Office Manager, Trade Waste /Administration Officer	SWIM report completed and submitted
Certification of all engineering works by RPEQ in accordance with the requirements of the Board of Professional Engineers Queensland	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	RPEQ service maintained throughout year to ensure compliance	30 June 2016	Manager Technical Services	RPEQ Consultant	RPEQ compliance met for works during first quarter
Complete approved Blackspot project at Old Clare Road	1.3.1 Prioritise upgrades to the road network to improve safety	Completion within budget	30 June 2016	Manager Technical Services	Works department	Works progressing. Completion expected prior to due date.
Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads Alliance requirements	1.3.2 Cooperate with state and federal government to enhance the transportation network 1.1.1 Plan and build infrastructure that adds value to Council and community assets.	Claims for funding to meet target	80% complete by 30 December 2015 100% complete by 30 June 2016	Manager Technical Services	Works Department	35% claimed during first quarter
Complete Roads to Recovery Program in accordance with Australian Government requirements		Meet regular reporting requirements and claims for funding to ensure 100% expenditure by target date.	30 June 2016	Manager Technical Services	Works Department, Asset Officer	No works completed during first quarter
Complete Home Hill Drainage funding agreement	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Final claim and report submitted to Department of State Development	Construction complete 30 October 2015 Final Report 2 February 2016	Manager Technical Services	Works Department	Construction on track for completion in accordance with approved timeframe.
Complete Spiller Street drainage funding agreement		Final claim and report to the Department of Local Government, Community Recovery Resilience	30 September	Manager Technical Services	Works Department	Works complete by due date.
<b>Design Office</b>						
Plans or works brief for capital projects to be delivered three weeks prior to commencement of works. Alternative discussions with foreman/overseer detailing project scope to allow commencement of works.	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Delivery of plans or brief in advance of construction to enable efficient allocation of resources	80% Compliance	Design Office Manager	Technical Officers	100% Compliance during first quarter
Produce reseal program for 2015/16		Progressive completion date to ensure completion of program by Operations Department	70% complete by 30 November 2015 100% complete by 30 April 2016	Design Office Manager	Technical Officers	Not commenced during first quarter
Respond to applications within Design Office responsibility (e.g. Infrastructure in road reserve)	5.1.1 Improve community consultation processes that enable community contribution and feedback	Number of applications received	90% completed within relevant agreed targets	Design Office Manager	Technical Officers	First Quarter 47 Customer Requests - 80% Compliance 142 Applications - 100% Compliance
Detailed design of infrastructure for extension of Ayr Industrial Estate	1.1.2 Prioritise infrastructure projects that will contribute to growth in the Burdekin	Design completed	30 September 2016	Design Office Manager	Technical Officers	Detail design to commence in second quarter





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	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					
<b>Asset Management</b>						
<i>Go Live for new Asset management system</i>	5.1.4 Improve digital platforms to improve access to information 5.3.2 Adhere to the governance framework and public reporting systems	Go live achieved by target date	1 July 2015	Asset Management Co-ordinator	Manager Technical Services, Asset Management staff	Implementation date for Works and Asset management system 2 September 2015
<i>Valuation of non-current assets for 2014/15 year</i>	5.3.3 Ensure Council's financial position is effectively managed 1.2.1 Implement the Asset Management Strategy	Valuations completed by due date	31 July 2015	Manager Technical Services	Asset Management Co-ordinator, Asset Management staff	Valuations complete
<i>Review Asset Management Plans in accordance with Council's asset management strategy</i>	1.2.1 Implement the Asset Management Strategy	Number of asset management plans reviewed	Transport by 31 December 2015 Buildings by 30 April 2016	Asset Management Co-ordinator	Manager Technical Services, Asset Management staff	Asset management plan review yet to be commenced.
<b>Plant Management</b>						
<i>Update 10 year Plant Replacement program</i>	5.3.3 Ensure Council's financial position is effectively managed & 5.4.3 Apply best practice occupational health and safety processes to ensure a safe place of work	Program developed and included in 10 year financial plan	30 June 2016	Manager Technical Services	Workshop Supervisor	Works commenced on review of ten year replacement plan.
<i>Commence development of Plant Management Strategy</i>	5.3.3 Ensure Council's financial position is effectively managed	% completion of strategy	25% completed by 30 June 2016	Manager Technical Services	Workshop Supervisor	Work on strategy to commence early 2016
<i>Implement plant replacement program as adopted for 2015/2016</i>		Number of items ordered	90% of replacements ordered by 30 June 2016	Manager Technical Services	Workshop Supervisor	Drafting of specifications to commence in second quarter
<i>Develop a Plant Management working group</i>	5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation	Number of meetings held	Minimum of 3 meetings	Manager Technical Services		Group to be formed during second quarter
<i>Deliver Burdekin Shire Rivers Improvement Trust annual works program</i>	4.2.1 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas.	Design and supervision of construction of 2015/16 BSRIT projects	30 June 2016	Design Office Manager	Manager Technical Services	BSRIT meetings attended by Design Office Manager
<i>Deliver RMPC contract in accordance with contract requirements within budget</i>	5.2.2 Develop co-operative and collaborative partnerships to achieve strategic intent, especially on matters of state and national importance.	Contract requirements fulfilled	30 June 2016	Manager Technical Services	Senior Administration Officer	Approx. 14% completed to 30 September Performance audit completed for 2014/15 contract. Burdekin topped the Northern Region with 95.4% compliance
<b>Planning and Development</b>						
<b>Development Administration</b>						
<i>Provision of expert management, budgeting, technology and information management, customer service, governance and</i>	5.3.2 Adhere to the governance framework and public reporting systems	Continue to improve productivity and performance within the Planning and Development Department to ensure the	85% customer satisfaction. No greater than a 10% variance on budgeted	Manager-Planning and Development	All Planning & Development Staff	Income and expenditure is consistent with budget estimates. Survey plans are being released within 3 days. All





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
administration to the Planning and Development Department.	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 5.3.3 Ensure Council's financial position is effectively managed 5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation	best possible outcomes including development approvals are delivered to the community.	income and expenditure. 80% of Survey Plans received endorsed within 5 business days. 90% code assessable Material Change of Use Development Applications approved within 20 business days after being deemed properly made.			approvals are currently being granted well within statutory timeframes.
Provide for the needs of the community by delivering appropriate land use outcomes that are considered sustainable, achievable and cost effective.	2.5.1 Review land supply 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	Ensure any development outcomes are delivered in a timely and coordinated manner.	95% development approvals are issued in accordance with acceptable service delivery standards and statutory obligations.	Manager-Planning and Development	All Planning & Development Staff.	Development Permits are being issued in a timely manner and in accordance with IDAS timeframes.
<b>Town Planning</b>						
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)	2.4.2 Encourage diversification of the local economy 2.5.1 Review land supply and uses as required to meet community and business needs. 5.2.1 Demonstrate leadership by advocating the Council's intent to government, business and the community. 5.3.1 Apply an open and transparent leadership model 5.3.4 Undertake regulatory responsibilities in accordance with state regulations.	Drafting of the Council's new SPA Planning Scheme is continuing to evolve to ensure that the Burdekin Shire develops strategies that cater for the changing needs of the community and State Government requirements.	New scheme meets adopted timeframes associated with each stage.	Manager-Planning and Development	Planning Officers	Draft planning scheme progressing in accordance with adopted timeframes.
Adopt an Infrastructure Charges Resolution (commencing 1 July 2015) to ensure appropriate charges can be applied to new developments with regard to required trunk infrastructure including water mains, sewerage mains, stormwater, roads and open space.	1.1.3 Implement infrastructure plans and service standards that will detail charges applicable to development proposals.	Infrastructure Charges are imposed and collected in accordance with adopted infrastructure charges resolution.	100% of charges collected prior to commencement of any new use associated with a Development Permit.	Manager-Planning and Development	Planning Officers	The adoption of the ICR has enabled a new charging regime to be implemented. All charges are being collected prior to approved use.
<b>Building</b>						
Undertake a Building Certification service both within the Burdekin Shire and externally to the Shire in accordance with statutory requirements.	5.3.4 Undertake regulatory responsibilities in accordance with state regulations. 3.1.4 Undertake regulatory and advisory programs to maintain and improve public health and	Ensure all building works comply with statutory requirements. Provide an approval and inspection service for all classes of buildings as a certifying authority.	90% of all Development Applications - Building Works are processed within 10 business days	Manager-Planning and Development	Building Certifiers/Inspectors and Administration staff.	Currently meeting target.
Ensure all new swimming pools comply with current pool fencing legislation.		Ensure all new swimming pool installations have compliant pool fencing in accordance	100% of all new pools erect compliant fencing	Manager-Planning and Development	Pool Safety Inspectors and Administration	Current identified target being met. New obligations commencing on 1 December,



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	safety.	with pool safety legislation	(e.g. temporary) before filling in excess of 300mm. 100% of all permanent fencing to be compliant within 3 months from temporary pool fence inspection date.		staff.	2015 will mean additional compliance obligations are imposed.
Ensure all existing swimming pools comply with current pool fencing legislation.		Ensure all existing swimming pools continue to have compliant pool fencing in accordance with pool safety legislation.	100% of all pool safety certificates issued within 2 business days of inspection being carried out.	Manager-Planning and Development	Pool Safety Inspectors and Administration staff.	Certificates issued within 2 business days after inspection carried out.
Develop and implement a Building Maintenance Program. (N.B. Outcomes associated with a functioning asset management program will facilitate this task.)	1.2.1 Implement the Asset Management Strategy	Building Maintenance Program once finalised, is to be amended every quarter to ensure consistency with Asset Management Strategy.	Complete review to ensure relevant records are consistent.	Manager-Planning and Development	Building Maintenance Officer.	Implementation of the Asset Management system has facilitated this task.
<b>Plumbing</b>						
Undertake a Plumbing Inspection service and relevant compliance works in accordance with statutory requirements.	5.3.4 Undertake regulatory responsibilities in accordance with state regulations. 3.1.4 Undertake regulatory and advisory programs to maintain and improve public health and safety.	Ensure all new plumbing installations that are not 'notifiable works' are carried out in accordance with the Plumbing and Drainage Act 2002	100% registered Backflow Prevention Devices inspected annually. 80% of plumbing applications approved/processed within 5 business days. 90% of effluent disposal designs completed within 10 business days of request.	Manager-Planning and Development	Plumbing Inspectors	Targets currently being met.
<b>Governance and Local Laws</b>						
<b>Governance &amp; Administration</b>						
Development of Conlan Street residential subdivision, if feasible.	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Developed subdivision ready for sale. Number of lots sold.	30 June 2016	Manager Governance and Local Laws	Design Office	7 July Workshop – consensus to go to tender to sell the land as one lot.
Investigate provision of electricity network to leased lots at Ayr Aerodrome to improve marketability.		Approval and cost estimate for electricity network for Ayr Aerodrome.	30 December 2015	Manager Governance And Local Laws		No action at this stage. Consider impact of Aerodrome Study.
Partial re-roof of Council Chambers.	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.	Partial re-roof completed on time and within budget.	30 June 2016	Manager Governance and Local Laws	Building Maintenance	No action at this stage.
Re-roof and refurbishment of Ayr Aerodrome Caretaker residence.		Re-roof and refurbishment completed on time and within budget	30 September 2015	Manager Governance and Local Laws	Building Maintenance	Currently underway.
Replace roof sheeting on external awning at old Junior Soccer Clubhouse.		Roof sheeting replaced on time and within budget.	30 December 2015	Manager Governance and Local Laws	Building Maintenance	Completed.
Remove old Ayr Cricket Clubhouse		Removal of building on time and within budget	30 December 2015	Manager Governance and Local Laws	Building Maintenance, Grants and Property Officer	Quotes currently being obtained.
Removal of old Green Pavilion and small ablutions block at Ayr Showgrounds.		Removal of buildings on time and within budget.	30 September 2015	Manager Governance and Local Laws	Building Maintenance, Grants and Property Officer	Quotes currently being obtained.
Manage lessees and use of Ayr Showgrounds and Aerodromes.	3.3.1 Encourage increased use of community spaces and facilities.	Customer feedback.	30 June 2016	Manager Governance and Local Laws	Manager Community Development, Governance and Property Officer, Overseer	Ongoing. No complaints received.





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
Address compliance with Right to Information Act and Information Privacy Act.	5.1.2 Be responsive and proactive in providing information in the public interest.	Open provision of appropriate information. Number of applications processed.		Manager Governance and Local Laws	Governance and Property Officer	No applications received to date for 2015/16.
Facilitate and update local laws where necessary.	5.3.2 Adhere to the governance framework and public reporting system.	Changes made to local laws to reflect changes to legislation or community need.		Manager Governance and Local Laws	Coordinator Environment & Health, Governance and Property Officer	Local Laws are monitored and amended in discussion with Council, when required. Consideration to be given to amendment of animal local laws.
Investigation, review and procurement of insurance programme for Council operations and assets.		Appropriate and timely insurance policies in place.		Manager Governance and Local Laws	Governance and Property Officer	All insurance policies renewed to 30 June 2016. Savings effected by maintaining current insurance broker v. LG Assets proposal.
Review of and issuing of lease documents to new and existing lessees.		Relevant and up to date leases in place.		Manager Governance and Local Laws	Governance and Property Officer, Grants and Property Officer	All lease expiry dates reviewed on a regular basis and leases renewed in a timely manner.
Conduct of team meetings focussing on process improvement and customer service.	5.4.1 Develop a professional, capable and responsive workforce.	Bi-monthly team meetings held. Process improvements made.	6 meetings per year.	Manager Governance and Local Laws, Coordinator Environment & Health, Senior Environmental Health Officer		Regular meetings held with teams with discussion on process improvement.
Provide efficient and effective administrative and customer services for the various programs delivered by the Department.	5.4.2 Improve methods of service delivery to the community based on feedback, review processes and innovation.	Provide a high level of customer satisfaction.		Manager Governance and Local Laws	All Staff	Ongoing.
<b>Environment and Health</b>						
Undertake regulatory inspections of licensed premises and investigate nuisance complaints (e.g. public health, environmental protection).	3.1.4 Undertake regulatory and advisory programs to maintain and improve public health and safety.	Inspections conducted in a professional manner; effective consultation; follow up where required; No of complaints investigated within adopted time frame; No of premises inspected.	Improved compliance. Reduced number of Notices issued to rectify non-compliances..	Coordinator Environment & Health, Waste Management & Environment Officer, Senior Environmental Health Officer	Environmental Health Project Officers, Compliance Officers	Scheduled Inspection program initiated to meet the legislative requirements. Process and templates developed to facilitate and increase efficiency of inspection.
Review environmental and public health functions in Council's local disaster management plan.	3.1.5 Develop in partnership with the community plans and processes to mitigate the impacts of a disaster.	Review of local disaster management plan and input into disaster related activities.	30 June 2016..	Coordinator Environment & Health	Environmental Health Project Officers	Disaster Management training attended by Senior EHO and developing a sub Environment and Health plan in process.
Consider and provide recommendations from an environmental perspective on Development Applications received and works related projects.	4.1.1 Attain a sustainable balance between achieving positive environmental outcomes and managing ongoing development.	Relevant and timely recommendations for Development Applications. Support for internal projects.	Recommendations submitted on time.	Waste Management & Environment Officer	Environmental Health Project Officers	7 recommendations and support for internal projects provided.
Supply of Food Newsletter to food premises to increase awareness of food hygiene requirements and licensing requirements.	4.1.2 Support community education programs that contribute to improved environmental and community outcomes.	Number of newsletters produced.	4 newsletters produced annually.	Senior Environmental Health Officer	Environmental Health Project Officers	Food newsletter being finalised.
Provision of beach access points to limit dune erosion.	4.2.1 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas.	Workable beach access points; community acceptance.	Upgrades to Beach access points by 30 June 2016.	Waste Management & Environment Officer	Environmental Health Project Officers	Repair of one beach access at Wunjunga. New design for beach access to be completed.
Investigate and implement recommendations from the Energy Efficiency Report.	4.2.3 Promote the adoption of environmental best practice by	Work plan developed to implement energy efficiency recommendations. Number of	% reduction in energy consumption and energy	Manager Governance and Local Laws	Environmental Health Project Officers	Recommendations dealing with tariff changes have been implemented.





Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
	Council, residents and business.	recommendations implemented.	costs. Activities undertaken.			Further infrastructure related recommendations not yet commenced.
<i>Participate and promote community events such as Great Northern Clean Up.</i>	5.1.1 Improve community consultation processes that enable community contribution and feedback.	Event run on time and within budget. Community feedback.	Event publicised and undertaken.	Waste Management & Environment Officer	Environmental Health Project Officers	Weedbuster Week interactive display Ayr library.
<i>Administration of licences such as for food businesses, accommodation and other prescribed activities.</i>	5.3.4 Undertake regulatory responsibilities in accordance with State regulations.	Issue of licenses in a timely manner; customer feedback.	30 June 2016	Senior Environmental Health Officer	Environmental Health Project Officers	Ongoing.
<b>Animal Management</b>						
<i>Participate and promote community events such as Pet Day out and School Education Programmes to promote responsible animal ownership.</i>	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships.	Clear information provided. Customer feedback.	Community acceptance. Event publicised and undertaken.	Coordinator Environment & Health	Animal Compliance Officers	Pet Party held at Cyclone Shelter on 24 August.
<i>Enforce animal control legislation and local laws.</i>	3.1.4 Undertake regulatory and advisory programs to maintain and improve public health and safety.	Requests responded to within adopted timeframes.	80% of requests responded to within adopted time frames.	Coordinator Environment & Health	Animal Compliance Officers	Currently 89% have been completed within timeframes.
<b>Natural Resource Management and Land Protection</b>						
<i>Undertake aquatic weed control in Shire waterways.</i>	4.2.1 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas.	Cleaner waterways.	Management Plan developed. Percentage of waterways treated.	Coordinator Environment & Health, Senior Environmental Health Officer	Pest Management Officers	Management Plan currently being developed. Aquatic weed control activities continuing from Inkerman to Giru area as a part of BSC RMA project and funding from NQDT. Working with NQDT and Water boards for effective aquatic weed control.
<i>Liaise and partner with natural resource groups such as the North Queensland Dry Tropics to protect and enhance environmentally sensitive areas such as wetlands and wildlife corridors.</i>		Agreements to enhance environmentally sensitive areas.	Completion of milestones in agreement.	Coordinator Environment & Health, Senior Environmental Health Officer, Waste Management & Environment Officer	Pest Management Officers, Environmental health Project Officers	PMO's working in the Barrattas catchment for Wetland Care Australia project including spraying of aquatic and terrestrial weeds. PMO's and Gudjuda working at Jerona Station to complete milestones for above project. Organise Nov/Dec pig shoot part funding from NQDT. Timing to align with Whitsunday Regional Council shoot.
<i>Maintain Council's status as a Reef Guardian Council.</i>		Public awareness of Council's status as a Reef Guardian Council.	Action Plan developed and milestone report completed.	Senior Environmental Health Officer	Environmental Health Project Officers	Action plan currently being developed.
<i>Review and prepare a revised Shire Pest Management Plan</i>		Revised Shire Pest Management Plan completed and adopted on time.	30 November 2015	Coordinator Environment & Health, Senior Environmental Health Officer	Pest Management Officers	Arranged stakeholder meetings to discuss changes that needed to be made for BSC PMP. Update plan as required. Create maps for Pest Animals for Snr EHO/Pest Mgt Plan.
<i>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.</i>		Reduction in pest animals and plants.	No of land management agreements made and renewed.	Coordinator Environment & Health, Senior Environmental Health Officer	Pest Management Officers	30 property pest management plans renewed/returned.
<i>Undertake animal and plant pest reduction activities.</i>		Reduction in pest animals and plants.	No of 1080 baits used; DMR funding expended for	Coordinator Environment & Health,	Pest Management Officers	617 kg of bait medium treated with 1080 throughout the shire from April until



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2014-2015 Target	Responsible Officer	Participating Officers	End of 1st Quarter Comments
			roadside weed treatment.	Senior Environmental Health Officer		now, available when landholders require. Road side weed inspection again in Feb/March 2016.
<b>Vector Management</b>						
<i>Undertake a monitoring and larvicidal program to manage mosquito numbers.</i>	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships.	Effective and cost effective reduction in mosquito breeding sites.	Management Program developed; 80% of sites treated.	Coordinator Environment & Health, Senior Environmental Health Officer	Pest Management Officers	Continual surveillance and treatment of mosquito larvae still 3 days a week because of vast amounts of agricultural runoff water in council table drains and roadsides. Mosquito prevention and preparation works will need to be negotiated with Works department i.e. drains cleaned and mowed.
<b>Caravan Parks</b>						
<i>Refurbish cabins at Burdekin Cascades Caravan Park.</i>	1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.	Refurbishment completed on time and within budget.	30 June 2016	Coordinator Environment & Health	Building Maintenance	No action at this stage.
<i>Upgrade powerheads at Burdekin Cascades Caravan Park.</i>		Upgrade completed on time and within budget.	30 June 2016	Coordinator Environment & Health		No action at this stage.
<i>Re-roof ablution block at Burdekin Cascades Caravan Park.</i>		Re-roof completed on time and within budget.	30 June 2016	Coordinator Environment & Health	Building Maintenance	Completed.
<i>Manage the lease of the Home Hill Caravan Park and the Burdekin Cascades Caravan Park.</i>	5.3.2 Adhere to the governance framework and public reporting system.	All facilities maintained well and kept operational; revenue generated; customer satisfaction.	No of compliments; revenue generated; work undertaken in accordance with the contract specifications.	Coordinator Environment & Health		Leases operational and Managers are maintaining the parks to the required high standard.
<b>Swimming Pools</b>						
<i>Manage the leases of the Ayr and Home Hill Pools.</i>	5.3.2 Adhere to the governance framework and public reporting system.	Well maintained and operational facilities; customer satisfaction.	No of compliments; work undertaken in accordance with the contract specifications.	Coordinator Environment & Health	Manage the leases of the Ayr and Home Hill Pools.	Leases operational and Managers are maintaining the pools to the required high standard.
<b>Waste Management</b>						
<i>Construction of new waste disposal cell at Kirknie Road Landfill to increase longevity of landfill.</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Functional waste disposal cell completed on time and within budget.	30 October 2015	Waste Management & Environment Officer	Manager Operations	All subgrade work complete. Commencement of construction of cell walls. Installation of leachate drains commencing.
<i>Install temporary capping over existing waste cell at Kirknie Landfill.</i>		Temporary capping installed on time and within budget.	30 October 2015	Waste Management & Environment Officer	Manager Operations	Progressing, excess material stored onsite for future use. Project delayed until required.
<i>Implement recommendations from the North Queensland Waste Recycling and Reduction Program (NQWRRP).</i>	4.2.2 Continually improve waste management practices.	Implemented recommendations from the NQWRRP.	No of recommendations implemented. Volume of waste to landfill. Percentage of recycling increased.	Waste Management & Environment Officer	Environmental Health Project Officers	Currently assessing the regional Greenwaste contract tender. LG waste audit to provide a benchmark for waste reduction strategies continuing.
<i>Supervise waste collection and transfer station contracts.</i>		Efficiently and effectively run transfer station for residents.	No of complaints received regarding transfer station operation.	Waste Management & Environment Officer	Environmental Health Project Officers	Transfer station now managed internally for 12 month period. Waste collection contract supervision ongoing.
<i>Undertake research and assessment into closed landfills; develop rehabilitation plans; and implement same where budgeted.</i>	4.2.3 Promote the adoption of environmental best practice by Council, residents and business.	Community acceptance of rehabilitation plans for selected closed landfill sites by due date.	30 June 2016	Waste Management & Environment Officer	Environmental Health Project Officers	Site management plans for high risk legacy landfills yet to be completed. Further investigations will be required.

---

## **5 GOVERNANCE & LOCAL LAWS**

### **5.1 Adoption of Revised Public Interest Disclosure Policy**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** 1200

**Name of Applicant:** N/A

**Location:** N/A

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

---

#### **Executive Summary**

Council's Public Interest Disclosure Policy has been reviewed and updated to reflect changes in legislation as well as changes in the organisational structure. The revised Public Interest Disclosure Policy will form part of council's fraud and corruption control framework.

#### **Recommendation**

That Council adopts the attached Public Interest Disclosure Policy.

#### **Background Information**

Council adopted a Public Interest Disclosure Policy in July, 2011. The policy was due for review in July 2014.

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

5.3.2 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with state regulations.

#### **Consultation**

Council continues to receive regular updates from the Queensland Ombudsman's office regarding trends and changes in the PID area. This feedback has been used to assist with updating the policy.

#### **Legal Authority or Implications**

The Public Interest Disclosure Act 2010 outlines the obligations of local governments in regards to receiving and dealing with public interest disclosure information. The policy reflects the requirements under the Act.



---

## **Policy Implications**

This is a revised policy and will replace the existing Public Interest Disclosure Policy in Council's policy register.

## **Financial and Resource Implications**

N/A

### **Report prepared by:**

Rebecca Woods- Executive Officer

### **Report authorised by:**

Matthew Magin- Chief Executive Officer

## **Attachments**

1. Revised Public Interest Disclosure Policy



**Commencement Date:** July 26, 2011

**Function:** Governance

**RESPONSIBILITIES**

<b>Policy Owner</b>	<i>Chief Executive Officer</i>
<b>Policy Contact</b>	<i>Chief Executive Officer</i>
<b>Approval Authority</b>	<i>Council</i>
<b>Next Review Date</b>	<i>December 2017</i>

**REVISION HISTORY**

<b>Rev</b>	<b>Status</b>	<b>Date</b>	<b>Approver/Meeting</b>	<b>Resolution/Document No.</b>
1.0	<i>Adopted</i>	<i>26/06/2011</i>	<i>Council</i>	<i>1088965</i>
1.1	<i>Revised</i>	<i>2/11/2015</i>		

**1 PURPOSE**

The purpose of this policy is to encourage and support persons in making public interest disclosures in an appropriate way and to provide guidelines on how public interest disclosures are managed by Burdekin Shire Council.

**2 SCOPE**

This policy applies to councillors, employees and members of the public.

A disclosure can be made under this policy if—

- (a) the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
- (b) the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

In accordance with section 12 of the PID Act, **any person** may disclose information about—

- (a) a substantial and specific danger to the health or safety of a person with a disability; or
- (b) the commission of an offence against a provision mentioned in Schedule 2 [of the Act], if the commission of the offence is or would be a substantial and specific danger to the environment; or
- (c) a contravention of a condition imposed under a provision mentioned in Schedule 2 [of the Act], if the contravention is or would be a substantial and specific danger to the environment; or
- (d) the conduct of another person that could, if proved, be a reprisal.

In accordance with section 13 of the PID Act, a **public officer** may disclose information about—

- (a) the conduct of another person that could, if proved, be—
  - (i) Corrupt conduct; or

- 
- (ii) maladministration that adversely affects a person's interests in a substantial and specific way; or
  - (b) a substantial misuse of public resources (other than alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
  - (c) a substantial and specific danger to public health or safety; or
  - (d) a substantial and specific danger to the environment.

### 3 EXCEPTIONS

In accordance with section 30 of the PID Act, Council may decide **not** to investigate or deal with a public interest disclosure if—

- (a) the substance of the disclosure has already been investigated or dealt with by another appropriate process; or
- (b) Council reasonably considers that the disclosure should be dealt with by another appropriate process; or
- (c) the age of the information that is the subject of the disclosure makes it impracticable to investigate; or
- (d) Council reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert Council resources; or
- (e) another entity that has jurisdiction to investigate the disclosure has notified the entity that investigation of the disclosure is not warranted.

Matters involving alleged corruption of the CEO should be handled under Council's *Complaints Regarding Corrupt Conduct by the CEO Policy* though matters may be initially raised as a Public Interest Disclosure.

### 4 DEFINITIONS

*'discloser'* means the person who makes a PID.

*'proper authority'* is a public sector entity or a member of the Legislative Assembly.

*'public interest disclosure'* (PID) is a disclosure under Chapter 2 of the *Public Interest Disclosure Act 2010* and includes all information and help given by the discloser to a proper authority for the disclosure.

*'public officer'* means an employee, councillor or officer of Council.

*'public sector entity'* includes a local government.

*'subject officer'* means the person about whom a PID is made.

### 5 POLICY STATEMENT

The power to receive PIDs and to investigate or deal with them is delegated by Council to the chief executive officer. The chief executive officer has sub-delegated this power to the Executive Officer. The roles and responsibilities of officers involved in the PID process are outlined in section 5.1 of this policy.

#### 5.1. Roles and Responsibilities

The **Chief Executive Officer (CEO)** is responsible for:

- appointing a PID Officer to be responsible for issues related to the management of PIDs,
- receiving and assessing PIDs,
- monitoring the investigation and resolution of PIDs,



---

The **Mayor** is responsible for:

- receiving and assessing PIDs, and
- liaising with the CEO and the PID Coordinator in relation to the management of PIDs.

The **Executive Officer** (EO) is responsible for:

- implementing and maintaining Council's management program for PIDs,
- raising awareness of PID policy and procedures,
- providing clear guidance to Council employees about how to make a PID,
- implementing PID training,
- implementing a consistent and appropriate assessment procedure,
- managing and coordinating support and protection for disclosers, and
- reporting and reviewing data about PIDs received, providing clear guidance to Council employees about how to make a PID,
- providing clear guidance and assisting delegated officers to identify, receive and assess PIDs,
- referral of PIDs to other entities and members of the Legislative Assembly, as appropriate,
- coordinating investigation and resolution of PIDs,
- coordinating support and protection for disclosers,
- collating and entering data about PIDs received, and
- preparing management reports about PIDs, as required.

## **5.2. How PIDs can be made**

- 5.1.1 Disclosures should be made and dealt with in accordance with Council's PID Procedure. All complaints made through Council's complaints management system will be assessed against the PID criteria and may be identified as a PID.
- 5.1.2 Disclosures may be made in person, in writing, via phone and anonymously. Anonymous disclosures will be received and managed in the same way as identified disclosures, and will not be rejected because they are anonymous.
- 5.1.3 Disclosures may be made to:
  - Council's PID coordinator (the Executive Officer)
  - the chief executive officer,
  - any councillor or the mayor,
  - for public officers - their direct supervisor or manager, or
  - an officer who has the function of receiving or taking action on the type of information being disclosed. For example, a health officer where the information being disclosed is regarding a substantial and specific danger to public health or safety (*PID Act s13(1)(c)*).
- 5.1.4 Any disclosures that are required to be referred to another entity will be referred in accordance with legislative and administrative requirements

## **5.3. Commitments**

Burdekin Shire Council makes the following commitments with regard to PIDs:

---

#### 5.2.1 Taking action

- With the exception of any PIDs identified under section 3 of this policy, Council will take appropriate action to deal with all PIDs. While disclosers are encouraged to provide their name, Council will act on anonymous PIDs.
- Council will provide disclosers, who identify themselves, with feedback regarding the status of their disclosure and its investigation. If Council decides not to investigate or deal with a PID, written reasons for this decision will be provided to the discloser.
- All PIDs will be kept confidential, where possible. A person who recklessly breaches confidentiality requirements may be committing a criminal offence.
- Any public officer providing false or misleading information may face disciplinary action in accordance with the Employee Code of Conduct.

#### 5.2.2 Dealing with reprisals

- The risk of reprisal to the discloser will be assessed and reasonable steps will be taken to protect the discloser from reprisals.
- Allegations of reprisal will be investigated. Any public officer found to have made a reprisal will face disciplinary action in accordance with the Employee Code of Conduct.
- The subject officer will be given the opportunity to respond to any allegations made in a PID. No action will be taken against the subject officer until and unless allegations are confirmed. Details of the subject officer will be kept confidential at all times.
- The PID Act provides unique protections from reprisal for public officers disclosing information in the public interest to an appropriate entity about:
  - corrupt conduct
  - maladministration
  - waste of public funds
  - negligent or improper management, or
  - a danger to public health, safety or the environment

#### 5.2.3 Reporting

- Details of all PIDs will be entered into the State-wide PID reporting database, in accordance with the requirements of the Public Service Commission. PID data for Burdekin Shire Council will only be available to the PID Coordinator and the chief executive officer.

#### 5.2.4 This policy and the accompanying procedure will be reviewed every three years.

## 6 PROCEDURE

Public Interest Disclosure Procedure

## 7 LEGISLATION

*Public Sector Ethics Act 1994 (PSE Act)*

*Public Interest Disclosure Act 2010 (PID Act)*

*Local Government Act 2009*

*Crime and Corruption Act 2001*

## 8 ASSOCIATED DOCUMENTS

Burdekin Shire Council Employee Code of Conduct

Complaints Regarding Corrupt Conduct of the CEO Policy

Burdekin Shire Council Fraud and Corruption Control Policy and Plan

Acceptable Request Guidelines for Councillors

---

## **6 CLIENT SERVICES**

## **7 FINANCIAL & ADMINISTRATIVE SERVICES**

## **8 OPERATIONS**

## **9 TECHNICAL SERVICES**

## **10 PLANNING & DEVELOPMENT**

## **11 COMMUNITY DEVELOPMENT**

## **12 ECONOMIC DEVELOPMENT**

### **12.1 Membership of RADF Advisory Group**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** 39

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Mrs Janice Horan, RADF Liaison Officer

---

#### **Executive Summary**

A review of membership of the new RADF Advisory Group is sought following the outcome of a community survey as part of community consultation undertaken to inform the community on proposed changes to the RADF program.



---

## **Recommendation**

**Option 1:** That membership of the RADF Advisory Group comprise 2 Councillors (one being the Chair), one staff representative and one community representative (as well as the RADF Liaison Officer who does not have voting rights).

**OR**

**Option 2 :** That membership of the RADF Advisory Group comprise 2 Councillors (one being the Chair), one staff representative and two community representatives, (as well as the RADF Liaison Officer who does not have voting rights).

**OR**

**Option 3 :** That membership of the RADF Advisory Group comprise 2 Councillors (one being the Chair), one staff representative and three community representatives, (as well as the RADF Liaison Officer who does not have voting rights)..

## **Background Information**

Arts Queensland's renewal and reform of the Regional Arts Development Fund, prompted Council, at its meeting held on 14 April 2015, to decide to:

1. Continue to operate the RADF committee through a RADF advisory group comprising two Councillors, one staff member, one community representative and the RADF Liaison Officer;
2. Prepare new guidelines and application form
3. Undertake community consultation on changes to the RADF program.

New guidelines and application form were prepared and approved by Arts Queensland. Community consultation was undertaken with information sessions held on Wednesday, 21 October at 6pm and Thursday, 29 October at 7-30pm. Changes to the program were generally well accepted.

A community survey was also conducted. Most comment was on the make-up of the RADF Advisory Group, with respondents requesting an increase in the community representation.

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

3.3.3 Encourage creative and cultural pursuits that enhance the community identify.

## **Consultation**

Two information sessions and community survey undertaken.

## **Legal Authority or Implications**

Nil

## **Policy Implications**

Changes may be required to RADFGuidelines.

---

### **Financial and Resource Implications**

Nil. RADF Advisory Group members are volunteers

#### **Report prepared by:**

Mrs Janice Horan, RADF Liaison Officer

#### **Report authorised by:**

Mr Adrian Scott, Manager – Economic Development

### **Attachments**

1.N/A

---

## **13 GENERAL BUSINESS**

## **14 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

## **15 NOTICES OF MOTION**

### **15.1 Lower Burdekin Water Board Representative - Councillor Ross Lewis**

#### **Recommendation**

That Council appoints Councillor Ross Lewis as Council's Representative on the Lower Burdekin Water Board up to and including the March 2016 Local Government Election at which time the nomination will be reviewed.

### **15.2 Burdekin Art Society Inc - General Rates Exemption and Standing Donation**

#### **Recommendation**

That in accordance with Council's usual practice relating to not for profit community organisations, the Council grants the following to the Burdekin Art Society Inc. in respect of its Trustee Lease over Part of Lot 91 on GS980:

1. An exemption from the payment of General Rates; and
2. A standing donation equivalent to 90% remission of half the sum of the relevant sewerage charges in respect of second and subsequent pedestals and/or urinals.

## **16 URGENT BUSINESS**

## **17 CLOSED MEETING ITEMS**

## **18 DELEGATIONS**

10.15am      Citizenship Ceremony – Miss Kylie Michelle Moxham, Mrs Barbara Milburn and Mr Bhaven Mayen Vakil



