



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 21 June 2016

COMMENCING AT 9:00AM

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TUESDAY 21 JUNE 2016

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 14 June 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 14 June 2016 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 14 June 2016

COMMENCING AT 9:00AM



TUESDAY 14 JUNE 2016

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Ordinary Council Meeting 14 June 2016



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ATTENDANCE

Councillors L.A. McLaughlin (Mayor), J.F. Woods (Deputy Mayor), E.J. Bawden, J.T. Bonanno, U.E. Liessmann and S.P. Perry.

Mr. M. Magin - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. T. Vaccaro – Manager Community Development
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services
Mrs. E. Robinson – Manager Client Services

Minutes Clerk – Miss S. Cronin

Apologies: Councillor A.J. Goddard – Personal Leave

1 PRAYER

The meeting prayer was delivered by Councillor Woods.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor McLaughlin declared a conflict of interest in relation to item 8 of the Correspondence for Information Agenda as the letter relates to her appointment to the NQ Dry Tropics Board.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 7 June 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 7 June 2016 be received as a true and correct record.

Resolution

Moved Councillor Bonanno, seconded Councillor Woods that the recommendation be adopted.

CARRIED

3.2 Burdekin Road Safety Advisory Committee Meeting Minutes - 24 February 2016

Recommendation

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 24 February 2016 be received and adopted.

Resolution

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

CARRIED

3.2.1 Business Arising - Burdekin Road Safety Advisory Committee Meeting Minutes - 24 February 2016

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council erects a 'Stop' sign on Plain Road at the intersection of Plain and Hurney Roads, Home Hill

CARRIED

3.2.2 Business Arising - T-intersection at Plain and Hurney Roads, Home Hill - Budget Consideration

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council lists a T-intersection at Plain and Hurney Roads, Home Hill for budget consideration.

CARRIED

3.2.3 Business Arising - Removal of Centre Car Parks - Graham Street, Ayr

Resolution

Moved Councillor Bawden, seconded Councillor Liessmann that Council removes two centre parking bays in Graham Street, Ayr to allow access to the rear of the Police Station.

FOR: Councillors Liessmann, Perry, Bonanno, Bawden and McLaughlin
AGAINST: Councillor Woods

CARRIED

3.2.4 Business Arising - Installation of Roundabout - Macmillan Street, Ayr - Budget Consideration

Resolution

Moved Councillor Liessmann, seconded Councillor Perry that Council lists the installation of a roundabout at the intersection of Macmillan and Young Streets, Ayr for budget consideration.

CARRIED

3.3 Burdekin Building Safer Communities Action Team Meeting Minutes - 13 April 2016

Recommendation

That the minutes of the Burdekin Building Safer Communities Action Team Meeting held on 13 April, 2016 be received and adopted.

Resolution

Moved Councillor Bawden, seconded Councillor Woods that the recommendation be adopted noting the amendment of correction of Councillor Goddard's name.

CARRIED

3.4 Burdekin Senior Advisory Group Meeting Minutes - 13 April 2016

Recommendation

That the minutes of the Burdekin Senior Advisory Group Meeting held on 13 April 2016 be received and adopted.

Resolution

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

CARRIED

3.5 Burdekin Shire Youth Council Meeting Minutes - 18 April 2016

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 18 April, 2016 be received and adopted.

Resolution

Moved Councillor Perry, seconded Councillor Woods that the recommendation be adopted.

CARRIED

3.6 Burdekin Senior Advisory Group Meeting - 11 May 2016

Recommendation

That the minutes of the Burdekin Senior Advisory Group Meeting held on 11 May 2016 be received and adopted.

Resolution

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

CARRIED

4 REPORTS

5 GOVERNANCE & LOCAL LAWS

5.1 2016/2017 Waste Disposal Fees - Lay on the Table

Executive Summary

Proposed Waste Disposal Fees for 2016/2017 are attached for Council's consideration and approval. 2015/2016 fees are listed for comparison purposes. New charges have also been identified.

Recommendation

That Council adopts the 2016/2017 Waste Disposal Fees as tabled.

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that the recommendation lay on the table pending further information to be received on some charges.

CARRIED

6 CLIENT SERVICES

6.1 SNAP SEND SOLVE Application

Ms. Robinson presented to Council benefits of the SNAP SEND SOLVE smart phone application.

Resolution

Moved Councillor Liessmann, seconded Councillor Perry that Council offers a service to the community of installing the SNAP SEND SOLVE application through the Customer Service Centre in conjunction with an advertising campaign.

CARRIED

17.1 Presentation - Overview of ARC UP

11.00am Presentation by Ms Debra Burden – Overview of ARC UP

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Council provide a letter of support for ARC UP and encourages the community to support the campaign to help reduce regional Queensland's electricity prices.

CARRIED

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

14.1 Boat Ramp Road Sealing - Jerona - Budget Consideration

Ms. Robinson declared a perceived conflict of interest in regards to this matter and left the meeting.

Resolution

Moved Councillor Liessmann , seconded Councillor Bonanno that Council list the sealing of approximately 100 meters of the boat ramp road from Wakefield Drive to The Esplanade Section, Jerona for budget consideration.

CARRIED

Ms. Robinson returned to the meeting.

14.2 NQ Dry Tropics Local Government Director Appointment

Councillor McLaughlin declared a conflict of interest in respect of this item as the letter relates to her appointment to the NQ Dry Tropics Board and left the meeting.

Councillor Woods assumed the Chair.

Councillor Liessmann left the meeting at this stage.

Resolution

Moved Councillor Perry, seconded Councillor Bonanno that Council supports the following:

1. the appointment of Councillor McLaughlin as the Local Government Director for the interim period; and
2. the nomination of Councillor McLaughlin as the Local Government Director following the interim period.

CARRIED

Councillor McLaughlin returned to the meeting and resumed the Chair.

Councillor Liessmann returned to the meeting.

15 GENERAL BUSINESS

15.1 Burdekin Shire Council Sporting and Cultural Grants Policy

Resolution

Moved Councillor Perry, seconded Councillor Bonanno that Council amends the existing Burdekin Shire Council Sporting and Cultural Grants Policy to include grants for residents participating in the Commonwealth and Olympic Games for all ages with the scale of assistance to be 4 units and 5 units respectively noting 1 unit equals \$150.

CARRIED

15.2 Kerb and Channel - South Ayr - Budget Consideration

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that Council Officers investigate the costs for kerb and channel works to be completed on Cameron, Cunningham and Burke Streets, Ayr for further discussions and to be listed for budget consideration.

CARRIED

15.3 2016-2021 Corporate Plan Adopted

Resolution

Moved Councillor Woods, seconded Councillor Perry that the draft 2016-2021 Corporate Plan as presented to Council with amendments be adopted.

CARRIED

15.4 Transport of Burdekin Tractor to and from Ayr Showgrounds

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that following a request from Burdekin Machinery Preservationists, Council approves transporting The Burdekin Tractor from Brandon to and from the Ayr Showgrounds for the Burdekin Annual Show.

CARRIED

15.5 Submit Motion to 2016 North Queensland Local Government Association - Revocation of Dog Declarations

Resolution

Moved Councillor Bawden, seconded Councillor Liessmann that Council agrees to submit to the 2016 Annual Conference of the North Queensland Local Government Association a motion proposing that provision be inserted into the Animal Management (Cats and Dogs) Act 2008 to enable Councils to revoke a decision to declare a dog.

CARRIED

16 CLOSED MEETING ITEMS

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

Resolution

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

- 275(1)(c) the local government's budget;
- 275(1)(e) contracts proposed to be made by it; and
- 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

For the purpose of discussing:

- Budget;
- Corrica Road;
- South Ayr Drainage;
- Ayr Pool Refurbishment;
- Asset Replacement; and
- Tenders for 16 John Rae Street, Millaroo

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

16.1 Tender for 16 John Rae Street, Millaroo

Resolution

Moved Councillor Woods, seconded Councillor Bawden that Council accepts the tender offer from Daniel Kirkwood for the purchase of 16 John Rae Street, Millaroo.

CARRIED

16.2 Ayr Pool Refurbishment

Resolution

Moved Councillor Perry, seconded Councillor Woods that Council agrees to refine the scope of works in respect of Ayr Pool Refurbishment to be restricted to the 50 m pool including new filtration system, pipework and plantroom and refurbishment of the pool itself.

CARRIED

17 DELEGATIONS

There being no further business the meeting closed at 3.45pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 21 June 2016.

MAYOR

3.2 Burdekin Shire Council Local Disaster Management Group Meeting - 8 June 2016

Recommendation

That the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 8 June 2016 be received.

BURDEKIN SHIRE COUNCIL

MINUTES – BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING
HELD ON 8 JUNE 2016

CLAUSE 1 ATTENDANCE

Core Members

Cr. Lyn McLaughlin - (Chairman) Burdekin Shire Council
Cr. Tony Goddard – Burdekin Shire Council
Ms. Eileen Robinson - Local Disaster Co-ordinator
Mr. Shane Great – Deputy Local Disaster Co-ordinator
Mrs Libby Preedy - Queensland Fire and Emergency Services
Senior Sgt. Steve Barton - Queensland Police Service, Ayr
Mr. Robert Sutcliffe - Burdekin SES Controller
Ms. Debra Cochran - Burdekin Community Association
Mr. Kevin Byers – Burdekin Shire Council
Mr. Wayne Saldumbide – Burdekin Shire Council
Mr. Dan Mulcahy – Burdekin Shire Council

Specialist Advisors

Cr. John Woods – Burdekin Shire Council
Mr. James Stuart – Sunwater
Mr. James Mummery – Sunwater
Mr. Matthew Oar – Ergon Energy
Mrs Janai Giddy – Burdekin Shire Council
Mrs Rebecca Grogan – Burdekin Community Association
Mrs. Tracey Hobbs – Burdekin Community Association
Cr. Sue Perry – Burdekin Shire Council
Mr. Daryl Hanger – Australian Red Cross
Mr. Gordon Yorke – Rural Fire Service Qld
Mr. Michael Thomson – Rural Fire Service Qld
Mr. Bruce Smith – St Johns
Sgt. Brett Smith - Queensland Police Service, Home Hill
Ms. Deana Murray – Lower Burdekin Home for the Aged
Mr. Steve Postma – Wilmar Sugar
Mr. John Winn – State Emergency Services
Mr. Brad Hutchinson – Burdekin Shire Council
Mr. Merv Pyott – WCA/CVA

Minutes Clerk – Miss Shannon Cronin

Apologies for absences

Mr. Alan Parravicini - Burdekin SES
Mr. Jim Collins – Lower Burdekin Home for the Aged
Mrs. Mary Vicary - Queensland Health
Mr. Darryl Camp – Queensland Fire and Emergency Services
Ms. Linda Govan – Burdekin Shire Council
Mr. Andrew Thomas – Department of Transport and Main Roads
Mr. Dale Last - Burdekin Electorate Office
Snr. Const. Shane Martin – Queensland Police Service, Clare
Mrs. Merle Scott – Sweet FM

CLAUSE 2 MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING HELD ON 18 MARCH 2016

Moved Mrs. Preedy, seconded Senior Sgt. Barton that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 18 March, 2016 be received as a true and correct record.

CARRIED

CLAUSE 3 GOVERNANCE

Mrs. Libby Preedy appointed the Chair, Deputy Chair and new Core Members as follows:

Core Members:

Chair – Councillor Lyn McLaughlin
Deputy Chair – Councillor Tony Goddard
Local Disaster Coordinator – Ms. Eileen Robinson
Deputy Local Disaster Coordinator – Mr. Shane Great

Manager Operations, Burdekin Shire Council – Mr. Wayne Saldumbide
Manager Technical Services, Burdekin Shire Council – Mr. Kevin Byers
Coordinator Environment & Health, Burdekin Shire Council – Ms. Linda Govan
Queensland Police Service, Officer in Charge (Ayr) – Senior Sgt. Steve Barton
Queensland Ambulance Service – Mr. Anthony Caneen
Queensland Fire and Emergency Services – Mrs. Libby Preedy
Queensland Fire and Emergency Services – Inspector Ken Johnson
State Emergency Services – Mr. Robert Sutcliffe
Welfare Chief Executive Officer, Burdekin Community Association – Ms. Debra Cochran

Mrs. Preedy explained that at any given meeting a quorum is needed for decisions to be made. A quorum is 50% + 1 of the total Core Members present at the meeting (8 members).

Mrs. Preedy informed the group that the location of the Local Disaster Co-ordination Centre is in the John Hy Peake Room at the Burdekin Shire Council Chambers with the alternative Centre being the Multi-Purpose Building located at the Ayr Showgrounds.

CLAUSE 4 CORRESPONDENCE FOR INFORMATION

**1. 1498518 * 286
 Queensland Fire and Emergency Services – Northern Regional Office**

Notification – Change of Appointed LDMG Member – From 30 March 2016 – Incumbent will be Inspector Ken Johnson – Queensland Fire and Emergency Services.

CLAUSE 5 AGENCY REPORTING

Mrs Libby Preedy- Queensland Fire and Emergency Services

1. Please refer to attached report

Mr. Robert Sutcliffe – State Emergency Services

1. Mr. Sutcliffe advised that Mr. Steve Winn received his Meritorious Service Medal and 15 Year Clasp on Friday 15 April 2016. Mr. Sutcliffe has also received notification of five new awardees.

Ms. Deana Murray – Lower Burdekin Home for the Aged

1. Ms. Murray advised that the new generators have been given their first run and will continue to be run regularly once a month for an hour at a time. It is estimated they will get 14 hours of power out of them before having to refuel. One generator runs each facility.

Mr. James Mummery – SunWater

1. Mr. Mummery advised that the Burdekin Dam has just passed its twelve monthly safety inspection.
2. The Burdekin Dam is currently at 92.85% capacity
3. SES conducted emergency training at the Dam earlier in the year.

Ms. Eileen Robinson – Burdekin Shire Council

1. Ms. Robinson spoke in relation to the Local Disaster Management Plan. The draft will be sent to the new Core Membership for feedback prior to the final plan being adopted and placed on the Council's website.

Amendments to the plan have been:

- Mayoral address
- Updated Core Members
- Changes to risk assessment
- Updated economic information

2. Ms. Robinson explained that changes are also required for the Recovery Sub Plan.

Amendments required are:

- Local recovery group structure
- Councillors appointed to Recovery Sub Groups
- Key community members to review the sub plans

3. A total review of the Local Disaster Management Plan is required by November 2016.
4. Ms. Robinson advised that a Local Recovery Group needs to be appointed.

CLAUSE 6 PRESENTATION – SUNWATER

Mr. James Stuart gave a presentation on the Sunwater Dams.

CLAUSE 7 PRESENTATION – RURAL FIRE MANAGEMENT PLAN AND READY PORTAL

1. Mr. Gordon Yorke gave a presentation on the Rural Fire Management Plan and Ready Portal and asked for consideration of the Management Plan to be included as a Sub Plan for the Local Disaster Management Plan.
2. Moved Councillor Goddard, seconded Mr. Sutcliffe that the Local Disaster Management Group receives the Rural Fire Management Plan to be included in the Local Disaster Management Plan.

CARRIED

3. It was resolved that the Rural Fire Service will co-ordinate a workshop and include the Local Disaster Management Group to further discuss the Rural Fire Management Plan with the current stakeholders.

CLAUSE 8 GENERAL BUSINESS

1. Mrs Janai Giddy gave an overview of the Local Disaster Co-ordination Centre.
2. Mrs Preedy informed the group of the NDRRA training module to be held Wednesday 13 July at Tony Ireland Stadium for new Core Members. Mrs Preedy to investigate a possible change of date due to the Civic Leaders' Summit being held the same time.
3. Councillor McLaughlin advised the Local Disaster Management Group will continue to meet on the third Friday of the month in the 'Disaster Season' as normal and will re-activate in October 2016.

There being no further business the meeting closed at 1.43pm.

The next meeting will be held on Friday 21 October 2016.

CHAIRMAN



Queensland Fire & Emergency Services
Agency Report to the Burdekin Local Disaster Management Group
This report covers the period 19 Mar 2016 – 08 Jun 2016

Emergency Management Meetings/Activities attended:	
<ul style="list-style-type: none"> Attended Flood Warning Gauge Review workshop with Charters Towers LDMG (4 Apr 2016). Facilitated by QldRA (Greg Scroope) with BoM & QFES (state) representative. Although this one focused on Charters Towers, the reviews have been conducted across the state with a view to assisting LGs to apply for appropriate funding to improve the Flood Gauge networks & increase community resilience. Townsville DDMG Meeting (13/04/16) 	
Topics of Interest:	
<ul style="list-style-type: none"> Co-facilitated 2-day QFES Liaison Officer training workshop to provide potential LOs to LDCCs/DDCCs with an understanding of disaster management principles, as well as the Total Operational Mapping (TOM) program & the electronic Incident Action Plan (eIAP) used by QFES during events. Facilitated 2-day LDMP Review with Charters Towers LDMG. Review looked at current plan alongside the Standard for Disaster Management (IGEM) & the results of last year's plan assessment (spider web). All Core Members of the LDMG were present for the 2 days & outcomes were that they want an additional 2-day planning workshop in July – Day 1 will look at the revised plan (will be re-worked to align with the Standard) to ensure all members happy & Day 2 will review the sub plans under the LDMP. This is the first time in the state that a review has been conducted in this manner & representatives from IGEM are very pleased with this as an internal LDMG process. Home Hill IGA owners Greg and Kylie Dempsey were presented with a framed "QFES Commendation" in recognition of their ongoing support of Home Hill emergency services. Libby Preedy on leave from 17 May – 28 May, then attending ANZEM Conference (30-31 May) & DM Training Workshop (1-2 Jun) on Gold Coast. Returned to regional office Mon 6 June. 	
Training and Exercises	
Training conducted:	<ul style="list-style-type: none"> 3-day Emergency Management Training Workshop in Townsville. Covered 17 modules from the QDMTF & had approx. 50-60 participants per day from LGs & DDMG member agencies. Feedback from the 3 days was very positive.
Scheduled training:	<ul style="list-style-type: none"> QDMA & LDMG Member Induction – 8 Jun 2016 (before, during & after LDMG meeting) for newly elected councillors (modules & induction), as well as LDMG members (induction only).
Exercises conducted:	<ul style="list-style-type: none"> 1st April - Groper Creek Fishing Club hosted a community safety event in their little community. Home Hill Auxiliaries conducted a fire with rescue exercise and later gave a Fire Safety presentation to the residents.
Scheduled exercises:	<ul style="list-style-type: none"> NTR
Community Awareness and Education	
Public awareness activities conducted:	<ul style="list-style-type: none"> May - Auxiliary Recruitment Week (Ayr, Home Hill & Giru) – Media Campaign, Station Open day visit and night training and Static Display at local businesses. (Moderate response received). Operation Cool Burn display in library
Proposed public awareness activities:	<ul style="list-style-type: none"> June - Coincide with Start of Sugar Season – Road/Rail Safety, Sugar Train Crossing awareness and Winter Fire Safety. Potential project with DISTI through library involving sensor network to provide data to LDMG on effects of emergencies on infrastructure/water etc
Operations	
Conducted:	<ul style="list-style-type: none"> NTR
Current Impediments	<ul style="list-style-type: none"> Nil
SES Update:	<ul style="list-style-type: none"> Business as usual
RFSQ Update:	<ul style="list-style-type: none"> Operation Coolburn activities conducted in Rangewood, Oak Valley & Cungulla areas.
Fire & Rescue Update:	<ul style="list-style-type: none"> The relaunch for RAAP (Road Crash Awareness for year 11 & 12) will be within the 2016 June/July school holidays. 1st April to July – Operation Cool Burn - Bushfire Prone Locations (identification) and ongoing inspections and mitigation activities along with Community engagement and education is being carried out by all Burdekin Firefighters. Copies for LDMG to be supplied.
Report coordinated by:	
Name:	Libby Preedy
Position:	QFES Emergency Management Coordinator, Townsville
Date:	06 June 2016

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 31 May 2016

Recommendation

That the Capital Projects Monthly Report for Period Ending 31 May 2016 be received.



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

Period Ending 31 May 2016

<u>Revised Budget</u>	<u>Income Actual to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised Budget</u>	<u>Expenditure Actual to Period End</u>	<u>Variance</u>	<u>Comments</u>
MCD - Manager Community Development							
(462,957.00)	(597,957.00)	-29%	21140 - Burd Multi-Tenant Building Capital	462,957.00	453,384.67	-2%	Project completed. Final grant income received in May. No further expenditure expected. \$135,000 grant expended in 14/15 - not budgeted as income in 15/16.
-	-	-	24101 - Burdekin Library Building Capital	29,000.00	26,263.46	-9%	Budget for loft air conditioner replacement. Existing air conditioning system failed in December. Replacement air conditioners completed in March.
-	(4,843.20)	-	24102 - Burdekin Library Other Assets Capital	-	12,108.00	-	Installation of shade sale at Library. 40% funded by local government grant received (\$4,843). There were leftover monies available from the prior year front desk refurbishment project.
(80,000.00)	(67,558.50)	-16%	24103 - Burdekin Library Office Equip Capital	95,500.00	54,672.32	-43%	Library book budget ongoing purchases. There will be a small amount that will carry over to the new financial year and State Library has approved this on the basis that it is for book resource purchases. Currently there are \$5,000 worth of invoices being processed and there are further orders to be finalised before 30 June.
-	-	-	24140 - Burdekin Memorial Hall Building Capital	40,000.00	19,981.73	-50%	Budget for floor sanding, varnishing and dressing room renovations. Dressing room renovations completed in February. Investigations revealed that floor sanding and varnishing not required in 2015/16. Floor Burnisher to be purchased to increase life span of flooring. There has been a cost saving so no further expenditure expected before 30 June.
(542,957.00)	(670,358.70)		Total	627,457.00	566,410.18		

MCS - Manager Client Services

-	-	-	11501 - IT Hardware Purchases	124,339.00	116,620.40	-6%	\$8,199 budget A3 scanner for Administration installed and finalised - Actual \$8,199. \$66,704 budget upgrade servers to replace existing virtual servers - Servers have been delivered - Project on target to be completed by 30th June 2016 - Actual \$66,704. \$39,436 budget Radiolink for WWW and other external sites is completed and working well (actual cost \$41,717). Project over spent due to upgrade of redundancy link installed at Cyclone Shelter to help support the Radio Link. \$10,000 budget to replace wireless LAN - project not going ahead but kept in budget for expansion of public Wi-Fi network for Community Development if required.
-	-	-	11503 - IT Software Purchases	169,218.00	106,575.54	-37%	\$7,370 budget 4 x VMware licenses - actual cost \$7,370. \$12,840 budget Administration scanning software, installed - actual cost \$12,840. \$17,008 budget Archive Manager Module - Tech One licence has been purchased, waiting on Tech One for implementation (actual cost to date \$11,022) \$52,000 budget Asset Management Software - \$53,689 expenses for Asset Management Tech One, \$80,000 budget Intra Maps - project commenced, order placed for licence, annual support and onsite implementation (actual cost to date \$21,654).
-	-		Total	293,557.00	223,195.94		



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

Period Ending 31 May 2016

<u>Revised Budget</u>	<u>Income Actual to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised Budget</u>	<u>Expenditure Actual to Period End</u>	<u>Variance</u>	<u>Comments</u>
MGLL - Manager Governance and Local Laws							
-	-	-	13101 - Council Chambers Building Capital	26,800.00	26,781.82	0%	Completed. Partial re-roof of Council Chambers.
-	-	-	14002 - Land Capital	-	24,027.56	-	Part of Roadworks component of Industrial Estate Project. Budgeted at PR 51101 - project started then deferred to 2016/17.
-	-	-	21120 - Aerodrome Residence	35,500.00	26,855.46	-24%	Budget \$7,500 re-roof and \$28,000 refurbishment of Aerodrome caretaker residence. Works completed except for bathroom refurbishment - to be completed by end June 2016.
-	-	-	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 following finalisation and adoption of Aerodrome Master Plan.
(87,600.00)	(23,890.91)	-73%	22130 - Burdekin Multi-Purpose Building Capital	219,000.00	-	-100%	Advice of successful grant of \$87,600. \$23,891 received to date. Engineer has been engaged to prepare design plan. Project will be carried over to 2016/17.
-	-	-	46401 - Waste Disposal Other Assets Capital	-	100,485.80	-	Part of Kirknie Landfill Cell Liner works. Budgeted at PR 46460. Actuals affected by opening balance entries - journal to be processed in June to decrease actual expenses by approximately \$37,000.
-	-	-	46460 - Kirknie Landfill Cell Liner Capital	2,264,000.00	2,371,891.82	5%	Budget \$2,264,000 includes PR 46401. Contractor on site in May to complete leachate pond lining - project on track to be completed by 30 June.
-	-	-	47101 - Caravan Parks Buildings Capital	230,000.00	43,929.84	-81%	Budget \$135,000 refurbish BCCP cabins. Works will be completed in early June under budget (Actual to date - \$34,313). Budget \$10,000 re-roof BCCP ablution block - works completed (Actual - \$9,616). Home Hill upgrade amenities carry over budget \$85,000. Council decision 10 May 2016 to proceed with new facility. Site plan to be approved then quotations sought.
-	-	-	47102 - Caravan Parks Other Assets Capital	33,000.00	32,591.36	-1%	Completed. Upgrade of powerheads.
(2,050,000.00)	-	-100%	47501 - Swimming Pool Buildings Capital	2,162,275.00	43,849.75	-98%	Ayr Pool Design Budget \$112,275 (expenses to date \$43,634). Old Council agreed to revised scope of works in December 2015. New Council to further consider. Ayr Pool Refurbishment carry over Budget \$2,000,000. Millaroo Pool Refurbishment carry over Budget \$50,000 - alternative option for pool shed estimated. Consensus to refurbish. Investigate landscaping works for possible Skilling Queenslanders for Work Programme. Note - funding applications to be made.
(2,137,600.00)	(23,890.91)		Total	5,195,575.00	2,670,413.41		

MOPS - Manager Operations

(130,230.00)	(130,230.00)	0%	43302 - Parks Other Assets - Capital	217,000.00	90,778.10	-58%	Upgrade/replace playground equipment Courts Park, Ayr - Budget \$77,000 includes \$12,000 income received from Guilmarin Group for open space and park contribution for 16 lots Lando Street Ayr. Playground Equipment - order placed. Juru Walk and Plantation Park - Budget \$140,000. Income of \$118,230 received from Queensland Government Skilling Queenslanders for Work Program - first of two payments (next payment to be received in next financial year).
-	-	-	44102 - Cemetery Other Assets Capital	48,079.00	43,981.03	-9%	Carry over works for Ayr Columbarium - Budget \$10,079 and Home Hill Cemetery Columbarium cover and concrete surrounds - Budget \$38,000. Both projects completed.



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

Period Ending 31 May 2016

<u>Income Actual to</u>			<u>Description</u>	<u>Expenditure</u>			<u>Comments</u>
<u>Revised Budget</u>	<u>Period End</u>	<u>Variance</u>		<u>Revised Budget</u>	<u>Actual to Period</u>	<u>Variance</u>	
-	-	-	45101 - Public Conveniences Buildings - Capital	112,000.00	36,077.00	-68%	Refurbishment Lions Park public Toilets, Home Hill - Project completed - Budget \$37,000. Relocate/Replace Septic Retrieval Tanks at Groper Creek to Reserve Land - Budget \$75,000 - Preliminary proposal received - Department of Environment and Heritage Protection approval required.
(232,595.00)	(243,731.89)	5%	57251 - Roads Capital - NDRRA Jan 13	99,535.00	64,236.56	-35%	Betterment works Phillips Camp and Rifle Range Road completed after June 30 2015 to be funded by Council. Income received are final payments from Queensland Reconstruction Authority for 2013 Event. 2013 QRA Betterment Program and event completed. Actuals affected by opening balance entries - journal to be processed in June to increase actual expenses by approximately \$37,000.
(190,083.00)	(246,900.75)	30%	57252 - Roads Capital - NDRRA Apr 14	1,034,199.00	1,035,628.63	0%	2014 NDRRA event - Works program completed.
-	-	-	58101 - Depot Buildings Capital	220,473.00	128,244.68	-42%	Jones Street Depot Amenities/Training Room Development - Project well advanced. Budget amendment required via Council resolution to cover approved extras.
-	-	-	58102 - Depot Other Capital	50,000.00	-	-100%	Advice from Building Services that the project not required to meet fire safety compliance at Jones Street Depot training and amenities room. Installation of additional fire hydrants in Jones Street will meet guidelines - will be an operational expense.
-	-	-	61110 - Sewerage Reticulation Capital	1,331,810.00	632,653.37	-52%	Sewer reline contract Ayr, Brandon and Home Hill - Budget \$1,181,810. Sewerage replacement/refurbishment of assets - Budget \$150,000. Sewer reline contract - works completed. Waiting on defect rectification for finalisation of contract and further payment of progress claims.
-	-	-	62120 - Pump Stations Capital	490,000.00	157,751.91	-68%	WWW Switchboard replacement program - Budget \$400,000 - Quotations accepted for fabrication and installation of four new switchboards. Expenses are for SPS switchboard designs completed to date. Other expenses are for replacement Pumps at SPS's 1,11,22 and 30 Ayr, 1 and 6 Brandon and SPS 1 Home Hill budgeted at 61110. Design duplicate Rising Main No. 1 SPS Ayr - Tech Services - Budget \$90,000.
-	-	-	63140 - Sewerage Treatment Capital	200,000.00	12,820.47	-94%	Ayr WWTP Primary Clarifier Bridge - Budget \$200,000. Expenses for recirculation pump at Home Hill Wastewater treatment plant budgeted at PR 61110 and progress payment for clarifier bridge design plans.
-	-	-	71001 - Water Production Capital	959,447.00	92,869.52	-90%	Home Hill Water Tower Aerators - \$750,000. Two tenders received and evaluated - both outside budget. Council Officers to discuss options with project consultant for modified specification bid. Water supply replacement/refurbishment of assets - Budget \$150,000 - Replace Break Tank Mt Kelly - \$59,447. Expenses are for Break Tank Mt Kelly, Flowmeter Nelsons Lagoon and telemetry upgrade Mt. Kelly.
(68,910.00)	(68,910.00)	0%	72120 - Water Treatment Capital	172,275.00	25,444.04	-85%	Budget is for Variable Speed Drive pumps South Ayr Water Treatment Plant and Ayr Water Tower - Income is from successful funding application LG Infrastructure Grants and Subsidies program. Expenses are for consultant engaged for variable speed drive project and ancillary valves etc, and Chlorine analyser - Giru Water Supply.
-	-	-	73140 - Water Reticulation Capital	-	123,252.15	-	Actual expenses are for Main Extension - Kilrie Road and for replacement liner - Mt Kelly Reservoir and installation of scour injection points Burke Street, Ayr. Budgeted at PR 71001.
(621,818.00)	(689,772.64)		Total	4,934,818.00	2,443,737.46		

MTS - Manager Technical Services



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

Period Ending 31 May 2016

<u>Revised Budget</u>	<u>Income Actual to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised Budget</u>	<u>Expenditure Actual to Period End</u>	<u>Variance</u>	<u>Comments</u>
-	-	-	11512 - Technical Services Office Equip Capital	10,500.00	-	-100%	Robotic total station ordered - delivered in May. Awaiting invoice from supplier to make payment.
(1,748,468.00)	(1,704,245.64)	-3%	51101 - Roadworks Capital	5,459,158.00	3,127,054.77	-43%	Program will not be completed at 30 June due to prioritisation of NDRRA, drainage projects and cell liner.
-	-	-	51130 - Reseals - Capital	900,000.00	729,062.81	-19%	No further works planned for 2015/16.
(462,636.00)	(838,130.29)	81%	51620 - Drainage - Capital	1,292,620.00	1,178,648.02	-9%	Outstanding works Lando Street drain and drainage at Fourteenth 'A' Street. Forecast for total expenditure of budget allocation by 30 June.
-	-	-	53102 - Boat Ramp & Pontoon Other Assets Capital	-	712.80	-	Solar lights at Cromarty boat ramp. 2014/15 project delayed due to BSRIT project.
(100,000.00)	(162,760.43)	63%	55150 - Light Vehicles - Fleet Capital	544,000.00	409,496.68	-25%	No further purchases planned. Replacement of salary sacrifice vehicles deferred awaiting review of vehicle policy.
(150,000.00)	(72,986.38)	-51%	55151 - Trucks - Fleet Capital	1,025,000.00	396,716.25	-61%	Two gravel trucks expected delivery prior to 30 June (may be delayed due to reduced capacity of fabricator beyond Council control) Assuming all trucks delivered expenditure will be approx. \$25,000 over with total net expenditure approx. \$19,000 under budget.
(120,000.00)	(18,000.00)	-85%	55152 - Machines - Fleet Capital	420,000.00	-	-100%	Grader delivered and used grader sold in June. Forecast final expenditure \$28,000 under with total net expenditure \$6,000 under budget.
(10,000.00)	(11,190.92)	12%	55153 - Plant & Equipment - Fleet Capital	310,000.00	101,520.00	-67%	Awaiting delivery of two dog trailers, elevated work platform and grader control systems - Value \$184,000. Expected delivery before 30 June 2016. Assuming all items delivered, expenditure will be approx. \$24,000 under budget.
(2,591,104.00)	(2,807,313.66)		Total	9,961,278.00	5,943,211.33		
(5,893,479.00)	(4,191,335.91)		TOTAL CAPITAL PROJECTS	21,012,685.00	11,846,968.32		

4.2 Operating Statement for Period Ending 31 May 2016

Recommendation

That the Operating Statement for Period Ending 31 May 2016 be received.



**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 May 2016**

	Note	Actual YTD	YTD Revised Budget	\$ Variance Actual to Revised	% Variance Actual to Revised
User Fees and Charges					
Rates and Utility Charges	1	35,677,183.01	37,066,516	-1,389,333	-4%
Pensioner remissions		-288,978.82	-282,000	-6,979	2%
User fees and charges	2	2,046,314.00	1,731,831	314,483	18%
Interest Received		1,509,538.01	1,518,917	-9,379	-1%
Operational contributions and donations	3	222,447.10	238,315	-15,868	-7%
Operational grants and subsidies	4	3,804,119.76	3,490,521	313,599	9%
Contract and recoverable works	5	1,357,271.17	1,434,583	-77,312	-5%
Other operating revenue	6	185,928.90	374,948	-189,019	-50%
Total operating revenue		44,513,823.13	45,573,630.58	-1,059,807	-2%
Operating Expenses					
Employee benefits	7	15,729,711.88	16,646,379	-916,667	-6%
Materials and services	8	11,545,728.80	13,950,701	-2,404,973	-17%
Depreciation and amortisation	9	9,439,812.41	9,461,650	-21,838	0%
Finance Costs		315,540.50	300,923	14,617	5%
Other expenses		6,199.19	0	6,199	-
Total operating costs		37,036,992.78	40,359,653.50	-3,322,661	-8%
Surplus (deficit) from operating activities		7,476,830.35	5,213,977	2,262,853	43%
Capital contributions	10	109,062.91	62,711	46,352	74%
Capital grants and subsidies	11	3,823,055.68	4,991,311	-1,168,256	-23%
Other capital income (expense)	12	-102,958.38	0	-102,958	-
Net result for period		11,305,990.56	10,268,000	1,037,991	10%

as at 14/06/2016 4:35 PM

**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
NOTES FOR VARIANCES TO BUDGET
Period Ending 31 May 2016**

Note

1 Rates and Utility Charges

Rates are on target - journal to be done at the end of the financial year to recognise rates in advance approximately \$880,000. Second water consumption levy to be journalled in June.

2 User Fees and Charges

Over budget - includes income received from Cultural Facilities, Building Inspections, Trade Waste Charges, Community Properties and Animals. Cultural Facilities includes income from Burdekin Theatre which is budgeted at Other Operating Revenue. Majority of income for animals and trade waste has been received for the year. Other income is variable by month. Caravan Parks down on budgeted income.

3 Operational Contributions and Donations

Currently under budget - Invoices for Aquatic Weed Control Maintenance are to be processed in June. Further income to be received from Home Hill Boat Club as contribution towards septic pumpouts at Groper Creek. Developer headworks charges have been received for Lando Street subdivision, and infrastructure charges received for new shopping centre in Home Hill. Income also received from landowner contributions under herbicide subsidy scheme, and donations received from Funny Dunny Park and Home Hill Comfort Stop.

4 Operational Grants and Subsidies

Currently over budget due to timing of grants. The following grants have been received in full:- Financial Assistance Grant (FAG), Annual PCYC grant, Qld Fire and Emergency Services (SES) grant and RADF grant. Unbudgeted grants include First Start Program, Queensland Apprentice pledge, First Five Forever (Library) funding, Get Active program, Don't Need Drinks to Dance, Tech Savvy Seniors and Get Ready Burdekin. Also includes income from Queensland Reconstruction Authority for NDRRA April 14 event.

5 Contract and Recoverable works

Under budget due to timing of RMPC claims (further income is to be received for May and June) and Burdekin Shire Rivers Improvement Trust (BSRIT). Income for BSRIT to remain under budget, however reduced income is offset by lower wages, materials and services expense. Also includes income from Private Works and unbudgeted projects for Sunrice in Brandon and deployment of air scouring tem to Mackay Regional Council.

6 Other Operating Revenue

Appears to be under budget however the actual income for Theatre and Burdekin Memorial Hall Hire fees is showing in User Fees and Charges. 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.

7 Employee Benefits

Employee Benefits under budget due to unfilled positions. Main areas under budget are Works Section, Roads maintenance and Engineering Technical Services Section. Road and drainage maintenance wages will increase in the lead up to the crushing season.

8 Materials and Services

Materials and services are under budget mainly due to Road and Drainage maintenance (will increase in the lead up to the crushing season), and timing of waste contract payments (paid in arrears). Fleet maintenance also well under budget due to costs being lower than expected - savings from lower maintenance and operational requirements and lower fuel costs. Sewerage Treatment materials underspent due in part to minimal wet season. Conference Expenses and operational expenditure for Kirknie Landfill under budget. Projects yet to be paid for include local elections (to be paid in June).

9 Depreciation and amortisation

Depreciation is now actual on all asset classes other than Transport which remains as an estimate.

10 Capital Contributions

Over budget due to unbudgeted contribution from Wilmar for asphalt of Klondyke Road. Open space and park contribution received for 16 lots at Lando Street subdivision, behind Coutts Park. Contribution also received for asphalt driveway, replacement of drainage pipes (Woolworths carpark) and contributions from Wilmar for asphalt of Pelican and Allen Roads. PCYC contribution received for construction of ramp, fencing and gate at rear of PCYC extension.

11 Capital Grants and subsidies

Under budget as Ayr and Millaroo Pool grants not received as budgeted. Work scope to be finalised before applications can be made. Funding still to be received for Cyclone Shelter upgrade and 4th quarter State Library grant. Final claims received for Home Hill Drainage and Burdekin Multi-Tenant Centre (PCYC) extension. Funding received above budget allocation for Roads to Recovery and Home Hill drainage project.

12 Other Capital Income

Loss on assets from write off's for Buildings, Sewerage and Water due to full/partial replacement of assets. Loss on disposal of assets from sales for Fleet.

5 GOVERNANCE & LOCAL LAWS

5.1 Adoption of Operational Plan 2016-2017

Document Information

Referring Letter No: N/A

File No: 419

Name of Applicant: N/A

Location: N/A

Author and Title: Sarah-Jane Lazzarini - Executive Officer (Relief)

Executive Summary

The Local Government Regulation 2012 requires Council to prepare and adopt an annual Operational Plan for each financial year. An Operational Plan for the 2016-2017 year has been developed by the Senior Leadership Group. The plan produced has strong links to the Corporate Plan 2016-2021 adopted on 14 June 2016, and aligns with the budget preparations.

Recommendation

That Council adopts the attached Operational Plan 2016-2017, with progress reports to be provided to Council on a quarterly basis.

Background Information

An Operational Plan assists Council in providing accountable service delivery and achieving the strategic objectives set out in the Corporate Plan. Council's Operational Plan outlines the activities for the 2016-2017 financial year that will encompass the objectives identified in the Corporate Plan. The plan also identifies clear measurements of progress, targets and the responsible officers.

Link to Corporate/Operational Plan

5.3.1 Demonstrate open and transparent leadership

5.3.3 Adhere to the governance framework and public reporting systems

Consultation

The Operational Plan 2016-2017 has been developed in consultation with the Senior Leadership Group, Executive Office and select Council personnel.

Legal Authority or Implications

Local Government Regulation 2012

Chapter 5 Financial planning and accountability

174 Preparation and adoption of annual operational plan

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

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

(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.

(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

175 Annual operational plan contents

(1) The annual operational plan for a local government must—

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

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Sarah-Jane Lazzarini - Executive Officer (Relief)

Report authorised by:

Matthew Magin – Chief Executive Officer

Attachments

1. Operational Plan 2016-2017



**Burdekin
Shire Council**

Operational Plan

2016-2017

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Executive Support						
<i>Co-ordinate Council's Complaints Management System</i>	5.3.1 Demonstrate open and transparent leadership 5.3.3 Adhere to the governance framework and public reporting systems 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	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, Senior Supervisors Group, CEO, Customer Service Officers	
<i>Coordinate Council's Public Interest Disclosures Investigations and Training</i>	5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.3 Adhere to the governance framework and public reporting systems	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	
<i>Investigate the implementation of a legislative compliance service</i>	5.3.3 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 2016	Executive Officer	Senior Leadership Group, Senior Supervisors Group	
<i>Coordinate Risk Management Registers including Corporate Risk Registers and Operational Risk Registers within the Enterprise Risk Management Framework</i>	5.2.3 Build effective leadership and management capability 5.3.3 Adhere to the governance framework and public reporting systems 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	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	
<i>Monitor and update Council's Policy Register including assisting with updating existing policies and developing new policies</i>	5.3.3 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	
<i>Arrange Citizenship Ceremonies</i>	3.1.2 Provide information and referrals for community service enquiries from residents 3.2.1 Promote and encourage community participation and volunteerism within community organisations	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	
<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 Deliver Council messages	Effective and efficient management of the CEO's and Mayor's office Accurate and efficient management and	100% performance development objectives met on performance reviews	Executive Secretary, Executive Support Officer	Executive Secretary, Executive Support Officer	



**Burdekin
Shire Council**

Operational Plan

2016-2017

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	in accordance with Council's Style Guide in all Council communication	coordination of Mayor's and CEO's correspondence, calendars, invitations, travel and accommodation Customer management				
Media and Communications						
<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	
<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	
<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	
<i>Manage and enforce consistent corporate style for all council areas</i>	5.1.5 Deliver Council messages in accordance with Council's Style Guide in all Council communication.	Consistency in branding across the organisation	Implementation of Corporate Style Guide	Media and Communications Officer	Senior Leadership Group	
Economic Development						
<i>Empower The Community</i>	2.1.1 Recognise the contribution of individuals and business to developing the Burdekin economy 2.1.2 Build relationships with educational institutions to address the skills and qualifications valued in the Burdekin 2.1.3 Promote employment and training opportunities to retain young people	Number of joint activities	30 June 2017	Manager Economic Development	Economic Development Support Officer, All Managers	
<i>Encourage Innovation</i>	2.2.1 Build a digitally connected business community to enable competitiveness 2.2.2 Encourage business to invest in research and development 2.2.3 Support the development and expansion of existing business 2.2.4 Support projects and initiatives that encourage start-up and small business	Number of businesses supported	30 June 2017	Manager Economic Development	Economic Development Support Officer, All Managers	
<i>Strengthen Networks</i>	2.3.1 Support business and industry networks 2.3.2 Assist in building an entrepreneurial culture in the Burdekin 2.3.3 Position the Burdekin as regional leaders in agribusiness	Number of events	30 June 2017	Manager Economic Development	Economic Development Support Officer, All Managers	



**Burdekin
Shire Council**

Operational Plan

2016-2017

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	2.3.4 Collaborate with and lobby regional, state and federal government forums, committees or representatives while advocating for local and regional needs					
Encourage re-investment and attract new investment to the Burdekin	2.4.1 Develop and implement an Economic Development Strategy 2.4.2 Encourage diversification of the local economy 2.4.3 Promote pre-lodgement meetings with developers to facilitate industry investment in the Burdekin Shire 2.4.4 Investigate, support and facilitate the potential of bio-futures projects in the Burdekin 2.4.5 Support development, diversification, sustainability and expansion of aquaculture and agriculture industries	Promote value-adding Promote diversification	30 June 2017	Manager Economic Development	Economic Development Support Officer, All Managers	
Maximise Grant Opportunities	3.1.8 Facilitate partnerships to improve crime prevention 5.2.2 Develop co-operative and collaborative partnerships on matters of regional, state and national importance	Number of collaborative applications submitted Number and value of grants received	30 June 2017	Grants Officer	Economic Development Manager, All Managers	
Community Development						
Ongoing review of Staffing in Operational Areas to identify efficiency gains	5.3.1 Demonstrate open and transparent leadership 5.3.2 Ensure Council's financial position is effectively managed 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	Optimum performances from all staff to ensure service delivery targets are met	Greater efficiency and improved staff accountability and responsibility	Manager Community Development	MCD Team	
Participation in targeted community wellbeing and safety committees/programs	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships 3.1.8 Facilitate partnerships to improve crime prevention	Meeting attendance and community feedback	Delivery of projects and programs	Manager Community Development	MCD Team	
Co-ordination of Health 'n' Fitness Expo /fitness Activities/Programs	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships 3.1.7 Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular	Participation numbers and community feedback	Increase in attendance & community feedback	Manager Community Development	MCD Team	



**Burdekin
Shire Council**

Operational Plan

2016-2017

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	physical activity as well as individual and community wellbeing 3.4.2 Support sporting organisations in providing opportunities for physical activity.					
<i>Encourage participation in 10,000 steps program</i>	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships 3.1.7 Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing	Number of participants and community feedback	Increased number of participants and community feedback	Manager Community Development	MCD Team	
<i>Seek funding to continue staged construction of Burdekin Be Active Trail</i>	3.1.7 Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing 3.4.1 Encourage active communities through the provision and maintenance of recreational facilities	Funding obtained and community feedback	Increase length of Trail and community feedback	Manager Community Development	MCD Team	
<i>Coordinate forums and special events for community and arrange recruitment, training and support volunteers</i>	3.2.1 Promote and encourage community participation and volunteerism within community organisations 3.2.2 Build capability of individuals working with community organisations 3.2.3 Provide support for key community events and committees	Number of special events held and assistance provided to volunteers	Delivery of special events held and assistance provided to volunteers	Manager Community Development	MCD Team	
<i>Provide support to Burdekin Tourism Association</i>	3.2.1 Promote and encourage community participation and volunteerism within community organisations 3.2.2 Build capability of individuals working with community organisations	Amount of support provided	Tourism Association being self-reliant and resilient	Manager Community Development	MCD Team	
<i>Manage and arrange community and civic receptions</i>	3.1.6 Provide ongoing support for art, culture, youth, seniors, and welfare	Successfully host events and increase attendance numbers	Number of receptions and events held and customer feedback	Manager Community Development	MCD Team	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	3.2.3 Provide support for key community events and committees 3.3.1 Encourage increased use of community spaces and facilities					
<i>Coordination of sport and recreation forums/workshops</i>	3.1.7 Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing 3.2.3 Provide support for key community events and committees	Number of forums/workshops held	Forum attendance numbers and attendee feedback	Manager Community Development	MCD Team	
<i>Management of Ayr Showgrounds and oversee Home Hill Showgrounds and PCYC facilities</i>	1.2.2 Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 1.2.5 Provide sporting, recreational, parks, playgrounds and aquatic facilities that meet the needs of our community 3.1.3 Encourage equitable access to facilities 3.3.1 Encourage increased use of community spaces and facilities	Amount of support provided	Client satisfaction and feedback	Manager Community Development	MCD Team	
<i>Management of Burdekin Theatre and Memorial Hall</i>	1.2.2 Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 1.2.5 Provide sporting, recreational, parks, playgrounds and aquatic facilities that meet the needs of our community 3.1.3 Encourage equitable access to facilities 3.3.1 Encourage increased use of community spaces and facilities	Number of events held, event attendance and customer feedback	Increased number of participants and community feedback	Manager Community Development	Community Development Coordinator	
<i>Coordinate key community activities, events and public programmes that enable residents and visitors to utilise facilities for recreation, entertainment and cultural activities</i>	3.1.6 Provide ongoing support for art, culture, youth, seniors, and welfare 3.2.3 Provide support for key community events and committees 3.1.3 Encourage equitable access	Increase usage for community activities, cultural programs, entertainment and events	Amount of increased use and participation	Manager Community Development	Community Development Coordinator	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	to facilities 3.3.1 Encourage increased use of community spaces and facilities					
Provide financial and in-kind support to recognised community events	3.2.3 Provide support for key community events and committees	Number of events supported	Provide financial and in-kind support to 16 local events	Manager Community Development	MCD Team	
Encourage and provide event management support to recognised community events		Number of events supported	Provide support to 5 signature events	Manager Community Development	MCD Team	
Facilitate and provide ongoing support for the Burdekin Youth Council		Meetings attended and support provided	Attend 10 Meetings and increase participation	Manager Community Development	MCD Team	
Organise Regional Youth Events		Number of events held and attendance numbers	Organize one regional Youth Event with increased attendance numbers	Manager Community Development		
Coordination of Events Workshops in cooperation with TEL	3.2.2 Build capability of individuals working with community organisations	Number of events held and attendance numbers	Co-ordinate one Events workshop	Manager Community Development	MCD Team	
Facilitate and provide ongoing support for the Seniors Advisory Group	3.1.6 Provide ongoing support for art, culture, youth, seniors, and welfare 3.2.3 Provide support for key community events and committees 3.1.3 Encourage equitable access to facilities 3.3.2 Highlight the benefits of living, working and playing in the Burdekin	Coaching and facilitation on an ongoing basis toward delivering identified objectives	Committee feedback and achievement of objectives	Manager Community Development	MCD Team	
Participate in Tourism/Defence Expos	3.3.2 Highlight the benefits of living, working and playing in the Burdekin 3.3.4 Welcome visitors to 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	MCD Team	
Promotion of the Burdekin as a business and lifestyle destination		Number of promotional opportunities identified and pursued	Amount of promotion	Manager Community Development	MCD Team	
Sourcing and development of new advertising opportunities to "sell" Burdekin tourism and lifestyle e.g. Qld on Show, Qld Country Week, RegionsQ		Ensure participation with existing initiatives and investigate new opportunities.	Promotions/advertising completed	Manager Community Development	MCD Team	
Provide ongoing support for particular community welfare organisations within the shire including the Burdekin Community Association and Burdekin Neighbourhood Centre	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships 3.1.6 Provide ongoing support for art, culture, youth, seniors, and welfare	Manage donations and in-kind support to BCA & BNC	Support provided to community groups	Manager Community Development	MCD Team	
Update Tourism Website and Calendar of Events including social media posts relevant to Community Development	3.3.2 Highlight the benefits of living, working and playing in the Burdekin 3.3.4 Welcome visitors to the Burdekin	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	MCD Team	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Contribute towards Bountiful Burdekin publication on biennial basis		Quality of publication and number of publications distributed	Ensure quality is maintained and distributed widely	Manager Community Development	MCD Team	
Coordinate Garage Sale Trail – Waste reduction and community engagement program	4.1.2 Support community education programs that contribute to improved environmental and community outcomes 4.2.2 Partner with and consult key stakeholder groups and government departments for a sustainable environment	Amount of waste reduction, promotion of reuse and community participation	Reduction of waste by 5%	Manager Community Development	MCD Team	
Libraries						
Enhance access for the Community to the Library's Historical photographic collection through the Library Catalogue	3.3.1 Encourage increased use of community spaces and facilities 3.3.2 Highlight the benefits of living, working and playing in the Burdekin	Digitisation of the existing photographic collection	100 photographs per year	Manager Library Services	Library Staff	25 per quarter
Engage with the community at all levels through special events throughout the year and where possible in partnership with other agencies	3.3.3 Encourage creative and cultural pursuits that enhance the community identity 3.3.4 Welcome visitors to the Burdekin	Run two "special events" per quarter Number in attendance will be the performance measure	8 events		Library Staff	2 per quarter – Numbers attending and location
Engage with younger members of the community through a range of activities	5.1.2 Be responsive and proactive in providing information in the public interest	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	Reports regarding attendance numbers
Enhance existing Partnership with PCYC	5.1.4 Improve digital platforms to improve access to information	Implement Best Start Reading Programme	48 weekly programmes	Manager Library Services	Library Staff	12 programmes per quarter – Numbers attending and locations
Offer Technology Support to the community through innovative practices	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	Provide 1hr one on one technology Where possible run special ad-hoc technology sessions e.g. NBN information Q&A	80 bookings per year	Manager Library Services	Library Staff	8 sessions per quarter – Comprehensive reporting – Attendance numbers etc. Number per quarter held and attendance numbers
Ideas@108 space		Enhance partnership with TAFE North Investigate Partnership opportunity with Gudjuda Reference group Implement coding and Robotics Programme	2 Tafe Short Courses per Quarter Develop monthly program for target group pf YR 11 and 12 indigenous students to commence from July 2016 2 Courses for Families per quarter Incorporate 1 innovative technology programme per school holiday period	Manager Library Services Manager Library Services Manager Library Services Manager Library Services	Library Staff	Number of TAFE Short Courses per year and numbers attending Bookings by schools and numbers attending Bookings by community groups and numbers attending Number of Programmes and Number attending Number of Programmes and Number attending
Update the Current Burdekin Library Strategic Plan incorporating community consultation		Prepare new 5 year Strategic Plan	Draft plan to be ready for submittal to Council July 2016	Manager Library Services Manager Community Development	Library Staff	Successful adoption of Library Strategic Plan 2016 – 2019



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Client Services						
Human Resources						
Manage and Deliver Council's payroll effectively and on time	5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Number of Payroll's within the quarter processed	26 Payroll's with less than 2% error margin	Human Resources Coordinator	Human Resources Officers	*Number of Payrolls finalised with less than 2% error margin
Provide an effective Recruitment Process which is consistent and fair to all applicants and selected on merits		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	*Number of employees - new staff employed 0% disputes.
Review HR policies and procedures to ensure best practices		Number of policies and procedures reviewed	Four (4) Human Resource Policies and Procedures to be reviewed annually	Human Resources Coordinator	Human Resources Officers	*Number of HR forms were reviewed and updated during the quarter
Provide all of Council Reporting on a Monthly basis for personnel statistics and a quarterly basis for trend analysis		Number of Reports produced and surveys completed	12 monthly reports, 4 Quarterly Reports and 3 Surveys	Human Resources Coordinator	Human Resources Officers	*Number of monthly reports completed during current quarter * One quarterly report completed during current quarter.
Participation in external surveys as benchmarking practices						
Manage workers compensation and return to work programs to effectively enhance the process of returning to normal duties for injured workers		Number of Worker's compensation claims	Greater than 95% successful return to work programs	Human Resources Coordinator	Human Resources Officers	*Number of new claims and *number of ongoing claims
Manage employee leave accruals to ensure Council's leave liability remains at an acceptable level		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	Biannual review currently being undertaken
Implement the new Local Government Industry Award, including associated payroll software configuration and classification structure		Successful completion	Successful Software configuration and a new classification structure rolled out to all employees.	Human Resources Coordinator	Human Resources Officers	% of Disputes. % of error margin
Provide an effective Performance Management Program to enhance Operations and provide support and feedback to personnel	5.2.3 Build effective leadership and management capability 5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Number of performance reviews completed	110 Performance Reviews	Human Resources Coordinator	Senior Leadership Group	*Number of Performance Reviews conducted
Improve the efficiency and effectiveness of the Human Resource processes delivered to the organisation		Number of Service Reviews conducted to identify productivity dividends	Minimum of two reviews of processes and procedures each year	Human Resources Coordinator	Human Resources Officers	*Number of Service Reviews and Improvements
Establish and implement the new Burdekin Shire Council Enterprise Bargaining Agreement, including associated payroll software configuration	5.2.3 Build effective leadership and management capability 5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Successful completion	Less than 2% error margin	Human Resources Coordinator	Human Resources Officers	Successful EBA negotiation and implementation of associated payroll systems – less than 2% error margin



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	5.4.1 Maintain Council's commitment to ensure a safe and healthy work environment for all employees					
Training and Development						
Develop and maintain the 2016/2017 Training Plan and ensure that skills and qualifications required by legislation are maintained	5.2.3 Build effective leadership and management capability 5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Number of qualification / skills training provided Number of qualifications / skills lapsed	98% compliance	Human Resources Coordinator	Human Resources Officers	
Develop and maintain the 2016/2017 Training Budget and ensure that actual costs are consistent with estimated costs	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Monthly reconciliations against estimated and actual costs	Less than 5% variance	Human Resources Coordinator	Human Resources Officers	
Utilisation of Learn Connect throughout the organisation to maximise in house training and streamline expenses	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	Number of employees inducted in usage	90% of workforce	Human Resources Coordinator	Human Resources Officers	
Implement and review existing training policies and procedures to ensure best practices	5.4.1 Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Number of policies and procedures implemented	Minimum of two policies to be reviewed per year	Human Resources Coordinator	Human Resources Officers	
Safety						
Maintain and review the safety management system for compliance	5.3.4 Undertake regulatory responsibilities in accordance with state regulations 5.4.1 Maintain Council's commitment to ensure a safe and healthy work environment for all employees 5.4.2 Implement a work, health and safety management system	Continual gap analysis of safety management system documentation Implement and review internal audit plan to ensure best practice Continual document review and update Management and review of Council's Safety Management System – Safe Plan	30 June 2017 30 June 2017 30 June 2017 Undertake annual audit and strive to attain and continually achieve above 70% benchmark - 30th June 2017	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	
Attain 3rd party certification for the safety management system to AS 4801	5.2.2 Develop co-operative and collaborative partnerships on matters of regional, state and national importance	Conduct project to achieve 3rd party certification	Undertake annual audits with enthusiasm and professionalism to ensure 100% compliance	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	
Maintain fire safety compliance for buildings	5.4.1 Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Conduct annual review of all emergency plans and evacuation exercises	30 June 2017	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	
Develop and upload new elearning modules for Take 5 topics		100% transference of Toolbox talks to elearning environment	30 June 2017	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	
Maintain asbestos compliance for buildings	5.4.2 Implement a work, health and safety management system	Conduct annual review of all asbestos locations within Council buildings	Create Asbestos Management Audit Schedule and monitor progress - 30 June 2017	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Quality						
Maintain and review the quality management system for system certification	5.3.3 Adhere to the governance framework and public reporting systems	100% completion of internal audit plan	Four (4) internal audits completed in a calendar year	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	*Number of internal audits conducted
Facilitate annual surveillance audit of quality system to maintain certification	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Surveillance audit conducted within 12 months	Successful Surveillance Audit	Safety and Productivity Coordinator	Human Resources Officer, S&Q Adviser	Outcome from surveillance audit reported
Migration of quality system towards an integrated management system (IMS)		Comparison of quality, safety and environmental management system and documentation to integrate common features	30 June 2017	Safety and Productivity Coordinator	S&Q Adviser, Senior Works Administration Officer, Environment Officer	
		Attain 3rd party certification of IMS (9001, 4801 & 14001)	30 June 2017			
Attain 3rd party certification for the Customer Service Centre to AS 9001	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback 5.1.2 Be responsive and proactive in providing information in the public interest 5.2.2 Develop co-operative and collaborative partnerships on matters of regional, state and national importance 5.2.3 Build effective leadership and management capability 5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Conduct project to achieve 3rd party certification	30 June 2017	Safety and Productivity Coordinator	Customer Service Officer, S&Q Adviser	
Customer Services						
Provide a well-designed, efficient and effective customer service facility	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback 5.1.2 Be responsive and proactive in providing information in the public interest 5.1.3 Communicate Council intent and decisions to the community using effective messaging tools 5.3.3 Adhere to the governance framework and public reporting systems 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	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 % Call Abandonment rate Average call wait time – Seconds



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Information and Communication Technology						
<i>Formulation of ICT Strategy and Organisational Design aligned with Corporate Strategic Objectives</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Annual review of ICT Strategic Plan and Road Map	30 June 2017	ICT Coordinator	Senior Leadership Group, ICT Administrators	
	1.5.1 Support and improve Council's business performance through information and communication technologies	Development of Mobility Strategy	31 March 2017	ICT Coordinator	ICT Administrators	
	1.5.2 Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation					
	5.1.4 Improve digital platforms to improve access to information					
<i>Provision efficient, effective and sustainable service delivery of ICT products and services</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Undertake a virtual desktop infrastructure (VDI) pilot	30 June 2017	ICT Coordinator	ICT Administrators	
	1.5.1 Support and improve Council's business performance through information and communication technologies	Implement enterprise storage replacement	30 June 2017	ICT Coordinator	ICT Administrators	
	1.5.2 Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Undertake the Enterprise Content Management System upgrade	31 March 2017	ICT Coordinator	ICT Administrators, Corporate Records Officers, ICT Help Desk Support Officers	
	5.1.4 Improve digital platforms to improve access to information	Availability of core ICT systems	Less than 2 hours unplanned downtime during standard business hours per quarter	ICT Coordinator	ICT Administrators	
		Implement desktop computer replacement project	30 November 2016	ICT Coordinator	ICT Administrators	
		Implementation of ITIL toolset	30 June 2017	ICT Coordinator	ICT Administrators	
<i>Provision efficient, effective and sustainable communication tools to our community</i>	1.5.1 Support and improve Council's business performance through information and communication technologies	Availability of the Burdekin Shire Council website	Less than 2 hours unplanned downtime during standard business hours per quarter	ICT Coordinator	ICT Web Services Coordinator	
	1.5.2 Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Availability of Call-Centre telephone system	Less than 2 hours unplanned downtime during standard business hours per quarter	ICT Coordinator	ICT Administrators	
		Implement integration of Email subscription services into the websites	31 January 2017	ICT Coordinator	ICT Web Services Coordinator	
		Development of corporate style guide	30 June 2017	Manager Client Services	Information Management Team	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Local Disaster Management Group						
Act in accordance to the QLD Disaster Management Act 2003	3.5.1 Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events 3.5.2 Support the Burdekin Local Disaster Management Group to ensure effective decision making during disaster events 3.5.3 Partner with the District Disaster Management Group and the State Disaster Management Group.	To ensure the LDMG has a disaster response capability To approve the local disaster management plan prepared under the QLD Disaster Management Act To ensure information about an event or a disaster in the shire is promptly given to the district disaster coordinator To perform other functions given to Council under the QLD Disaster Management Act	Undertake a risk assessment of all identified risk as outlined in the LDMP and ensure response capabilities have been defined Review and amend Local Disaster Management Plan in accordance with legislation Adopt Local Disaster Management Plan by November 2016 Ensure the Guardian Disaster Management software is current and all pro-formas referencing the DDC have been updated Attendance at all DDMG meetings	Local Disaster Coordinator	Technical Services Support Officer	
Financial and Administrative Services						
Financial Management						
Council Budgets						
Prepare and submit first amended budget for 2016-2017 for Council adoption	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Presentation of an amended budget by the target date	December 2016	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Prepare and submit second amended budget 2016-17 for Council review and adoption		Presentation of an amended budget by the target date	April 2017	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Commence budget planning discussions with Council		Council workshops will be conducted using current information and estimates Action plan to be developed	Commencing January 2017	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Review policies and revenue statement for inclusion in budget agenda		Review and prepare relevant policies and revenue statement and provide to Council to adopt at the annual budget meeting	June 2017	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Prepare and submit original budget and forecast estimates 2017-2018 for Council tabling by Mayor		Council 2016-2017 annual budget will be presented for adoption before the beginning of the 2016-2017 financial year	June 2017	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Annual Financial Reporting (statement and notes)						
Review asset information for annual financial statement prior to audit	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Timely end of financial year information provided to the auditor by the agreed client strategy dates Accurate end of financial year information can be measured based on auditor queries	12 August 2016 and May 2017	Manager Financial and Administrative Services	Managers, Financial Management Team	
Prepare proposed annual financial statements for 2015-2016 and submit to audit committee		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	7 September 2016	Manager Financial and Administrative Services	Managers, Financial Management Team	
Draft financial statements to Audit		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	19 September 2016	Manager Financial and Administrative Services	Managers, Financial Management Team	
Respond to final audit for 2015-2016 financial statements management letter		Collate and review Manager responses and reply to audit management letter by the target date	11 November 2016	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Prepare Community Financial Report for Annual Report		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 2016	Manager Financial and Administrative Services	Financial Management Team	
Prepare shell financial statements for 2016-2017 and submit to audit committee		Timely shell financial statements provided to the audit committee by the agreed client strategy date Accurate shell financial statements can be measured based on audit committee queries	May 2017	Manager Financial and Administrative Services	Managers, Financial Management Team	
Coordinate external audit of Burdekin Shire Council as required by Queensland Audit Office		Feedback from external auditor on performance of audit process	Final Audit 2015/2016 – September 2016 Planning visit – February 2017 Interim audit – May 2017	Manager Financial and Administrative Services and Financial Accountant Systems	Financial Management Team	
Returns to external bodies						
Coordinate and complete Local Government Comparative Data Return	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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 2016	Manager Financial and Administrative Services	Financial Management Team	
Coordinate and submit 10 year forecast to Local Government Department to support loan borrowing application		Timely submission of the 10 year forecast and loan borrowing application by the target date	December 2016	Manager Financial and Administrative Services	Financial Management Team	
Annual Fringe Benefits Tax Return		Return to be lodged by the target date	20 May 2017	Financial Accountant Reporting	Financial Management Team, Expenditure Services Team	
Prepare and lodge Monthly Business Activity		Return lodged each month by target date	21st of the month	Financial Accountant	Financial Management	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Statement for Goods & Services Tax		Return to be lodged within 6 working days of end of each quarter Implementation of process to collect data for ATO from 1 July 2017	Within 6 working days of end of each quarter 30 June 2017	Reporting	Team	
Prepare and lodge quarterly Local Government Finance Statistics ABS return				Financial Accountant Reporting	Financial Management Team	
Implementation of processes for collection of information for ATO contract data matching				Financial Accountant Systems	Financial Management Team	
Prominent Organisational Tasks within Financial Services area						
Support asset management planning, implementation and reviews	1.2.1 Implement the Asset Management Strategy 1.2.2 Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	On-going participation in Asset Management Group meetings and review of financial information contained in asset management plans	Compliance with legislation	Manager Financial and Administrative Services, Financial Accountant Assets	Financial Accountant Assets, Asset Management Group	
Maximise recovery of outstanding general debtors	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 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 Financial and Administrative Services, Financial Accountant Systems	
Review and update monthly financial reporting to ensure legislative compliance and Councillor usability	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 Financial and Administrative Services	Manager Financial and Administrative Services, Financial Accountants Systems and Reporting	
Coordinate and produce Operating Statement and Capital Projects Reports		Preparation of monthly reports by the Council meeting agenda deadline each month	Monthly	Financial Management Team	Managers, Financial Management Team	
Review financial administration policies and procedure as required by LG Act 2009 and LG Reg 2012 and other legislation		Financial policies are current and reviewed annually by the target date	June 2017	Manager Financial and Administrative Services	Managers, Financial Management Team	
Monitor and maintain corporate financial systems for user operability		Client surveys can be conducted regularly User support provided in a timely manner	Bi- annual surveys	Financial Management Team	Financial System Users	
Administer existing and new external and internal loan borrowings		Borrowing repayments paid by due date and new loans drawn down by agreed target dates	Quarterly	Manager Financial and Administrative Services	Manager Financial and Administrative Services, Financial Management Team	
Address and monitor management issues from final 2016 and interim 2017 audit recommendations		Closure/resolution of audit recommendations by the next audit visit	Final audit 2016 – May 2017 Interim Audit – September 2017 - Final	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Coordinate/provide information for external audit projects undertaken by Queensland Audit Office	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems	Timeliness of response to Queensland Audit Office requests and results of audits if applicable	Ad Hoc as required	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Implementation and review of organisational processes required for Related Party Disclosure in Financial Statement	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Can be measured based on Auditor comments and management letter	1 July 2016 May 2017 Interim Audit September 2017 – Final Audit	Manager Financial and Administrative Services and Financial Accountant Systems	CEO, Managers, Financial Management Team	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Rates						
Maintain property and rating database	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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	
Issue annual rates and charges levy		Timely and accurate rates notices will be issued	August 2016	Rates Supervisor	Rates Officers	
Issue half year water consumption levy		Timely and accurate water consumption notices will be issued	December 2016	Rates Supervisor	Rates Officers	
Issue supplementary rates and charges levies		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	
Maximise recovery of overdue rates and charges		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	
Expenditure Services						
Ergon Locks – Assess all Council sites to ascertain access requirements to comply with new regulations	5.3.3 Adhere to the governance framework and public reporting systems	All sites to be assessed and where required, appropriate Ergon approved locks applied	December 2016	Administration and Records, Expenditure Services	Administration and Records Coordinator, Accounts Payable Administrator	
Administer accounts payable and contract register	5.3.2 Ensure council's financial position is effectively managed	Weekly, fortnightly & monthly account payments	Invoices not paid within 30 days - Target <10%	Expenditure Services	Authorised Purchasing and Requisitioning Officers	
Review of purchase procedure variances to management		Update and monitoring of purchase practices	Compliance Levels - Target <10%	Expenditure Services	CEO, Managers, Authorised Purchasing Officers	
Maximise earnings on cash holdings		Interest Earnings	Level of Earnings	Expenditure Services	Manager Financial and Administrative Services	
Administer purchasing financial delegations and purchase cards		Update and monitoring of purchase practices	Compliance Levels	Expenditure Services	Authorised Purchasing Officers	
EOFY Preparation of Work Papers for Audit and Annual Report	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Accurately collate and provide workpapers for annual reporting and auditors	August 2016	Expenditure Services	Expenditure Services Staff	
Preparation of Approved Contractors Listing (tenders) applications for private hire and traffic control providers for the period 1 July 2016 to 30 September 2017		Collate and update private hire and traffic control information for database and continued maintenance of databases throughout year	July 2016 and accuracy of information	Expenditure Services	Manager Operations, Manager Technical Services, WHSO and Expenditure Services Staff	
Administration & Records						
Facilitate Council's statutory meetings and provide accurate and timely minutes of meetings	5.3.3 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 and Records Coordinator	Minutes Clerks	
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 Coordinator	Administration and Records staff	
Facilitate the development and training of the Administration Trainee	5.2.4 Develop a cost-effective, adaptable and capable workforce	Completion of Certificate 3 in Business Administration within the set time frame	31 December 2016	Administration and Records Coordinator	Administration Trainee	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	to implement the vision for Burdekin Shire Council					
<i>Ergon Locks – Assess all Council sites to ascertain access requirements to comply with new regulations</i>	5.3.2 Adhere to the governance framework and public reporting systems	All sites to be assessed and where required, appropriate Ergon approved locks applied	31 December 2016	Administration and Records Coordinator, Expenditure Services	Administration and Records Coordinator, Accounts Payable Administrator	
<i>Upgrade of ECM from CI 4.02 to CI 4.03</i>	5.1.4 Improve digital platforms to improved access to information	New version of ECM working by target date	30 June 2017	Administration and Records Coordinator	CEO, Managers, IT Staff, Records Staff	
<i>Develop and implement a key and end user training program for ECM CI 4.03</i>	5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	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 Coordinator	CEO, Managers, Records Staff	
<i>Implement systematic ongoing ECM training for all staff</i> <i>Ensure user guides and training documents on Records portal are current</i>		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	
<i>Implement a recordkeeping awareness and education program for all employees</i>	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 Coordinator	Administration and Records Coordinator, Records Staff	
<i>Follow Queensland State Archives schedules for the retention and disposal of paper-based corporate records.</i>		Number of records disposed/archived each year	70% of records archived within 90 days of receipt	Administration and Records Coordinator	Administration and Records Coordinator, Records staff	
Operations						
Operations						
<i>Review of Operations Department Structure to identify opportunities for service delivery improvement and increased operational efficiency</i>	5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.2 Ensure Council's financial position is effectively managed	Collation of productivity initiatives implemented across Operations Departments	Demonstrate improved human resource and internal plant utilisation through use of technological solutions to provide a reportable productivity dividend	Manager Operations	Works Overseer, Parks Coordinator, Manager Water Waste Water, Stores/Purchasing Officer, Manager Contracts	
Works						
<i>Completion of Annual Works Program as adopted within the financial year</i>	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Assessment of Works Completed at EOFY	95%	Works Overseer	Manager Operations, Works Overseer, Works Supervisors, Manager Technical Services, Design Officer Manager	
<i>Achieve a Compliment to Complaint Ratio of 3:1 for Operational Responsiveness and Departmental Conduct</i>	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1 Demonstrate open and transparent leadership	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received	3:1	Works Overseer	Manager Operations, Works Overseer, Works Supervisors	
<i>Inspect transport network, and prioritise and</i>	1.1.1 Plan and build	Inspect:	95% Compliance with	Works Overseer	Manager Operations,	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers
<i>complete maintenance activities in accordance with adopted service levels</i>	infrastructure that adds value to Council and community assets	Arterial Road Inspection – Quarterly Local Access Roads – Bi-annually Hierarchy 1 Footpaths – Bi-annually Hierarchy 2 Footpaths – Annually	Adopted Service Levels		Works Overseer, Works Supervisors
<i>Attend to maintenance matters raised in customer request system within required timeframe</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	90 % of requests completed within timeframe	30-June-2017	Works Overseer	Works Supervisors
<i>Completion of Capital 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 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 1.2.4 Protect the integrity of existing assets through flood and disaster mitigation programs 1.4.4 Prioritise upgrades and improvement to the drainage systems	Assessment of Works completed at EOFY	95%	Works Overseer	Manager Operations, Works Overseer, Works Supervisors, Manager Technical Services, Design Office Manager
<i>Undertake regular documented inspections of aerodromes and airstrips and carry out maintenance as per CASA requirements</i>	1.2.1 Implement the Asset Management Strategy 1.3.2 Cooperate with state and federal government to enhance the transport network	Ayr Aerodrome Sealed Runway – Weekly All other airstrips - Monthly	Compliance	Works Overseer	Works Supervisors
<i>Undertake regular inspections of boat ramps and carry out maintenance as per Department of Transport and Main Roads requirements</i>	1.2.1 Implement the Asset Management Strategy 1.3.2 Cooperate with state and federal government to enhance the transport network	Quarterly documented inspections	Compliance	Works Overseer	Works Supervisors
Water and Waste Water					
<i>Achieve compliance with adopted Burdekin Shire Council Customer Service Standards- Water Wastewater</i>	1.4.1 Enhance water security 1.4.2 Increase water supply network reliability 1.4.3 Improve water quality	Benchmarking actual performance versus CSS	Compliance with adopted Customer Service Standard Water Wastewater	Manager Water Wastewater	Operations Manager, Field Supervisor Water Wastewater, Administration Officer Water Wastewater
<i>Attend to maintenance matters raised in customer request system within required timeframe</i>	1.4.1 Enhance water security 1.4.2 Increase water supply network reliability 1.4.3 Improve water quality	90 % of requests completed within timeframe	30 June 2017	Works Overseer	Works Supervisor
<i>Water Quality to be monitored and benchmarked against Australian Drinking Water Guidelines</i>	1.4.3 Improve water quality	Monitor water quality results from quarterly reporting to the Water Supply Regulator	Compliance with ADWG and adopted Customer Service Standard Water Wastewater	Manager Water Wastewater, Administration Officer Water Waste Water	Manager Water Wastewater, Operations Manager, Field Supervisor Water Wastewater
<i>Capital Works Program- Continuation of Sewage Pump Station Switchboard replacement program</i>	1.4.5 Improve sewerage network reliability through planned infrastructure upgrades	Completion of submitted Works Program	30 June 2017	Manager Water Wastewater	Manager Water Wastewater, Operations Manager, Field Supervisor Water



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
					Wastewater	
<i>Achieve a Compliment To Complaint Ratio of 1:1 for Operational Responsiveness and Departmental Conduct</i>	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1 Demonstrate open and transparent leadership 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received	1:1	Manager Water Wastewater	Manager Water Wastewater, Operations Manager, Field Supervisor Water Wastewater	
Purchasing and Stores						
<i>Inventory Management</i>	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems	5% reduction in dollar value of stores inventory	30 June 2017	Purchasing/Stores Officer	Purchasing Clerk, Stores Clerk	
<i>Inventory Control of Personal Protective Equipment Issues</i>	5.3.2 Ensure Council's financial position is effectively managed	5% reduction in value turnover of PPE issues	30 June 2017	Purchasing/Stores Officer	Purchasing Clerk, Stores Clerk	
<i>Participation in NQROC Procurement Group</i>	5.3.6 Develop co-operative and collaborative partnerships on matters of regional, state and national importance	Report on savings gained from aggregated procurement arrangements with NQROC	Provide reportable productivity dividend	Purchasing/Stores Officer	Purchasing Clerk, Manager Operations, Manager Contracts	
Parks, Gardens and Cemeteries						
<i>Undertake maintenance of Shire Parks and Gardens, Cemeteries and Public Conveniences and attend to maintenance matters raised in customer request systems by required timeframe</i>	1.2.2 Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	90% of requests completed within timeframe	30 June 2017	Parks Coordinator	Parks Supervisor, Manager Operations	
<i>Achieve a Compliment to Complaint Ratio of 4:1 for Departmental Operational Responsiveness and Departmental Conduct</i>	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1 Demonstrate open and transparent leadership 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	Achieve annual compliment to complaint ratio of 4:1 for Public Convenience Operations	30 June 2017	Parks Coordinator	Parks Supervisor	
<i>Erect shade structures at Ayr Skate Park</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Date of Achievement	30 June 2017	Parks Coordinator	Parks Supervisor, Manager Operations	
<i>Replace existing Public Toilet- Cromarty Creek Giru</i>	1.2.3 Apply a prioritised and planned system to upgrade and	Date of Achievement	30 June 2017	Parks Coordinator	Parks Supervisor, Manager Operations	



**Burdekin
Shire Council**

Operational Plan

2016-2017

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	enhance existing facilities					
Assist with Skilling Queenslanders for Work Program- Plantation Park and Juru Walk Development	2.1.2 Build relationships with educational institutions to address the skills and qualifications valued in the Burdekin 2.1.3 Promote employment and training opportunities to retain young people	Date of Achievement	30 June 2017	Parks Coordinator, Works Overseer	Manager Operations, Manager Contracts, Leading Hand Works, Executive Officer, Grants Officer	
Technical Services						
Produce five year Works Implementation Program for years 2017-2022	1.1.1 Plan and build infrastructure that adds value to Council and community assets 1.4.4 Prioritise upgrades and improvement to the drainage systems	Council adopts works implementation program including commitment to the first two years	First two years by 31 March 2017 with remaining three years by 30 June 2017	Manager Technical Services	Manager Operations, Design Office Manager	
Produce Annual Works Program and review monthly	1.1.2 Prioritise infrastructure projects that will contribute to growth in the Burdekin 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 1.4.4 Prioritise upgrades and improvement to the drainage systems	Number of reviews	Reviewed monthly with not less than 9 reviews by 30 June 2017	Design Office Manager	Manager Technical Services, Manager Operations, Departmental Overseers	
Complete Technical Services Customer Engagement Strategy and document procedures for engineering works.	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback	Completion of strategy	30 June 2017	Manager Technical Services	Design Office	
Complete Transport Network Strategy	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Completion of strategy	30 June 2017	Manager Technical Services		
Continue development of Stormwater Strategy	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 1.4.4 Prioritise upgrades and improvement to the drainage systems	% completion of strategy	75% completed by 30 June 2017	Manager Technical Services		
Submit environmental authority annual report to Department of Environment and Heritage Protection	5.3.3 Adhere to the governance framework and public reporting systems	Submission by due date	22 November 2016	Manager Technical Services	Design Office Manager, Trade Waste/Administration Officer	
Submit annual water and sewerage data to State-wide Water Information System (SWIM)		Submission by due date	30 October 2016	Manager Technical Services	Design Office Manager, Trade Waste/Administration Officer	
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 2017	Manager Technical Services	RPEQ Consultant	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Complete approved Blackspot project at Queen Street/Soper Street roundabout	1.3.1 Prioritise upgrades to the road network to improve safety and connectivity	Completion within budget	30 June 2017	Manager Technical Services	Works Department	
Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements	1.1.1 Plan and build infrastructure that adds value to Council and community assets 1.3.2 Cooperate with state and federal government to enhance the transport network	Claims for funding to meet target	80% complete by 30 December 2016 100% complete by 30 June 2017	Manager Technical Services	Works Department	
Complete Roads to Recovery Program in accordance with Australian Government requirements		Meet regular reporting requirements and manage works program to ensure 100% expenditure by target date	30 June 2017	Manager Technical Services	Works Department, Asset Officer	
Design Office						
Detail design/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	Detail design of 2016/17 projects 80% complete by 31 March 2017 Detail design of 2017/18 projects 50% complete by 30 June 2017	Design Office Manager	Technical Officers	
Produce reseal program for 2016/17	1.1.1 Plan and build infrastructure that adds value to Council and community assets 1.2.2 Plan to protect the integrity of key community assets and buildings	Completion of program	Program completed by 31 November 2016 Works 70% complete by 30 December 2016 100% complete by 30 May 2017	Design Office Manager	Technical Officers	
Respond to applications within Design Office responsibility (e.g. Infrastructure in road reserve)	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback	Number of applications received	90% completed within relevant agreed targets	Design Office Manager	Technical Officers	
Feedback provided to all customers for all requests	5.1.3 Communicate Council intent and decisions to the community using effective messaging tools	Feedback to customers recorded	Feedback provided for 100% of customer requests and applications within	Design Office Manager	Technical Officers	
Asset Management						
Valuation of non-current assets for 2015/16	1.2.1 Implement the Asset Management Strategy 5.3.2 Ensure Council's financial position is effectively managed	Valuations completed by due date	14 July 2016	Manager Technical Services	Asset Management Coordinator, Asset Management Staff	
Complete asset inspections in accordance with inspection program	1.2.1 Implement the Asset Management Strategy 1.2.2 Plan to protect the integrity of key community assets and buildings	Compliance with asset inspection program % of transport, sewerage and stormwater assets inspected	30 April 2017	Manager Technical Services	Asset Management Coordinator, Asset Inspector/Technical Services Assistant	
Review unit rates for internal valuations	1.2.1 Implement the Asset Management Strategy 5.3.2 Ensure Council's financial position is effectively managed	Unit rate review completed by due date	15 June 2017	Manager Technical Services	Asset Management Coordinator, Asset Management Staff	
Co-ordinate desktop review of external valuations		Desktop review completed by due date	31 May 2017	Manager Technical Services	Asset Management Coordinator, Asset	



**Burdekin
Shire Council**

Operational Plan

2016-2017

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
					Management Staff	
<i>Asset Management Plans reviewed in accordance with Asset Management Strategy</i>	1.2.1 Implement the Asset Management Strategy	Number of asset management plans reviewed	Minimum of three plans reviewed by 30 June 2017	Asset Management Co-ordinator	Manager Technical Services, Asset Management Staff	
Plant Management						
<i>Update 10 year Plant Replacement program</i>	5.3.2 Ensure Council's financial position is effectively managed 5.4.1 Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Program developed and included in 10 year financial plan	30 June 2017	Manager Technical Services		
<i>Commence development of Fleet Management Strategy</i>	5.3.2 Ensure Council's financial position is effectively managed	% completion of strategy	Complete by 30 June 2017	Manager Technical Services		
<i>Implement fleet replacement program as adapted for 2016/2017</i>		Number of items ordered	90% of replacements delivered by 30 June 2016	Manager Technical Services		
<i>Coordination of Fleet Management working group</i>	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	Number of meetings held	Minimum of 3 meetings	Manager Technical Services		
Recoverable Works						
<i>Coordinate Burdekin Shire Rivers Improvement Trust annual works program</i>	4.1.3 Protect and enhance the natural environment 4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Design and supervision of construction of 2016/17 BSRIT projects	30 June 2017	Design Office Manager	Manager Technical Services	
<i>Deliver RMPC contract in accordance with contract requirements within budget</i>	5.2.2 Develop co-operative and collaborative partnerships on matters of regional, state and national importance 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Contract obligations fulfilled within budget	30 June 2017	Manager Technical Services	Senior Works Administration Officer	
GIS						
<i>Implement Intranets</i>	1.5.1 Support and improve Council's business performance through information and communication technologies 1.5.2 Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation 5.1.4 Improve digital platforms to improve access to information	Go-live by due date	30 September 2016	Manager Technical Services	GIS Coordinator	
Planning and Development						
Development Administration						
<i>Provision of expert management, budgeting, technology and information management, customer service, governance and administration to the Planning and</i>	5.1.1 Continue and enhance community engagement processes that enable greater community participation and	Continue to improve productivity and performance within the Planning and Development Department to ensure the best possible outcomes including	85% customer satisfaction Number greater than a 10% variance on budgeted	Manager Planning and Development	All Planning and Development Staff	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
<i>Development Department</i>	feedback 5.1.2 Be responsive and proactive in providing information in the public interest 5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes	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			
<i>Provide for the needs of the community by delivering appropriate land use outcomes that are considered sustainable, achievable and cost effective</i>	2.4.4 Investigate, support and facilitate the potential of bio-futures projects in the Burdekin 2.5.1 Review land supply and uses as required to meet community and business needs 2.5.2 Consider future facilities required for an ageing population 4.2.1 Develop and implement planning policy to adapt to the impacts of climate change on the community	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 and Development Staff	
Town Planning						
<i>Ensure Council's statutory planning instruments accommodate the changing needs of the community</i> <i>Review planning scheme and monitor the effectiveness of the scheme including codes to ensure compliance with Queensland Planning Provisions. (QPP)</i>	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 the Council's strategic direction to government, business and the community through strong leadership and advocacy 5.3.1 Demonstrate open and transparent leadership 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	
<i>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</i>	1.1.3 Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Building						
<i>Undertake a Building Certification service both within the Burdekin Shire and externally to the shire in accordance with statutory requirements</i>	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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, Administration Staff	
<i>Ensure all new swimming pools comply with current pool fencing legislation</i>		Ensure all new swimming pool installations have compliant pool fencing in accordance with pool safety legislation	100% of all new pools erect compliant fencing (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	Manager Planning and Development	Pool Safety Inspectors, Administration Staff	
<i>Ensure all existing swimming pools comply with current pool fencing legislation</i>		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, Administration Staff	
<i>Develop and implement a Building Maintenance Program (N.B. Outcomes associated with a functioning asset management program will facilitate this task)</i>	1.2.1 Implement the Asset Management Strategy 1.2.2 Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	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	
Plumbing						
<i>Undertake a Plumbing Inspection service and relevant compliance works in accordance with statutory requirements</i>	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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	
Governance and Local Laws						
Governance and Administration						
<i>Sale of Conlan Street residential subdivision, if feasible</i>	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Land tendered for sale	30 June 2017	Manager Governance and Local Laws		
<i>Investigate provision of electricity network to leased lots at Ayr Aerodrome to improve marketability</i>		Approval and cost estimate for electricity network for Ayr Aerodrome	30 December 2016	Manager Governance and Local Laws		



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Ayr Showgrounds – Open Bar – replace roof sheeting and fascia	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Replacement of roof sheeting and fascia completed on time and within budget	30 June 2017	Manager Governance and Local Laws	Building Maintenance	
Council Chambers Heritage – external painting – walls, timber, balustrades, handrails, floors		External painting completed on time and within budget	31 December 2016	Manager Governance and Local Laws	Building Maintenance	
Ayr Aerodrome Terminal – repaint internal		Internal painting completed on time and within budget	31 December 2016	Manager Governance and Local Laws	Building Maintenance	
Manage lessees and use of Ayr Showgrounds and Aerodromes	3.3.1 Encourage increased use of community spaces and facilities	Customer feedback	30 June 2017	Manager Governance and Local Laws	Manager Community Development, Governance and Property Officer, Overseer	
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	Ongoing	Manager Governance and Local Laws	Governance and Property Officer	
Facilitate and update local laws where necessary	5.3.3 Adhere to the governance framework and public reporting systems	Changes made to local laws to reflect changes to legislation or community need	On an as needs basis	Manager Governance and Local Laws	Coordinator Environment & Health, Governance and Property Officer	
Investigation, review and procurement of insurance programme for Council operations and assets		Appropriate and timely insurance policies in place	30 June 2017	Manager Governance and Local Laws	Governance and Property Officer	
Review of and issuing of lease documents to new and existing lessees		Relevant and up to date leases in place	On an as needs basis	Manager Governance and Local Laws	Governance and Property Officer	
Conduct of team meetings focussing on process improvement and customer service	5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Bi-monthly team meetings held Process improvements made	6 meetings per year	Manager Governance and Local Laws, Coordinator Environment and Health, Waste Management and Environment Officer, Senior Environmental Health Officer		
Environment and Health						
Undertake regulatory inspections of licensed premises and investigate nuisance complaints (e.g. public health, environmental protection)	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Inspections conducted in a professional manner; effective consultation; follow up where required; Number of complaints investigated within adopted time frame; Number of premises inspected	Improved service provision with inspections, follow-ups and requests for information followed up in a timely manner	Coordinator Environment and Health, Waste Management and Environment Officer, Senior Environmental Health Officer	Environmental Health Project Officers, Compliance Officers	
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 2017 EHPO to attend 2016 Disaster Management training course in Townsville	Coordinator Environment and Health	Environmental Health Project Officers	
Consider and provide recommendations from an environmental perspective on Development Applications received and works related projects	4.1.1 Attain a sustainable economic balance between positive environmental outcomes and ongoing development	Relevant and timely recommendations for Development Applications Support for internal projects	Recommendations submitted on time	Waste Management and Environment Officer	Environmental Health Project Officers	
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	
Provision of beach access points to allow	4.1.4 Work in partnership with	Workable beach access points; community	Upgrades to Beach access	Waste Management and	Environmental Health	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
access to the beach and minimise dune damage	organisations and the community to support projects to protect and enhance environmentally sensitive areas	acceptance Minimisation of dune and vegetation damage	points by 30 June 2017	Environment Officer	Project Officers	
Investigate and implement recommendations from the Energy Efficiency Report	4.1.6 Promote the adoption of environmental best practice by Council, residents and business	Work plan developed to implement energy efficiency recommendations Number of recommendations implemented	% reduction in energy consumption and energy costs Activities undertaken	Manager Governance and Local Laws	Environmental Health Project Officers	
Participate and promote community events such as Great Northern Clean Up	5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback	Events run on time and within budget Community feedback	Event publicised and undertaken	Waste Management and Environment Officer	Environmental Health Project Officers	
Administration of licences such as for food businesses, accommodation and other prescribed activities	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Issue of licenses in a timely manner; customer feedback	30 June 2017	Senior Environmental Health Officer	Environmental Health Project Officers	
Inspect and enforce the permits under local laws- Rental accommodation, Caravan Parks, Camping Grounds, Swimming pools	5.3.3 Adhere to the governance framework and public reporting systems	Issue of license in timely manner, inspections, education and enforcement	Improved compliance	Senior Environmental Health Officer	Environmental Health Project Officers	
Water quality testing drinking water and public swimming pools	5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Timely actions on the requests received	Improved compliance and healthy lifestyle for community	Senior Environmental Health Officer	Environmental Health Project Officers	
Animal Management						
Participate and promote community events such as Pet Day out and School Education Programmes to promote responsible animal ownership	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 and Health	Animal Compliance Officers	
Enforce animal control legislation and local laws	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Requests responded to within adopted timeframes	80% of requests responded to within adopted time frames	Coordinator Environment and Health	Animal Compliance Officers	
Natural Resource Management and Land Protection						
Undertake aquatic weed control in Shire waterways	4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Minimum of 3 treatments/activities undertaken at systems under a Riparian Management Agreement Weed harvester used where appropriate	Management Plan developed Percentage of waterways treated	Coordinator Environment and Health, Senior Environmental Health Officer	Pest Management Officers	
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		Agreements to enhance environmentally sensitive areas Number of completed projects or events Amount of resources allocated or in kind support provided to facilitate projects	Completion of milestones in agreement	Coordinator Environment and Health, Senior Environmental Health Officer, Waste Management and Environment Officer	Pest Management Officers, Environmental health Project Officers	
Maintain Council's status as a Reef Guardian Council		Public awareness of Council's status as a Reef Guardian Council	Action Plan developed by 30 September 2016	Senior Environmental Health Officer	Environmental Health Project Officers	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
		Completion of Milestone Report on Action Plan	Highlights report to be completed by 30 October 2016			
Monitor and review the Shire Pest Management Plan		Revised Shire Pest Management Plan completed and adopted on time	31 December 2016	Coordinator Environment and Health, Senior Environmental Health Officer	Pest Management Officers	
Undertake property inspections and liaise with landholders to develop property pest management plans to reduce the impact of pest plants and animals in the Shire		Number of land management agreements made and renewed	30 PPMP's made or renewed	Coordinator Environment and Health, Senior Environmental Health Officer	Pest Management Officers	
Undertake animal and plant pest reduction activities		Number of 1080 baits used; DMR funding expended for roadside weed treatment; implementation of chital deer management plan for Rita Island	Completion of roadside weed treatment budget Landowner fencing completed to control chital deer	Coordinator Environment & Health, Senior Environmental Health Officer	Pest Management Officers	
Vector Management						
Undertake a monitoring and larvicidal program to manage mosquito numbers	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships	Management Program developed	80% of sites treated	Coordinator Environment and Health, Senior Environmental Health Officer	Pest Management Officers	
Caravan Parks						
HHCP – investigate site location and construct new ablutions block	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Site investigations completed and agreed to New ablutions block completed	31 December 2016	Coordinator Environment and Health	Building Maintenance	
HHCP – investigate extension into road reserve and site layout		Report on road reserve extension and impact on site layout to Council	31 December 2016	Coordinator Environment and Health	Governance and Property Officer	
HHCP – Replace fence and boundary tree removal		Fence replaced and trees removed	31 December 2016	Coordinator Environment and Health	Building Maintenance, Parks and Gardens	
HHCP – replace 5 x powerheads		Powerheads replaced	31 December 2016	Coordinator Environment and Health		
Manage the lease of the Home Hill Caravan Park and the Burdekin Cascades Caravan Park	5.3.3 Adhere to the governance framework and public reporting systems	All facilities maintained well and kept operational; revenue generated; customer satisfaction	Number of compliments; revenue generated; work undertaken in accordance with the contract specifications	Coordinator Environment and Health		
Swimming Pools						
Ayr - Finalise scope of works for refurbishment of Ayr Swimming Pool and progress to funding submission	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Final determination of scope of works for refurbishment Preparation of plans reflecting scope Submission of grant application for works	30 September 2016	Manager Governance and Local Laws	Coordinator Environment and Health	
Ayr – Replace shade sails		Shade sails completed on time and within budget	30 June 2017	Coordinator Environment and Health	Building Maintenance	
Ayr – Office/Kiosk – replace load bearing posts on external awning		Works completed on time and within budget	30 June 2017	Coordinator Environment and Health	Building Maintenance	
Ayr – grandstands x 2 – repaint main support structure		Repainting completed on time and within budget	31 December 2016	Coordinator Environment and Health	Building Maintenance	
Home Hill – grandstands x 2 – repaint main		Repainting completed on time and within	31 December 2016	Coordinator Environment	Building Maintenance	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
<i>support structure</i>		budget		and Health		
<i>Millaroo - Finalise scope of works for upgrade of Millaroo Swimming Pool and progress to funding submission if eligible</i>		Final determination of scope of works for refurbishment Preparation of plans reflecting scope Submission of grant application for works	30 September 2016	Coordinator Environment and Health	Building Maintenance	
<i>Manage the leases of the Ayr and Home Hill Pools</i>	5.3.3 Adhere to the governance framework and public reporting systems	Well maintained and operational facilities; customer satisfaction	Number of compliments; work undertaken in accordance with the contract specifications	Coordinator Environment and Health	Manage the leases of the Ayr and Home Hill Pools.	
Waste Management						
<i>Complete new waste cell and leachate construction by completion of batter revegetation</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Completion of batter revegetation	31 December 2016	Waste Management and Environment Officer	Manager Operations	
<i>Complete temporary capping over existing waste cell at Kirknie Landfill</i>		Temporary capping installed on time and within budget	30 October 2016	Waste Management and Environment Officer	Manager Operations	
<i>Implement recommendations from the North Queensland Waste Recycling and Reduction Program (NQWRRP)</i>	4.1.5 Continually improve waste management practices	Implemented recommendations from the NQWRRP	Number of recommendations implemented Targets contained in plan achieved Reduction in waste generated by council's own activities Increase in waste diversion to landfill	Waste Management and Environment Officer	Environmental Health Project Officers	
<i>Develop process for kerbside waste collections from 1 July 2017</i>		Council decision made by 1 December 2016	1 December 2016	Waste Management and Environment officer	Environmental Health Project Officers	
<i>Supervise waste management sites</i>		Efficiently and effectively waste management facilities for public Ensure compliance of operation	Number of complaints received regarding waste management facility operation Compliance from audits conducted	Waste Management and Environment Officer	Environmental Health Project Officers	
<i>Undertake research and assessment into closed landfills; develop rehabilitation plans; and implement same where budgeted</i>	4.1.6 Promote the adoption of environmental best practice by Council, residents and business	Develop rehabilitation plans Community acceptance of rehabilitation plans; Implement rehabilitation plans Provide safe environments for users of sites	Develop and implement one rehabilitation plan	Waste Management and Environment Officer	Environmental Health Project Officers	

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

7.1 Presentation - Related Party Disclosure Requirements

Mrs. Kathy Cortabitarte, Financial Accountant – Systems to present to Council Related Party Disclosure Requirements under the AASB1124.

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

11.1 2016/2017 Fees and Charges - Ayr Showgrounds, Burdekin Memorial Hall and Burdekin Theatre

Executive Summary

This report outlines proposed 2016/2017 fees and charges for adoption by Council in respect of the following Council venues:

1. The Ayr Showgrounds
2. The Burdekin Memorial Hall (Commercial and Community Rates)
3. The Burdekin Theatre (Commercial and Community Rates)

2015/2016 fees and charges are listed for comparison purposes.

Generally fees have been increased by 2%. Comments are provided on new fees and those fees not increased by 2% where applicable.

Fees and charges are required to be set by resolution of Council. They can be altered at any time.

Recommendation

That the Council adopts the 2016/2017 fees and charges as tabled in respect of the Ayr Showgrounds, the Burdekin Memorial Hall and the Burdekin Theatre.

Consultation

These fees and charges were referred to the Burdekin Cultural Advisory Group for consideration.

Report prepared by:

Tammy Quagliata, Community Development Support Officer

Report authorised by:

Tony Vaccaro, Community Development Manager

Attachments

Listings of Fees and Charges for:

1. Ayr Showgrounds
2. Burdekin Memorial Hall (Commercial Rates)
3. Burdekin Memorial Hall (Community Rates)
4. Burdekin Theatre (Commercial Rates)
5. Burdekin Theatre (Community Rates)

Ayr Showgrounds Hire – Charges 2016/17

Fixed Costs	2015/16	2016/17	Comments
Main hall (weekday, day only)	150.00	150.00	
Main hall (Saturday or Sunday, day only)	150.00	150.00	
Main hall (Sunday- Thursday, night only)	290.00	300.00	
Main hall (Friday or Saturday, night only)	450.00	460.00	
Main hall (Friday night & Saturday Night applicable)	550.00	560.00	
Extended Hire of Facility 1/2 day	50.00	51.00	
Extended Hire of Facility Full day	100.00	102.00	
Extended Hire of Hall after 1.30am	70.00	72.00	
P/A System (internal hire only- for use in hall)	75.00	76.50	
Projector and Projector Screen (per day)	80.00	82.00	
Security Call- out charge (If Applicable)	100.00	102.00	
Grounds Hire-without power (per day)	100.00	102.00	
Grounds Hire-with power (per day)	150.00	153.00	
Avery Building-does not include cleaning (per day)	50.00	51.00	
Deposit (to be paid by hirer to secure booking per event) NO GST	200.00	200.00	
Bond (per event) NO GST	300.00	300.00	
			Recommend that this
Bond Airconditioning (per event) NO GST	200.00		Nil fee be removed
Variable Costs	2015/16	2016/17	
Air conditioning for Main Hall (per hour)	41.00	42.00	
Venue Supervisor (per hour)	38.00	38.00	
Technical Staff (per hour)	38.00	38.00	
Cleaning Charge (cigarette butts/per hour)	50.00	50.00	
Cleaning of Hall after event (if applicable/per hour)	40.00	31.00	
Consumables	at cost	at cost	
Deposit			
	This is payable at time of submitting signed venue hire agreement.		
	Security Bond payable 1 month before the event.		
Note:	All prices include GST unless stated otherwise.		
	Any additional requests may be subject to extra charges.		

Burdekin Memorial Hall Venue Hire – Commercial Rate

Fixed Costs	2015/16	2016/17	Comments
Full Venue Hire (includes only Main & Minor Halls, Full Kitchen, Bar & Cold Room, Tables, Chairs, Stage, Risers & Basic Sound/Lighting) exc technician	825.00	825.00	
Main Hall	312.50	360.00	
Lighting and PA System - Sound	75.00	76.50	
Dressing Room	35.00	35.00	
Bar & Cold Room	125.00	135.00	
Kitchen Hire - Full Hire			
- Deep Fryer			
- Stove			
- Fridge x 2			
- Warmer x 2			
- Dishwasher			
- Benches			
- Bain Marie x 2	225.00	240.00	
Coldroom (kitchen)	75.00	75.00	
Bain Marie each (2 available)	55.00	nil	Main Hall Fee increased, includes bain marie hire
Minor Hall	93.75	100.00	
Minor Hall - with Main Hall	68.75	95.00	
Meeting Room (per hour including air conditioning)	20.00	25.00	
Meeting Room - Annual Booking (up to 10 meetings/year)	200.00	240.00	
Post event entertainment support (1 hr)	125.00	125.00	
Upright Piano	31.25	31.00	
Piano Tuning	175.00	at cost	
Variable Costs	2015/16	2016/17	
Main Hall - Rehearsals/Set Up (per hour with 2 hour min)	20.00	20.00	
Main Hall - Airconditioning(per hour)	52.50	53.00	
Cleaning(per hour)	37.50	38.00	
Technical (per hour)	47.50	47.50	
Venue Supervisor (per hour)	47.50	47.50	
Kitchen Hire - Partial Hire (per piece of equipment) per day	25.00	25.00	
Kitchen Hire- Ovens (each) per day	31.25	31.00	
Minor Hall - Meeting, Rehearsal (per hour)	18.75	19.00	
Minor Hall - Airconditioning (per hour)	12.50	12.50	
Consumables	at cost	at cost	
External Equipment Hire	at cost	at cost	
Deposit	\$330.00 (NO GST) for hire of hall. This deposit is non-refundable if cancellation is less than one month prior to production. This is payable at time of submitting signed venue hire agreement. This deposit will be deducted from the final amount owing.		
Note:	All prices include GST unless stated otherwise.		

Burdekin Memorial Hall Venue Hire - Community Rate

Fixed Costs	2015/16	2016/17	Comments
Full Venue Hire (includes only Main & Minor Halls, Full Kitchen, Bar & Cold Room, Tables, Chairs, Stage, Risers & Basic Sound/Lighting) exc technician	660.00	660.00	
Main Hall	250.00	300.00	
Lighting & PA System - Sound	60.00	61.00	
Dressing Room	28.00	28.00	
Bar & Cold Room	100.00	110.00	
Kitchen Hire - Full Hire			
- Deep Fryer			
- Stove			
- Fridge x 2			
- Warmer x 2			
- Dishwasher			
- Bench			
- Bain Marie x 2	180.00	195.00	
Coldroom (kitchen)	60.00	70.00	
Bain Marie (each - 2 available)	44.00	nil	Main Hall Fee increased, include bain marie use.
Minor Hall	75.00	75.00	
Minor Hall - with Main Hall	55.00	55.00	
Meeting Room-per hour(inc up to 4 hrs Air Cond.)	16.00	20.00	
Meeting Room- Annual Booking (up to 10 meetings/year)	160.00	200.00	
Post event entertainment support (1 hr)	100.00	100.00	
Upright Piano	25.00	25.00	
Piano Tuning	140.00	at cost	
Variable Costs	2015/16	2016/17	
Main Hall - Rehearsals/Set Up (per hour with 2 hour min)	16.00	16.00	
Main Hall - Airconditioning (per hour)	42.00	45.00	
Cleaning(per hour)	30.00	31.00	
Technical (per hour)	38.00	38.00	
Venue Supervisor (per hour)	38.00	38.00	
Kitchen Hire - Partial Hire (per piece of equipment) per day	20.00	20.00	
Kitchen Hire - Ovens per day	25.00	25.00	
Minor Hall - Meeting, Rehearsal per hour	15.00	15.00	
Minor Hall - Airconditioning per hour	10.00	12.50	
Consumables	at cost	at cost	
External Equipment Hire	at cost	at cost	
Deposit	\$255 (NO GST) for hire of hall. This deposit is non-refundable if cancellation is less than one month prior to production. This is payable at time of submitting signed venue hire agreement. This deposit will be deducted from the final amount owing.		
Note:	All prices include GST unless stated otherwise.		

Burdekin Theatre Venue Hire - Commercial Rate

	2015/16	2016/17	Comments
Fixed Costs			
Auditorium - per show/per day	500.00	510.00	
Ongoing Continuous Full Day Hire (for second and subsequent performance)	250.00	255.00	
Rehearsal (Non-performance day & Max 4 Hour Block)	93.75	96.00	
Event Creation (2 hours to set up event in seat advisor,	87.50	90.00	
Front of House Attendants (paid to FOTT)	150.00	150.00	Fee set by Friends of the Theatre
Foyer (inc chairs & tables, Up to 12 Hours)	150.00	153.00	
Foyer - Half Day (inc chairs & tables, Up to 4 Hours)	75.00	77.00	
Foyer - Ongoing Days	75.00	77.00	
Loft - Full Day (Up to 12 Hours)	125.00	128.00	
Loft - Half Day (Up to 4 Hours)	62.50	64.00	
Loft - Ongoing Days(per day)	62.50	64.00	
Forecourt	62.50	64.00	
Piano - Grand	156.25	160.00	
Piano - Baby Grand	106.25	109.00	
Piano - Upright	62.50	64.00	
Piano Tuning	140.00	at cost	
Basic PA System	125.00	128.00	
Projector and Projector Screen (per event)		82.00	
Small Events Technical Package	625.00	638.00	
Medium Events Technical Package	1,050.00	1,071.00	
Large Events Technical Package	1,875.00	1,910.00	
Foyer - Cleaning (per hour)	37.50	38.00	
Loft - Cleaning (per hour)	30.00	38.00	
Auditorium and Back Stage - Cleaning (per hour,		38.00	
Portable Stage & Risers (25 pieces/per piece)	12.50	13.00	
Truck or Utility Hire	at cost	at cost	
Variable Costs	2015/16	2016/17	
Power (per kw)	0.45	0.45	
Booking Fee (per ticket)	3.00	3.00	
Air Conditioning - Auditorium (per hour,	37.50	38.00	
Venue Supervisor (per hour)	47.50	47.50	
Technical Staff (per hour)	47.50	47.50	
Bar Staff (per hour)	37.50	38.00	
Cleaning(per hour)	37.50	38.00	
Foyer - Air Conditioning (per hour)	18.75	19.00	
Loft - Air Conditioning(per hour)	18.75	19.00	
Consumables	at cost	at cost	
External Equipment Hire	at cost	at cost	
Deposit	\$510 (NO GST) for hire of auditorium. This deposit is non-refundable if cancellation is less than one month prior to production. This is payable at time of submitting signed venue hire agreement		
Note:	All prices include GST unless stated otherwise.		

Burdekin Theatre Venue Hire - Community Rate

Fixed Costs	2015/16	2016/17	Comments
Auditorium per Show per day	400.00	408.00	
Ongoing Continuous Full Day Hire for second and subsequent performances	200.00	204.00	
Rehearsal (Non-performance day & Max 4 Hour Block)	75.00	77.00	
Event Creation (set up show in Seat Advisor)	70.00	70.00	
Front of House Attendants (Paid to Friends of the Theatre - per community show)	150.00	125.00	
Front of House Attendants (3 door people - per community show)		75.00	
Front of House Attendants (junior eisteddfod - per session)		25.00	
Foyer (inc chairs & tables, Up to 12 Hours)	120.00	122.00	
Foyer - Half Day (inc chairs & tables, Up to 4 Hours)	60.00	61.00	
Foyer - Ongoing Days	60.00	61.00	
Loft - Full Day (Up to 12 Hours)	100.00	102.00	
Loft - Half Day (Up to 4 Hours)	50.00	51.00	
Loft - Ongoing Days(per day)	50.00	51.00	
Forecourt	50.00	51.00	
Piano - Grand	125.00	127.00	
Piano - Baby Grand	85.00	87.00	
Piano - Upright	50.00	51.00	
Piano Tuning	140.00	at cost	
Basic PA System	100.00	102.00	
Projector and Projector Screen (per event)		62.00	
Small Events Technical Package	500.00	510.00	
Medium Events Technical Package	1,000.00	1,020.00	
Large Events Technical Package	1,500.00	1,530.00	
Foyer - Cleaning (per hour)	30.00	31.00	
Loft - Cleaning (per hour)	30.00	31.00	
Auditorium and Back Stage - Cleaning (per hour)		31.00	
Portable Stage & Risers (25 pieces/per piece)	12.50	13.00	
Truck or Utility Hire	at cost	at cost	
Variable Costs	2015/16	2016/17	
Power (per kw)	0.45	0.45	
Ticket Administration Fee (per ticket)	3.00	3.00	
Air Conditioning - Auditorium (per hour)	30.00	31.00	
Venue Supervisor (per hour)	38.00	38.00	
Technical Staff (per hour)	38.00	38.00	
Bar Staff - for special events (per hour)	30.00	31.00	
Cleaning(per hour)	30.00	31.00	
Foyer - Air Conditioning (per hour)	15.00	16.00	
Loft - Air Conditioning(per hour)	15.00	16.00	
Consumables	at cost	at cost	
External Equipment Hire	at cost	at cost	
Deposit	\$408 (NO GST) for hire of auditorium. This deposit is non-refundable if cancellation is less than one month prior to production. This is payable at time of submitting signed venue hire agreement.		
Note:	All prices include GST unless stated otherwise.		

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

1. Burdekin Shire Council Style Guide
2. Renewal of Council Insurance Policies for 2016/2017

17 DELEGATIONS

17.1 Australian Citizenship Ceremony

10.15am - Australian Citizenship Ceremony – Ms. Thatchira Fueangfung, Mrs. Venus Vanessa Gutierrez, Mr. Ricky Gongora, Mrs. Julie Pearl Espiritu Pertubal, Miss Tracy Eska Wilson, Mr. Dimitri Belke and Ms. Katherine Duffin

17.2 Presentation - Community Response to Eliminating Suicide (CORES)

11.30am – Mr Ross Romeo, North Queensland Co-Ordinator of Community Response to Eliminating Suicide, to present to Council an overview of the CORES Program and the Mental Health issues affecting the Burdekin Community.

