



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 2 August 2016

COMMENCING AT 9:00AM

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

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TUESDAY 2 AUGUST 2016

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 19 July 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 19 July 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 19 July 2016

COMMENCING AT 9:00AM



TUESDAY 19 JULY 2016

ORDER OF BUSINESS:

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Ordinary Council Meeting 19 July 2016



BURDEKIN SHIRE COUNCIL



Committee

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ATTENDANCE

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

Mr. M. Magin - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
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

Minutes Clerk – Mrs. A. Dale

1 PRAYER

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

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 12 July 2016

Recommendation

That the minutes of the Ordinary Council Meeting held on 12 July 2016 be received as a true and correct record with the following amendments;

- a) Attendance - Councillor McLaughlin was absent from the meeting at this time as she was representing Council **at** the Ayr/Home Hill Rally for the Veteran Car Club of Australia (Qld) Inc. The Rally is part of the 60th Anniversary Celebrations.
- b) 13.1 - Moved Councillor Perry Seconded Councillor Goddard **that** Council approves an interest free loan of \$24,000 (no GST applicable) to the Ayr Golf Club Inc., for the purchase of 2 John Deere greens mowers and a second hand fairway mower subject to the following conditions.
- C) 2 - The **Deputy** Mayor called for declarations of interest.

Resolution

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

CARRIED

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.2 RADF Advisory Group Meeting Minutes - 14 June 2016

Recommendation

That the minutes of the RADF Advisory Group Meeting held on 14 June 2016 be received and adopted.

Resolution

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

CARRIED

4 REPORTS

5 GOVERNANCE & LOCAL LAWS

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

10.1 Comment On A Request To Change An Existing Approval For A Solar Farm At 82, 124 and 196 Shadforth Road, Clare (Lot 241 on SP199878, Lot 242 on GS1028 and Lot 243 on GS1029 Parish of Mulgrave, County of Gladstone)

Executive Summary

FRV Services Pty Ltd has applied to make a permissible change to a Development Approval, in accordance with section 369 of the Sustainable Planning Act 2009 (SPA). This request is to be assessed by the Minister for Infrastructure, Local Government and Planning as the responsible entity. In accordance with section 372 of the SPA, this application has been provided to the Burdekin Shire Council as the relevant entity. This referral gives Council the opportunity to provide comment on the proposed minor change.

Recommendation

That Council offer no objection to the requested change being made to the FRV Clare Solar Farm Development Approval at 82, 124 & 196 Shadforth Road, Clare (Lot 241 on SP199878, Lot 242 on GS1028, Lot 243 on GS1029 Parish of Mulgrave, County of Gladstone).

Resolution

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

CARRIED

17 DELEGATIONS

9.30am – Presentation on NQ Dry Tropics Projects by Mr. Scott Fry, Senior Project Officer – Waterways, Wetlands and Coasts Program.

10.10am – Presentation on Family and Child Connect Services by Ms. Leanne Small, Program Manager and Ms. Gemma McDowell, Family Response Facilitator.

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

15 GENERAL BUSINESS

15.1 Ordinary Council Meeting - Adjournment

Resolution

Moved Councillor Woods, seconded Councillor Bonanno that Council adjourn the Ordinary Council Meeting at 11.02am, resuming at 2.00pm.

CARRIED

Ordinary Council Meeting resumed at 2.24pm

15 GENERAL BUSINESS

15.2 Letter of Congratulations - Burdekin Readers and Writers Committee

Resolution

Moved Councillor Liessmann, seconded Councillor Perry that Council write a letter of congratulations to the Burdekin Readers and Writers Committee for hosting a high calibre event.

CARRIED

15.3 Letter of Congratulations - Burdekin Water Festival Committee

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that Council write a letter of congratulations to the Burdekin Water Festival Committee for staging Flavours of the World, which was a successful community event.

CARRIED

15.4 Donation - Burdekin Shire Council Entrants - Burdekin Water Festival, Burdekin Bloke and Home Hill Harvest Festival

Resolution

Moved Councillor Perry, seconded Councillor Liessmann that Council approves the amount of \$500 (inclusive of nomination fee) be donated to the Burdekin Shire Council entrants in the Burdekin Water Festival for Senior Ambassador, Burdekin Bloke and Home Hill Harvest Festival Queen.

CARRIED

Council confirmed that Burdekin Touch Association supports the relocation of the Lennon Bros Circus from the Ayr Showgrounds to the Old Junior Soccer grounds on Wickham Street, Ayr due to weather conditions.

16 CLOSED MEETING ITEMS

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

Resolution

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

- 275(1)(a) the appointment, dismissal or discipline of employees;
- 275(1)(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;
- 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;

- 1) The structure of the Community Development Department and how the new position will integrate into the team.
- 2) Vietnam Veterans Association of Australia – Burdekin Branch – Request for Donation of Portable Amenities Building.
- 3) Planning and Development update on current local project.

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

16.1 Request for Donation of Portable Amenities Building - Vietnam Veterans Association Australia - Burdekin Branch

Resolution

Moved Councillor Bawden, seconded Councillor Liessmann that Council approves the donation of the redundant Jones Street Depot Amenities Donga, Asset ID - BD097101, to the Vietnam Veterans Association of Australia Burdekin Branch as per their request in correspondence received 7 December, 2015 recognising the association as being a community organisation pursuant to Local Government Regulation, Section 236(1)(b)(ii).

CARRIED

16.2 Community Development Structure

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council seek quotations for the provision of professional advice in relation to the Community Development Structure.

CARRIED

17 DELEGATIONS

There being no further business the meeting closed at 4.35pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 2 August 2016.

MAYOR

3.2 Burdekin Shire Council Audit Committee Meeting Minutes 20 June 2016

Recommendation

That the minutes of the Burdekin Shire Council Audit Committee Meeting held on 20 June 2016 be received and adopted.



Burdekin Shire Council Audit Committee Meeting

Meeting	Burdekin Shire Council Audit Committee Meeting		
Date	Monday, 20 June 2016	Time	9am-11:07am
Attendees	Cr. John Woods, Cr. Sue Perry		
Via Telephone	Mr. John Zabala (Independent Chair), Mr Dale Hassell (QAO)		
Officers	Matthew Magin, Kim Olsen, Kathy Cortabitarte		
Apologies	Nil		
Minutes Clerk	Kathy Cortabitarte, Sarah-Jane Lazzarini		

Agenda Items

1. **Apologies**
2. **Declarations of Interest**
3. **Confirmation of minutes from previous meeting**
4. **Business arising from previous minutes**
 - 4.1 New Draft Audit Committee Charter
 - 4.2 Position Paper – Related Parties
5. **Adoption of proposed Audit Committee Meeting Schedule and Agenda Items**
6. **Management Update**
 - 6.1 Long Term Financial Strategy – 10 year plan
 - 6.2 Rolling Review of Policies – Non-Current Asset Accounting Policy
7. **General Business**

Minutes

1. **Apologies**
 - 1.1 No apologies were made at this time.
2. **Declarations of Interest**
 - 2.1 No declarations of interest were made at this time.
3. **Confirmation of minutes from previous meeting**
 - 3.1 Recommendation: That the minutes of the Audit Committee Meeting held on 18 May 2016 be received as a true and correct record.

Resolution: Moved Cr. John Woods, seconded Cr. Sue Perry that the recommendation be accepted.

CARRIED

Minutes

4. Business arising from previous minutes

4.1 New Draft Audit Committee Charter

Within the Meetings and Attendance prescription, Cr. John Woods suggested the content include officers providing information and reports to the Audit Committee in writing at least two business days prior to a scheduled meeting. This would facilitate committee members' review of items prior to attendance. All committee members were in agreeance.

Cr. John Woods suggested that under the Remuneration prescription, the independent chairperson fee for preparation and attendance be adjusted downwards from \$1,500 per meeting to \$1,250 per meeting. All committee members were in agreeance noting once the Charter was adopted, Council would review the document annually, allowing the potential for the remuneration model to be adjusted.

Cr. Sue Perry noted that minor corrections had been made to the Charter prior to the meeting.

It was questioned by Cr. John Woods whether the number of committee meetings should be structured around a calendar year rather than a financial year as proposed within the Meeting and Attendance prescription of the Charter. John Zabala noted that the focus on the financial year in this instance may be limiting; particularly due to the potential for the make-up of the committee to change just prior to the presentation of Financial Statements. The proposed change to calendar year was agreed upon and noted by all committee members.

John Zabala drew attention to the restrictive nature of the Term of Office prescription, suggesting the committee consider incorporating flexibility. Cr. John Woods conferred that the phrasing did not mitigate the potential for discontinuity if Councillors were not re-elected and a number of the committee were to leave concurrently. Kim Olsen emphasized that the risk of natural adjustment could not be completely removed. The committee agreed to change the expression to:

"The independent external members will be initially appointed for a term of three years, after which they will be eligible for extension or re-appointment for a further two years at the Council's discretion, following a review of their performance."

It was also decided to remove the term possible within the Vacancy prescription and adjust the phrasing to:

"as soon as practicable".

A further suggestion was made by John Zabala to replace any reference pertaining to the Audit Committee being able to make decisions, with their ability to make recommendations. All committee members were in agreeance.

The possibility of including an expression relating to terms of proxy was conveyed by Matthew Magin. John Zabala noted that as a quorum is required, the scope to appoint a proxy would be appropriate. Kim Olsen also offered that the proxy for a Council member could be appointed by the full Council. The committee recommended by consensus to include the proxy alternative, with the phrasing to be investigated by Kim Olsen.

Action Item: Kim Olsen to compile the phrasing relating to the proxy for inclusion in the Draft Burdekin Shire Council Audit Committee Charter.

Minutes

Dale Hassell brought attention to the availability of the Queensland Treasury *Audit Committee Guidelines: Improving Accountability and Performance* on the Queensland Treasury website. John Zabala recognised the responsible Council officers' professionalism with the presentation and content of the Charter.

Recommendation: With reflection of the recommended changes, the Draft Burdekin Shire Council Audit Committee Charter be presented to Council for adoption.

Resolution: Moved John Zabala, seconded Cr. Sue Perry that the recommendation be accepted.

CARRIED

4.2 Position Paper – Related Parties

Kathy Cortabitarte identified that draft documents had been prepared for presentation to Council. However, there would be a legal opinion from LGAQ to be distributed to Council which may alter a portion of the policy content. John Zabala advised that he did not believe the documents would need to be resubmitted to the committee as a result of the LGAQ advice. Additionally, the materiality concept was discussed with Council officers seeking feedback from the QAO. Dale Hassell indicated that he could not offer a figure as it is a case by case basis, however clarified it would be at a low level for Council.

Following the discussion, the audit committee noted the *Burdekin Shire Council – Related Parties Position Paper* and QAO responses as being presented and addressed. The committee recognized Kathy Cortabitarte's efforts in providing a comprehensive Position Paper.

5. Adoption of proposed Audit Committee Meeting Schedule and Agenda Items

5.1 The schedule and listing of agenda items was supported as a guide, noting it may be subject to change with the impending appointment of independent external committee members. John Zabala asked would it be preferred to leave as an action item for a future meeting. Kim Olsen suggested it could be adopted in its present form, as details could be adjusted later.

Recommendation: Adopt the proposed Audit Committee Meeting Schedule and Agenda Items.

Resolution: Moved John Zabala, seconded Cr. John Woods that the recommendation be accepted.

CARRIED

6. Management Update

6.1 Long Term Financial Strategy – 10 year plan

Kim Olsen informed the audit committee that Burdekin Shire Council's long term financial strategy will be presented to Council for adoption at the Budget Meeting on 28 June 2016. Kim Olsen sought clarification on the expectations of the audit committee in reviewing the document prior or post Council adoption. John Zabala recommended that in future a briefing paper outlining the development process and the content of the long term financial strategy be presented to the audit committee. He also acknowledged

Minutes

that in this instance Council had undertaken a rigorous process, however sought clarification on the risks to Council that were considered. Cr. John Woods confirmed that at this time, there were no major risks likely to impact Council.

6.2 Rolling Review of Policies- Non-Current Asset Accounting Policy

Kathy Cortabitarte advised that the undertaking of the review required amendments that were not of a significant nature. It was noted that the policy would be reviewed annually. The audit committee were in agreement that the reviewed Non-Current Asset Accounting Policy be taken to Council for consideration.

Meeting recess at 10:20am

Meeting resumed at 10:23am

7. General Business

7.1 QAO Interim Audit Briefing

Dale Hassell informed the committee that the QAO Audit Team attended the Council for a week commencing 23 May 2016 and gave recognition to the co-operation of the Council staff to the QAO officers. Dale Hassell ran briefly through the management interim letter noting the significant issues, being;

- Deficiencies with the IT Systems Business Continuity and Disaster Recovery
- Payroll System not having the ability to produce a master file change report in a user-friendly format

Dale Hassell also informed the committee of five other IT deficiencies and an expenditure issue relating to conflicts of interests. He provided a good-practice example; when undertaking a tender evaluation process, panel members individually complete a conflict of interest declaration.

It was re-iterated by Dale Hassell that there was an issue with the asset capitalisation process that was raised with Council last year. During the interim audit conducted in May, the QAO Audit Team was unable to check the capitalisation as the roads category had not been done. It was understood by Dale Hassell that Council was awaiting software solutions in relation to removing residual values. He encouraged that the asset valuations be done as soon as possible by Council in future and would follow up at the final audit. Dale Hassell noted that the Council's Asset Management Plans are up to date and emphasised this be continued. General discussions were held amongst the committee relating to the QAO updates, briefing paper and significant issues resolution deadlines. Dale Hassell affirmed that in Council's case, it is a management decision to determine dates for issue resolution, and that the QAO only recommends a resolution timeframe.

7.2 Key Events and Delivery Dates Summary

Cr. John Woods proposed that a document be produced that summarised key events relevant to the audit committee, with delivery dates and responsible officers. The document would facilitate the committee members' ability to progress track and forward plan. The document would also allow scope for the committee to measure key performance indicators. The committee members determined by consensus that such a document be created.

Action Item: Kim Olsen to arrange for the Key Events and Delivery Dates Summary document to be produced for the audit committee to review.

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7.3 Draft Related Party Policy and Operational Standard

Kathy Cortabitarte advised that the legal opinion that is expected to be distributed by the LGAQ may necessitate minor adjustments to the draft Related Party Policy. There is the intention to have an Operational Standard that supports the policy and it is being progressed through the development stage at this time. John Zabala recommended that once the Operational Standard is adopted, it be included in the Related Party Policy Associated Documents listing; and vice versa.

Recommendation: The Draft Related Party Policy be presented to Council for consideration of adoption prior to July 1.

Resolution: Moved Cr. John Woods, seconded John Zabala that the recommendation be accepted.

CARRIED

NOTE: After the meeting closed it was discussed whether it would be acceptable to present the policy to Council in early July if the changes required from the legal opinion could not be completed prior to July 1. Dale Hassell accepted this, with Cr. John Woods and Cr. Sue Perry agreeing following Dale Hassell's acceptance.

7.4 Department of Infrastructure, Local Government and Planning – Correspondence

The audit committee noted the correspondence received from the Department of Infrastructure, Local Government and Planning. The content related to *Fraud Management* and recommendations from *Results of Audit: Local government entities 2014-15*. John Zabala asked the officers if Council had undertaken a self-assessment relating to fraud. Kim Olsen advised that a preliminary self-assessment had been carried out by select officers and that the plan is to flag for review with the Senior Leadership Group late July/early August.

Action Item: Kim Olsen to facilitate the results of the self-assessment being presented to the audit committee at the next meeting, 7 September 2016.

Meeting closed at 11:07am

Next meeting: 7 September 2016

Minutes

Action List

Agenda Reference	Action Item	Person Responsible	Due Date	Action Register Reference
4.1	Kim Olsen to compile the phrasing relating to the proxy for inclusion in the Draft Burdekin Shire Council Audit Committee Charter	KO	28/06/2016	
7.2	Kim Olsen to arrange for the Key Events and Delivery Dates Summary document to be produced for the audit committee to review	KO	02/09/2016	
7.4	Kim Olsen to facilitate the results of the self-assessment being presented to the audit committee at the next meeting 7 September 2016	KO	02/09/2016	

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FOR OFFICIAL USE ONLY

4 REPORTS

4.1 Operating Statement for Period Ending 30 June 2016

Recommendation

That the Operating Statement for the period ending 30 June 2016 be received.



BURDEKIN SHIRE COUNCIL OPERATING STATEMENT

Period Ending 30 June 2016
(End of Year Accruals Incomplete)

	Note	Actual YTD	Revised Budget	\$ Variance Actual to Revised	\$ Variance Actual to Revised
Operating Revenue					
Rates and Utility Charges	1	37,575,943.94	37,066,516	509,428	1%
Pensioner remissions		-278,843.58	-282,000	3,156	-1%
User fees and charges	2	2,263,540.70	1,889,270	374,271	20%
Interest Received	3	1,799,492.80	1,657,000	142,493	9%
Operational contributions and donations	4	250,115.79	259,980	-9,864	-4%
Operational grants and subsidies	5	3,887,797.00	3,807,841	79,956	2%
Contract and recoverable works		1,566,800.36	1,565,000	1,800	0%
Other operating revenue	6	238,242.69	409,034	-170,791	-42%
Total operating revenue		47,303,089.70	46,372,641	930,449	2%
Operating Expenses					
Employee benefits	7	17,602,907.84	18,159,686	-556,778	-3%
Materials and services	8	13,366,977.35	15,218,947	-1,851,970	-12%
Depreciation and amortisation	9	10,256,139.22	10,321,800	-65,661	-1%
Finance Costs	10	413,996.43	401,231	12,765	3%
Other expenses		4,365.22	0	4,365	-
Total operating costs		41,644,386.06	44,101,664	-2,457,278	-6%
Surplus (deficit) from operating activities		5,658,703.64	2,270,977	3,387,727	149%
Capital contributions	11	109,062.91	68,412	40,651	59%
Capital grants and subsidies	12	4,031,901.55	5,445,067	-1,413,165	-26%
Other capital income (expense)	13	-1,393,181.35	0	-1,393,181	-
Net result for period		8,406,486.75	7,784,456	622,031	8%

as at 27/07/2016 10:40 AM

**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
NOTES FOR VARIANCES TO BUDGET
Period Ending 30 June 2016**

This Operating Statement is an interim June report. Work is currently being undertaken for end of financial year journals which will impact the statement. These journals include annual leave and long service leave provisions, depreciation and other asset transactions.

Note

1 Rates and Utility Charges

Rates in advance received in excess of estimate. Second water consumption charges based on test levy and will be adjusted after rates levy is completed. Water consumption higher than expected due to extended dry conditions.

2 User Fees and Charges

Over budget due mainly to Cultural Facilities income budgeted at Burdekin Theatre. Cultural Facilities includes income from Burdekin Theatre which is budgeted at "Other Operating Revenue". The effect of moving this income to "Other Operating Revenue" would be an overall increase over budget of 9% instead of 20% as per the report. Both private certification fees and infrastructure subdivision fees were higher than anticipated. Other areas over budget include building inspections, plumbing, waste disposal, health licences and permits and trade waste. Caravan Parks were down on budgeted income.

3 Interest Received

Over budget for the year due to longer term investments gaining better rates.

4 Operational Contributions and Donations

Under budget due to the review of Aquatic Weed Control invoice methodology for the 15/16 financial year. This under budget amount was reduced by the receipt of a RADF grant for the Youth Council which was used for the FastTrack event and income received for Land Protection (Herbicide Subsidy Scheme). Income received includes Home Hill Boat Club contribution, developer headworks charges, infrastructure charges, Funny Dunny park and Home Hill comfort stop.

5 Operational Grants and Subsidies

Over budget mainly due to unbudgeted library grants, Queensland Apprentice pledge, Get Active program, Don't Need Drinks to Dance, Queensland Week and Get Ready Burdekin funding. Also higher revenue received for Fuel Tax credit than budgeted. Also includes income from Queensland Reconstruction Authority for NDRRA April 14 event.

6 Other Operating Revenue

As mentioned in the comments for "User Fees and Charges" the actual income includes income for Cultural Facilities. If we transfer this income to "Other Operating Revenue" the effect would be an increase over budget of 6% compared to a under budget amount of 42%. Income received includes the annual Fire Levy collection fee, metal recycling sales, surcharge income, tramway crossing lights and cutting and baling of a Council drainage paddock and retainer for Engineering Services paid by BSRIT.

7 Employee Benefits

Employee Benefits will be affected by end of year journals which are still to be completed. These journals include the movement in employee annual leave and long service leave provisions. The provisions recognise Council's estimated liability for annual leave and long service leave not yet taken by our current employees. Some areas were under budget due to extended leave, unfilled vacant positions and the workshop had a temporary reduction in staffing levels.

8 Materials and Services

Materials and Services under budget across most departments. Conlan Street supply under budget mainly due to lower consumption of electricity than estimated. Sewerage under budget due to dry conditions. Fleet maintenance well under budget due to costs being lower than expected - savings from lower maintenance and operational requirements and lower fuel costs. Final expenses for RMPC contract came in under budget; there were also less works than anticipated for BSRIT. Asset Management plans and design consultancy projects were not completed as budgeted prior to 30 June. Waste disposal under budget due to reduced spend on external plant hire and various projects not commenced. Budgets in Waste management of green waste consultancy and recycling education were deferred. Annual computer purchases delayed due to supplier business restructure - expected delivery July/August. Planning and Development under budget due to no expenditure on consultants. Local Government election costs came in well under budget.

9 Depreciation and Amortisation

Depreciation entries have not been finalised. The estimated depreciation of \$4.7M for Transport and Drainage has been included and final depreciation calculations are still to be completed.

10 Finance Costs

Four quarters of interest payments made on QTC loans. Also includes bank charges and merchant fees.

11 Capital Contributions

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

12 Capital Grants and Subsidies

Under budget mainly due to Swimming Pools - work scope to be finalised before grant applications can be made. Final claim to be acquitted for NDRRA April 2014 event (estimated \$15,000). Further funding to be received for Multi-Purpose Building upgrade. Income includes Home Hill drainage, Roads to Recovery, TIDS, NDRRA and State Library funding for library book purchases.

13 Other Capital Income

Loss on write offs of assets include Buildings, Transport, Drainage, Other, Sewerage and Water due to full/partial replacement of assets. Loss on disposal of assets from sales for Fleet. Includes loss on donation of Building and Land assets. Further transactions still to be processed for Transport assets.

4.2 Capital Projects Monthly Report for Period Ending 30 June 2016

Recommendation

That the Capital Projects Monthly Report for the period ending 30 June 2016 be received.



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 30 June 2016
(Final asset transactions still to be completed)

<u>Income Actual to</u>			<u>Description</u>	<u>Expenditure Actual</u>			<u>Comments</u>
<u>Revised Budget</u>	<u>Period End</u>	<u>Variance</u>		<u>Revised Budget</u>	<u>to Period End</u>	<u>Variance</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.
-	-	-	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 sail at Library. 40% funded by local government grant received (\$4,843). There were leftover monies available from the prior year front desk refurbishment project to fund this project.
(80,000.00)	(84,314.00)	5%	24103 - Burdekin Library Office Equip Capital	95,500.00	68,019.39	-29%	Library book budget ongoing purchases. Carryover \$27,481 - State Library has approved for book resource purchases.
-	-	-	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 purchased to increase life span of flooring - purchase was charged to PR 55153. No carryover required.
(542,957.00)	(687,114.20)		Total	627,457.00	579,757.25		
MCS - Manager Client Services							
-	-	-	11501 - IT Hardware Purchases	124,339.00	116,620.40	-6%	Budget \$8,199 Actual \$8,199 - A3 scanner for Administration installed and finalised. Budget \$66,704 Actual \$66,704 - Upgrade servers to replace existing virtual servers completed 30th June 2016. Budget \$39,435 Actual \$41,717 - Radio link for WWW and other external sites. Project completed and working well. Project over spent due to upgrade of redundancy link installed at Cyclone Shelter to help support the Radio Link. Budget \$10,000 - Replace wireless LAN. Project not going ahead but kept in budget for expansion of public Wi-Fi network for Community Development if required. Carryover \$7,719 (full amount of \$10,000 not carried over due to overspend on Radio link).
-	-	-	11503 - IT Software Purchases	169,218.00	112,227.21	-34%	Budget \$7,370 Actual \$7,370 - 4 x VMware licenses. Budget \$12,840 Actual \$14,840 - Administration scanning software, installed. Budget \$17,008 Actual \$15,254 - Archive Manager module. Budget \$80,000 Actual \$23,073 - Intra Maps, project commenced. Order placed for licence, annual support and onsite implementation. Carryover \$56,927. Budget \$52,000 Actual \$51,689 - Asset Management Software Tech One.
-	-	-	Total	293,557.00	228,847.61		
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	-	21,907.16	-	Part of Roadworks component of Industrial Estate Project. Budgeted at PR 51101 - project started then deferred to 2016/17 pending advice from DEHP.
-	-	-	21120 - Aerodrome Residence	35,500.00	34,602.61	-3%	Budget \$7,500 Actual \$7,452 Re-roof Aerodrome Caretaker Residence. Works completed.
-	-	-	21122 - Aerodrome Runways & Other Assets Capital	225,000.00	-	-100%	Budget \$28,000 Actual \$27,150 Refurbishment Aerodrome Caretaker residence. Works completed. Budget \$225,000 - Stage 1 Electrical Upgrade at Ayr Aerodrome. Project plan to be developed following finalisation and adoption of Aerodrome Master Plan. Carryover \$225,000.
(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. Carryover \$219,000.



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<u>Revised Budget</u>	<u>Period End</u>	<u>Variance</u>		<u>Revised Budget</u>	<u>to Period End</u>	<u>Variance</u>	
-	-	-	46401 - Waste Disposal Other Assets Capital	-	64,341.59	-	Part of Kirknie Landfill Cell Liner works. Budgeted at PR 46460.
-	-	-	46460 - Kirknie Landfill Cell Liner Capital	2,264,000.00	2,444,250.67	8%	Budget \$2,264,000 Actual \$2,508,592 (includes PR 46401). Cell and leachate pond completed. Hydro mulching of batters to be done.
-	-	-	47101 - Caravan Parks Buildings Capital	230,000.00	85,610.75	-63%	Budget \$135,000 Actual \$75,995 - Refurbish BCCP cabins. Works completed.
-	-	-	47102 - Caravan Parks Other Assets Capital	33,000.00	32,591.36	-1%	Budget \$10,000 Actual \$9,616 - Re-roof BCCP ablution block. Works completed.
-	-	-	47501 - Swimming Pool Buildings Capital	2,162,275.00	45,667.91	-98%	Budget \$85,000 - Home Hill upgrade amenities. Council decision 10 May 2016 to proceed with new facility. Site plan to be approved then quotations sought. Carryover \$85,000.
(2,050,000.00)	-	-100%					Upgrade of powerheads. Works completed.
(2,137,600.00)	(23,890.91)		Total	5,195,575.00	2,755,753.87		Budget \$112,275 Actual \$45,668 - Ayr Pool Design. Previous Council agreed to revised scope of works in December 2015. New Council further revised scope in June 2016. Carryover \$66,607.
							Budget \$2,000,000 - Ayr Pool Refurbishment. Carryover \$2,000,000.
							Budget \$50,000 - Millaroo Pool Refurbishment. Consensus to refurbish pool shed rather than new build. Investigate landscaping works for possible Skilling Queenslanders for Work Programme. Investigate funding options noting budget based on grant funds. Carryover \$50,000.

MOPS - Manager Operations

(130,230.00)	(130,230.00)	0%	43302 - Parks Other Assets - Capital	217,000.00	122,832.99	-43%	Budget \$77,000 - Courtts Park Playground Upgrade - Carryover \$77,000 due to non arrival by 30 June of ordered equipment.
-	-	-	44102 - Cemetery Other Assets Capital	48,079.00	43,981.03	-9%	Budget \$140,000 Actual \$122,833 - Juru Walk and Plantation Park. Queensland Government Skilling Queenslanders for Work Program will finalise in October of 16/17 financial year. Carryover \$17,167.
-	-	-	45101 - Public Conveniences Buildings - Capital	112,000.00	36,077.00	-68%	Budget \$10,079 Actual \$9,941 - Ayr Columbarium. Works completed.
(232,595.00)	(243,731.89)	5%	57251 - Roads Capital - NDRRA Jan 13	99,535.00	101,158.08	2%	Budget \$38,000 Actual \$34,040 - Home Hill Cemetery Columbarium cover and concrete surrounds. Works completed.
(190,083.00)	(246,900.75)	30%	57252 - Roads Capital - NDRRA Apr 14	1,034,199.00	1,066,266.36	3%	Budget \$37,000 Actual \$36,077 - Refurbishment Lions Park public Toilets, Home Hill. Works completed.
-	-	-	58101 - Depot Buildings Capital	220,473.00	236,823.86	7%	Budget \$75,000 - Relocate/replace Septic Retrieval Tanks at Groper Creek to Reserve Land - Preliminary proposal received - Department of Environment and Heritage Protection pre-lodgement meeting and approval required. Carryover \$75,000.
-	-	-	58102 - Depot Other Capital	50,000.00	-	-100%	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.
-	-	-	61110 - Sewerage Reticulation Capital	1,331,810.00	754,300.35	-43%	2014 NDRRA event - Works program completed. Small final claim for income to be lodged in July.
-	-	-	62120 - Pump Stations Capital	490,000.00	236,981.03	-52%	Jones Street Depot Amenities/Training Room Development - Project completed. Extras approved by resolution of Council.
							Project to install ring main in Jones Street Depot for fire compliance discontinued.
							Budget \$1,181,810 Actual \$754,300 - Sewer reline contract Ayr, Brandon and Home Hill - works completed. Unable to complete contract payments due to non provision of CCTV finals from contractor. Will require carry over of balance to cater for final contract payments. Carryover \$427,510.
							Budget \$150,000 - Sewerage replacement/refurbishment of assets.
							Budget \$400,000 Actual \$40,420 - WWW Switchboard replacement program. Fabrication of initial four switchboards due for completion in July with installation to follow immediately. Carryover \$359,580.
							Budget \$90,000 Actual \$50,850 - Design duplicate Rising Main No. 1 SPS Ayr - Tech Services - Project completed.



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Income Actual to			Description	Expenditure Actual			Comments
Revised Budget	Period End	Variance		Revised Budget	to Period End	Variance	
-	-	-	63140 - Sewerage Treatment Capital	200,000.00	16,780.47	-92%	Ayr WWTP Primary Clarifier Bridge - Project delayed due to requirement for design plans. Carryover \$183,220.
-	-	-	71001 - Water Production Capital	959,447.00	92,869.52	-90%	Budget \$180,000 Actual \$21,140 and additional expenditure at project 73140 \$152,846. Budget \$79,447 Actual \$71,730 - Balance Tank. Budget \$700,000 - Home Hill Water Tower Aerators. Two tenders received and evaluated - both outside budget. Council Officers to discuss options with project consultant for modified specification bid or potentially recall tenders. Carryover \$700,000.
(68,910.00)	(68,910.00)	0%	72120 - Water Treatment Capital	172,275.00	69,448.08	-60%	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 - due for completion 2016/17 financial. Carryover \$102,827.
-	-	-	73140 - Water Reticulation Capital	-	152,846.14	-	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	2,930,364.91		
MTS - Manager Technical Services							
-	-	-	11512 - Technical Services Office Equip Capital	10,500.00	10,232.00	-3%	Purchase of a robotic total station.
(1,748,468.00)	(1,896,336.01)	8%	51101 - Roadworks Capital	5,459,158.00	4,327,851.95	-21%	Program not completed at 30 June due to prioritisation of NDRRA, drainage projects and cell liner. Carryover \$1,075,850 (less overspend on reseals).
-	-	-	51130 - Reseals - Capital	900,000.00	931,456.32	3%	Reseal program completed \$31,456 over budget.
(462,636.00)	(838,130.29)	81%	51620 - Drainage - Capital	1,292,620.00	1,278,406.67	-1%	Lando Street and Fourteenth 'A' Street drainage. Carryover \$14,213.
-	-	-	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%	Replacement program completed under budget.
(150,000.00)	(122,986.38)	-18%	55151 - Trucks - Fleet Capital	1,025,000.00	621,532.37	-39%	Delivery of two trucks delayed due to issues beyond Council control. Expected early 2016/17. Carryover \$403,468.
(120,000.00)	(98,181.82)	-18%	55152 - Machines - Fleet Capital	420,000.00	389,195.46	-7%	Replacement program completed under budget.
(10,000.00)	(13,118.19)	31%	55153 - Plant & Equipment - Fleet Capital	310,000.00	162,679.00	-48%	Delivery of two dog trailers and elevated work platform delayed due to issues beyond Council control. Expected early 2016/17. Carryover \$157,954. Includes purchase of walk behind floor burnisher (\$10,633) budgeted at PR 24140.
(2,591,104.00)	(3,131,513.12)		Total	9,961,278.00	8,131,563.25		
(5,893,479.00)	(4,532,290.87)		TOTAL CAPITAL PROJECTS	21,012,685.00	14,626,286.89		

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



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Corporate						
Ongoing review of staffing and structure in Operational Areas to identify service delivery opportunities and efficiency gains	5.2.4 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 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	Collation of productivity Initiatives implemented across all Operational Areas Monitor and analyse staff performance to ensure service delivery targets are met	Greater efficiency and improved staff accountability and responsibility Demonstrate improved human resource and internal plant utilisation e.g. through use of technological solutions to provide a reportable productivity dividend	Senior Leadership Group		
Improve the efficiency and effectiveness of the Human Resource processes delivered to the organisation	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 Service Reviews conducted to identify productivity dividends	Minimum of two reviews of processes and procedures each year	Senior Leadership Group	Human Resources Coordinator	
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	As a minimum, bi-monthly team meetings held and quality of process improvements made	Minimum of 6 meetings per year with identifiable process improvements	Senior Leadership Group and Senior Supervisors Group		
Executive Support						
Co-ordinate Council's Complaints Management System	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	
Coordinate Council's Public Interest Disclosure Investigations and Training	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	
Investigate the implementation of a legislative compliance service	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	
Coordinate Risk Management Registers including Corporate Risk Registers and Operational Risk Registers within the Enterprise Risk Management Framework	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	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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	service delivery to the community based on innovation, feedback and review processes					
<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 in accordance with Council's Style Guide in all Council communication	Effective and efficient management of the CEO's and Mayor's office Accurate and efficient management and coordination of Mayor's and CEO's correspondence, calendars, invitations, travel and accommodation Customer management	100% performance development objectives met on performance reviews	Executive Secretary, Executive Support Officer	Executive Secretary, Executive Support Officer	
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	Uptake by media outlets Reach of posts on Social Media	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	
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	



**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	
Encourage Innovation	2.2.1 Build a digitally connected business community to enable competitiveness 2.2.2 Encourage business to invest in research and development 2.2.3 Support the development and expansion of existing business 2.2.4 Support projects and initiatives that encourage start-up and small business	Number of businesses supported	30 June 2017	Manager Economic Development	Economic Development Support Officer, All Managers	
Strengthen Networks	2.3.1 Support business and industry networks 2.3.2 Assist in building an entrepreneurial culture in the Burdekin 2.3.3 Position the Burdekin as regional leaders in agribusiness 2.3.4 Collaborate with and lobby regional, state and federal government forums, committees or representatives while advocating for local and regional needs	Number of events	30 June 2017	Manager Economic Development	Economic Development Support Officer, All Managers	
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						
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	Content of community feedback and meeting attendance Committee:	Delivery of projects and programs that are identified within the operational comments throughout the	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	
	3.1.8 Facilitate partnerships to improve crime prevention	Burdekin Be Active Building Safer Communities Action Team (BSCAT)	year			
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 physical activity as well as individual and community wellbeing 3.4.2 Support sporting organisations in providing opportunities for physical activity.	Content of community feedback and assessment of participation Committee: Burdekin Be Active	Increase in attendance and community feedback	Manager Community Development	MCD Team	
Encourage participation in 10,000 steps program	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	Content of community/participant feedback and assessment of participation/support	Increased number of participants and community feedback	Manager Community Development	MCD Team	
Seek funding to continue staged construction of Burdekin Be Active Trail	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 Committee: Burdekin Be Active	Increase length of Trail and community feedback	Manager Community Development	MCD Team	
Co-ordinate forums and special events for community and arrange recruitment, training and support volunteers	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	Number of special events held and assistance provided to volunteers Committee/Organisation: Burdekin Tourism Association Friends of the Theatre	Delivery of special events held and assistance provided to volunteers	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	
	community events and committees					
<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	Assessing the amount of support provided and trends relating to visitor numbers Investigating tourism products that promote the Burdekin	Council providing support to the Burdekin Tourism Assoc. and developing the association's resilience Liaising with regional tourism bodies e.g. TEL	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 3.2.3 Provide support for key community events and committees 3.3.1 Encourage increased use of community spaces and facilities	Successfully host events and increase attendance numbers	Number of receptions and events held and customer feedback	Manager Community Development	MCD Team	
<i>Co-ordination 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 Committee: Burdekin Be Active	Attendee feedback and forum attendance numbers	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	Number of events held, event attendance and customer feedback	Increased number of participants and community feedback	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
	the needs of our community 3.1.3 Encourage equitable access to facilities 3.3.1 Encourage increased use of community spaces and facilities				
<i>Co-ordinate 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 to facilities 3.3.1 Encourage increased use of community spaces and facilities	Increase usage for community activities, cultural programs, entertainment and events	Amount of increased use and participation	Manager Community Development	Community Development Coordinator
<i>Provide financial and in-kind support to recognised community events</i>	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
<i>Encourage and provide event management support to recognised community events</i>		Number of events supported	Provide support to 5 signature events and identify in operational comments	Manager Community Development	MCD Team
<i>Facilitate and provide ongoing support for the Burdekin Youth Council</i>		Meetings attended and support provided	Attend 10 Meetings and increase participation	Manager Community Development	MCD Team
<i>Organise Regional Youth Events</i>		Number of events held and attendance numbers	Organize one regional Youth Event with increased attendance numbers	Manager Community Development	
<i>Co-ordination of Events Workshops in cooperation with TEL</i>	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
<i>Facilitate and provide ongoing support for the Seniors Advisory Group</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 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
<i>Participate in Tourism/Defence Expos</i>	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 Expos and distribute a minimum of 100 information packs at each event	Manager Community Development	MCD Team
<i>Promotion of the Burdekin as a business and lifestyle destination</i>		Number of promotional opportunities identified and pursued	Amount of promotion	Manager Community Development	MCD Team
<i>Sourcing and development of new advertising opportunities to "sell" Burdekin tourism and lifestyle e.g. Qld on Show, Qld Country Week, RegionsQ</i>		Ensure participation with existing initiatives and investigate new opportunities	Promotions/advertising completed	Manager Community Development	MCD Team
<i>Provide ongoing support for particular community welfare organisations within the</i>	3.1.1 Support projects and activities to improve public	Manage donations and in-kind support to BCA & BNC	Support provided to community groups	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	
shire including the Burdekin Community Association and Burdekin Neighbourhood Centre	safety and health through strategic partnerships 3.1.6 Provide ongoing support for art, culture, youth, seniors, and welfare					
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	
Co-ordinate 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	Run two "special events" per quarter e.g. Readers and Writers Festival 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	3.3.4 Welcome visitors to the Burdekin 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 and other local training providers/community groups	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	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



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
		Implement coding and Robotics Programme	Incorporate 1 innovative technology programme per school holiday period			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
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	Payrolls within the quarter processed within accepted time frame	26 Payrolls 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	5.3.2 Ensure Council's financial position is effectively managed	Assessment of recruitment process matters/issues	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	5.3.3 Adhere to the governance framework and public reporting systems	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	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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 to support re-introduction to work for injured workers		Monitor and analyse trends, WHS practices and program to enhance the effectiveness of return to work arrangements	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 implementation and 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
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	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	
	with state regulations 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/updated	5.2.3 Build effective leadership and management capability 5.2.4 Develop a cost-effective, adaptable and capable workforce	Number of qualification / skills training provided Number of qualifications / skills lapsed	98% compliance Less than 5% variance	Human Resources Coordinator	Human Resources Officers	
Develop and maintain the 2016/2017 Training Budget and ensure that actual costs are consistent with estimated costs	to implement the vision for Burdekin Shire Council 5.3.4 Undertake regulatory responsibilities in accordance with state regulations	Monthly reconciliations against estimated and actual costs		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	
Internal Audit						
Develop new internal audit processes and documentation for Council	5.3.3 Adhere to the governance framework and public reporting systems	100% all new internal audit processes developed, documented and approved	30 th June 2017	Safety and Productivity Coordinator	Human Resources Officer / S&Q Adviser	
		Internal Audit Schedule to be publicised and adopted by SLG				
Implementation of new audit process across all areas of Council		Awareness and engagement program to educate all staff of new function and goals	30 th June 2017	Safety and Productivity Coordinator	All Areas	
Develop and conduct annual audit plan		Utilise a risk based approach to audit planning with consultation to CEO/SLG and Audit Committee	2016/2017 schedule to be developed by the audit committee and adopted and completed by 30 th June 2017	Safety and Productivity Coordinator	CEO, Senior Leadership Group, Audit Committee	
Review of internal audit capabilities		Review the gap analysis of skills and knowledge for internal audit staff and rectify any "gaps"	30 th June 2017	Safety and Productivity Coordinator	Internal Audit Staff	
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	Service Level (call statistics) achieved within the Customer Service Centre	90%	Manager Client Services	Customer Service Officers	% Service Level
		Call abandonment rate of 10% or less	10% or less			% Call Abandonment rate
						Average call wait time – Seconds



**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	
	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	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	5% or less 98% Correct 98% Correct 100% entered correctly			
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 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	Development of Mobility Strategy	31 March 2017	ICT Coordinator	ICT Administrators	
<i>Provision of 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 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	Implement enterprise storage replacement	30 June 2017	ICT Coordinator	ICT Administrators	
		Undertake the Enterprise Content Management System upgrade	31 March 2017	ICT Coordinator	ICT Administrators, Corporate Records Officers, ICT Help Desk Support Officers	
		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 (Rolling replacement of approx. 25% each year)	30 November 2016	ICT Coordinator	ICT Administrators	
		Implementation of ITIL toolset	30 June 2017	ICT Coordinator	ICT Administrators	
<i>Provision of 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 1.5.2 Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	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	
		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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
		Development of corporate style guide	30 June 2017	Manager Client Services	Information Management Team	
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	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 2016-2017 for Council review and adoption	5.3.4 Undertake regulatory responsibilities in accordance with state regulations	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	

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
<i>Review policies and revenue statement for inclusion in budget agenda</i>		Review and prepare relevant policies and revenue statement and provide to Council to adopt at the annual budget meeting	June 2017	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
<i>Prepare and submit original budget and forecast estimates 2017-2018 for Council tabling by Mayor</i>		Council 2016-2017 annual budget will be presented for adoption before the beginning of the 2016-2017 financial year	June 2017	Manager Financial and Administrative Services	CEO, Managers, Financial Management Team	
Annual Financial Reporting (statement and notes)						
<i>Review asset information for annual financial statement prior to audit</i>	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 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	
<i>Prepare proposed annual financial statements for 2015-2016 and submit to audit committee</i>		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	
<i>Draft financial statements to Audit</i>		Timely proposed financial statements provided to the auditor by the agreed client strategy date Accurate proposed financial statements can be measured based on auditor management letter and requested changes	19 September 2016	Manager Financial and Administrative Services	Managers, Financial Management Team	
<i>Respond to final audit for 2015-2016 financial statements management letter</i>		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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
<i>Prepare Community Financial Report for Annual Report</i>		Complete the Community Financial Report ensuring it is in plain language and easy to read by the agreed date to allow time for publication of the report	16 November 2016	Manager Financial and Administrative Services	Financial Management Team	
<i>Prepare shell financial statements for 2016-2017 and submit to audit committee</i>	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems	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	
<i>Coordinate external audit of Burdekin Shire Council as required by Queensland Audit Office</i>		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						
<i>Coordinate and complete Local Government Comparative Data Return</i>	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 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	
<i>Coordinate and submit 10 year forecast to Local Government Department to support loan borrowing application</i>		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	
<i>Annual Fringe Benefits Tax Return</i>		Return to be lodged by the target date	20 May 2017	Financial Accountant Reporting	Financial Management Team, Expenditure Services Team	
<i>Prepare and lodge Monthly Business Activity Statement for Goods and Services Tax</i>		Return lodged each month by target date	21st of the month	Financial Accountant Reporting	Financial Management Team	
<i>Prepare and lodge quarterly Local Government Finance Statistics ABS return</i>		Return to be lodged within 6 working days of end of each quarter	Within 6 working days of end of each quarter	Financial Accountant Reporting	Financial Management Team	
<i>Implementation of processes for collection of information for ATO contract data matching</i>		Implementation of process to collect data for ATO from 1 July 2017	30 June 2017	Financial Accountant Systems	Financial Management Team	
Prominent Organisational Tasks within Financial Services area						
<i>Support asset management planning, implementation and reviews</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	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	
<i>Maximise recovery of outstanding general debtors</i>	5.3.2 Ensure Council's financial position is effectively managed 5.3.3 Adhere to the governance framework and public reporting systems 5.3.4 Undertake regulatory responsibilities in accordance	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	

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Review and update monthly financial reporting to ensure legislative compliance and Councilor usability	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	
Co-ordinate 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	
Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office	S.3.2 Ensure Council's financial position is effectively managed S.3.3 Adhere to the governance framework and public reporting systems S.3.4 Undertake regulatory responsibilities in accordance with state regulations	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		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	
Rates						
Maintain property and rating database	S.3.2 Ensure Council's financial position is effectively managed S.3.3 Adhere to the governance framework and public reporting systems S.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	Low percentage of rates arrears	Rates Supervisor	Rates Officers	

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
		referred to Council for sale under Local Government Act or other action as appropriate				
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 to implement the vision for Burdekin Shire Council	Completion of Certificate 3 in Business Administration within the set time frame	31 December 2016	Administration and Records Coordinator	Administration Trainee	
Ergon Locks – Assess all Council sites to ascertain access requirements to comply with new regulations	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	
Upgrade of ECM from CI 4.02 to CI 4.03	5.1.4 Improve digital platforms to improved access to information	New version of ECM working by target date	30 June 2017	Administration and Records Coordinator	CEO, Managers, IT Staff, Records Staff	
Develop and implement a key and end user training program for ECM CI 4.03	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	
Implement systematic ongoing ECM training for all staff		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	Administration and Records Coordinator	Corporate Records Staff	
Ensure user guides and training documents on Records portal are current			Regular training and support			



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
			offered to 50% of existing staff annually			
Implement a recordkeeping awareness and education program for all employees	5.3.4 Undertake regulatory responsibilities in accordance with state regulations.	Ensure all new staff receive record keeping awareness and education and existing employees receive refresher training as required	100% of new staff receive awareness training as part of their induction	Administration and Records Coordinator	Administration and Records Coordinator, Records Staff	
Follow Queensland State Archives schedules for the retention and disposal of paper-based corporate records		Number of records disposed/archived each year	70% of records archived within 90 days of receipt	Administration and Records Coordinator	Administration and Records Coordinator, Records staff	
Operations						
Operations						
Completion of Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Assessment of Works Completed at EOFY including Dollar Value	85%	Works Overseer	Manager Operations, Works Overseer, Works Supervisors, Manager Technical Services, Design Officer Manager	
Achieve a Compliment to Complaint Ratio of 3:1 for Operational Responsiveness and Departmental Conduct	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	
Inspect transport network, and prioritise and complete maintenance activities in accordance with adopted service levels	1.1.1 Plan and build infrastructure that adds value to Council and community assets	Inspect: Arterial Road Inspection – Quarterly Local Access Roads – Bi-annually Hierarchy 1 Footpaths – Bi-annually Hierarchy 2 Footpaths – Annually	95% Compliance with Adopted Service Levels	Works Overseer	Manager Operations, Works Overseer, Works Supervisors	
Attend to maintenance matters raised in customer request system within required timeframe	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	
Completion of Capital Works Program - Drainage as adopted to be delivered within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters Exception: Major schemes spanning two or more financial years	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	85%	Works Overseer	Manager Operations, Works Overseer, Works Supervisors, Manager Technical Services, Design Office Manager	
Undertake regular documented inspections of aerodromes and airstrips and carry out maintenance as per CASA requirements	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	



**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	
<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 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>	5.2.2 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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
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 enhance existing facilities	Date of Achievement	30 June 2017	Parks Coordinator	Parks Supervisor, Manager Operations	
<i>Assist with Skilling Queenslanders for Work Program - Plantation Park and Juru Walk Development</i>	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						
<i>Produce five year Works Implementation Program for years 2017-2022</i>	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	
<i>Produce Annual Works Program and review monthly</i>	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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
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	
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	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	Design Office Manager	Technical Officers	
Alternative discussions with foreman/overseer detailing project scope to allow commencement of works			Detail design of 2017/18 projects 50% complete by 30 June 2017			
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	Design Office Manager	Technical Officers	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
			100% complete by 30 May 2017			
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 Management Staff	
Asset Management Plans reviewed in accordance with Asset Management Strategy	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						
Update 10 year Plant Replacement program	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		
Commence development of Fleet Management Strategy	5.3.2 Ensure Council's financial position is effectively managed	% completion of strategy	Complete by 30 June 2017	Manager Technical Services		
Implement fleet replacement program as adopted for 2016/2017		Number of items ordered	90% of replacements delivered by 30 June 2016	Manager Technical Services		
Co-ordination of Fleet Management working group	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						
Coordinate Burdekin Shire Rivers Improvement Trust annual works program	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	Design and supervision of construction of 2016/17 BSRIT projects	30 June 2017	Design Office Manager	Manager Technical Services	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	and enhance environmentally sensitive areas					
<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 Intramaps</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 Development Department</i>	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 5.3.2 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	Continue to improve productivity and performance within the Planning and Development Department to ensure the best possible outcomes including development approvals are delivered to the community	85% customer satisfaction No greater than a 10% variance on budgeted 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 80% code assessable Reconfiguring of a Lot Development Applications approved within 20 business days after being deemed properly made	Manager Planning and Development	All Planning and Development Staff	
<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	Ensure any development outcomes are delivered in a timely and co-ordinated 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	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
	required for an ageing population 4.2.1 Develop and implement planning policy to adapt to the impacts of climate change on the community					
Town Planning						
Ensure Council's statutory planning Instruments accommodate the changing needs of the community Review planning scheme and monitor the effectiveness of the scheme including codes to ensure compliance with any changes to State planning legislation	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 Planning Scheme is continuing to evolve to ensure that the Burdekin Shire develops strategies within an effective planning framework that caters for the changing needs of the community, business, industry, primary producers and State Government requirements Ensure the scheme meets all of the identified milestones	New scheme meets adopted timeframes associated with each stage	Manager Planning and Development	Planning Officers	
Encourage and promote pre-lodgement meetings with potential developers to facilitate economic growth opportunities for the Burdekin Shire	2.4.3 Promote pre-lodgement meetings with developers to facilitate industry investment in the Burdekin Shire	Record outcomes and actions of meetings that warrant applicable follow up procedures including identifying state interests	100% of adopted follow up procedures are actioned	Manager Planning and Development	Planning Officers	
Ensure all new developments are assessed in accordance with Council's adopted Infrastructure Charges Resolution to ensure any appropriate charges are imposed with regard to required trunk infrastructure including water mains, sewerage mains, stormwater, roads and open space	1.1.3 Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Ensure Infrastructure Charges are imposed and collected in accordance with the 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	
Building						
Undertake a Building Certification service within the Burdekin Shire in accordance with statutory requirements	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, Administration Staff	
Ensure all new swimming pools comply with current pool fencing legislation		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	Manager Planning and Development	Pool Safety Inspectors, Administration Staff	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
Ensure all existing swimming pools comply with current pool fencing legislation		Ensure all existing swimming pools continue to have compliant pool fencing in accordance with current pool safety legislation	Inspection date 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	
Develop and implement appropriate facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities	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.	Ensure condition assessments are carried out on all relevant Council buildings and building maintenance requests are lodged in accordance with adopted policy	Within the next twelve months ensure that 50% of all relevant Council buildings have condition assessments carried out on them and that 100% of all BMR's are actioned within five working days	Manager Planning and Development	Facilities Management Co-Ordinator, Building Maintenance Officers, Administration staff	
Develop and implement a Building Maintenance Program	1.2.1 Implement the Asset Management Strategy	Building Maintenance Program once finalised, is to be amended every quarter to ensure consistency with Asset Management Strategy	Complete review to ensure relevant records are consistent	Manager Planning and Development	Facilities Management Co-ordinator, Building Maintenance Officers	
Plumbing						
Undertake a Plumbing Inspection service and relevant compliance works in accordance with statutory requirements	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 Inspector	
Governance and Local Laws						
Governance and Administration						
Sale of Conlan Street residential subdivision, if market conditions appropriate	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		
Investigate provision of electricity network to leased lots at Ayr Aerodrome to improve marketability		Approval and cost estimate for electricity network for Ayr Aerodrome	30 December 2016	Manager Governance and Local Laws		
Manage lease agreements and use of the Aerodromes and Ayr Showgrounds	3.3.1 Encourage increased use of community spaces and facilities	Feedback received from lessees and customers attending these facilities	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	Ongoing	Manager Governance and Local Laws	Governance and Property Officer	
Facilitate and update local laws where	5.3.3 Adhere to the governance	Number of applications processed Changes made to local laws to reflect	On an as needs basis	Manager Governance and	Coordinator	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
necessary	framework and public reporting systems	changes to legislation or community need		Local Laws	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	
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 All licensed premises to be inspected once in the financial year	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	Gauge innovation and quality of information being disseminated and monitor feedback to determine effectiveness	4 newsletters produced annually	Senior Environmental Health Officer	Environmental Health Project Officers	
Provision of beach access points to allow access to the beach and minimise dune damage	4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Workable beach access points; community acceptance Minimisation of dune and vegetation maintenance	Upgrades to Beach access points by 30 June 2017	Waste Management and Environment Officer	Environmental Health 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 Adoption of Action Plan for implementation of energy efficiency measures	% 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 and assessment of participation	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	Develop framework for all licence renewals under State legislation and local laws and issue 100% of licence	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	
			renewals thereunder 30 June 2017			
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	Respond to public requests for drinking water quality tests within 6 days All public swimming pools to be inspected once in the financial year	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; relative to the corresponding request category under Animal Management	80% of requests responded to within adopted time frames Pro-active Animal Management - Improved advertising and community education, especially relating to responsible pet ownership	Coordinator Environment and Health	Animal Compliance Officers	
Natural Resource Management and Land Protection						
Undertake aquatic weed control in Shire waterways	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	Minimum of 3 treatments/activities undertaken at systems under a Riparian Management Agreement Weed harvester used where appropriate Agreements to enhance environmentally sensitive areas	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	4.2.2 Partner with and consult key stakeholder group and government departments for a sustainable environment	Number of completed projects or events The uptake of education towards sustainability 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 Completion of Milestone Report on Action Plan	Action Plan developed by 30 September 2016 Highlights report to be completed by 30 October 2016	Senior Environmental Health Officer	Environmental Health Project Officers	
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	Pest Management Officers	



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
				Officer		
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 – August 2017	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	31 December 2016	Coordinator Environment and Health	Building Maintenance	
HHCP – investigate extension into road reserve and site layout		New ablutions block completed				
HHCP – Replace fence and boundary tree removal		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 5 x powerheads		Fence replaced and trees removed	31 December 2016	Coordinator Environment and Health	Building Maintenance, Parks and Gardens	
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	Powerheads replaced	31 December 2016	Coordinator Environment and Health		
		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	30 September 2016	Manager Governance and Local Laws	Coordinator Environment and Health	
		Preparation of plans reflecting scope				
Ayr – Replace shade sails		Submission of grant application for works				
Ayr – Office/Kiosk – replace load bearing posts on external awning		Shade sails completed on time and within budget	30 June 2017	Coordinator Environment and Health	Building Maintenance	
Ayr – grandstands x 2 – repaint main support structure		Works completed on time and within budget	30 June 2017	Coordinator Environment and Health	Building Maintenance	
Home Hill – grandstands x 2 – repaint main support structure		Repainting completed on time and within budget	31 December 2016	Coordinator Environment and Health	Building Maintenance	
Millaroo - Finalise scope of works for upgrade of Millaroo Swimming Pool and progress to funding submission if eligible		Repainting completed on time and within budget	31 December 2016	Coordinator Environment and Health	Building Maintenance	
		Final determination of scope of works for refurbishment	30 September 2016	Coordinator Environment and Health	Building Maintenance	
		Preparation of plans reflecting scope				



Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	
		Submission of grant application for works				
<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		
<i>Provide support to Giru Pool</i>	3.3.1 Encourage increased use of community spaces and facilities	Assess patronage	Support and liaise with management committee	Coordinator Environment and Health		
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>		Efficient and effective 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

8 OPERATIONS

8.1 Wet Weather Cane Transfers - Wilmar

Discussions to be held on wet weather cane transfers.

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

10.1 Development Application Material Change of Use for Educational Establishment (2 Stages incorporating a recreational area) at 24-26 Adelaide Street & 2-14 Melbourne Street, Ayr (Lot93 on SP263618 & Lot7 on RP905157 Parish of Antill, County of Gladstone)

Document Information

Referring Letter No: 1492846

File No: 226 (Cons16/0010)

Name of Applicant: Bickerton Masters Architecture

Location: 24-26 Adelaide Street and 2-14 Melbourne Street, Ayr (Lot 93 on SP263618 & Lot 7 on RP905157 Parish of Antill, County of Gladstone)

Author and Title: S Great – Manager Planning and Development

Executive Summary

Council has received a Development Application from Brazier Motti on behalf of their client Bickerton Masters Architecture for a Material Change of Use for an Educational Establishment (Stages 1 & 2 incorporating a recreational area) at 24-26 Adelaide Street and 2-14 Melbourne Street, Ayr (Lot 93 on SP263618 & Lot 7 on RP905157 Parish of Antill, County of Gladstone)

Recommendation

That Council approves the Development Application for a Material Change of Use for an Educational Establishment (Stages 1 & 2 incorporating a recreational area) at 24-26 Adelaide Street and 2-14 Melbourne Street, Ayr (Lot 93 on SP263618 & Lot 7 on RP905157 Parish of Antill, County of Gladstone) subject to the following conditions:

Approved Plans

- 1.(a) The development and conduct of the approved use of the premises, the carrying out and maintenance of any works on the premises and construction and maintenance of any building on the premises must be generally in accordance with the applications supporting material including all drawings/documents identified in the Table below, except as otherwise specified by any condition of this approval.

Drawing Title	Drawing/Revision	DATE
Stage 1 Site Plan	AR101-P2	May 2016
Stage 2 Site Plan	AR102-P2	May 2016
Floorplan – Stage 1	AR201-P2	May 2016
Floorplan – Stage 2	AR200 - P2	May 2016
External Elevations – Stage 1	AR301 – P2	May 2016
External Elevations – Stage 2	AR300 – P2	May 2016

- (b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.
- (c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.

Outstanding charges

2. All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.

Notice of Intention to commence the use

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

Soil Erosion Sediment Control & Stormwater

- 4.1 A detailed Soil Erosion and Sediment Control Plan for the development must be provided as part of Operational Works application. An appropriately qualified professional must design and certify the plan which must comply with the Environment Protection Act 1994 and all its subordinate legislation.

-
- 4.2 A Stormwater Management Plan for the development must be provided as part of Operational Works application which demonstrates;
- The proposed stormwater drainage layout, for the completed development, including both surface and underground drainage structures.
 - The final discharge point for stormwater.
 - Measures to be used to minimise stormwater discharge rate from the developed site.
- 4.3 A Stormwater Quality Management Plan for the development must be provided as part of Operational Works application.
- 4.4 Provide to Council all stormwater calculations and design details for the development. Calculations must show:
- hydrology calculations, for both Q5 and Q50 events, including runoff from individual catchments;
 - hydraulic calculations, for both Q5 and Q50 events, including
 - backwater analysis
 - hydraulic grade line results
 - kerb and channel flow widths and depths
 - pipe flows and velocities
 - channel flows and velocities
 - overland flow volumes and velocities
- These shall be certified by a Registered Professional Engineer of Queensland (RPEQ) and be included in the operational works application.

Stormwater

- 5.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.
- 5.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.

Drainage

- 6.1 The developer shall provide a stormwater management plan for the entire development. The plan shall illustrate the flow paths for the minor and major drainage systems.
- 6.2 The minor drainage shall consist of an underground system capable of conveying 5 yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall not overtop kerb for a 5yr ARI event.
- 6.3 The major drainage system shall consist of overland flow paths or suitably sized underground drainage capable of discharging 50yr ARI flows from the development and any external catchments currently flowing onto the land being developed. Stormwater shall be confined to road reservations and easements for a 50yr ARI event.

-
- 6.4 The lawful point of discharge for stormwater shall be at a location approved by Council.
 - 6.5 All surface drainage shall be suitably lined with concrete to maintain levels and grades.
 - 6.6 All drainage works are to be designed to ensure no detrimental affect to the upstream and downstream catchments.
 - 6.7 Downstream drainage paths and structures are to be analysed to ensure they are suitably sized for the increased flows from the development when fully developed. Any inadequate elements of the system are to be augmented at the developers full cost to allow for the increased flows.
 - 6.8 No work is allowed within Drainage Easement A RP711846 and Easement B RP742396 without prior Council approval.
 - 6.9 The discharge point for stormwater drainage shall be the existing drain within Easement A RP711846.

Damage

- 7. Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

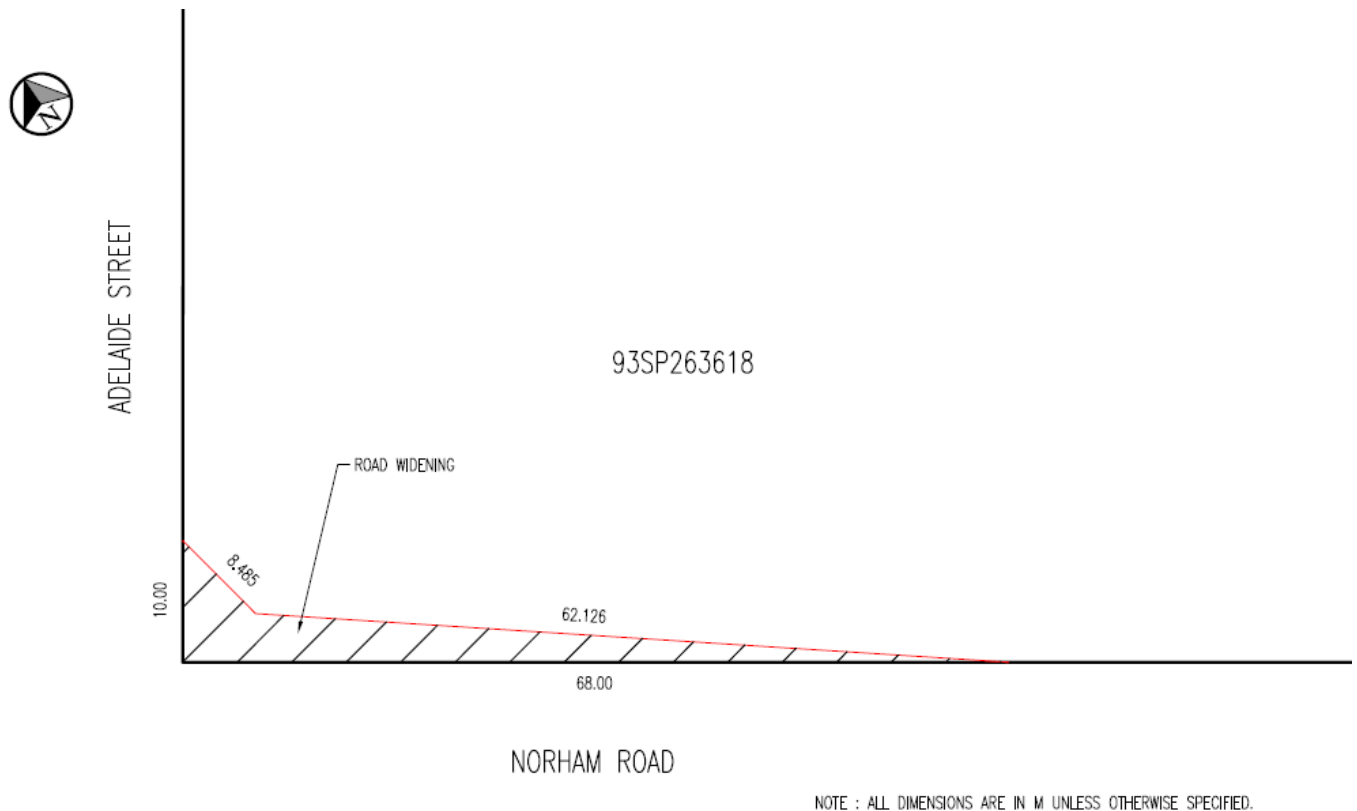
Public Utility Services

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

Roadworks

- 9.1 Construct stand up kerb and channel on the eastern side of Adelaide Street, from the existing footpath crossing point (approximately 135m north of Norham Road) to the proposed crossing to the junior school. The kerb is to be on an alignment of 2.5m from the boundary of the development site to the back of kerb. The existing short length of kerb on the eastern side of Adelaide Street is to be removed.
- 9.2 Construct stand up kerb and channel on the western side of Adelaide Street, from the proposed crossing to the primary school to 5 metres north of the existing junior school access gate. The kerb is to be on an alignment of 3.85m from the boundary of the development site to the back of kerb.
- 9.3. Construct bitumen surfaced road widening in Adelaide Street, from the existing footpath crossing point (approximately 135m north of Norham Road) to the proposed crossing to the junior school. The widening is to extend from the eastern edge of existing bitumen to the proposed kerb and channel. The road widening is to be constructed so as to ensure drainage of stormwater to the proposed kerb and channel.

- 9.4 Construct bitumen surfaced road widening in Adelaide Street, between the proposed crossing and 5 metres north of the existing junior school gate. The widening is to extend from the western edge of existing bitumen to the proposed kerb and channel. The road widening is to be constructed so as to ensure drainage of stormwater to the proposed kerb and channel.
- 9.5 Dedicate land at the intersection of Norham Road and Adelaide Street, as shown herewith, to the public as road.



- 9.6 Construct a 2.5 metres wide concrete footpath on the eastern side of Adelaide Street, from the existing footpath crossing point (approximately 135m north of Norham Road) to the proposed crossing to the primary school.
- 9.7 Construct a 2.5 metres wide concrete footpath on the western side of Adelaide Street from the proposed crossing, to the primary school, to the existing access gate to the junior school.
- 9.8 Construct concrete pedestrian refuge nodes at the proposed crossing to the primary school as shown in the application. The location of the crossing point is to be selected so as not to impact on the existing access(es) to Lot 94 SP263618.

Access and Car parking

- 10.1 Parking space and layout must be designed in accordance with the provisions contained in the supporting material included in the plans submitted with the application.

10.2 Access to the premises, car parking and manoeuvring areas must be constructed in an all-weather low glare paving, exposed aggregate concrete or similar dust suppressant material to the satisfaction of the Chief Executive Officer.

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

Operational Works

11. Where operational works are required to be carried out the developer must, within the timeframe required by the Sustainable Planning Act 2009 and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-

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

Water Supply Works Internal

12.1 The development must be connected to Council's reticulated water supply. The water connection must be provided at a location approved by Council and at the full cost of the developer.

12.2 Any connection or upgrades to Council's existing water infrastructure required by the development shall be carried out by the Council at the developers full cost.

Sewerage Supply

13.1 The development must be connected to Council's reticulated sewerage system. All works required are to be carried out at the developers full cost.

13.2 Any connection or upgrades to Council's existing sewerage infrastructure required by the development shall be carried out by the Council at the developers full cost.

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

As-Constructed Plans

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

Amenity – Screen Fencing

15. A fence must be provided along the Adelaide Street and Norham Road frontages of Lot 93 on SP263618. The type and design must be submitted and approved by the Chief Executive Officer prior to construction of the fence. Fencing design should consider reducing negative flooding impacts upstream due to debris build up.

Landscaping and Screening

16. A landscaping plan shall be submitted and approved by the Chief Executive Officer. This plan must be prepared by a landscape architect or other suitably qualified and experienced person detailing the following;
- the location of existing and proposed plantings;
 - landscaping of the designated areas generally in accordance with the approved plans;
 - proposed fencing and screens, including rubbish bin enclosures; air conditioners, irrigation pumps and water tanks;
 - location of public infrastructure.

Staff and Student Numbers

17. The following staff and student numbers are permitted on the proposed site for Stage 1 and 2 extension for a senior school on 24-46 Adelaide Street.
- No more than 5 full time staff
 - No more than 125 students are to be enrolled.

Environment and Health

- 18.1 No release of contaminants, including, but not limited to dust, fumes, odour or aerosols or emission of noise is to cause or be likely to cause an environmental nuisance for any activities, including educational activities, beyond the boundaries of the premises to which this development permit relates.
- 18.2 Upon receipt of a complaint regarding the emission of dust, odour or other air or noise emission, the operator must within a reasonable period of time:
- a. take any actions necessary to resolve the complaint, and
 - b. implement abatement measures to minimise the emissions from the site.

Advice: (Note: These are not conditions)

- **Earthworks**

If the development of the subject property requires soil to be imported or exported, the developer must identify the allotments which would be used for borrowing or filling and must obtain Council approval for such works in addition to engineering approval for the development. In this regard, the developer must obtain Council approval for the route of transport, the period and time of transport during the construction phase of the development.

- **Environmental Considerations**
E.P.A. Requirements

Construction must comply with the Environmental Protection Act, Policies and Guidelines to prevent or minimise either environmental harm or nuisance.

- A development permit for Building Works is to be obtained before any building works are carried out on the premise.
- Waste and recycling services must be provided in accordance with Council's Waste Management Policy.

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

Background Information

Burdekin Shire Council acting as the Assessment Manager has received a properly made Development Application for a Material Change of Use to establish an Educational Establishment (Stages 1 & 2 incorporating a recreational area) at 24-26 Adelaide Street and 2-14 Melbourne Street, Ayr (Lot 93 on SP263618 & Lot 7 on RP905157 Parish of Antill, County of Gladstone). The proposal triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (*the scheme*).

The proposed Educational Facility is located on land zoned 'Residential - Low Density Sub Area'. The application has been assessed against the relevant sections of the Burdekin Shire Council's IPA Planning Scheme including the 'Public Purpose Zone' Code.

Site Description/Surrounding Land Uses:

The subject site is a generally rectangular shaped single lot with road frontages to both Adelaide Street and Norham Road, with a total site area of 3.532ha. The subject site was previously used as a mango plantation and after being purchased in 2014 was cleared and is now a vacant cleared site with minimal grass cover.

In conjunction with Council officers the landowners have levelled the site with a slight grade towards the existing drainage easement on the south eastern boundary.

The site abuts land used for residential purposes on the south eastern boundary and a seedling business is located on the northern boundary. To the west of the subject site across Adelaide Street is a caravan and tourist park, more residential houses and the existing Burdekin Christian College junior school.

The Application:

The applicant's intent is to develop an Educational Establishment comprising Stages 1 & 2 and incorporating a recreational area with a capacity of approximately 125 students at 24-26 Adelaide Street, Ayr. The site has no lawful existing use rights or development permits attached to the land.

The first stage will incorporate a classroom, storage rooms, access from the junior school, set down and pick up area with 25 on-site car parking spaces. The second stage will have 3 additional classrooms with associated covered walkways and facilities. The recreational area consists of a sporting oval and associated facilities will be developed during the construction of these 2 stages.

The proposed class rooms will be single story in nature and will be designed to ensure floor heights are above predicted localised flood levels. The classrooms will be mainly constructed from fibre cement cladding on a steel frame with colorbond roofing. The on-site parking will allow all vehicles to enter and exit the site in a forward direction.

The applicant has provided as supporting material with the application, specialised reports for sewer, stormwater and site filling as well as a hydraulic report and traffic impact assessment for vehicle movements. All of the reports included a variety of options to achieve a desired outcome for filling, stormwater and sewer reticulation for the proposed development. The hydraulic report assessed the requirements for water supply and fire protection and identifies that an upgrade to the water service is required to provide for a domestic water service and dedicated fire service for the proposed development. The traffic impact assessment looked at access, queuing, on-site manoeuvrability and provision for pedestrians and cyclists. The report concluded that with the recommended treatments the development should not have a significant impact on traffic in the area.

Planning Scheme Assessment

The land is zoned 'Residential' with a Low Density Sub Area designation, the proposal triggered an 'Impact Assessable' development application. The application has been assessed against the relevant provisions of the Burdekin Shire Council's IPA Planning Scheme (*the scheme*) and was triggered as assessable development under Table 2 – Assessment Categories and relevant assessment criteria for Residential Zone – Making a Material Change of Use. The defined use is best described as an 'Educational Establishment'.

Educational Establishment

Means the use of premises for the purpose of providing tuition or vocational training in an educational curriculum. The term includes such facilities as kindergartens, pre-schools, primary and secondary schools and places of higher learning.

The term also includes the ancillary residential accommodation of staff and students where such accommodation is located within the same site.

The term does not include "Child Care Centre".

Strategic Framework

Burdekin Shire Council's strategy framework establishes the broad context and strategies by which sustainable growth in the Shire shall occur. The strategic framework forms part of the criteria for impact assessable development. The strategic framework is based on 3 strategies that are relevant to the whole shire:

1. Flooding and Coastal Processes
2. Integrated Catchment Management; and
3. Land and Water Management.

The location and floor heights of buildings and drainage flow paths are designed to accommodate any potential flood or stormwater impacts. These measures will help to achieve strategy 1. The proposed development is not located near any identified catchments. Management principles associated with Stormwater Quality and Soil Erosion Management

plans will be implemented by condition compliance. This will ensure all water quality matters are managed appropriately. This proposal conforms to the relevant identified strategies.

Residential Zone Code

The proposed development contributes to the achievement of the overall outcomes in that the proposed buildings are compatible in design with the surrounding residential and commercial uses and generally domestic in scale. The proposed developments floor heights and building materials take into account and are responsive to flood potential, surrounding uses and the intensity of the proposed use. It is not expected that the scale of the development will have a negative impact on the residential amenity already existing within the locality. Adjoining houses on the eastern boundary are constructed on elevated land and physical separation exists due to a stormwater drainage easement.

Flooding (drainage problem areas) and Coastal Processes Code

The proposed development has been designed in accordance with the recommendations of the flood report provided as part of the applications supporting material. Any structural materials that might be submerged during a flood are to be constructed from resilient material such as concrete, galvanised steel and aluminium. The proposed development will use the existing stormwater easements that are already apparent over the subject land. The proposed design and layout of the school will not impede overland flows.

Trunk Infrastructure Charges:

This development application is to be assessed under the provisions of the Adopted Infrastructure Charges Resolution and have the relevant charge levied.

The infrastructure charge levied for each trunk infrastructure network is required to be calculated in accordance with the appropriate formula as identified in Table 2.2 of the Burdekin Shire Council Charges Resolution (No.1) 2015. The charge applicable to this particular proposal is based upon four of the five network criteria and includes transport, water supply, sewerage and stormwater).

An Infrastructure Charges Notice will be issued with the Decision Notice and the charge will be payable before the commencement of the use.

Comment of Submissions:

The application was advertised in the Ayr Advocate on Friday the 3rd June, 2016 and at the closing date for submissions on 27th June, 2016, one properly made submission was received.

The following issues were raised within the submission:

1. *Flood considerations – The submission states that for each stage of the applicants flood study the proposed development could have a minimal effect on potential flood heights. This concern centres around when does the accumulation of numerous minimal staged works start to have a negative impact on surrounding residence.*

The applicant maintains that the flood report lodged with the application takes the fully developed site into consideration and the proposed development will not impact on the

surrounding properties. Council officers have accepted the report, from the applicants engineer, stating that in a 1% AEP flood event, proposed stage 1 and 2 will have no detrimental effect on the surrounding area.

2. Road Width/Parking – *The road width for the increased traffic movements will be too narrow and any proposed widening should be mainly on the school side of the road. Also have parking arrangements for the fully developed project and students as they get licences in the final years of high school been taken into account.*

The traffic report submitted with the application is for the first two stages of the proposed school. The maximum final population of 250 students has been taken into account. The proposed parking is above the requirements in the Planning Scheme for the numbers of Staff and Students, with additional parking areas identified in the master plan. Proposed Conditions for road widening and footpaths have been designed to achieve the maximum vehicle carriageway width in the available road reserve.

3. Safety considerations – *There are submitter concerns that the intersection of Chippendale and Adelaide Street is narrow and could be hard to manoeuvre around. The Norham Road/Adelaide Street intersection is already busy and has an unusual angle for traffic to negotiate.*

The applicant's traffic engineers report assessed the existing and potential increase in traffic movements on the proposed numbers of students and advised that the intersections surrounding the site will function satisfactorily. Council officers have conditioned a road widening dedication on the corner of Norham Road and Adelaide Street to assist with sight distance. Future intersection upgrades will be dependent on additional applications for expansion of the school.

4. Aesthetic considerations - *The submitter requested that fire pump, storage tanks, car park and irrigation pump have some aesthetic screening.*

A landscaping plan to be approved by Council has been conditioned on the Development Approval, this will provide that the screening required will be of a suitable standard.

It is not considered that the application is in substantial conflict with any planning scheme Desired Environmental Outcome (DEO's) or Specific Outcomes of the relevant codes that would warrant refusal or that could not be justified by reasonable planning grounds.

The concerns raised in the submission have been considered and any relevant planning matters have been addressed by including reasonable and relevant conditions as part of the recommendation.

Conclusion:

Assessment of the proposal against the planning scheme requirements has demonstrated that the proposed development will achieve substantial compliance with many of the relevant aspects of the scheme.

The planning report and other technical reports prepared by the applicants' consultants and lodged as part of the application suggest that the proposed development is generally in accordance with the provisions of the planning scheme. This staged application will have limited impact on the function of the existing traffic network. In addition, the applicant has addressed and responded to all possible environmental constraints associated with the project.

Recommendations including conditions have been based on the overall impact the proposed use may have considering the schemes DEO's, Zone Codes and State Interests as well as submitter concerns.

Council's Development Assessment Team members have assessed the application and in accordance with Section 345 of the Sustainable Planning Act (SPA), have included reasonable and relevant conditions as part of the recommended approval. Given that the proposal generally complies with the provisions contained in Council's IPA Planning Scheme and other relevant planning instruments, it is recommended that Council approves the application subject to the abovementioned conditions.

Link to Corporate/Operational Plan

The proposal relates to the newly adopted Corporate Plan in that it meets several of the objectives identified in 'Key Strategic Areas' including Infrastructure, Economic Development and Environment.

Consultation

Given that the Development Application was triggered as 'Impact Assessable', public notification was required. The application was advertised in the Ayr Advocate on Friday the 3rd June, 2016 and at the closing date for submissions on 27th June, 2016 1 properly made submission was received. All other relative Council Departments have been consulted with any comments/conditions being included in the recommendation.

In accordance with the Sustainable Act 2009, the application was referred to the State Assessment and referral Agency (SARA) with the technical agency being the Department of Transport and Main Roads. The response received from this concurrence agency will be attached to any Decision Notice issued.

Legal Authority or Implications

Given the nature of the application and the content of submitter concerns, a potential risk is present in that any decision made by the Assessment Manager may attract an appeal in the Planning and Environment Court.

Policy Implications

N/A

Financial and Resource Implications

Possible legal fees associated with any Planning and Environment Court appeal.

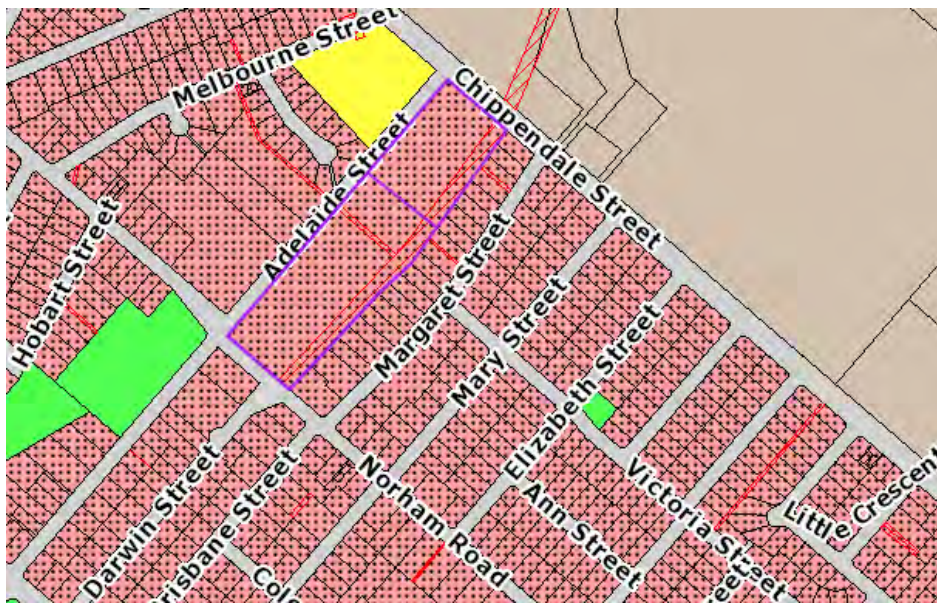
Report prepared by:

S Great – Manager Planning and Development

Report authorised by:

S Great – Manager Planning and Development

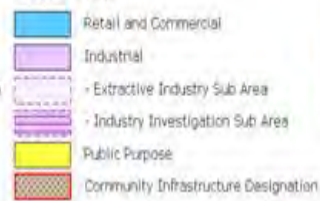
Attachments

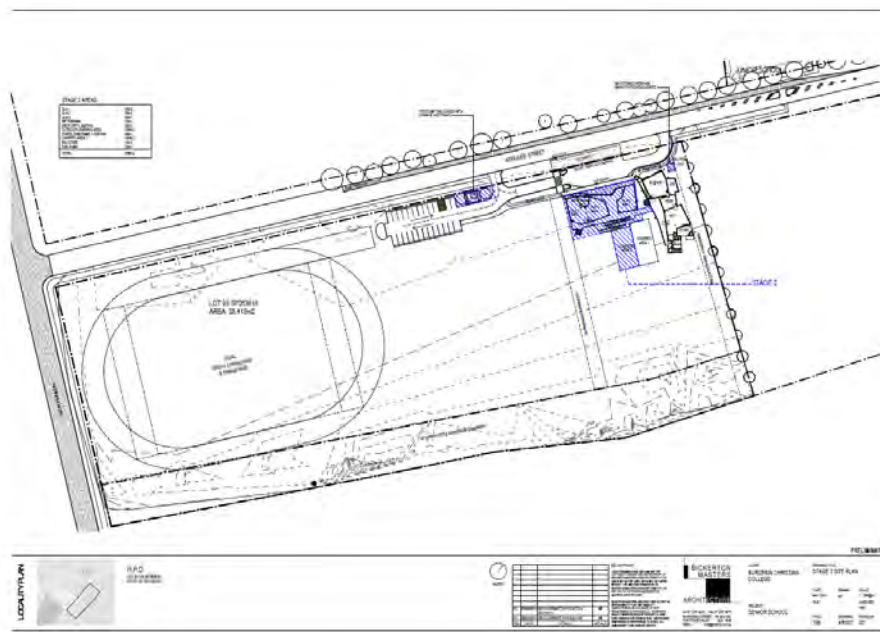
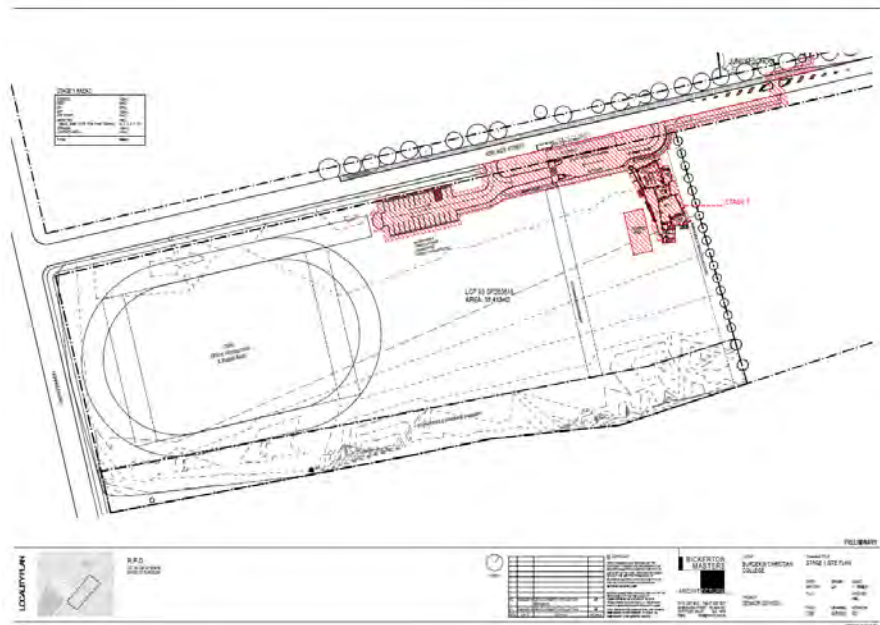


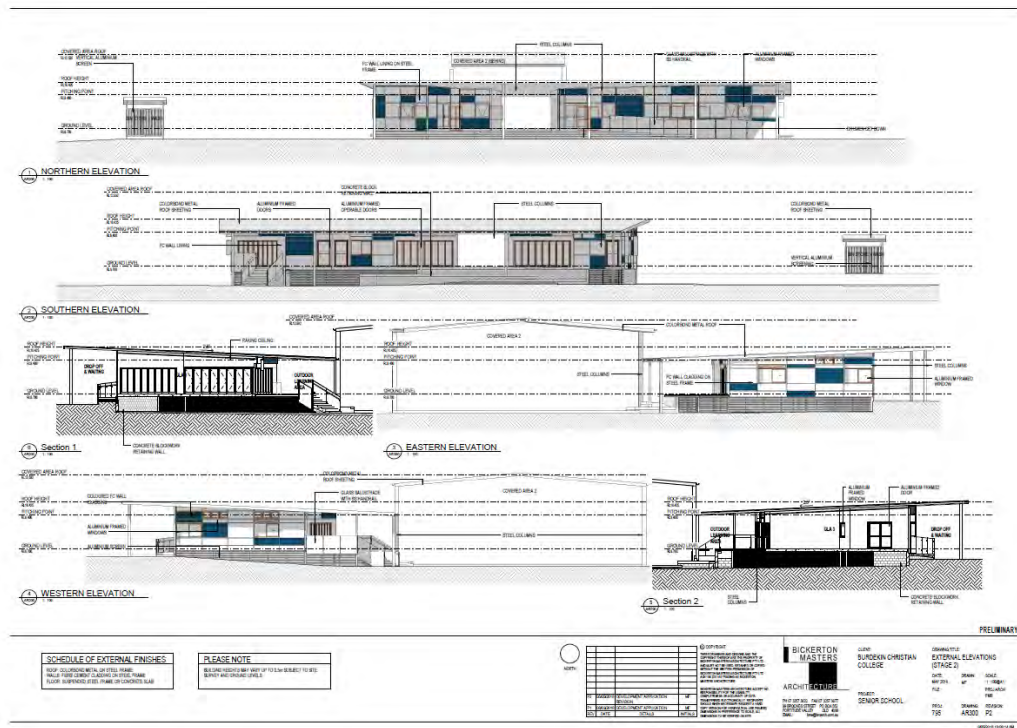
Planning Scheme



Zone Map







11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

13.1 Amendment to 2016-17 Fees and Charges - Waste Disposal Fees

Recommendation

That Council agrees to amend the 2016-17 Waste Disposal Fees as follows:

Landfill Only –

Asbestos from \$233 per tonne to \$130 per tonne

Asbestos handling fee from \$210 to \$40

When weighbridge non-operational –

Asbestos from \$104 per cubic metre to \$57 per cubic metre

So that the fees reflect consistency of treatment between asbestos and construction and demolition waste.

13.2 Amendments to 2016-17 Fees and Charges - Declared Menacing Dogs

Recommendation

That Council amends the 2016-17 Fees and Charges under the Animal Management section for Declared Menacing Dogs as follows:-

Annual Renewal – Compliant [after 3 consecutive years complying with the conditions for keeping a menacing dog.] Conditions must continue to be complied with or will revert back to annual renewal fee for menacing dogs.

<i>Annual Renewal Compliant – Desexed</i>	<i>\$52.50</i>
<i>Annual Renewal Compliant – Entire</i>	<i>\$159.00</i>

13.3 Trustee Lease - Burdekin Brass Band

Recommendation

That Council approves to enter into a Trustee Lease with the Burdekin Brass Band Inc in accordance with Section 57 of the Land Act 1994 over that part of the Burdekin Brass Band building located on part of Lot 4 H61649, Reserve for Park, R79 excluding that part of the building recognised as the public toilet block, for a term of 10 years and in accordance with the standard conditions for sporting/community organisation leases.

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

15.1 Events Industry Future Development - Events Bootcamp Series - 21 July 2016 - Townsville

Recommendation

That Council supports Councillor McLaughlin's approval for Councillor Bonanno's attendance at the Events Industry Future Development – Events Bootcamp Series held on Thursday 21 July 2016 in Townsville.

15.2 Use of Council Bus - Millaroo State School

Recommendation

That Council supports Councillor McLaughlin's approval for the use of the Council bus to transport children from Millaroo State School to the Burdekin Theatre to attend Little Red in the Hood on Monday 25 July 2016.

15.3 Withdrawal to Host State Conference - Australian Local Government Women's Association

Recommendation

That Council approves Councillor McLaughlin's action in notifying the Australian Local Government Women's Association that Council is withdrawing its nomination to host the next State Conference.

16 CLOSED MEETING ITEMS

- Community Assets
- Planning and use of Ayr Showgrounds
- Alva – environmental issues
- Legacy landfills – strategic planning
- Energy efficiency planning
- Morratt's Pit
- Outsourcing v In-house provision
- Permits for additional animals
- NDRRA – Emergency Management Australia position on 2012 Event

17 DELEGATIONS

17.1 Presentation - Burdekin Pet Rescue

10.15am Presentation by Mrs Judith Menso – Burdekin Pet Rescue

