



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 26 April 2017

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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WEDNESDAY 26 APRIL 2017

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	2
2	DECLARATIONS OF INTEREST	2
3	MINUTES AND BUSINESS ARISING	2
3.1	Ordinary Council Meeting Minutes - 11 April 2017	2
4	REPORTS	14
4.1	Capital Projects Monthly Report for Period Ending 31 March 2017	14
4.2	Operating Statement for Period Ending 31 March 2017	23
5	GOVERNANCE & LOCAL LAWS	26
5.1	Approval for Draft Corporate Plan 2017-2022 to be Presented for Community Feedback	26
6	CLIENT SERVICES	37
7	FINANCIAL & ADMINISTRATIVE SERVICES	37
8	OPERATIONS	37
9	TECHNICAL SERVICES	37
10	PLANNING & DEVELOPMENT	37
11	COMMUNITY DEVELOPMENT	37
12	ECONOMIC DEVELOPMENT	37
13	NOTICES OF MOTION	37
14	CORRESPONDENCE FOR INFORMATION	37
15	GENERAL BUSINESS	37
16	CLOSED MEETING ITEMS	37
17	DELEGATIONS	37

1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 11 April 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 11 April 2017 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 11 April 2017

COMMENCING AT 9:00AM



TUESDAY 11 APRIL 2017

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 4 April 2017	1
4	REPORTS	2
4.1	Second Amended Budget for 2016/2017	2
5	GOVERNANCE & LOCAL LAWS	2
5.1	Council Workshops - March 2017	2
5.2	Interest Free Loan Request - Home Hill Tennis Association Inc	3
6	CLIENT SERVICES	3
7	FINANCIAL & ADMINISTRATIVE SERVICES	3
8	OPERATIONS	3
9	TECHNICAL SERVICES	3
10	PLANNING & DEVELOPMENT	4
10.1	Development Application - Material Change of Use for Telecommunication Facility at 29466 Bruce Highway, McDesme (Lot 4 on SP120598 Parish of Jarvisfield, County of Gladstone)	4
11	COMMUNITY DEVELOPMENT	6
12	ECONOMIC DEVELOPMENT	6
13	NOTICES OF MOTION	6
14	CORRESPONDENCE FOR INFORMATION	6
14.1	RADF Advisory Group Meeting Minutes - 6 April 2017	6
15	GENERAL BUSINESS	6
15.1	Exhibition Opportunities - Museum of Tropical	6

Ordinary Council Meeting 11 April 2017



BURDEKIN SHIRE COUNCIL



Queensland

15.2	Report Request - Drainage at First Street and Eighth Avenue Home Hill	6
15.3	Report Request - Timeline on Wallace Creek Boat Ramp	7
15.4	Report Request - Management of Deer - Rita Island	7
15.5	Council Contribution to Regional Chamber Year Book	7
16	CLOSED MEETING ITEMS	7
16.1	Acceptance of Tender - Home Hill Caravan Park and Home Hill Swimming Pool	8
17	DELEGATIONS	8

ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. G. Keane - Manager Contracts

Minutes Clerk – Mrs. S. Saunders

Apologies: Councillor J.T. Bonanno – Approved Leave of Absence.

1 PRAYER

The meeting prayer was delivered by Councillor J.F. Woods.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 4 April 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 4 April 2017 be received as a true and correct record.

Resolution

Moved Councillor Goddard, seconded Councillor Liessmann that the recommendation be adopted noting the following amendment;

- Item 15.1 – That Council approve leave of absence for Councillor Perry from 31 March 2017 to 9 April 2017.

CARRIED

4 REPORTS

4.1 Second Amended Budget for 2016/2017

Executive Summary

In accordance with the Local Government Act 2009 and the Local Government Regulation 2012, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed the budget revision for 2016/17 and the next two financial years.

Management have completed a review of the 2016/17 budget based on results to the end of February and estimated transactions for the remainder of the financial year.

An amended budget for the 2016/17 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30th June, 2017 as tabled be adopted.

Resolution

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

CARRIED

5 GOVERNANCE & LOCAL LAWS

5.1 Council Workshops - March 2017

Executive Summary

During the past month workshops were conducted by Council on 9 and 21 March to discuss various policy and operational issues. Workshops were also held during the month associated with the preparation of the 2017/18 Budget.

A brief summary of the issues discussed at the March workshop is outlined in this report.

Recommendation

That the report on Council workshops held during the month of March 2017 be received and noted.

Resolution

Moved Councillor Liessmann, seconded Councillor Perry that the recommendation be adopted noting the following amendment;

- That a presentation was given at the workshop on 21 March 2017, by representatives of Pacific Hydro on the proposed Solar Farm.

CARRIED

5.2 Interest Free Loan Request - Home Hill Tennis Association Inc

Executive Summary

The purpose of this report is to seek Council's approval of an Interest Free Loan for the Home Hill Tennis Association Inc.

Recommendation

That Council approve an interest free loan to the Home Hill Tennis Association Inc. of \$60,000 (no GST applicable) repayable over a term of ten (10) years at \$6,000 per annum to upgrade its facilities.

Resolution

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

CARRIED

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

10.1 Development Application - Material Change of Use for Telecommunication Facility at 29466 Bruce Highway, McDesme (Lot 4 on SP120598 Parish of Jarvisfield, County of Gladstone)

Executive Summary

Council has received a Development Application from Daly International on behalf of their client Optus Mobiles Pty Ltd seeking a development permit for a Material Change of Use Telecommunications Facility at 29466 Bruce Highway, McDesme (Lot 4 on SP120598 Parish of Jarvisfield, County of Gladstone)

The proposal is for a defined use and triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (the scheme).

Recommendation

That Council approves the Development Application for development permit for a Material Change of Use for a Telecommunications Facility at 29466 Bruce Highway, McDesme (Lot 4 on SP120598 Parish of Jarvisfield, County of Gladstone) subject to the following conditions:

Approved Plans

- 1.(a) The proposed development must be completed and maintained generally in accordance with the drawing/documents identified in the Table below, except as otherwise specified by any condition of this approval.

Drawing Title	Drawing/Revision	DATE
Draft Site Layout	B1437-P1, Rev 1	04/07/2016
Draft Site Elevation	B1437-P2, Rev 1	04/07/2016
Draft Property Layout	B1437-P3, Rev 1	04/07/2016

- (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 scheme requirements as applying at the date of this approval, except as otherwise specified by any condition of this approval.
- (d) The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.

Rehabilitation

2. If the use is abandoned or ceases operation, the developer must rehabilitate the site by:
 - (a) Removing the monopole and all associated infrastructure, and
 - (b) Re-instating the site back to its pre-development standard.

Outstanding charges

3. 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

4. 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.

Damage

5. Any damage which is caused to Council's infrastructure as a result of construction or use of the proposed development must be repaired immediately.

Access

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

Public Utility Services

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

Stormwater

8. 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.

Resolution

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

FOR: Councillors McLaughlin, Woods, Goddard and Perry

AGAINST: Councillors Liessmann and Bawden

4/2

CARRIED

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

14.1 RADF Advisory Group Meeting Minutes - 6 April 2017

Resolution

Moved Councillor Perry, seconded Councillor Woods that the minutes of the RADF Advisory Group Meeting held on 6 April 2017 be received and adopted.

CARRIED

15 GENERAL BUSINESS

15.1 Exhibition Opportunities - Museum of Tropical Queensland

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Council investigate the following exhibition opportunities;

1. The possible staging of an exhibition by the Museum of Tropical Queensland in the Burdekin; and
2. Council providing a historical display at the Museum of Tropical Queensland.

CARRIED

15.2 Report Request - Drainage at First Street and Eighth Avenue Home Hill

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that a report be presented to Council in relation to the drainage on the corner of First Street and Eighth Avenue Home Hill.

CARRIED

15.3 Report Request - Timeline on Wallace Creek Boat Ramp

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that information be provided to Council on the timelines for repairs to the Wallace Creek Boat Ramp.

CARRIED

15.4 Report Request - Management of Deer - Rita Island

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that a report be presented to Council on the management of deer in the Rita Island area.

CARRIED

15.5 Council Contribution to Regional Chamber Year Book

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council ratify the Mayor's actions in approving a \$400 contribution to participate in the Townsville Chambers, Regional Chamber Year Book in conjunction with both the Ayr and Home Hill Chambers of Commerce.

CARRIED

10.05am - Mr. S. Great - Manager Planning and Development and Mrs. K. Olsen - Manager Financial and Administrative Services left the meeting.

16 CLOSED MEETING ITEMS

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

Resolution

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

275(1)(e) contracts proposed to be made by Council;

For the purpose of discussing;

- Consideration of Tenders – Home Hill Caravan Park and Home Hill Swimming Pool

CARRIED

Council Meeting opened to Public

Resolution

Moved Councillor Goddard, seconded Councillor Woods that the Council meeting be opened to the public.

CARRIED

16.1 Acceptance of Tender - Home Hill Caravan Park and Home Hill Swimming Pool

Resolution

Moved Councillor Goddard, seconded Councillor Woods that Council awards Contract TBSC/17/004 – Management of Home Hill Swimming Pool and Caravan Park to Lloyd and Lisa Shepherd as per the tendered amount.

CARRIED

17 DELEGATIONS

There were no delegations.

Councillor Woods – Term as Deputy Mayor

The Mayor thanked Councillor Woods for his work as Deputy Mayor over the past 12 months in providing support to her and for his advice and guidance in the role.

There being no further business the meeting closed at 10.15am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on Wednesday 26 April 2017.

MAYOR

4 REPORTS

4.1 Capital Projects Monthly Report for Period Ending 31 March 2017

Recommendation

That the Capital Projects Monthly Report for Period Ending 31 March 2017 be received.



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
MCD - Manager Community Development								
			24101 - Burdekin Library Building Capital	117,000.00	5,460.00	-95%	June 2017	Budget \$75,000 Actual \$5,460 Ayr Library kitchen refurbishment including second toilet. Project is currently in discussion with new architect. Plans to be released for quotation purposes by mid April.
							June 2017	Budget \$15,000 Ayr Library security upgrade - includes panic button and swipe cards. Security swipe cards will be completed in conjunction with kitchen refurbishment. Quotes for security upgrade being obtained.
							May 2017	Budget \$15,000 Home Hill Library security upgrade and replace front desk. Quotes received and orders done for front desk and furniture.
							May 2017	Budget \$12,000 Home Hill Library shelving upgrade. Waiting on final quote.
(80,000.00)	(44,881.00)	-44%	24103 - Burdekin Library Office Equip Capital	98,400.00	55,479.82	-44%	June 2017	Budget \$98,400 Book purchases. Target to spend 55% by December 31 was not achieved, however project will be completed by end of financial year.
-	-	-	24141 - Burd Mem Hall Office Equipment Capital	15,000.00	9,853.69	-34%	April 2017	Budget \$15,000 Replace sound mixing console. Console arrived in December. Staff currently working on building housing.
			24170 - Burdekin Theatre Building Capital	32,000.00	18,337.16	-43%	May 2017	Budget \$22,000 Actual \$18,337 Replace LED cyc (stage lights). Units arrived in December. Cabling part completed using stock held at Theatre, further cabling ordered.
							March 2017	Budget \$10,000 Scrim - Project complete, determined to be an operational project.
			24171 - Burdekin Theatre Other Assets Capital	167,000.00	-	-100%	September 2017	Budget \$160,000 W4Q Forecourt Shade Cover - concept plans in progress.
							May 2017	Budget \$7,000 Projector - quotations being obtained.
(80,000.00)	(44,881.00)		Total	429,400.00	89,130.67			



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
MCS - Manager Client Services								
-	-	-	11501 -IT Hardware Purchases	215,000.00	-	-100%	June 2017	Budget \$150,000 SAN replacement - tier 1 & 2 storage. To be ordered by end of April 2017. Submissions on Vendor Panel (Local Buy) closed on the 24/03/17. Currently finalising tender quotes and will appoint contractor ASAP. This allows 3 months for completion of project.
							June 2017	Budget \$20,000 Replace backup and archive system. Submissions on Vendor Panel (Local Buy) closed on the 24/03/17. Currently finalising tender quotes and will appoint contractor ASAP. This allows 3 months for completion of project.
							June 2017	Budget \$45,000 High speed network link WWW treatment plant and second external site (library). Quotes have been received and ICT are going through quotations. This project is on hold as IT are in discussions with supplier in relation to available radio frequencies. Once this matter is sorted the project is still on schedule for 30/06/17.
(28,000.00)	-	+100%	11503 -IT Software Purchases	186,708.00	63,033.93	-66%	June 2017	Budget \$30,000 Virtual desktop infrastructure pilot for 10 desktop computers. ICT Coordinator is currently developing the Terms of Reference for this project. Once completed it will be listed on Vender Panel (Local Buy). This project is still on target to be finalised by 30/06/17.
							First Quarter of 2017	Budget \$68,000 Actual \$27,924 Software ECM upgrade allowance. ECM went live 01/03/2017, however further testing on issues is being conducted.
							Project Completed	Budget \$15,000 Actual \$13,040 Corporate Photo Gallery. Project completed under budget.
							Early 2017	Budget \$20,000 GIS spacial imagery replacement. Waiting on DERM to finalise imagery. DERM have been delayed due to Weather. Once imagery is available GIS officers will upload into Intramaps.
							Project Completed	Actual \$-1,252. Consulting for archiving module implementation project. 30 June 2016 accrual amount higher than final invoice received.
							March 2017	Budget \$53,708 Actual \$23,322 Intramaps. Public implementation still to be carried out.
-	-	-	11508 - Administration Office Equip Capital	13,000.00	5,593.00	-57%	Project Completed	Budget \$13,000 Replace office photocopiers. Purchased and installed one photocopier (Administration) of \$5,593. Photocopier replacement (Engineering) ordered and installed - costed to operational as under capital threshold.
(28,000.00)	-		Total	414,708.00	68,626.93			



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
MGLL - Manager Governance and Local Laws								
-	-	-	13101 - Council Chambers Building Capital	105,000.00	-	-100%	October 2017	Budget \$105,000 W4Q - Energy Efficiency Initiatives. Projects to be recommended to Council shortly.
-	-	-	21122 - Aerodrome Runways & Other Assets Capital	225,000.00	-	-100%	June 2017	Budget \$225,000 Ayr Aerodrome electrical upgrade - stage 1. No objection from Aerodrome Advisory Group for upgrade. Consultants engaged to prepare tender documentation and administer tender process.
-	-	-	21150 - Showgrounds Other Buildings Capital	7,300.00	7,294.09	0%	Project Completed	Budget \$7,300 Ayr Showgrounds. Open bar structure, replace roof sheeting and fascia.
-	-	-	21170 - Ayr Showgrounds Hall	45,000.00	-	-100%	June 2017	Budget \$45,000 W4Q - Ayr Showgrounds Roof replacement. Contractor appointed.
(63,709.00)	(61,320.00)	-4%	22130 - Burdekin Multi-Purpose Building Capital	224,200.00	224,161.95	0%	Project Completed	Budget \$224,200 Building fitout. Work completed in February 2017. Invoices remain outstanding for storage cupboard construction/installation and signage.
-	-	-	46401 - Waste Disposal Other Assets Capital	11,600.00	11,600.00	0%	Project Completed	Budget \$11,600 Fencing Kirknie Landfill New Cell. Project complete.
-	-	-	46460 - Kirknie Landfill Cell Liner Capital	11,400.00	11,362.70	0%	Project Completed	Budget \$11,400 Hydro Mulching Batters at Kirknie Landfill New Cell. Project completed under budget.



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

			<u>Description</u>	<u>Expenditure</u>			<u>Estimated Completion Date</u>	<u>Comments</u>
<u>Revised Budget</u>	<u>Income to Period End</u>	<u>Actual Variance</u>		<u>Revised Budget</u>	<u>Actual to Period End</u>	<u>Variance</u>		
-	-	-	47101 - Caravan Parks Buildings Capital	85,000.00	-	-100%	June 2017	Budget \$85,000 Home Hill Caravan Park amenities upgrade. Decision made 06/12/16 on location of amenities. Plans completed internally. Engineering certification to be obtained by 14/04/17. Quotations then to be sought for construction.
-	-	-	47102 - Caravan Parks Other Assets Capital	24,000.00	223.19	-99%	June 2017 June 2017	Budget \$9,000 Home Hill Caravan Park replace powerheads (x7). Actual \$223. Two powerheads installed so far (including expenditure from 2015/16). Remaining powerheads to be installed by June 2017. Budget \$15,000 Home Hill Caravan Park fence. Works were deferred pending investigation of boundary and layout. Works now to be included with amenities construction.
(702,000.00)	(210,600.00)	-70%	47501 - Swimming Pool Buildings Capital	1,443,050.00	48,625.99	-97%	Project Completed Project Completed August 2017	Budget \$21,550 Actual \$21,528 Ayr Pool replace shade sails. Project completed. Budget \$17,500 Actual \$17,455 Ayr Pool Design Detail. Project complete - works for original detailed design plan and estimate. Budget \$1,404,000 Actual \$9,643 Ayr Pool Refurbishment. Advice of approval of Government grant of \$702,000 received. GHD engaged under Local Buy Contract to prepare tender documentation and project manage work. Council resolution 04/04/17 to engage Swimplex Aquatics. Works expected to be completed by end August 2017.
(765,709.00)	(271,920.00)		Total	2,181,550.00	303,267.93			



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
MOPS - Manager Operations								
(308,406.00)	(50,670.00)	-84%	43302 - Parks Other Assets - Capital	993,642.00	216,328.90	-78%	June 2017	Budget \$400,000 Actual \$28,841 Mt Inkerman lookout facilities upgrade. Finalisation of concept plans occurring in consultation with Council.
							June 2017	Budget \$50,000 Actual \$112 Miscellaneous park furniture. Replacement of picnic shelter Lions Park, Home Hill and concrete picnic tables Alva. Orders placed.
							June 2017	Budget \$50,000 Shade structures and playground equipment. \$45,595 of budget available as \$4,405 of budget has been applied to Coutts Park. Replacement of fire engine play equipment Anzac Park - order placed.
							Project Completed	Budget \$80,115 (plus \$4,405 detailed above totals \$84,520) Actual \$84,520 Coutts Park Playground equipment. Project completed.
							June 2017	Budget \$107,736 Actual \$900 Ayr Skate Park shade structures. \$57,736 funding approved under the State Government Get Playing Places and Spaces program. Specification being prepared for quotation, concept plans currently being drafted for Council review.
							Project Completed	Budget \$190,791 Actual \$96,657 Plantation Park and Juru Walk Development. Project completed - final report and financial acquittal to be completed.
							July 2017	Budget \$40,000 W4Q - Burdekin Be Active Trail - Exercise Station Installation - Develop plan and installations to be included for Council approval.
							July 2017	Budget \$50,000 W4Q - Burdekin Be Active Trail - Solar Light Installation - Waiting for lighting inspection results from BSCAT.
							November 2017	Budget \$25,000 Actual \$3,900 W4Q - Plantation Park - Adventure Playground - Project brief supplied to Jeavons Landscape Architects to provide fee proposal. Site survey commissioned.
							September 2017	Actual \$1,400 W4Q - Home Hill and Giru Skate Parks shade cover.
-	-	-	44102 - Cemetery Other Assets Capital	40,000.00	18,140.00	-55%	February 2017	Budget \$40,000 Ayr Cemetery - Mackenzie Street entry statement. Work structurally complete. Coat of Arms and brass ordered and waiting on delivery.
-	-	-	45101 - Public Conveniences Buildings - Capital	130,000.00	-	-100%	May 2017	Budget \$55,000 Cromarty Boat ramp. Replace existing public toilet. Site classification occurring with plans to be drawn for quotation.
							June 2017	Budget \$75,000 Groper Creek septic relocation. Consultant engaged to prepare required application to be lodged with DEHP for project approval.
(17,730.00)	(17,729.69)	0%	57252 - Roads Capital - NDRRA Apr 14	-	-	-	Physical Works Completed 30 June 2016	Final acquittals completed - minor additional funds to be reimbursed to Council due to changes to funding guidelines.



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
-	-	-	58101 - Depot Buildings Capital	25,000.00	-	-100%	May 2017	Budget \$25,000 Laboratory WWW office (Jones Street depot). Current consultation with Building Services. Works estimated to commence April 2017.
-	-	-	58104 - Depot Office Equipment Capital	10,000.00	8,629.00	-14%	May 2017	Budget \$10,000 - Ice Maker and Ice Dispenser on site and being installed.
-	-	-	61110 - Sewerage Reticulation Capital	472,490.00	204,490.13	-57%	June 2017	Budget \$225,000 Sewerage replacement/refurbishment of assets - ongoing throughout financial year. Actual \$7,000 to Replace Pump at SPS No. 2 Ayr.
							Project Completed	Budget \$197,490 Actuals \$197,490 Sewer Reline. Final progress payment, funded from carry over.
							June 2017	Budget \$50,000 - No. 1 Conley Street Wet Well Refurbishment.
(190,400.00)	(190,400.00)	0%	62120 - Pump Stations Capital	1,159,580.00	388,592.58	-56%	Completion of Sewage Switchboard Replacement Program - June 30 2018	Budget \$1,159,580 Sewer Pump Station switchboard replacement program. State Government Building Our Regions Fund grant approved of \$952,000. Current expenditure \$287,325. Contract awarded for QBSC 17/002 for replacement of 7 switchboards. QBSC 17/007 for additional 7 switchboards awarded. Expenditure of \$101,267 is for digital telemetry and alarm upgrades at 18 SPS's with overflows to the environment.
-	-	-	63140 - Sewerage Treatment Capital	265,000.00	167,600.34	-37%	March 2017	Budget \$40,000 Actual \$29,670 Ayr WWTP refurbish secondary digester bridge. Works completed.
							June 2017	Budget \$75,000 Actual \$187 Home Hill WWTP - Contract awarded.
							Project Completed	Budget \$150,000 Actual \$137,743 Ayr WWTP refurbish primary clarifier. Project completed under budget.



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
-	-	-	71001 - Water Production Capital	300,000.00	30,501.53	-90%	June 2017	Budget \$200,000 Water supply replacement/refurbishment of assets. Ongoing throughout financial year. Actuals \$15,758 to replace motor at Bore No. 3 Conlan Street.
							June 2017	Budget \$75,000 Actual \$14,743 Relocation 100mm water main invicta Mill Giru. Design consultation with Wilmar representative on-site January 2017. Materials ordered - preliminary works commenced. Actuals \$1,560.
							June 2017	Budget \$25,000 W4Q - Giru Water Tower Structural Refurbishment. Design consultant has been appointed.
(538,470.00)	(230,432.89)	-57%	72120 - Water Treatment Capital	1,779,362.00	599,411.98	-66%	June 17	Budget \$616,074 Actual \$32,124 South Ayr WTP replacement switchboard. QBSC 17/001 closed and awarded. \$308,037 funding approved under the LG Grants and Subsidies Program.
							Project Completed	Budget \$476,234 Actual \$476,234 South Ayr WTP and Ayr Water Tower - install variable speed drive.
							June 2017	Budget \$687,054 Actual \$3,139 Home Hill Water Tower Replace Aerators. New tender will be called in April, closing on the 10/05/17.
							Project Completed	Actual \$28,784 Nelson's Lagoon repair main; Actual \$56,375 South Ayr repair main - both budgeted at PR 71001.
							Project Completed	Actual \$2,756 Valves/Scours Ayr. To be journaled to operational.
-	-	-	73140 - Water Reticulation Capital	-	6,647.66	-	Project Completed	Expenses for Burke Street Scour ancillary works. Budgeted at PR 71001.
(1,055,006.00)	(489,232.58)		Total	5,175,074.00	1,640,342.12			



BURDEKIN SHIRE COUNCIL
MONTHLY REPORT - CAPITAL PROJECTS
Period Ending 31 March 2017

<u>Revised</u> <u>Budget</u>	<u>Income Actual</u> <u>to Period End</u>	<u>Variance</u>	<u>Description</u>	<u>Revised</u> <u>Budget</u>	<u>Expenditure</u> <u>Actual to</u> <u>Period End</u>	<u>Variance</u>	<u>Estimated</u> <u>Completion Date</u>	<u>Comments</u>
MTS - Manager Technical Services								
(1,715,920.00)	(1,430,821.66)	-17%	51101 - Roadworks Capital	6,615,679.00	3,694,634.08	-44%	June 2017	Budget \$6,615,679 The majority of carryover projects are complete. 20 of 39 projects complete. Current expenditure is below forecasts.
-	-	-	51130 - Reseals - Capital	900,000.00	323,015.22	-64%	June 2017	Remaining works planned to be completed by June 2017.
-	-	-	51620 - Drainage - Capital	269,274.00	258,147.05	-4%	June 2017	Budget \$269,274 Actual \$258,147 Works complete for Sixth Street, Fourteenth A Street and Lando Street (carryover project of \$19,274 for Lando Street completed). Work in progress on South Ayr open drain.
-	-	-	53102 - Boat Ramp & Pontoon Other Assets Capital	-	5,251.97	-	Project Completed	Solar lights at Cromarty Creek not completed in 15/16 due to delay in approvals for River Trust work. Project now complete.
(340,000.00)	(78,493.45)	-77%	55150 - Light Vehicles - Fleet Capital	970,000.00	217,179.46	-78%	June 2017	Quotations for final round of light vehicle replacements to be called before end of April.
(168,000.00)	(168,140.93)	0%	55151 - Trucks - Fleet Capital	801,000.00	800,576.00	0%	Project Completed	No further purchases planned for 16/17.
(35,000.00)	(35,000.00)	0%	55152 - Machines - Fleet Capital	206,000.00	205,520.00	0%	Project Completed	No further purchases planned for 16/17.
(28,000.00)	(25,727.28)	-8%	55153 - Plant & Equipment - Fleet Capital	372,106.00	305,359.19	-18%	June 2017	Orders for trailers and spray units to be placed in April.
(2,286,920.00) (1,738,183.32)			Total	10,134,059.00	5,809,682.97			
(4,215,635.00) (2,544,216.90)			TOTAL CAPITAL PROJECTS	18,334,791.00	7,911,050.62			

4.2 Operating Statement for Period Ending 31 March 2017

Recommendation

That the Operating Statement for Period Ending 31 March 2017 be received.



**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 March 2017**

	Note	Actual YTD	YTD Revised Budget	\$ Variance Actual to Revised	% Variance Actual to Revised
Operating Revenue					
Rates and Utility Charges	1	36,102,893.25	37,750,045	-1,647,152	-4%
Pensioner remissions		-296,828.19	-292,000	-4,828	2%
User fees and charges	2	1,501,180.41	1,427,831	73,349	5%
Interest Received	3	1,256,077.04	1,293,450	-37,373	-3%
Operational contributions and donations	4	149,935.00	166,115	-16,180	-10%
Operational grants and subsidies	5	2,921,907.89	2,877,472	44,436	2%
Contract and recoverable works	6	1,152,167.56	1,368,750	-216,582	-16%
Other operating revenue	7	198,662.53	152,969	45,693	30%
Total operating revenue		42,985,995.49	44,744,632.50	-1,758,637	-4%
Operating Expenses					
Employee benefits	8	13,473,141.27	14,080,832	-607,691	-4%
Materials and services	9	10,150,756.92	11,333,351	-1,182,594	-10%
Depreciation and amortisation		7,703,386.15	7,836,075	-132,689	-2%
Finance Costs	10	301,099.73	286,522	14,578	5%
Other expenses		1,731.11	0	1,731	-
Total operating costs		31,630,115.18	33,536,780.25	-1,906,665	-6%
Surplus (deficit) from operating activities		11,355,880.31	11,207,852	148,028	1%
Capital contributions	11	7,122.95	0	7,123	-
Capital grants and subsidies	12	3,992,732.29	4,055,726	-62,994	-2%
Other capital income (expense)	13	-1,667,460.44	-2,840,850	1,173,390	-41%
Net result for period		13,688,275.11	12,422,729	1,265,547	10%

as at 18/04/2017 4:35 PM

**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
NOTES FOR VARIANCES TO BUDGET
Period Ending 31 March 2017**

Note

- 1 Rates and Utility Charges**
Rates are on target - the negative variance will be negated by six monthly water consumption charges and recognition of rates in advance of approximately \$1.1M at the end of the financial year.
 - 2 User Fees and Charges**
Ahead of budget, mainly animal management, waste disposal, and hire of cultural facilities. Currently under budget in Caravan Park fees - income expected to increase over winter months.
 - 3 Interest Received**
Council has longer term investments which were selected based on more advantageous interest rates. Actuals may come in under budget due to ongoing low interest rates.
 - 4 Operational Contributions and Donations**
Mainly under budget due to timing of invoices for aquatic weed control. Land protection ahead of budget.
 - 5 Operational Grants and Subsidies**
Ahead of budget. Three quarterly payments of the Financial Assistance Grant have been received. PCYC annual grant received in full, along with the First Start grant, RADF grant, SES Subsidy, Get Ready Burdekin grant and Community Drought Support funding. First 5 Forever and Boat Ramps grants yet to be received.
 - 6 Contract and Recoverable Works**
Under budget due to the timing and payment of main roads claims. Private works income is received throughout the year.
 - 7 Other Operating Revenue**
Above budget due to theatre ticket sales, annual Fire Levy collection fees, and insurance payouts.
 - 8 Employee Benefits**
Employee benefits below budget mainly due to unfilled positions, delay in EBA negotiations, and fringe benefits tax instalments. Movement in annual leave and long service leave provisions will be journalled at the end of the financial year.
 - 9 Materials and Services**
Materials and Services under budget due to timing of waste disposal and waste collection contract payments. RMPC expenditure is under budget due to timing of major works. Roads maintenance under budget due to lack of wet season.
 - 10 Finance Costs**
This budget mostly consists of interest paid on QTC loans. As interest is paid quarterly, the budget is calculated quarterly - the first three quarterly payments have been made.
 - 11 Capital Contributions**
Contributions received from property owners towards works on Irving Street, Ayr and contribution received towards driveway widening for Ayr Fire Brigade.
 - 12 Capital Grants and Subsidies**
Ahead of budget - 60% of Works for Queensland funding received in February. Also includes income received for Roads to Recovery, TIDS, South Ayr variable speed drive, Beach Road cycleway, Skilling Queensland for Work, Multi-Purpose Building fit-out, NDRRA April 2014 payment, and first two quarterly payments from State Library. 30% of funding has been received for the Ayr Pool refurbishment to date. Income yet to be received for Mount Inkerman lookout and road upgrade, P&R Tech One upgrade, South Ayr WTP Switchboards Replacement program, and Blackspot funding.
 - 13 Other Capital Income**
Loss on write offs of assets include Transport \$1,353,231, Buildings \$61,447, Office \$6,201, Other \$22,898, Sewerage \$18,096 and Water \$31,251 due to full/partial replacement of assets. Loss on disposal from sales for Fleet \$174,337. Includes loss on donation of building assets \$8,495.
-

5 GOVERNANCE & LOCAL LAWS

5.1 Approval for Draft Corporate Plan 2017-2022 to be Presented for Community Feedback

Document Information

Referring Letter No: N/A

File No: 1666

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods – Executive Officer

Executive Summary

Council has been working on reviewing the Corporate Plan and developing a Corporate Plan for 2017-2022. In consultation with the CEO, senior management and the Executive Officer, Council have developed a Draft Corporate Plan that is now ready for public review and feedback. In reviewing the Corporate Plan, Council has updated the values and a number of the strategies, but has retained the existing strategic areas. Council is required to adopt a 5 year Corporate Plan that incorporates community engagement.

Recommendation

That Council call for public feedback on the Draft Corporate Plan 2017-2022 via an advertisement in the local newspaper and via Council's website and social media platforms.

Background Information

During Council Workshops, Council have reviewed the existing Corporate Plan and have made a number of suggested changes. A Draft Corporate Plan is now ready to be presented for community consultation. Council is required to adopt a 5 year Corporate Plan that incorporates community engagement.

Link to Corporate/Operational Plan

N/A

Consultation

N/A

Legal Authority or Implications

Local Government Act 2009, Section 104 (5)(a)(i)

104 Financial management systems

(5) The system of financial management established by a local government must include-

(a) the following financial planning documents prepared for the local government-

(i) a 5-year corporate plan that incorporates community engagement;

Policy Implications

N/A

Financial and Resource Implications

There will be a minimal cost involved in placing an advertisement in the local newspaper.

Report prepared by:

Rebecca Woods - Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Draft Corporate Plan 2017-2022

DRAFT

Corporate Plan 2016-2021

Introduction

The Burdekin Shire Council Corporate Plan 2016-2021 outlines the Council's five-year strategic direction based on community priorities.

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

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

The Corporate Plan is reviewed annually.

Our Vision

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

Our Mission

To achieve our vision through leadership, facilitation, innovation and outstanding service.

Our Values

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

Customers First- We strive to deliver excellence in service to both external and internal customers.

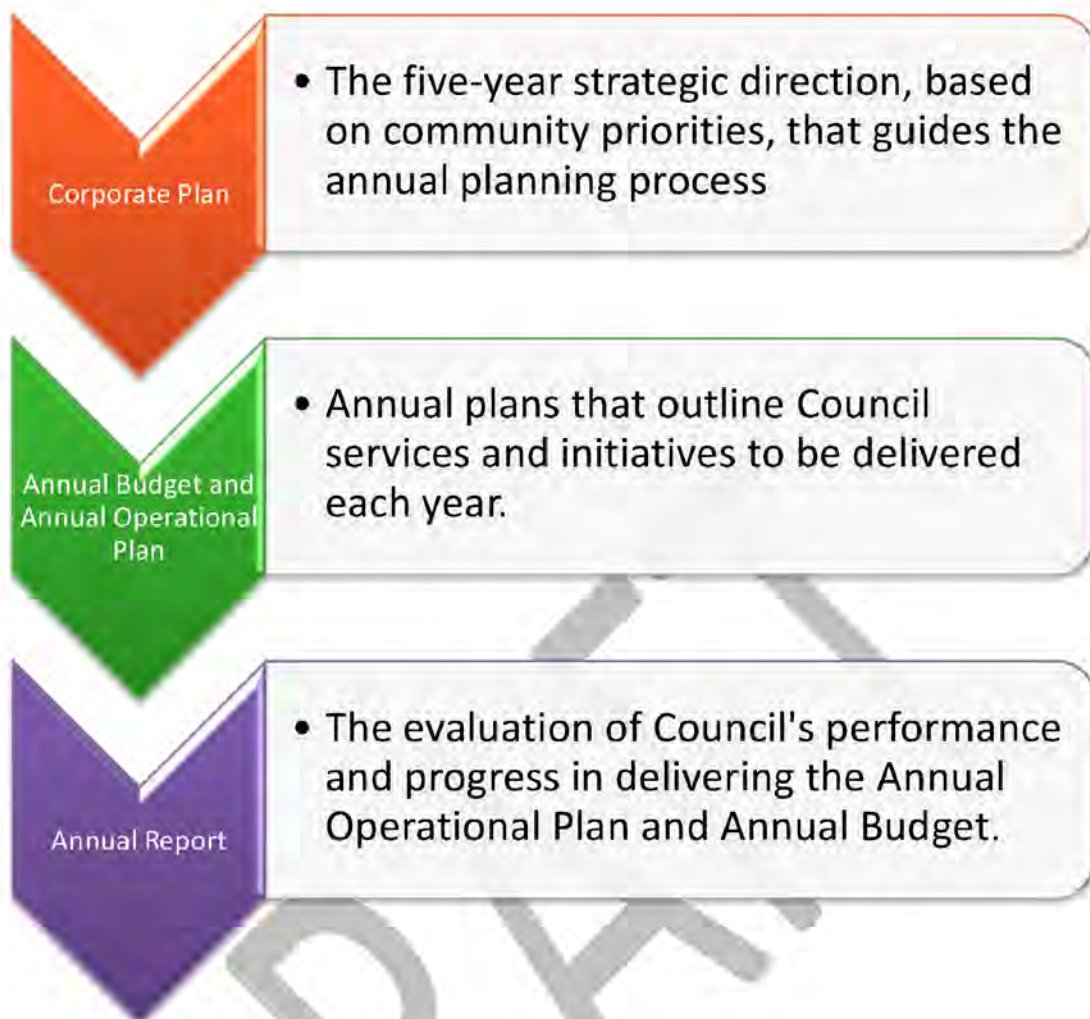
Lead and Innovate- We provide honest and transparent leadership whilst embracing innovation and change.

Value People- We believe in fairness and respect in our relationships with all members of our community, our key stakeholders and our employees.

Continuous Improvement- We will challenge the norm in the pursuit of continuous improvement.

Ideas into Action- We adopt a team approach focused on the efficient delivery of programs and services.

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



Community Priorities

Our Region

The Burdekin Shire is situated on the Pacific coastline, centred 80km south of Townsville, North Queensland. The Shire land area is in excess of 5000 square kilometres and is home to an estimated 17831¹ residents. The gross revenue generated by businesses and organisations in the Burdekin Shire exceeds \$2 billion per annum.

Burdekin Shire has many opportunities to achieve a high quality of liveability for residents, that is underpinned by a productive and diverse economy.

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

The Burdekin is home to a growing number of innovative industries such as solar farming and aquaculture and is also well known as a top recreational fishing destination.

The Challenges

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

The Opportunities

- Abundance of water
- Willingness to encourage diversification of the economy
- Proactive and financially sustainable local government
- Connected community with a strong sense of identity
- Close proximity to export facilities
- Leverage off community organisations and individuals with varied skills and abilities

Fast Facts

Area: 5053km²

Population: 17831 residents

Gross annual revenue: >\$2 billion

Average daily temperature: 17.9°C-29.1°C

Average annual rainfall: 918.9mm

Average days of sunshine: 300

Location: 19.577°S, 147.406°E²

About 70km south of Townsville

² Census 2016 Quickstats ² GPS coordinates of Burdekin Shire Council Chambers 145 Young street, Ayr

Community Priorities

Through previous community consultation activities and ongoing feedback from the community, Council has identified the following broadly categorised community priorities:

- Accountability of Council, fiscal responsibility, transparency and evaluation of performance
- Animal control
- Increased use of community facilities
- Building and improving infrastructure
- Building community capability
- Diversification of the economy
- Environmental Sustainability
- Community engagement
- Safe and inclusive public space
- Water management
- Tourism Development

Key strategic Areas

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

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

Under each Key Strategic Area in the Corporate Plan are:

Intents that indicate the outcome for that Key Strategic Area

Strategies -outline the process to achieve the intent and guide the planning process for specific actions to be identified for the annual operational plan

Evaluation Measures -consist of processes to assess Council's performance in delivering intended outcomes for the Key Strategic Areas.

1 Infrastructure

1.1. Infrastructure for future needs

- 1.1.1. Plan, build and maintain infrastructure that enhances community assets
- 1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin
- 1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure

1.2. Management and maintenance of community assets

- 1.2.1. Implement the Asset Management Strategy
- 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities
- 1.2.3. Plan to protect the integrity of key community assets and buildings
- 1.2.4. Protect the integrity of existing assets through flood and disaster mitigation programs
- 1.2.5. Provide sporting, recreational, parks, playgrounds and aquatic facilities that meet the needs of our community

1.3. Safe and effective transport networks

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

1.4. Securing and managing water resources

- 1.4.1. Enhance water security
- 1.4.2. Increase water supply network reliability
- 1.4.3. Improve water quality
- 1.4.4. Prioritise upgrades and improvement to the drainage systems
- 1.4.5. Improve water and sewerage network reliability through planned infrastructure upgrades

1.5. Effectively employ technology

- 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

Evaluation Measures

- *Implementation of the Asset Management Strategy*
 - *Compliance with Burdekin Shire Council Customer Service Standards for water and wastewater*
 - *Achievement of Maintenance Service Level Standards in roads, drainage and parks*
 - *Completion of projects within timeframes and allocated budget*
 - *Compliment-to-complaint ratio*
 - *Development and implementation of a five-year capital works program*
 - *Application of the Infrastructure Plan*
-

2. Economic Development

2.1. Empower the community

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

2.2. Encourage innovation

- 2.2.1. Facilitate the provision of information to encourage a digitally connected business community to enable competitiveness
- 2.2.2. Encourage business to invest in research and development
- 2.2.3. Support the development and expansion of existing business
- 2.2.4. Support projects and initiatives that encourage start-up and small business
- 2.2.5. Encourage and support the development of tourism product

2.3. Strengthen Networks

- 2.3.1. Support business and industry networks
- 2.3.2. Assist in building an entrepreneurial culture in the Burdekin
- 2.3.3. Promote the Burdekin as regional leaders in agriculture, aquaculture and agribusiness
- 2.3.4. Collaborate with and lobby regional, state and federal government forums, committees or representatives while advocating for local and regional needs

2.4. Encourage re-investment and attract new investment to the Burdekin

- 2.4.1. Review and implement an Economic Development Strategy
- 2.4.2. Promote pre-lodgement meetings with developers to facilitate industry investment in the Burdekin Shire
- 2.4.3. Investigate, support and facilitate the potential of bio-futures projects in the Burdekin
- 2.4.4. Support development, diversification, sustainability and expansion of the economic base

2.5. Plan and coordinate our communities

- 2.5.1. Review land supply and uses as required to meet community and business needs
- 2.5.2. Consider future facilities required for an ageing population

Evaluation Measures

- *Implementation of Economic Development Strategy*
- *Client satisfaction and feedback*
- *Application of the Planning Scheme*

3. Social Wellbeing

3.1. Safe, healthy, inclusive and socially engaged communities

- 3.1.1. Support projects and activities to improve public safety and health through strategic partnerships
- 3.1.2. Provide information and referrals for community service enquiries from residents
- 3.1.3. Encourage equitable access to facilities
- 3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs
- 3.1.5. Develop in partnership with the community plans and processes to mitigate the impacts of a disaster
- 3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.
- 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
- 3.1.8. Facilitate partnerships to improve crime prevention

3.2. Strong community organisations

- 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. Support key community events

3.3. Creating places of community identity

- 3.3.1. Encourage increased use of community spaces and facilities
- 3.3.2. Highlight the benefits of living, working and playing in the Burdekin
- 3.3.3. Encourage creative and cultural pursuits that enhance the community identity
- 3.3.4. Welcome visitors to the Burdekin

3.4. Provision of public space

- 3.4.1. Encourage active communities through the provision and maintenance of recreational facilities
- 3.4.2. Support sporting organisations in providing opportunities for physical activity.

3.5. Build a robust and resilient community

- 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.

Evaluation Measures:

- | | |
|---|--|
| • <i>Participant response to events</i> | • <i>Number of users of Council facilities</i> |
| • <i>Participant attendance at community events</i> | • <i>Application of Customer service Charter</i> |
| • <i>Training available to community members</i> | • <i>Compliment-to-complaint ratio</i> |
| • <i>Compliance with statutory obligations</i> | • <i>Client satisfaction and feedback</i> |
| | • <i>Upgrade of public facilities</i> |
-

4. Environment

4.1. Balancing the needs of the community and the environment

- 4.1.1. Attain a sustainable economic balance between positive environmental outcomes and ongoing development
- 4.1.2. Support community education programs that contribute to improved environmental and community outcomes
- 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
- 4.1.5. Continually improve waste management practices
- 4.1.6. Promote the adoption of environmental best practice by Council, residents and business

4.2. A sustainable environment

- 4.2.1. Develop and implement planning policy to adapt to the impacts of climate change on the community
- 4.2.2. Partner with and consult key stakeholder groups and government departments for a sustainable environment

Evaluation Measures:

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

5. Organisational Sustainability

5.1. Strong engagement with the community

- 5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback
- 5.1.2. Be responsive and proactive in providing information in the public interest
- 5.1.3. Communicate Council intent and decisions to the community using effective messaging tools
- 5.1.4. Improve digital platforms to improve access to information
- 5.1.5. Deliver Council messages in accordance with Council's Style Guide in all Council communication

5.2. An organisational culture that embraces our values

- 5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy
- 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

5.3. Commitment to continuous improvement, customer service and accountability

- 5.3.1. Demonstrate open and transparent leadership
- 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 legislative obligations
- 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes

5.4. Create a workplace that is regarded as an 'Employer of Choice'

- 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council
- 5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs
- 5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees
- 5.4.4. Implement an effective health and safety management system
- 5.4.5. Attract, recruit and retain employees based on their abilities , skills and knowledge

Evaluation Measures:

- | | |
|---|---|
| • <i>Compliance with statutory obligations</i> | • <i>Application of Customer Service Charter</i> |
| • <i>Annual Auditor's report</i> | • <i>Staff Retention and Succession Planning</i> |
| • <i>Working within Council's Investment Policy</i> | • <i>Successful completion of online training</i> |
| • <i>Occupational Health and Safety Record</i> | • <i>Effectiveness of ICT systems</i> |
| • <i>Records Management</i> | • <i>Public Relations Management</i> |
| • <i>Staff Awards for milestones in service</i> | |

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

17 DELEGATIONS

