



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 23 May 2017

COMMENCING AT 9:00AM

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TUESDAY 23 MAY 2017

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1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 8 May 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 8 May 2017 be received and confirmed.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 08 May 2017

COMMENCING AT 9:00AM



TUESDAY 9 MAY 2017

ORDER OF BUSINESS:

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ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer
Mr. D. Mulcahy – Manager Governance and Local Laws
Mr. S. Great - Manager Planning and Development
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. A. Dale

1 PRAYER

The meeting prayer was delivered by Councillor John 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 - 26 April 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 26 April 2017 be received as a true and correct record.

Resolution

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

CARRIED

3.2 Aerodrome Advisory Group Meeting Minutes - 8 February 2017

Recommendation

That the minutes of the Aerodrome Advisory Group Meeting held on 8 February 2017 be received and adopted.

Resolution

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

CARRIED

3.3 Local Disaster Management Group Meeting Minutes - 17 February 2017

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 17 February 2017 be received and noted.

Resolution

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

CARRIED

3.4 Local Disaster Management Group Meeting Minutes - 31 March 2017

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 31 March 2017 be received and noted.

Resolution

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

CARRIED

3.5 Burdekin Be Active Committee Meeting Minutes - 5 April 2017

Recommendation

That the minutes of the Burdekin Be Active Committee Meeting held on 5 April 2017 be received and adopted.

Resolution

Moved Councillor Liessmann, seconded Councillor Bawden that the recommendation be adopted with the follow amendment to item 5;

It was noted that Councillor Bonanno also attended the Sport and Recreation Conference – Plan, Prepare, Perform held on 17 to 18 March 2017 along with Councillor Perry and Mr. T. Vaccaro – Manager Community Development.

CARRIED

3.6 Community Grants Panel Meeting Minutes - 18 April 2017

Recommendation

That the minutes of the Community Grants Panel Meeting held on 18 April 2017 be received.

Resolution

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

It was noted that in relation to Recommendation 4, it was resolved that the wording be amended to:

That the Community Grants Panel recommends that Council investigate funding to conduct an Economic Impact Study for the 2017 Burdekin Growers Race Day.

3.6.1 Funding Request - Burdekin Race Club Inc - 2017 Burdekin Growers Race Day

Resolution

Moved Councillor Woods, seconded Councillor Perry that in addition to the in-kind support recommended for approval, Council contribute a cash contribution of \$2500 to the Burdekin Race Club Inc for Burdekin Growers Race Day on Saturday 20 May 2017.

Voting on Motion

FOR – Councillors Woods, Goddard, Perry and McLaughlin.

AGAINST – Councillors Bonanno, Liessmann and Bawden.

4/3

CARRIED

3.6.2 Funding Request - Burdekin Uniting Church - Burdekin Craft Spectacular

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that Council approves the funding request from Burdekin Uniting Church of \$500 cash to cover costs associated with advertising the 2017 Burdekin Craft Spectacular.

CARRIED

Adoption of Minutes with Amendments

It was resolved to adopt the Minutes of the Community Grants Panel Meeting with the forgoing amendments.

Voting on Motion

FOR – Councillors Woods, Goddard, Perry and McLaughlin

AGAINST – Councillors Bonanno, Liessmann and Bawden

4/3

CARRIED

4 REPORTS

4.1 Council Workshop - April 2017

Executive Summary

During the past month a workshop was conducted by Council on 18 April 2017 to discuss policy and operational issues, receive a presentation and undertake inspections of Council facilities. 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 April workshop is outlined in the report.

Recommendation

That the report on the Council workshop held on 18 April 2017 be received and noted.

Resolution

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

CARRIED

5 GOVERNANCE & LOCAL LAWS

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Change to Easement Location - Anabranh Road, Jarvisfield

Executive Summary

Request to change the position of a drainage easement at Anabranh Road, Jarvisfield.

Recommendation

That Council resolves to allow the changes to Easement A RP739188 on condition that there be no cost to council and that properties benefitting from the existing easement are not detrimentally impacted by the changes.

Resolution

Moved Councillor Bawden, seconded Councillor Goddard that the report lay on the table pending further investigation and consultation by Council Officers.

CARRIED

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

12.1 NQ Innovation and Technology Adoption Program (I-TAP)

Executive Summary

Burdekin Shire Council was invited to commit \$5,000 (exc. GST) per year for three years to support an application to establish a North Queensland Innovation and Technology Adoption Program (I-TAP North Queensland). The program would collaborate with researchers, entrepreneurs and start-ups on the region's complex infrastructure challenges, and open up new opportunities for talent and grassroots innovators to contribute to the region's growth. This contribution would only be provided should the funding application be successful and if

all other local governments in the NQROC region also contribute financially and participate in the project.

The contribution represents the third tier of annual sponsorship, which includes the following benefits:

Involvement in all major events, event and social media recognition, promotion of our Council's role in the North Queensland's innovation ecosystem, subscription to I-TAP partner newsletter.

Council would also actively participate to deliver and further develop the Collaborative Action Plan as well as in-kind contributions to support regional outreach activities, which may include the use of Council facilities and channels to host and communicate program activities in the Burdekin.

Burdekin Shire Council was required to confirm its participation in the program by 21 April 2017, therefore, Mayor, Cr. Lyn McLaughlin authorised Council's commitment to the funding application after discussion with the Economic Development Support Officer and the CEO.

Recommendation

That Council endorse the action of the Mayor in approving an amount of \$5,000 (exc. GST) per year for three years to contribute towards developing a North Queensland Innovation and Technology Adoption Program (I-TAP North Queensland). These payments would be made over three financial years being 2016/17, 2017/18 and 2018/19. This contribution would only be provided should the funding application be successful and if all other local governments in the NQROC region contribute financially and participate in the project.

Resolution

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

CARRIED

The CEO advised that subsequent to Council advising its support of the application one of the other NQROC Councils had indicated that it would not be providing financial support so the application would not be able to proceed.

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

15 GENERAL BUSINESS

15.1 Interim Arrangement for Security Services (Mobile Patrols) Contract

Approval is sought from Council for MJ Protective Services T/A Burdekin Night Alert to continue their monthly mobile security patrols as per the Contract which expired on the 5 April 2017. This arrangement will be continued on a month-by-month basis until such time as the new Contract is awarded.

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council approve MJ Protective Services T/A Burdekin Night Alert to continue to provide security services for Council buildings, carrying out this service on a month-by month basis as per the previous Contract until such time that a new Contract is awarded.

CARRIED

15.2 Cross Regional Wetland Road Trip - Burdekin/Whitsundays - 1 to 2 June 2017

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council approves the attendance of Councillor Woods at the Cross Regional Wetland Road Trip in Burdekin/Whitsundays from 1 to 2 June 2017.

CARRIED

15.3 Letter of Congratulations - Jo Morgan - Summer Surf Girl 2017 Highest Fundraiser

Resolution

Moved Councillor Perry, seconded Councillor Goddard that Council write a letter of congratulations to Jo Morgan for representing Surf Life Saving – Ayr and winning the Summer Surf Girl 2017 Highest Fundraiser Award in Brisbane on 6 May 2017.

CARRIED

15.4 Townsville Enterprise - Taking Townsville North Queensland to George Street - Brisbane - 10 May 2017

Resolution

Moved Councillor Goddard, seconded Councillor Bonanno that Council approve the attendance of Councillor Perry in lieu of the Mayor, who has a commitment at the LGAQ Disaster Management Conference, at the Taking Townsville North Queensland to George Street State Budget Presentation at Parliament House in Brisbane on 10 May 2017 and any expenses to attend the presentation be met by Council.

Voting on Motion

FOR – Councillors Woods, Bonanno, Goddard, Perry and McLaughlin.

AGAINST – Councillors Liessmann and Bawden.

5/2

CARRIED

10.23am - Councillor Woods left the meeting.

10.25am – Break for Morning Tea.

10.59am – Meeting resumed.

16 CLOSED MEETING ITEMS

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

Resolution

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

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;

For the purpose of discussing;

- Update on the development associated with Clare Solar Farm.

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

The Annual Leave and Long Service Leave discussion was deferred to the next Ordinary Council Meeting to be held on 23 May 2017.

11.15am – Councillor Woods returned to the meeting.

15 GENERAL BUSINESS

15.5 Approved Leave of Absence - Councillor Bawden

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council Approve leave of absence for Councillor Bawden for the workshop on 18 May 2017.

CARRIED

17 DELEGATIONS

There being no further business the meeting closed at 11.26am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on Tuesday 23 May 2017.

MAYOR

3.2 Burdekin Cultural Advisory Group Meeting Minutes - 18 January 2017

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 18 January 2017 be received and adopted.

MINUTES
BURDEKIN CULTURAL ADVISORY GROUP MEETING
HELD AT JOHN HY-PEAKE ROOMS
On 18 January 2017
COMMENCING AT 4.00PM

ATTENDANCE

Councillors Lyn McLaughlin (Mayor), John Woods (Deputy Mayor) and Sue Perry.

Mr. Tony Vaccaro – Manager Community Development, BSC
Mr. Peter Pattinson - Community Member
Mr. Brian Glover - Community Member
Mrs. Treena List - Community Member
Mrs. Jocelyn Defranciscis - Burdekin Memorial Hall Committee
Mr. John Gooding - Community Member
Mrs. Nicky Achurra – Community Member
Mrs. Cheryl Platt – Friends of the Burdekin Theatre
Mrs. Belinda Johnson – Burdekin Junior Eisteddfod
Ms. Trevellick - Consultant

Minutes Clerk – Mrs. Lauren McKaig

1 MINUTES AND BUSINESS ARISING

Recommendation

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 28 November 2016 be received as a true and correct record.

Resolution

Moved Mr. Pattinson, seconded Cr. Perry that the recommendation be adopted.

CARRIED

2 LISA TREVELLICK CONSULTANCY OVERVIEW

Ms. Trevellick provided an overview of her time as Cultural Venues Manager during the month of January 2017. She said that her prior consultation in 2016 with internal and external users and staff proved that the move from the 'Board model' to 'Council model' was rushed and not thoroughly thought out. She said her primary focus the past month had been confirming all events for the 2017 calendar and developing standard procedures for when the permanent position of Cultural Venues Manager was filled.

Ms. Trevellick said she had also worked on developing Position Descriptions that focused on specific skill sets better suited to the staff roles required in the cultural venues. She advised that she would be involved in recruitment of the Cultural Venues Manager and whoever filled that position would be responsible for the further recruitment of staff. Ms. Trevellick said it was important Council seek an experienced Theatre Manager that could meet the needs of the venues. The recruitment process is scheduled to begin at the end of January 2017.

3 CHANGES TO THE HANDBOOK

The Group discussed its 'Roles and Responsibilities' as outlined in the Burdekin Cultural Advisory Group Handbook and agreed that the following point be removed:

Provide members with the opportunity to interface as appropriate with key stakeholders in order to represent community interests.

The Group agreed this would place duty of care regarding operational issues back on the Cultural Venues Manager and allow the Group to fulfil its role as an advisory group to Council instead of the public.

Ms. Trevellick raised concern that the Group had previously been discussing operational issues that did not concern them. Cr. McLaughlin advised the Group that if members of the public approached them regarding operational issues they should direct the individual to lodge their query with Customer Service or offer to do so for them and that the appropriate Manager would follow up with the Customer Request.

Mrs. McKaig undertook to create a separate one page document that detailed the roles and responsibilities of the members of the group, who the representatives are and the frequency of meetings.

4 MEETING FREQUENCY

Ms. Trevellick suggested that while in its infancy the Group meet on a monthly basis. She said after a suitable period of time meetings could be held bi-monthly then possibly quarterly.

At this time meetings will occur on the fourth Monday of each month at 3.30pm.

5 GENERAL BUSINESS

5.1 Re-open Burdekin Theatre Box Office

The Group discussed the importance of re-opening the Burdekin Theatre Box Office full time. All members agreed that closing the service had been detrimental to the venue and its performances. Ms. Trevellick agreed the Box Office should be functional but advised that there were many other operational issues that needed to be addressed before the Box Office could return to its past functionality if it was to be done well, including: employing an experienced manager, employing skilled staff and understanding the volume of box office sales. The Group agreed the re-establishment of the Burdekin Theatre Box Office was an operational issue and resolved to make a recommendation to Council regarding its re-opening.

5.2 Burdekin Theatre Gift Vouchers

Mr. Gooding raised concern that the Group had initially inquired about the possibility of Burdekin Theatre gift vouchers in late 2016 but since then nothing had been resolved. Mr. Vaccaro said he had been working in consultation with Council's Finance Department to move this matter forward and would follow up with them regarding any progress.

5.3 New scrims ordered

Mr. Vaccaro advised that the new scrims requested by Burdekin Singers had been ordered and were due to arrive within the week.

5.4 Captain Active performance postponed

Cr. Woods questioned why the Captain Active performance approved by Council at its meeting December 6, 2016 was cancelled. Mr. Vaccaro advised that the performance had been postponed until the June/July holiday period due to advertising in the local newspaper advising the venues were closed during the January school holidays. Ms. Trevellick advised that it was a common practice in all Theatre's around Australia to have an extended close down over the Christmas period to allow staff to take leave. Cr. McLaughlin said Council would review venue closing times for the Christmas and New Year period in 2017.

5.5 Burdekin Shire Council and Friends of the Burdekin Theatre draft MoU

Cr. McLaughlin advised that the draft Memorandum of Understanding had been forwarded to Burdekin Memorial Hall Committee and Friends of the Burdekin Theatre for consideration. She said further discussions would be held with Ms. Trevellick in attendance on Friday, January 20, 2017.

There being no further business the meeting closed at 5.30pm.

Next Meeting – Monday, March 27, 2017 at 3.30pm in John Hy Peak Rooms.

Councillor Lyn McLaughlin
Chair

3.3 Burdekin Shire Youth Council Minutes - 20 March 2017

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 20 March 2017 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Shire Youth Council Meeting held on 20th March, 2017

Held at Burdekin Shire Council Chambers
The meeting commenced at 3.30pm

CLAUSE 1 ATTENDANCE

Tayla McKaig – Youth Mayor
Flynn McKaig – Deputy Youth Mayor
Sarah McDonnell – Secretary
Alexa Mann – Burdekin Catholic High School
Amber Wellington – Ayr State High School
Brigitte Davies – St Francis Primary School
Chelsea Scalia – East Ayr State School
Caitlin McDonnell – East Ayr State School
Emily Holmes – Burdekin Christian College
Jessica Cox – Burdekin Catholic High School
Joshua Kim – Ayr State School
Jack Shears – East Ayr State School
Sean Cowper – Ayr State School
Taryn Delle Baite – Burdekin Catholic High School

Tammy Quagliata - Burdekin Shire Council
Cr. Lyn McLaughlin – Burdekin Shire Council

Apologies for Absence

Alyssia Guy – Burdekin Catholic High School
Jasmine Oats – Burdekin Catholic High School
Taia Favale – Burdekin Catholic High School

CLAUSE 2 MINUTES RECEIVED

Moved Jessica Cox, seconded Flynn McKaig that the Minutes of the Burdekin Shire Youth Council Meeting held on 27th February, 2017 be received.

CARRIED

CLAUSE 3 CORRESPONDENCE

Inward Correspondence

1. **John Drysdale Project Committee** – Forwarding an invitation for members to attend the Official Opening of the John Drysdale Memorial on Sunday 26th March at 3.00pm. (Lions Diorama Park, Home Hill)

Outward Correspondence

1. **Qld Country Credit Union** – Seeking view access to Youth Council's bank account online.

Moved Sarah McDonnell, seconded Alexa Mann that the inward correspondence be received and the outward adopted.

CARRIED

CLAUSE 4 ELECTION OF YOUTH COUNCIL EXECUTIVE FOR 2017

A secret ballot vote was conducted for each of the 2017 Youth Council Executive Positions.

Youth Mayor

Youth Mayor Nominees:

Tayla McKaig – moved Tayla McKaig, seconded Joshua Kim.

Tayla McKaig was appointed to the position of Youth Mayor for 2017.

Deputy Youth Mayor

Deputy Youth Mayor Nominees:

Flynn McKaig – Moved Flynn McKaig, seconded Alexa Mann

Joshua Kim – Moved Joshua Kim, seconded Sean Cowper

Eddie Jones – Moved Eddie Jones, seconded Flynn McKaig

Sarah McDonnell – Moved Sarah McDonnell, seconded Caitlin McDonnell

Flynn McKaig was appointed to the position of Deputy Youth Mayor for 2017.

Secretary

Secretary Nominees:

Joshua Kim – Moved Joshua Kim, seconded Sean Cowper

Eddie Jones – Moved Eddie Jones, seconded Caitlin McDonnell

Sarah McDonnell – Moved Sarah McDonnell, seconded Amber Wellington

Brigitte Davies – Moved Brigitte Davies, seconded Sarah McDonnell

Jack Shears – Moved Jack Shears, seconded Caitlin McDonnell

Chelsea Scalia – Moved Chelsea Scalia, seconded Taryn Delle Baite

Sarah McDonnell was appointed to the position of Secretary for 2017

CLAUSE 5 MOTION TO DESTROY THE BALLOT PAPERS

Moved Jessica Cox, seconded Alexa Mann that the ballot papers be destroyed.

CARRIED

CLAUSE 6 MAYOR'S REPORT ON FUNDS BEING SPENT THROUGHOUT THE BURDEKIN COMMUNITY

Mayor Lyn McLaughlin told Youth Council about a \$2.93 million dollar grant given to the Burdekin to improve the community. Projects included the installation of shade cloths over the Theatre forecourt and the three skate parks (Ayr, Home Hill, and Giru), the construction of a Nature friendly playground at Plantation Park, repainting of the Water Tower and the addition of paths and the building a picnic shelter at Brandon Park.

The Youth Council discussed the Visual Dinosaur Game at Planation Park and agreed that many people did not know about it. Discussions were held about improving marketing and possibly running another trial during school holidays.

CLAUSE 7 BURDEKIN FAST TRACK TALENT SHOWCASE TO BE HELD AT THE BURDEKIN THEATRE ON APRIL 1 & 2

Tammy Quagliata emphasised the importance of marketing Fast Track to Youth Council. Posters and flyers are in the community and schools and radio interviews were being broadcasted. It was suggested that putting it on Instagram would increase coverage. Members were encouraged to spread the word about the event and promote it as a family friendly event for all ages.

The roster for selling chocolates was handed out. Tammy will email it out to all members closer to event once finalised.

Sarah McDonnell to ask Saskia Vollema-Creek to do official photography voluntarily.

CLAUSE 8 AUSDANCE QLD – DANCE OPPORTUNITIES

Tammy Quagliata provided information about AusDance QLD to members after meeting with a representative during the week. AusDance is an organisation who has funds to bring dance workshops, tours and forums to the Burdekin Shire in August 2017, and is wanting Youth Council's suggestions. Members discussed the potential of a workshop featuring a special guest dancer/performer. It was agreed that girl group BEATZ from X Factor would be a good option with workshops similar to that of the previous E-MAN visits (workshops then a disco), with the Home Hill Memorial Hall being the ideal location again. Youth Council suggested to try and get Sandy from AusDance to come and talk to members.

Tammy undertook to pass this information onto Sandy from AusDance and liaise with her further.

CLAUSE 9 OTHER GENERAL BUSINESS

Youth Council & PCYC Youth Group Meetings

Sarah noted that Youth Council meetings and PCYC Youth Management Team meetings were clashing and hoped this could be avoided in future. Members suggested that a new communication method between committees was established in order to prevent this. Sarah undertook to advise members of each committee of proposed future meeting dates.

NEXT MEETING – 8th May, 2017 at 3.30pm

There being no further business, the meeting closed at 4.30pm.

Sarah McDonnell
SECRETARY

Meeting Minutes taken by Sarah McDonnell and Tammy Quagliata

3.4 Local Disaster Management Group Meeting Minutes - 21 April 2017

Recommendation

That the minutes of the Local Disaster Management Group Meeting held on 21 April 2017 be received and noted.

BURDEKIN SHIRE COUNCIL

**MINUTES – BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING
HELD ON FRIDAY 21 APRIL 2017 AT 8.06AM – BURDEKIN THEATRE FOYER**

CLAUSE 1 ATTENDANCE

Core Members

Councillor Lyn McLaughlin – Chair - Burdekin Shire Council
Ms. Eileen Robinson - Local Disaster Co-ordinator – Burdekin Shire Council
Mr. Shane Great – Deputy Local Disaster Co-ordinator – Burdekin Shire Council
Mr. Wayne Saldumbide – Manager Operations - Burdekin Shire Council
Ms. Linda Govan – Co-ordinator Environment and Health – Burdekin Shire Council
Ms. Debra Cochran – Welfare - Chief Executive Officer - Burdekin Community Association
Mrs. Libby Preedy – Emergency Management Co-ordinator - Queensland Fire and Emergency Services
Mr. Ken Johnson – Inspector – Queensland Fire and Emergency Services
Mr. Robert Sutcliffe – Local Controller - State Emergency Service - Burdekin

Specialist Advisors

Mr. Terry Brennan – Chief Executive Officer – Burdekin Shire Council
Councillor Sue Perry – Burdekin Shire Council
Councillor John Woods – Burdekin Shire Council
Mrs. Janai Giddy – Burdekin Shire Council
Ms. Rosie Griffiths – Burdekin Shire Council
Mr. Dan Mulcahy – Burdekin Shire Council
Mr. John Clarke – Burdekin Shire Council
Mr. Brad Hutchinson – Burdekin Shire Council
Mrs. Kim Olsen – Burdekin Shire Council
Ms. Dana Gluzde – Burdekin Shire Council
Mr. Tony Vaccaro – Burdekin Shire Council
Mr. Andrew Thomas – Department of Transport and Main Roads
Acting District Disaster Management Group XO Senior Sergeant Brenton Webb – Queensland Police Services
Sergeant Craig Hosie – Queensland Police Service – Ayr
Inspector-General Iain MacKenzie – Office of the Inspector General Emergency Management
Mr. Mike Shapland – Director – Interoperability and Innovation – Office of the Inspector General Emergency Management
Ms. Alex Marsh – Office of the Inspector General Emergency Management
Ms. Margaret Lessells - Queensland Fire and Emergency Services – Acting Emergency Management Coordinator
Mr. Kevin Trueman – Station Officer - Queensland Fire and Emergency Services / Fire and Rescue Service – Ayr
Mr. John Winn – State Emergency Service - Ayr
Ms. Rachel Montgomery - Department of Communities, Child Safety and Disability Services
Ms. Sharon Galeano - Department of Communities, Child Safety and Disability Services
Mr. Daryl Hanger – Australian Red Cross
Mrs. Tracey Hobbs – Burdekin Centre for Rural Health
Ms. Joy Cornford – Flexi Queensland
Ms. Sue Collier – Flexi Queensland
Ms. Deana Murray – Lower Burdekin Home for the Aged
Ms. Mary Vicary – Queensland Health - Ayr
Ms. Angela Dewit – Queensland Health – Home Hill
Mr. Mark Biffanti – Ergon Energy
Mr. Steve Barton – Wilmar Sugar
Mr. Michael Hughen - Sunwater

Minutes Clerk – Mrs. Anne-Maree Dale

Apologies for Absences

Councillor Tony Goddard – Deputy Chair - Burdekin Shire Council
Mr. Kevin Byers – Manager Technical Services - Burdekin Shire Council
Mr. Dale Last – Burdekin Electorate Office
Senior Sergeant Steve Barton – Officer in Charge - Queensland Police Service – Ayr
Superintendent Kevin Gutteridge – Acting Chief District Disaster Co-ordinator – District Disaster Management Group - Townsville

Senior Sergeant Peter Steyger – Executive Officer – District Disaster Management Group - Townsville
Mr. Tony Hazell – Regional Manager – Queensland Fire and Emergency Services / Rural Fire Service Queensland
Mr. Michael Thomson – Area Director – Queensland Fire and Emergency Services / Rural Fire Service Queensland
Ms. Nicole Smart – Department of Transport and Main Roads
Mr. James Mummery – Sunwater
Mr. Travis Richards - Sunwater
Ms. Pani Brown – Deaf Services Queensland
Mr. Jason Reid – Uniting Care Community
Mr. Darren Lonergan – The Adventist Development and Relief Agency (ADRA)

WELCOME Chair Councillor McLaughlin welcomed all members to the Local Disaster Management Group Meeting and Tropical Cyclone Debbie Debrief Workshop. Councillor McLaughlin acknowledged the traditional owners of the land, the Bindal People and paid respects to their Elders both past and present. Councillor Woods provided a safety and evacuation briefing of the Burdekin Theatre Foyer premises.

Special Welcome to Inspector-General Iain MacKenzie – Office of the Inspector General Emergency Management, Mr. Mike Shapland – Director – Interoperability and Innovation – Office of the Inspector General Emergency Management and Ms. Alex Marsh – Office of the Inspector General Emergency Management.

Councillor Tony Goddard – Deputy Chair - Burdekin Shire Council – via email and read by Ms. Eileen Robinson - Local Disaster Co-ordinator – Burdekin Shire Council.

As this was my first real insight as Deputy Chair of the Group in a possible major incident, I would like to recognise the input of all those various groups and representatives of organisations within our community who came together on many occasions at Council chambers in the lead up to the event and immediately after danger had passed. Without the valuable input of these people and groups we would not have been as well prepared as our group was to cater for any emergency. These people need a big congratulations and it just goes to show how the community pulls together in times of need and possible danger. It also makes our job much easier when arriving at making decisions. I can honestly say that we could not as a group have been more better prepared than what we were and just goes to highlight the importance of binding together regardless of organisation and seeking a common purpose.

CLAUSE 2 MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING HELD ON 17 FEBRUARY 2017.

Moved Mrs. Preedy, seconded Mr. Saldumbide that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 17 February 2017 be received as a true and correct record.

CARRIED

MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING HELD ON 31 MARCH 2017.

Moved Ms. Govan, seconded Ms. Cochran that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 31 March 2017 be received as a true and correct record.

CARRIED

CLAUSE 3 BUSINESS ARISING OUT OF THE MINUTES

Nil

CLAUSE 4 **DEBRIEF TROPICAL CYCLONE DEBBIE**

Session One

How did the Local Disaster Management Group perform in coordinating and implementing the Local Disaster Management Plan in the lead up to Tropical Cyclone Debbie?

WHAT WORKED WELL (POSITIVES/COMPETENCIES)

1. The agenda for reporting for each agency and advising the Group of where the agencies were at.
2. Hearing other agencies status and preparedness.
3. The range of agencies that attended the briefings.
4. The levels of hierarchy available.
5. All agencies appeared to be prepared, resilient and no silos were evident.
6. Decisions were made from factual information received and communicated to the Burdekin community through Council's website and reiterating the BOM website as a sole and trusted website source.
7. Pre-saved Emergency Alert Polygons had been tested prior to the event and were ready for live release once required.
8. The scalability of agencies was evident with pre-deployment of staff and resources to the changed predicted location.
9. Meetings were well timed in relation to leaning forward, standing up and standing down.

IMPROVEMENTS

1. The Emergency Alert Polygons need to be more area specific.
2. How agencies share their process with the Local Disaster Management Group and the Burdekin Community.
3. Risk and gap analysis.
4. Team Management – to have additional Core and Deputy members to address fatigue concerns.
5. To reinforce to the Burdekin community that the sole resource for weather information is the Bureau of Meteorology and no other social media websites.
6. Should the Burdekin Local Disaster Management Group be available to the Whitsundays Regional Council (the disaster zone).

Was the communication from the Local Disaster Management Group throughout the event sufficient, effective and timely with our agencies and the Burdekin community?

WHAT WORKED WELL (POSITIVES/COMPETENCIES)

1. The communication from the Local Disaster Management Group was effective.
2. Councillor Woods liaised with the local backpacker establishments regarding updated information – this was crucial.
3. There was a central spokesperson.
4. Updates were released in a timely way.
5. Communication filtered down from the Local Disaster Management Group to other agencies was effective and gave agencies the ability to inform staff.
6. Communication with the District Disaster Management Group was effective and maintained throughout event to determine if further resources were required by the Local Disaster Management Group.

IMPROVEMENTS

1. Identifying people with vulnerabilities and ensuring that the messages are communicated effectively.
2. There is a comprehensive list of vulnerable people in the Burdekin. Sometimes in an event, families will disengage with the vulnerable people and assistance is required.
3. NBN was not resilient as there was a power failure and in turn an NBN failure.
4. Community insecurities with the failure of river height gauges.
5. Due to the long lead up of the cyclone event and the nature of Tropical Cyclone Debbie, there was a big hype by the media that created alarm to the community.
6. Messaging Alerts – text messages were sent to people that were not in the surge area and created unnecessary concerns.
7. More education is required for the messaging process.
8. Media Releases by Council – Updates to the Local Disaster Management Group Facebook page and Flood Reporting on the Council Facebook page were affected by the simultaneous updates.
9. Communication gap with the backpackers.

10. During the Local Disaster Management Group lean forward, all agencies were represented, however, prior to an event, attendance to the Local Disaster Management Group was not at full capacity which impeded on agencies understanding what their role was during stand-up period.
11. Review stakeholder engagement list and invite additional members to the Local Disaster Management Group.
12. Interaction with government bodies – there was disconnection with local, district and state bodies. Going forward – need to have communication with all three government bodies concurrently and align more closely.

Please list challenges your agency faced, how you dealt with them and what changes you would implement?

CHALLENGES

1. Due to the length and nature of the event, managing fatigue and fatigue risks was important. We were prepared for hours, not days.
2. Loss of power.
3. Lockdown of the Place of Refuge and maintaining lockdown.
4. Possible mapping systems for the State Emergency Services.
5. Staffing issues – people not attending work due to impending event and post event.
6. Burdekin Shire Council Waste Management – Due to the timing of the event, additional staff were required to work at the transfer stations on Saturday and Sunday. It was difficult to arrange additional staff at short notice. There was bottle necking at the gates and delays during removal of bins.
7. Local knowledge.

CHANGES

1. Identifying suitable people to be educated within each agency to create a tier effect (Deputy, 3IC roles).
2. Exploring redundancies of power to each agency. People who rely on power for medical reasons are usually good at preparing for a power outage, however, the general public need to be more resilient with this.
3. Identify a clear process for the Place of Refuge. (Standard Operating Procedure)
4. Liaise with other identities to gain useful mapping resources.
5. More effective communication with employees and relaying factual information through messaging to prevent unrealistic information and non-attendance.
6. Potential extension of operating hours, arrange green waste separation points, arrange staff in advance, clear out stockpile prior to cyclone season (December) and promote to the community to clean up yard at the commencement of the cyclone season.
7. Better awareness – there are new locals and next generations who require education on cyclone season and preparations. Potential funding opportunities required to provide education to the community.

Please list any recommendations or suggestions that would enhance the Burdekin community in coping/dealing with disaster events that could be facilitated by Burdekin Local Disaster Management Group?

1. It was reported that some agencies had clients very confused with the rules regarding entrance into the Place of Refuge. It was suggested that the Local Disaster Management Group facilitate education to individual agencies as required.
2. Personal resilience – educating the community to take ownership and initiative.
3. Backpackers – Backpacker establishments and hostels may need to become more involved with the Local Disaster Management Group.
4. The expectation of resources provided to the community at the Place of Refuge.
5. Better communication and education on storm surges.
6. Promoting Local Disaster Management Group as the Authority for official communications during events to discourage the community using other sources.
7. Post Event – messages needed to be communicated to family and friends wanting to travel South to assist with clean-up.
8. Scheduled community meetings with question and answer time. This will assist the community in developing a plan of attack and being fully aware of the plan.
9. Preparation – preseason annual shire clean-up programs.
10. Contingency Plan – regular community meetings.

What outside influences impacted on your agency that either affected or improved your agency's response efforts?

AFFECTED

1. Social media – Information from world-wide sources and the ability to easily access and share.
2. State Coordination Centre sending buses off to Cairns.
3. Media presenters filming out in the path of the event and standing in flood water.
4. Fake news – the effort that the Local Disaster Management Group had to combat to ensure the community was receiving factual updates.
5. Outside influences with flood reporting and unrealistic forecasting.
6. Political appetite to push resources that were not required; such as buses.

IMPROVED

1. Social media updates provided by Council and Local Disaster Management Group.
2. Having a local BOM Centre in Townsville.
3. Previous training and preparedness of the Local Disaster Management Group.
4. Local Disaster Management Group's ability to clarify and dispel information reported through media and social media.
5. The Chair having a direct link to Emergency Management and having additional emergency management staff in attendance at the Local Disaster Management Group Meetings.
6. Multi-agency management teams – worked well during this event and in addition the working relationships with the Local Disaster Management Group and the experience and local knowledge of members.

Information will be collated and a draft Local Disaster Management Group Debrief Paper will be distributed to members and relevant stakeholders

Session Two

What will the Local Disaster Management Group do in the first twelve, twenty-four, forty-eight and seventy-two hours after being impacted by a Tropical Cyclone? This will be emailed to each agency for an individualised agency response and to be provided back to Local Disaster Management Group prior to the next meeting.

CLAUSE 5 GENERAL BUSINESS

Acting District Disaster Management Group XO Senior Sergeant Brenton Webb – Queensland Police Services

1. Acting District Disaster Management Group XO Senior Sergeant Webb gave an overview of the District Disaster Management Group Debrief
 - a. The importance of making and continuing networks.
 - b. Community resilience – furthering programs to educate prior, during and post cyclone and identifying the community's expectations post cyclone.
 - c. Key management fatigue – identifying people for the positions of deputy and 3IC to manage and continue operations in the event of an extended disaster.
 - d. Sunwater – Excellent EAP and consistent updates with dam and flood information.
 - e. After event plans – Water, utilities, power, sewerage etc.
 - f. Road blocks – Queensland Police Service set up and enforce roadblocks not the Department of Transport and Main Roads. There may be a need for a Communication Centre solely for roadblock communication to alleviate any confusion with approved access by recovery crews.
 - g. Vulnerable people – there was one welfare check required for the Burdekin Shire.
 - h. Local knowledge of the Local Disaster Management Group was invaluable, specifically with predictions of the Burdekin River.
2. Well done to the Burdekin Local Disaster Management Group – you were well prepared and well led.

Inspector-General Iain MacKenzie – Office of the Inspector General Emergency Management

1. Inspector-General Iain MacKenzie provided an overview on IGEM's role and review of the Local Disaster Management Group system.
 2. Congratulations to the Local Disaster Management Group – the right people in the right job makes our life easier.
 3. The leadership and management in this Local Disaster Management Group really stands out.
 4. There will be a review of the effectiveness of the LDMG system across the board.
 5. Resilience means there are no surprises.
 6. NBN has presented a whole other issue during emergency management and an event.
 7. It is evident that there needs to be three deep within management to manage fatigue risks.
 8. Emergency alerts will be reviewed to determine if localised accurate alerts can be sent from a local level and to also investigate delays in alert messaging.
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9. There will be community surveys conducted in the local Shire and surrounding Shires on the effectiveness of preparation and communication by the Local Disaster Management Group.
 10. Collecting data – it is the state/people's information and there is no inhibition of sharing information.
 11. Thank you to the Mayor for dedication, preparedness and leadership shown during this event.
 12. Inspector-General Iain MacKenzie to attend future Local Disaster Management Group meetings to follow on from Tropical Cyclone Debbie Debrief and Post-Event Plan.

Chair, Councillor McLaughlin sincerely thanked Inspector-General Iain MacKenzie and staff from IGEM and Acting District Disaster Management Group XO Senior Sergeant Brenton Webb for attending the debrief and sharing information with the group.

Councillor McLaughlin also thanked the Local Disaster Management Group noting the work of Burdekin Shire Council staff for the support, cooperation, expertise received and input with Tropical Cyclone Debbie.

There being no further business the meeting closed at 11.15am.

The next meeting will be held on 16 May 2017.

CHAIRMAN

3.5 Audit Committee Meeting Minutes - 10 May 2017

Recommendation

That the minutes of the Audit Committee Meeting held on 10 May 2017 be received and adopted.

Audit Committee Meeting

Meeting	Audit Committee Meeting		
Date	Wednesday, 10 May 2017	Time	8am-10 am
Attendees	Ian Jessup, Cr. John Woods, Cr. Sue Perry, Jim Nuttall, Jim Fahey, Terry Brennan, Kim Olsen, Kevin Byers (for part), Bradley Hutchinson (for part), Dirk Dabelstein (for part), Kathy Cortabitarte (for part), Rebecca Woods, Dale Hassell (via telephone link)		
Apologies	Mayor Lyn McLaughlin (Observer), Natalia Kolakowski (QAO), Eileen Robinson (Manager Client Services)		
Minutes Clerk	Rebecca Woods		

Agenda Items

1. Financial Reporting
 - 1.1. Position Papers
 - 1.2. Draft Financial Statements
2. Infrastructure Assets
 - 2.1. Proposed annual infrastructure valuation methodology report
3. Financial Assets
 - 3.1. Review Investment Policy
 - 3.2. Review Financial controls
4. External Audit
 - 4.1. Consider Briefing from QAO on emerging issues, results of audit and follow-up with management
 - 4.2. Consider QAO audit reports for the Council
 - 4.3. Review QAO external audit plan including audit timetable, staffing and audit fee
 - 4.4. Consider need for a closed session briefing with QAO excluding management and Internal Audit
5. Internal Audit
 - 5.1. Review performance and resourcing of Internal Audit
 - 5.2. Internal Audit Report- Progress towards achieving audit schedule and recommendations from audits undertaken
6. Management Updates
 - 6.1. HR strategy
 - 6.2. Risk Management Framework

Minutes

- 6.3. Review Fraud and Corruption Control Prevention Plan
- 6.4. Follow up on audit issues
- 7. Other Business

Minutes

Apologies- Cr Lyn McLaughlin (observer) sends her apologies as she is attending a Disaster Management Conference in Mackay. QAO Audit Senior, Natalia Kolakowski also forwarded her apologies as she is currently working in Bamaga. Eileen Robinson, Manager Client Services was also unable to attend.

Declaration of Interests- Nil

Minutes from Previous Meeting

Minutes from the previous audit committee meeting were agreed to be true and correct. Moved Ian Jessup seconded Cr Woods that the minutes from the previous meeting be adopted. Carried.

1. Financial Reporting

- 1.1. Position Papers- Nil to present.
- 1.2. Draft Financial Statements- the Shell financial statements were presented to the Audit Committee ahead of the meeting. Kathy Cortabitarte provided a brief overview of the main points of interest in the Shell Documents Points of Note including how Related Party information has been disclosed. This year Council has undergone stage two of the simplification of the financial statements, and this is reflected in the presentation. The model tropical financial statements and Brisbane City Council Financial Statements have been used as a base point in the development of the shell financials as Brisbane City Council has already undertaken the full simplification process. In general, there are not a lot of new things contained within the financial statements. The biggest change is the inclusion of related parties' information. The property plant and equipment note also appears in a slightly different format to previous years with an attempt to condense this section and there are a few new transactions which have been included in the notes. General feedback from the audit committee members was that the shell financial statements are very readable and make sense.

Moved Ian Jessup and seconded Cr Woods that the Shell Financial Statements and accompanying notes be endorsed by the audit committee. Carried.

2. Infrastructure Assets

- 2.1. Proposed annual infrastructure valuation methodology report.
 - Kevin Byers presented the report to the committee. Kevin advised that some minor changes have been made to the report that had been forwarded to the committee ahead of the meeting. He advised that the revised copy would be forwarded to the minute's clerk to circulate with the minutes. Kevin highlighted that the replacements costs for infrastructure have increased by about 4.2% on average.
- Moved Jim Fahey and seconded Cr. Perry that the Proposed Annual Infrastructure Valuation Methodology Report be noted. Carried.

Minutes

3. Financial Assets

3.1. Review Investment Policy

The revised investment policy was tabled for discussion and review. Kim Olsen advised that the policy was completely reviewed and updated last year and that only minor amendments have been recommended this year.

Moved Cr. Woods seconded Jim Fahey that the Audit Committee endorses the Draft Investment Policy. Carried.

3.2. Review Financial Controls

A briefing paper outlining current financial controls within Council was circulated to the committee prior to the meeting. The report outlines a number of financial checklists and controls that are in place to safeguard financial management within Council.

Moved Ian Jessup and seconded Jim Fahey that the report be noted by the Audit Committee. Carried.

4. External Audit

4.1. – 4.3

Dale Hassell provided an overview of relevant QAO topics as per the briefing paper which was distributed to committee members ahead of the meeting.

Moved Ian Jessup, seconded Jim Fahey that the QAO report be received by the Audit Committee. Carried.

4.4 No requirement for closed session briefing with audit committee and QAO.

5. Internal Audit

5.1. Bradley Hutchinson presented his report on Internal Audit to the Audit Committee. Due to TC Debbie and associated SES leave, the internal audit schedule is not currently being met, though Bradley hopes to catch up before the end of the year. No finalised audit reports were presented at this time. The report was noted by the committee.

6. Management Updates

6.1. HR Strategy

Eileen Robinson was not present for the audit committee meeting, though a report was forwarded to the committee members ahead of the meeting. Eileen contacted the committee chair, Ian Jessup, to discuss the need for a formal HR Strategy. The committee was advised that a Draft People strategy had been developed but that it had not been adopted. Ian Jessup advised that Council's focus should be on the management of risks and that did not necessarily have to include a HR Strategy but could include other documentation and processes around HR issues. Terry Brennan advised that the Draft HR Strategy was more of an aspirational document and did not contain a lot of specific detail. Terry advised that he felt that the proposal to remove the HR strategy from the audit committee agenda was a reasonable proposal given the introduction of the new Industrial Relations Act and the new Industry Award which imposed significant requirements on Councils. He also advised that HR is working on a number of operational standards and procedure documents which would reflect the changes to the legislation. The report was noted by the committee.

6.2. Risk Management Framework

Minutes

Rebecca Woods advised that Council have adopted a revised Enterprise Risk Management Policy and have begun the process of reviewing the risk registers across the organisation. Ian Jessup provided a copy of a risk register layout from another organisation for reference. A briefing paper was supplied and the report was noted by the committee.

Cr. Sue Perry Left the meeting at 9:15am

6.3. Review of Fraud and Corruption Control Prevention Plan

A copy of the existing Fraud and Corruption control plan was forwarded to committee members ahead of the audit committee meeting. Rebecca Woods advised that due to a lack of resources, there has been no formal implementation or reported monitoring of the plan, however a number of ongoing controls and actions have taken place to reduce the incidents of fraud and corruption. Terry Brennan advised that a review of the plan was probably due. Ian Jessup highlighted a couple of minor amendments and questioned the level of fidelity insurance. The committee noted the fraud and corruption plan.

6.4. Follow up on audit issues

The schedule for follow up audit issues was tabled with the committee. Dirk Dabelstein provided comment to the Audit Committee on the implementation and testing of ICT business continuity plans and sub plans. Dirk advised that a number of policies are being developed also. Dirk advised that he was confident that the completion dates within the schedule would be met and that the initial discussions with the auditors about these outstanding ICT issues had been encouraging. Dirk advised that it was recognised that some of these issues would not be resolved in the immediate future, rather over a period of time. The schedule was noted by the audit committee.

7. Other business

No other business.

Meeting closed at 9:35am

<END>

Minutes

Action List

Agenda Reference	Action Item	Person Responsible	Due Date	Action Register Reference

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4 REPORTS

4.1 Capital Report for Period Ending 30 April 2017

Recommendation

That the Capital Report for Period Ending 30 April 2017 be received.

Overview Of Council's Capital Projects

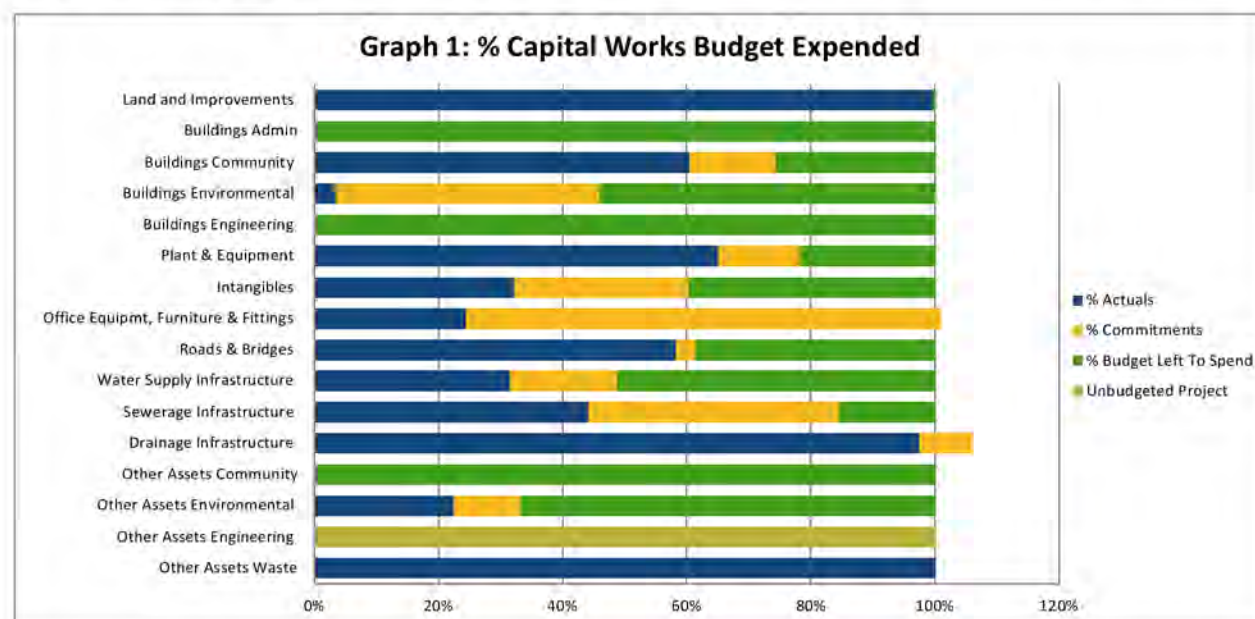
Capital expenditure incurred for the year to 30th April 2017, is shown by asset class in the table below.

Capital Projects expenditure to 30th April 2017 is \$8,387,842. In addition to this, there is \$2,907,050 in Commitments. Therefore bringing the net capital expenditure to \$11,276,386.

Table 1: Financial Overview by Asset Class

Asset Class	OBUD	RBUD 2	Actuals	Commitments	Total
Land and Improvements	\$ -	\$ 11,400	\$ 11,363	\$ -	\$ 11,363
Buildings Admin	\$ -	\$ 105,000	\$ -	\$ -	\$ -
Buildings Community	\$ 147,000	\$ 425,500	\$ 257,421	\$ 59,019	\$ 316,440
Buildings Environmental	\$ 88,000	\$ 1,665,050	\$ 57,806	\$ 708,616	\$ 766,422
Buildings Engineering	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Plant & Equipment	\$ 1,800,000	\$ 2,349,106	\$ 1,528,635	\$ 311,197	\$ 1,839,832
Intangibles	\$ 165,000	\$ 214,708	\$ 69,140	\$ 60,147	\$ 129,287
Office Equipmt, Furniture & Fittings	\$ 380,600	\$ 358,400	\$ 87,802	\$ 273,743	\$ 361,545
Roads & Bridges	\$ 6,726,000	\$ 7,515,679	\$ 4,378,344	\$ 233,526	\$ 4,611,870
Water Supply Infrastructure	\$ 1,151,975	\$ 2,079,362	\$ 656,422	\$ 357,863	\$ 1,014,285
Sewerage Infrastructure	\$ 920,000	\$ 1,897,070	\$ 838,400	\$ 766,539	\$ 1,604,939
Drainage Infrastructure	\$ 270,000	\$ 269,274	\$ 262,706	\$ 22,500	\$ 285,206
Other Assets Community	\$ -	\$ 385,000	\$ -	\$ 545	\$ 545
Other Assets Environmental	\$ 796,642	\$ 1,057,642	\$ 238,220	\$ 113,357	\$ 351,577
Other Assets Engineering	\$ -	\$ -	\$ 5,252	\$ -	\$ 5,252
Other Assets Waste	\$ -	\$ 11,600	\$ 11,600	\$ -	\$ 11,600
TOTAL	\$ 12,445,217	\$ 18,369,791	\$ 8,403,111	\$ 2,907,050	\$ 11,298,561

The below graph shows, by Asset Class, how much Council has spent (including commitments) on Capital Projects, compared to each budget.



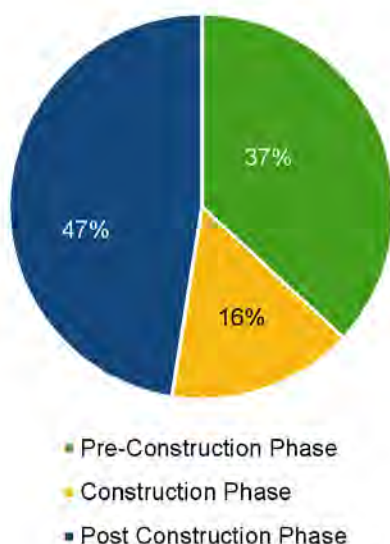
The Status Of Council's Capital Projects

For the 2016/17 Financial year, there are currently has 122 Capital Projects identified

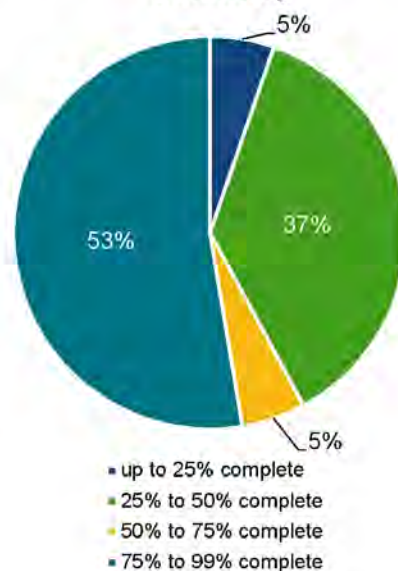
Table 2 provides a summary of how many projects are in each Phase. Each phase is broken down into different statuses. Graph 2 shows that 47% of council's projects are in the post-construction phase, while 37% are still at pre-construction phase. Graph 3 illustrates the status of the 19 projects that are in the construction phase.

Table 2: Status of Projects	Number
Pre-Construction Phase	
Not Commenced	5
Project Deferred	4
Planning Phase	6
Design Phase	13
Orders placed	6
Out to Tender/Quote	6
Tender/Quote Awarded	5
Sub-Total	45
Construction Phase	
up to 25% complete	1
25% to 50% complete	7
50% to 75% complete	1
75% to 99% complete	10
Sub-Total	19
Post Construction Phase	
Complete	22
Capitalised	36
Sub-Total	58
Grand Total	122

Graph 2: Project Status Summary



Graph 3: Construction Phase Summary



Topical Projects

IT Hardware Purchases - SAN Replacement

The Storage Area Network (SAN) Replacement was ordered in April. Once the equipment arrives, installation can begin. The installation is expected to be completed before 30 June 2017.

Home Hill Caravan Park Amenities Upgrade

Quotations are being sought for the construction of the new Amenities Block. Quotations close 22 May 2017. Depending on quotations received, the works could commence in June with an estimated completion date of July 2017. Following completion of the new amenities block, the old amenities block will be removed. Fencing and selected tree removal could occur at the same time. Once removed the new fence can be installed plus two new concrete pads for caravan sites.

Roadworks Capital

Approximately 61% of Roadworks Budget has been expended to 30th April 2017. Several projects have been deferred due to issues beyond Council's control. These include:

- South Ayr drainage culverts waiting for external approval and easement acquisition;
- Bridge repairs deferred to July due to contractor availability;
- Corica Road is waiting on completion of an external source's Infrastructure upgrade;
- McDowell Road Project is waiting on completion of third party works.

It is projected that 85% of the budget will be expended by 30 June 2017.

Relocation of 100mm water main Invicta Mill Giru

Council currently has a design and planning agreement in place. Locating existing utilities has been completed. Pipes have been received, however waiting for delivery of valves and cast fittings. Works are to commence as soon as valves and cast fittings arrive. The project is estimated to be completed mid-June 2017.

High Speed Network Link Home Hill Water & Waste Water Treatment Plant & Second External Site (Library)

This project was delayed due to additional preliminary work that needed to be completed to find a clear band within the radio spectrum due to other equipment at the Ayr Water Tower, however, orders have now been placed. The links from each site to the Home Hill Water Tower are anticipated to be completed prior to 30 June 2017. The back haul link from the Home Hill Water Tower to the Ayr Water Tower is expected to be completed prior to 31 July 2017. This has a later expected completion date due to a shortage of specialised labour required to complete the work.

Major Grant Funded Projects

Works For Queensland

Planning and Council approval of concepts has progressed reasonably satisfactorily. The three projects forecast to commence in April have not yet started, although this is not expected to impact on final completion. Major projects to be completed by Council Workforce are progressing well in the design stages.

Building Our Regions

The tender for the refurbishment of the Ayr Pool was awarded on 4 April 2017. Possession of the site is to occur on 9 May by the contractor. Forecast completion is for end August 2017. Grant funds are expected to be expended by 30 November 2017.

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
Land and Improvements				
200033	Construction of Kirknie Landfill Stage 2 - Cell Liner			Capitalised
Buildings Admin				
	Council Chambers - Energy Efficiency Initiatives	Jun-17	Mar-18	Planning Phase
Buildings Community				
200018	Upgrade Office at Burdekin Multi-Purpose Building to Category 5, Community Resilience Funding Program 40%	Jul-16	Feb-17	Complete
200166	Replace roof sheeting and fascia of the Open Bar Structure at Ayr Showgrounds			Capitalised
200177	Burdekin Library - Design and renovation of staff amenities including second toilet	May-17	Jun-17	Out to Tender/Quote
200181	Replacement of Stage Lights at Burdekin Theatre with LED	Apr-17	May-17	75% to 99% complete
200193	Burdekin Library - Security Upgrade	May-17	Jun-17	Out to Tender/Quote
200194	Home Hill Library - Security Upgrade, Replace Front Desk, Shelving upgrade	May-17	May-17	up to 25% complete
200232	Ayr Showgrounds Hall - Roof Replace	May-17	May-17	Tender/Quote Awarded
	Burdekin Theatre - Replace Scrims	Jan-17	Jan-17	Complete
Buildings Environmental				
200028	Groper Creek - Septic Relocation	Subject to approval of application	Subject to approval of application	Planning Phase
200040	Concept design by consultants for refurbishment of Ayr Pool			Complete
200164	Replace shade sails at Ayr Swimming Pool			Capitalised
200197	Cromarty Boat Ramp - Replace Existing Public Toilet	Apr-17	Jun-17	Design Phase
200207	Home Hill Caravan Park Upgrade - Amenities	Jun-17	Jul-17	Out to Tender/Quote
200212	Ayr Swimming Pool - Refurbishment of pool as per GHD detail design	May-17	Aug-17	Tender/Quote Awarded
	Vector Shed Extension - Aquatic Weed Control Boat Storage	May-17	May-17	Tender/Quote Awarded
Buildings Engineering				
200198	Water and Waste Water Office, Jones Street Depot - Fit-out with Laboratory	Apr-17	Jun-17	Out to Tender/Quote
Plant & Equipment				
	Yellow Plant	Jul-16	Nov-16	Capitalised
	Trucks	Jul-16	Jan-17	Capitalised
	Light Vehicles	Jul-16	Jul-17	50% to 75% complete
	Plant and Equipment	Jul-16	Jun-17	75% to 99% complete
Intangibles				
200170	ECM Upgrade - Technology One - Enterprise Content Management (ECM)	Aug-16	Mar-17	Complete
200190	Virtual Desktop Infrastructure Pilot for 10 Desktop Computers	Mar-17	Jun-17	Design Phase
200191	Corporate photo gallery	Jul-16	Feb-17	Capitalised
200192	GIS Spatial Imagery Replacement	Jul-18	Jun-17	25% to 50% complete
200222	Tech One upgrade - P & R - Planning	Feb-17	Jun-17	Orders placed
IN000046	IntraMaps Enterprise	Jul-16	Aug-16	Capitalised
IN000047	IntraMaps Public	Aug-16	Jun-17	75% to 99% complete
Office Equipmt, Furniture & Fittings				
200162	Burdekin Library book purchases for 2016-2017	Jul-16	Jun-17	75% to 99% complete
200176	2016-2017 Photocopier replacement program - Administration and Customer Service	Jul-16	Mar-17	Capitalised
200183	Replacement of Sound Mixing Console at Burdekin Memorial Hall	May-17	May-17	Complete
200186	SAN Replacement - Tier 1 and 2 Storage	Apr-17	Jun-17	Orders placed
200187	Replace Backup and Archive System	Apr-17	Jun-17	Orders placed
200188	High Speed Network Link HH WWW Treatment Plant & Second External Site (Library)	Apr-17	Jun-17	Orders placed
200189	Wi-Fi network for Community Development	Jul-16	Waiting on advice from Telstra	Project Deferred
200221	Ice Machine and Dispenser for Jones Street Depot - Supply and installation costs	Mar-17	May-17	25% to 50% complete
200238	Burdekin Theatre - Projector	May-01	May-17	Complete

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
Roads & Bridges				
200026	Construct and seal car parking, turn around area and kerb and channel at Lions Park Diorama, Home Hill on Unknown 63 off Milburn Road	Jul-16	Sep-16	Capitalised
200042	Reconstruction of Grey Street from Chippendale Street to Irving Street, including cross street drainage; improve intersection with Irving Street and reconstruct Grey Street from Irving Street to Gibson Street - RTR	Aug-16	Apr-17	Complete
200044	Reconstruction of Spiller Street Brandon from Banister Street to Munro Street, including upgrade of culvert	2015/16	Jul-16	Capitalised
200050	Reconstruction and bitumen widening of Mountainview Road for approx. 1700 m - RTR/TIDS; 212/LGSR/27	2015/16	Jul-16	Capitalised
200058	Kerb and channel, bitumen widening and reconstruction of Sixth Street from Ninth Avenue to Thirteenth Avenue	2015/16	Dec-16	Capitalised
200059	Kerb and channel, bitumen widening and reconstruction of Fourteenth A Street from Seventh Avenue to Ninth Avenue - RTR	2015/16	Sep-16	Capitalised
200061	Reconstruction of CBD footpaths and kerb and channel in Ayr and Home Hill	2015/16	Jul-16	Capitalised
200062	Corica Road - Improve alignment of bend adjacent Lower Burdekin Water channel	Waiting on completion of infrastructure upgrade	Waiting on completion of infrastructure upgrade	Project Deferred
200063	Bitumen widening of Rita Island Road from Kilrie Road to existing widened section, including raising floodway for approx. 400 m - RTR	2015/16	Jul-16	Complete
200064	Reconstruction and bitumen widening of Old Home Hill Road including improvement to drainage through dip	2015/16	Aug-16	Capitalised
200067	Reconstruction and bitumen seal of unsealed sections of Donadon Road	May-17	Jun-17	Not Commenced
200124	Kerb and channel, bitumen widening and reconstruction of Twelfth Avenue from Sixth Street to Eighth Street - RTR	2015/16	Jul-16	Capitalised
200133	TIDS - Reconstruction of 855 m of Brown Road from CH 765 to CH 1620 between Ayr Dalbeg Road and Pelican Road	2015/16	Jul-16	Capitalised
200134	Widening of existing culverts and realignment of Kirknie Road - approximately 38km from intersection with Bruce Highway	2015/16	Jan-17	Complete
200143	TIDS - Upgrade footpath to entry at Ayr State School 212/LGSR/25	Jul-16	Jul-16	Capitalised
200144	Reconstruction and bitumen seal of Sandhill Road from chainage 2598 to chainage 3175, including road drainage works - RTR	Jul-16	Sep-16	Capitalised
200145	Reconstruction of McDowell Road between Woods Road and Watt Road - RTR	Mar-18	Apr-18	Project Deferred
200146	Bitumen sealing of remaining gravel section on Ramsden Road	Feb-17	May-17	75% to 99% complete
200147	Construction or reconstruction of Shire Footpaths for 2016-2017	Jul-16	Jun-17	25% to 50% complete
200149	Upgrade floodways along Kilrie Road			Project Deferred
200150	TIDS - Reconstruction and bitumen sealing of Sixth Avenue from Hurney Road to end of existing bitumen 212/LGSR/28	Sep-16	Oct-16	Capitalised
200154	Kelly Road - Reconstruction and bitumen widening from Fiveways Road to Mountainview Road - RTR	Nov-16	Feb-17	Capitalised
200156	Shire road drainage repairs 2016-2017; (Current F/Y Budget - \$200,000)	Jul-16	Apr-17	Complete
200158	Eleventh Avenue & Eighth Street - Kerb and channel, replace pathway and bitumen widening of eastern side of Eleventh Av from Sixth St to Eighth St and kerb and channel and bitumen widening on southern side of Eight St from Eleventh Av to Twelfth Av	Sep-16	Dec-16	Complete
200159	Reconstruction and bitumen sealing of Delprat Street, Dalbeg	Sep-16	Sep-16	Capitalised
200180	Kerb and channel, bitumen widening and channel construction for Turning Lane into Junior Soccer complex on Beach Road	Apr-17	May-17	Complete
200181	Urban and rural reseal program for 2016-2017	Oct-16	Jun-17	25% to 50% complete
200187	TIDS - Reconstruction of approximately 800 m of Brown Road from CH 1620 to extent of funds between Ayr Dalbeg Road and Pelican Road 212/LGSR/20	Feb-17	Jun-17	75% to 99% complete
200188	Beach Road - Installation of concrete footpath from 122 Beach Road (Brice Residence) to Basilio Court, including road drainage and pedestrian bridges	Feb-17	Jun-17	25% to 50% complete
200171	Mt Inkerman Nature Tourism Development (SRIPP - Significant Regional Infrastructure Projects Program Funding) - Upgrade carpark, road, drainage and install signs, concrete and gravel footpaths (refer ECM File Index: 1459)	Jun-17	Mar-18	Design Phase
200203	TIDS - Beach Road - Installation of concrete footpath from Trace Street to International Road 212/LGSR/29	Nov-16	Feb-17	Capitalised
200206	TIDS - Adelaide Street - Bitumen widening and installation of footpath and kerb and channel between Norham Road and Chippendale Street 212/LGSR/	May-17	Jul-17	Not Commenced
200208	BLKSPT - Soper Street and Queen Street Roundabout - modification to entry nodes 212/LGSJ/8	Apr-17	Apr-17	Complete
200214	Lilliesmere Road - Remove existing pedestrian bridge and realign bikeway	Jun-17	Jul-17	Not Commenced
200228	Fourth Street - Road reconstruction including kerb and channel, bitumen widening and drainage between Eleventh Avenue and Fifteenth Avenue	Jul-17	Oct-17	Design Phase
200233	Construction or reconstruction of Shire Footpaths for 2017-2018	Jul-17	Aug-17	Design Phase
Water Supply Infrastructure				
200100	Replacement of aerators at water tower, Home Hill	May-17	Waiting on Tender to be awarded	Out to Tender/Quote
200101	Upgrade to variable speed drives at the South Ayr water treatment plant and Ayr Water Tower site	Jul-16	Dec-16	Capitalised
200102	Valves/Scours Ayr	Jul-16	Jun-17	Capitalised
200110	Supply and installation of chlorine analyser at Giru water treatment facility	Jul-16	Jul-16	Capitalised
200126	South Ayr - Burke Street Rising Main - Installation of Scour	Apr-16	Aug-17	Capitalised

Asset Class/ Project No.	Project Narration	Estimated		Project
		Start	Finish	Status
Water Supply Infrastructure Continued				
200173	Water Supply Replacement/Refurbishment of Assets	Jul-16	Jun-17	75% to 99% complete
200174	Nelsons Lagoon - Repair 450 mm water main	Sep-16	Nov-16	Complete
200175	South Ayr - Repair 500 mm water main	Sep-16	Nov-16	Complete
200178	South Ayr Water Treatment Plant - Design and construction costs to replace switchboards	Nov-16	Jun-17	Tender/Quote Awarded
200202	Giru Water Supply - relocation of 100 mm water main from present location through Invicta Mill grounds	Mar-17	Jun-17	25% to 50% complete
200217	Replace Motor at Bore No.03 Conlan Street Site	Jan-17	Feb-17	Complete
200219	South Ayr Water Treatment Plant - Installation of two flowmeters and the construction of the associated pits	Mar-17	Aug-17	Planning Phase
200220	Nelsons Lagoon - Installation of non-return valve and construction of pit	Mar-17	Jun-17	25% to 50% complete
200230	Giru Water Tower Structural Refurbish Replace Low Level Tanks	Apr-17	Nov-17	Design Phase
Sewerage Infrastructure				
200091	Continuation of sewer reline project 2015-2016	Mar-16	Aug-16	Capitalised
200092	Sewerage Pump Stations - Switchboard Design	Jun-16	Aug-16	Complete
200096	Upgrade sewerage telemetry	Jun-16	Dec-16	Complete
200122	Refurbish Ayr Sewerage Treatment Plant Primary Clarifier	Jun-16	Feb-17	Capitalised
200179	Sewerage Pump Station - Switchboard Replacement Program for a total of 32 pump stations as per GHD design (CP 200092)	Aug-16	Jun-18	Tender/Quote Awarded
200184	Sewerage Replacement/Refurbishment of Assets	Jul-16	Jun-17	75% to 99% complete
200185	Ayr Sewerage Pump Station No.06 - Replace No.02 Pump	Oct-16	Nov-16	Complete
200200	Ayr Sewerage Treatment Plant - refurbish secondary digester bridge	Feb-17	Feb-17	Complete
200201	Home Hill Sewerage Treatment Plant - refurbish secondary clarifier bridge	Feb-17	Jun-17	Orders placed
200216	Fume Cabinet for Home Hill Sewerage Treatment Plant	Jan-17	May-17	75% to 99% complete
200218	Ayr Sewerage Treatment Plant - Installation of two flowmeters and the construction of the associated pits	Jan-17	Jun-17	Planning Phase
	No. 1 Conley Street Wet Well Refurbishment	Mar-17	Jun-17	Planning Phase
Drainage Infrastructure				
200130	Construction of stormwater drainage in Twelfth Avenue from Sixth Street to Eighth Street - RTR	2015/16	Jul-16	Capitalised
200132	Construction of stormwater drainage in Sixth Street from Ninth Avenue to Thirteenth Avenue	2015/16	Dec-16	Capitalised
200136	Construction of stormwater drainage in Ninth Avenue at intersection of Fourteenth A Street - RTR	2015/16	Sep-16	Capitalised
200138	Lando Street Drain Extension - extend drain with 2.2m high retaining wall and 4.75m wide concrete lined channel	Jul-16	Nov-16	Complete
200139	Construct open drain channel from Unnamed Road to Woods Street, South Ayr (Micallef property)	Jul-17	Sep-17	Design Phase
200142	Construction of stormwater drainage in McCathie Street to extend underground drainage across footpath	Mar-17	Mar-17	Complete
200209	TIDS - Adelaide Street - Culvert drainage between Norham Road and Chippendale Street 212/LGSR/	May-17	Jul-17	Not Commenced
Other Assets Community				
200074	Ayr Aerodrome Electrical Upgrade - Stage 1	Jun-17	Sep-17	Design Phase
200235	Burdekin Theatre - Forecourt shade cover	Jul-17	Oct-17	Design Phase
Other Assets Environmental				
200024	Supply and installation of park furniture at various shire parks	Mar-17	Jun-17	Orders placed
200025	Supply and installation of park playground equipment and shade structures at various shire parks	Feb-17	Jun-17	Capitalised
200140	Plantation Park and Juru Walk development including extension of pathway, construction of an observation platform and two shelters with picnic settings and one barbeque	Apr-16	Nov-16	Capitalised
200148	Upgrade to electrical metered sites at Home Hill Caravan Park	May-17	Jun-17	Out to Tender/Quote
200163	Home Hill Caravan Park - Fence	Aug-17	Sep-17	Not Commenced
200172	Mt Inkerman Lookout Upgrade (SLUP - Scenic Lookout Upgrade Program) Upgrade of viewing platforms, interpretive signage, decking and walkways (refer ECM File Index: 1514)	Jun-17	Dec-17	Design Phase
200195	Ayr Skate Park - Installation of new shade structure (Funding: Round 5 - Get Playing Places and Spaces)	Apr-17	Jun-17	Design Phase
200196	Ayr Cemetery - Construction of entry statement for Mackenzie Street entrance	Jan-17	Jun-17	75% to 99% complete
200223	Work for Queensland Program (WFQP) - Design, manufacture and installation of Adventure Playground at Plantation Park	Apr-17	Nov-17	Design Phase
200225	Burdekin Be Active Trail - Solar light installation	Jun-17	Oct-17	Planning Phase
200229	Work for Queensland Program (WFQP) - Installation of shade covers at Home Hill and Giru Skate Parks	Aug-17	Aug-17	Design Phase
Other Assets Engineering				
200073	Installation of three (3) solar lights at Cromarty Creek Boat Ramp	Feb-17	Feb-17	Capitalised
Other Assets Waste				
200036	Construction of Kirknie Landfill Stage 2 - Fencing			Capitalised

4.2 Operating Statement for Period Ending 30 April 2017

Recommendation

That the Operating Statement for Period Ending 30 April 2017 be received.



**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 30 April 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	1,630,763.49	1,586,479	44,284	3%
Interest Received		1,430,065.65	1,437,167	-7,101	0%
Operational contributions and donations	3	200,789.98	184,573	16,217	9%
Operational grants and subsidies	4	2,952,220.89	3,197,191	-244,970	-8%
Contract and recoverable works	5	1,306,443.86	1,520,833	-214,389	-14%
Other operating revenue	6	233,757.93	169,966	63,792	38%
Total operating revenue		43,560,106.86	45,554,253.33	-1,994,146	-4%
Operating Expenses					
Employee benefits	7	14,930,084.59	15,645,369	-715,285	-5%
Materials and services	8	11,085,907.83	12,592,613	-1,506,705	-12%
Depreciation and amortisation		8,594,118.82	8,706,750	-112,631	-1%
Finance Costs	9	668,337.01	286,522	381,815	133%
Other expenses		-794.84	0	-795	-
Total operating costs		35,277,653.41	37,231,253.42	-1,953,600	-5%
Surplus (deficit) from operating activities		8,282,453.45	8,323,000	-40,546	0%
Capital contributions	10	31,941.14	0	31,941	-
Capital grants and subsidies	11	4,081,967.55	4,506,363	-424,395	-9%
Other capital income (expense)	12	-1,493,518.22	-3,156,500	1,662,982	-53%
Net result for period		10,902,843.92	9,672,862	1,229,982	13%

as at 16/05/2017 12:22 PM

**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
NOTES FOR VARIANCES TO BUDGET
Period Ending 30 April 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 waste disposal, animal management, cemeteries and hire of cultural facilities. Currently under budget in Caravan Park fees - income expected to increase over winter months.

3 Operational Contributions and Donations

Ahead of budget due to unbudgeted developer infrastructure charges received in April and contributions from property owners towards Herbicide Subsidy Scheme. Also includes income from donations for Funny Dunny Park, Home Hill Comfort Stop and Home Hill Boat Club contribution to septic pump outs which are all slightly under budget.

4 Operational Grants and Subsidies

Under budget due to timing of grants. Last quarterly payment of the Financial Assistance Grant still to be received along with Boat ramps grants. PCYC annual grant received in full, along with the First Start grant, RADF grant, SES Subsidy, Get Ready Burdekin grant, First 5 Forever grant and Community Drought Support funding.

5 Contract and Recoverable Works

Under budget due to the timing and payment of programmed maintenance works for RMPC. Other revenue is from private works which is variable throughout the year.

6 Other Operating Revenue

Above budget due to theatre ticket sales, sale of second hand goods and scrap metal sales, annual Fire Levy collection fees and insurance payouts.

7 Employee Benefits

Employee benefits under 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.

8 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 and lower than forecast expenditure Workshop operations.

9 Finance Costs

Ahead of budget due to restoration provision borrowing costs (unbudgeted) being processed in April due to new Audit requirements.

10 Capital Contributions

Contributions received from property owners towards works on Irving Street Ayr, contributions also received towards driveway widening for Ayr Fire Brigade and asphalt Brown Road for siding access.

11 Capital Grants and Subsidies

Under budget due to timing of grants. 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.

12 Other Capital Income

Loss on write offs of assets include Transport \$1,353,231, Buildings \$52,952, Office \$6,201, Other Assets \$22,898, Sewerage \$18,096 and Water \$31,251 due to full/partial replacement of assets. Loss on disposal from sales for Fleet \$173,492. Includes loss on donation of building assets \$8,495. Revision of future costs and discount rate movement for Restoration Provision (-\$173,098).

5 GOVERNANCE & LOCAL LAWS

5.1 Rescission of Purchase of Tickets to North Queensland Sports Star of the Year Awards

Document Information

Referring Letter No: N/A

File No: 1320

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods - Executive Officer

Executive Summary

Council are in the process of reviewing and updating the policies within Council's policy register. The Purchase of Tickets to North Queensland Sports Star of the Year Awards Policy was last reviewed by Council in 1999. It is considered that the practice of purchasing tickets for this event can be dealt with administratively and that Council does not require a policy for this purpose.

Recommendation

That Council rescind the Purchase of Tickets to North Queensland Sports Star of the Year Awards Policy and that provisions are included within another relevant Community assistance policy in future updates.

Background Information

The Purchase of Tickets to the North Queensland Sports Star of the Year Awards Policy was first adopted by Council in 1999. The policy has not been reviewed or updated this this time.

Link to Corporate/Operational Plan

N/A

Consultation

The policy was discussed with Council at a workshop on 18 April 2017.

Legal Authority or Implications

N/A

Policy Implications

This policy will be removed from Council's Policy register and website and will be incorporated into future revisions of any sporting or community assistance operational standards or policies.

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Woods - Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Purchase of Tickets to the North Queensland Sports Star of the Year Awards Policy.



Burdekin Shire Council

145 Young Street Phone: 07 4783 9800
P.O. Box 974 Fax: 07 4783 9999
Ayr 4807



Policy Register

Category:	ADMINISTRATION
Policy Number:	A004
Meeting & Date:	General Meeting - 25/2/99 & 25/3/99
Policy Title:	POLICY ON PURCHASE OF TICKETS TO NORTH QUEENSLAND SPORTSTAR OF THE YEAR AWARDS

It was resolved that Council adopt, as policy, that Council will be responsible for the purchase price of tickets cost of accommodation for one night to the North Queensland Sportstar of the Year Awards for the Council and community representatives on the Board of the North Queensland Games Foundation and the Council's award nominees, their parents and partners.

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Printed Date : 30/04/2013
URL : www.burdekin.qld.gov.au

5.2 Rescission of Event Attendance by Councillors and Officers Policy

Document Information

Referring Letter No: N/A

File No: 1199

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods - Executive Officer

Executive Summary

As part of the ongoing review of Council policies, the Event Attendance by Councillors and Officers Policy has been reviewed. Council have a number of other policies and operational standards that address the intended scope of the Event Attendance by Councillors and Officer Policy and it is now considered unnecessary to retain this policy. The Councillor Expense Reimbursement Policy along with the Training and Development Operational Standard and the Travel, Accommodation, Food and Beverage Operational Standard provide the necessary governance framework to appropriately administer the scope of this policy.

Recommendation

That Council rescinds the Event Attendance by Councillors and Officers Policy as attached.

Background Information

Council first adopted the Event Attendance by Councillors and officers Policy in 1992. The policy was amended in 1997 and 2000 and readopted with no variation in 2004. A new version of the policy was then adopted in 2006. The policy has not been reviewed, updated or amended since 2006. The policy is in an old policy format which does not correspond to the new policy layout and is not consistent with the recently adopted Policy Framework.

Link to Corporate/Operational Plan

Corporate Plan - 5.3 Commitment to continuous improvement, customer service and accountability.

Consultation

Council discussed this policy at a workshop on 18 April 2017.

Legal Authority or Implications

N/A

Policy Implications

This policy will be removed from Council's policy register.

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Woods - Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Event Attendance by Councillors and Officers Policy



Burdekin Shire Council
 145 Young Street Phone: 07 4783 9800
 P.O. Box 974 Fax: 07 4783 9999
 Ayr 4807



Policy Register

Category:	MEMBERS
Policy Number:	M004
Meeting & Date:	Council Meeting - 28th May, 1992 Council Meeting - 4th August, 1997 Ordinary Council Meeting - 24th August, 2000 (varied) Ordinary Council Meeting - 24th August, 2004 (re-adopted - no variation) Ordinary Council Meeting - 21st March 2006 (New)
Policy Title:	ATTENDANCE BY COUNCILLORS AND OFFICERS AT MEETINGS, DEPUTATIONS, INSPECTIONS, CONFERENCES, SEMINARS, TRAINING, WORKSHOPS AND EDUCATIONAL SEMINARS

COUNCIL POLICY – ATTENDANCE BY COUNCILLORS AND OFFICERS AT MEETINGS, DEPUTATIONS, INSPECTIONS, CONFERENCES, SEMINARS, TRAINING, WORKSHOPS AND EDUCATIONAL SEMINARS

**Adopted at meetings of Council on 28th May 1992, 4th August, 1997 and
 Varied on 24th August, 2000
 Re-Adopted on 24th August, 2004
 New Policy on 21st March 2006**

The Council's Policy in respect of attendance by Councillors and Officers at meetings, deputations, inspections, conferences, seminars, training, workshops and educational seminars authorised by Council was adopted as part of Councillors Remuneration Policy. The current policy is set out hereunder: -

Information required by Council for attendance by Councillors/Officers (Current Policy)

- a) The Council is to be provided with a brief written report by Councillors/Officers on their Conference attendance.

Councillors Attendance at Meetings, Deputations, Inspections, Conferences, Seminars, Training, Workshops and Educational Seminars to be Authorised

Under Schedule 12 of the Remuneration to Councillors Policy and for insurance purposes, Councillors' attendance at meetings, deputations, inspections, conferences, seminars, training, workshops and educational seminars shall be authorised by Council and car mileage, accommodation expenses and any other out-of-pocket expenses shall only be payable under Schedule 12 where attendance has been approved by Council prior to the event.

Officer/Officers Attendance at Meetings, Deputations, Inspections, Conferences, Seminars, Training, Workshops and Educational Seminars to be Authorised

Officer/officers authorised by Council or the Chief Executive Officer, to attend any meetings, deputations, inspections, conferences, seminars, training, workshops and educational seminars shall be entitled to be paid his or her usual salary for such attendance held during a normal working period.

If any meetings, deputations, inspections, conferences, seminars, training, workshops and educational seminars extend beyond normal working hours, on weekends or public holidays, such authorised officer shall not be entitled to overtime penalty payments or time off in lieu of overtime unless covered by an agreement or policy adopted by Council which authorises such payment.

Travel

The usual means of transport for Councillors or officers attending a meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar at venues from Douglas Shire to the north, Mackay City to the south or Dalrymple Shire to the west shall be, wherever possible, by use of a Council sedan vehicle or the Council bus. Spouses may accompany delegates in a Council vehicle at no cost to Council. Prior approval of the Council shall be obtained if any other means of transport is used by authorised person/s within or outside the aforementioned boundaries i.e. aeroplane, rent-a-car, private vehicle or rail.

If Council vehicles are used or if delegates are authorised to use private vehicles, receipts shall be obtained for all fuel purchases. Receipts must be produced if reimbursement is claimed for fuel expenses.

If a taxi is used by delegates from an airport to a conference venue and return, reimbursement for such expenses shall be accompanied by a taxi receipt.

Where a Councillor or officer uses his or her conveyance and travels to attend a Council or approved Committee meeting or makes such inspection or attends such meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar, he or she shall be paid an allowance as per the policy adopted on 21st March 2006 and amended by Council in accordance with the provisions of the Local Government Act.

Where officers of the Council are required to attend Vacation/Residential Schools at Universities or Institutes of Advanced Education, the Council will meet reasonable travel costs from Ayr to the respective Institute and return. The Council will also bear reasonable costs for accommodation expenses. The Chief Executive Officer will determine what represents reasonable travel and accommodation expenses and any dispute with the Chief Executive Officer's ruling will be referred to Council for determination.

Air Travel

Councillors/Officers authorised to attend a meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar and required to travel by air shall arrange for purchases of airline tickets in advance on Council order or via Council Purchasing Card. Wherever possible purchases shall be made sufficiently far in advance to take advantage of discounts. The Council shall only be responsible for costs associated with economy class air travel.

Accommodation

The Council shall be responsible for reasonable accommodation expenses for Councillors/Officers authorised to attend a meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar. Wherever possible the Council or Chief Executive Officer is to be advised in advance of accommodation details and estimated daily cost of accommodation. It is accepted that Councillors and/or officers attending conferences etc. at a resort/hotel may be accommodated at such a location if used as the conference venue.

Spouses may accompany Councillors/Officers provided that any additional accommodation expenses over and above the room rate for the authorised Councillor/Officer shall be met by the Councillor/Officer prior to checking out of the accommodation.

It is not expected that Councillors/Officers be out of pocket for accommodation expenses, and such expenses may be met by official Council order or via Council Purchasing Card.

The Council will be responsible for reasonable breakfast expenses for delegates and any other meals at the venue which are not sponsored as part of the conference programme. The Council will not be responsible for costs associated with alcoholic drinks with meals. Any meal and drink costs for spouses accompanying Councillors/Officers shall be paid for by the Councillor/Officer prior to checking out.

The Council shall not be responsible for mini bar drinks, laundry, dry cleaning, private telephone calls, movie hire or other such incidental expenses. These costs shall be met by the Councillor/Officer prior to checking out.

Generally, the Council will only be responsible for accommodation costs for the evening prior to the commencement of the conference, for the full duration of the conference, and on the evening of the conclusion of the conference. Approval for accommodation should be obtained from Council or the Chief Executive Officer in advance. Generally, it is expected that if a meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar concludes prior to sundown and the venue is within driving distance of the Burdekin Shire, that Councillors/Officers will return to the district and not be accommodated on that night.

On occasions, Councillors/Officers may be required to entertain other delegates. If prior approval of Council or the Mayor has not been first obtained, it shall be the responsibility of the Councillor/Officer to keep details of all costs

associated with such entertainment for submission in an appropriate claim to the Council. The Council may, at its discretion, approve in total or in part, or refuse such claim.

Registration Expenses

The Council shall pay registration fees for approved delegates attending a meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar. It shall be the Councillor's/Officer's responsibility to meet registration fees, meals and social programme expenses for spouses accompanying delegates.

Tips

The Council shall not be responsible for any costs associated with payments by delegates of tips or any other form of gratuity.

Out of Pocket Expenses

Councillors/Officers attending a meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar shall be entitled to be reimbursed for any reasonable out-of pocket expenses. Any claim for out-of-pocket expenses shall be supported by official receipts. Councillors/Officers may be reimbursed immediately upon return from such meeting, deputation, inspection, conference, seminar, training, workshop or educational seminar if, in the opinion of the Chief Executive Officer, such expenses were reasonable.

If in the opinion of the Chief Executive Officer or Department Head, all or part of the claim is unreasonable, the claim shall be submitted to Council for its determination.

5.3 End of Third Quarter Comments 2016/2017 Operational Plan

Document Information

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Location: N/A

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Executive Summary

The end of third quarter comments for the 2016/2017 Operational Plan have been collated and are now presented to Council for adoption. The report includes comments and a traffic light system to indicate the progress towards reaching the set targets for each activity. Comments are inclusive of progress for the entire financial year to 30 April 2017.

Recommendation

That Council receives the attached end of third quarter comments for the 2016/2017 Operational Plan.

Background Information

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

Link to Corporate/Operational Plan

N/A

Consultation

N/A

Legal Authority or Implications

Section 174 Local Government Regulation 2012.

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Rebecca Woods - Executive Officer




Report authorised by:

Terry Brennan - Chief Executive Officer





Attachments

1. 2016/2017 Operational Plan with end of third quarter comments.

Corporate Activities




Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
C01	<i>Ongoing review of staffing and structure in Operational Areas to identify service delivery opportunities and efficiency gains</i>	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 5.3.5. 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		Continuous improvement initiatives are being captured by Managers. Recent examples include work on developing a new capital report to Council and review of operational arrangements at Transfer Stations. The SSG are also continuing to capture, review and action WOMBATS submitted by staff.	
C02	<i>Improve the efficiency and effectiveness of the Human Resource processes delivered to the organisation</i>	5.2.3. Build effective leadership and management capability 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	Formal review of parks and recreation areas service standards completed. Updated Code of Operations for Cemeteries adopted by Council.	
C03	<i>Conduct of team meetings focussing on process improvement and customer service</i>	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 Senior Supervisors Group		The SLG has been meeting on a fortnightly basis, whilst the SSG has been meeting on a less frequent basis. Regular team meetings are being held by various sections to meet specific operational needs.	

Executive Support




Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
E01	<i>Co-ordinate Council's Complaints Management System</i>	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 5.3.3. Adhere to the governance framework and public reporting systems	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 SLG members Senior Supervisors Group Chief Executive Officer Customer Service Officers	8 complaints received within this quarter. One complaint outstanding.	
E02	<i>Coordinate Council's Public Interest Disclosure Investigations and Training</i>	5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.3. Adhere to the governance framework and public reporting systems	Comprehensive training provided to all staff and councillors Effective management, investigation and referral of any PID matters	80% of staff trained 100% of councillors trained 100% complaints assessed against PID criteria	Executive Officer	SLG members	No training provided within this quarter. No PID matters raised or identified within this quarter.	
E03	<i>Investigate the implementation of a legislative compliance service</i>	5.3.3. Adhere to the governance framework and public reporting systems	Analysis undertaken to assist in decision making Coordination of implementation	Report delivered to Council regarding subscription to service (if supported by management) by August 2016	Executive Officer	SLG members Senior Supervisors Group	On hold.	
E04	<i>Coordinate Risk Management Registers including Corporate Risk Registers and Operational Risk Registers within the Enterprise Risk Management Framework</i>	5.2.3. Build effective leadership and management capability 5.3.3. Adhere to the governance framework and public reporting systems 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Registers maintained and up to date Registers available to relevant officers Risks rated accurately Reduction measures implemented	All reduction measures monitored and implemented	Executive Officer	SLG members	Full review of risk registers scheduled for 4th quarter. Council adopted the revised Enterprise Risk Management Policy in March.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
E05	Monitor and update Council's Policy Register including assisting with updating existing policies and developing new policies	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	SLG members	Council adopted the new Policy Framework in March. A review of all of Council's existing policies is underway.	
E06	Arrange Citizenship Ceremonies	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	One citizenship ceremony was held as part of the Australia Day celebrations. Two adults and two children from the same family became Australians at this ceremony.	
E07	Provide Administrative Support to the Mayor and CEO	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		The Mayor and CEO have been provided with sufficient administrative support during this quarter. The executive secretary provided additional support during Cyclone Debbie to assist with media enquiries.	

Media and Communications

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
MC01	<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	120 media releases per year 4 community newsletters	Media and Communications Officer	SLG members	27 Media Releases sent out during this quarter. Council was without a media and communications officers from 18th of February- 10 April and in this time the Executive Officer and Executive secretary provided some support for media and communications.	
MC02	<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	SLG members	Publication placed in "The Land- Great Holiday Deals" feature. BSC Staff Bulletin Sept-dec edition published in January. Steps have been taken to move to a weekly page in the Burdekin Advocate to promote Council activities, tender and job vacancy announcements and Council news.	
MC03	<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	SLG members	Page likes for Council Facebook page at the end of this quarter were 2776 (this is an increase of 506 likes from previous quarter), Page likes for Burdekin Library Page at the end of this quarter were 860 (an increase of 45 likes from previous quarter)	






Economic Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
ED1	<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-Jun-17	Manager Economic Development	SLG members Economic Development Manager	Reviewing Terms of Reference for Economic Action Group. Working with Burdekin Water Futures to develop a program to promote career opportunities in the water industry in the Burdekin.	
ED2	<i>Encourage Innovation</i>	2.2.1. Build a digitally connected business community to enable competitiveness 2.2.2. Encourage business to invest in research and development 1.2.4. Protect the integrity of existing assets through flood and disaster mitigation programs	Number of businesses supported	30-Jun-17	Manager Economic Development	SLG members Economic Development Manager	New Ideas forum coordinated with State Government - being held on 17/5/17.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
ED3	<i>Strengthen Networks</i>	2.3.1. Support business and industry networks 2.3.2. Assist in building an entrepreneurial culture in the Burdekin 2.3.3. Position the Burdekin as regional leaders in agribusiness 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-Jun-17	Manager Economic Development	SLG members Economic Development Manager	Burdekin Industry Breakfast held on 22/2/17 - 90 attendees - Burdekin Industry Breakfast held on 5/4/17 - 60 attendees Queensland Women's Week event held - 150 women attended with the aim to establish a Burdekin Women's Network. Attended various working groups and other meetings aligned with RDI Pathfinder Projects to work collaborately with other Councils in our region.	
ED4	<i>Encourage re-investment and attract new investment to the Burdekin</i>	2.4.1. Develop and implement an Economic Development Strategy 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-Jun-17	Manager Economic Development	SLG members Economic Development Manager	Continued to support FRV/Downer during the construction phase of the Clare Solar Farm. Provided information to Pacific Hydro for development of solar farm. Provided letters of support for investment/development projects. Attended meeting with international delegations to promote the benefits and opportunities in the Burdekin.	
ED5	<i>Maximise Grant Opportunities</i>	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-Jun-17	Manager Economic Development	SLG members Economic Development Manager	Grant application submitted to Federal Government - Building Better Regions Fund to develop a Tourism Strategy for the Burdekin.	






Community Development Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD1	Participation in targeted community wellbeing and safety committees/programs	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships 3.1.8. Facilitate partnerships to improve crime prevention	Content of community feedback and meeting attendance Committee: Burdekin Be Active Building Safer Communities Action Team (BSCAT)	Delivery of projects and programs that are identified within the operational comments throughout the year	Manager Community Development	Community Development Team	Attended monthly BSCAT and Burdekin Be Active meetings. Arranged Lock it or Lose It Campaign over Christmas holiday period. Submitted funding application for Qld Week Fun run & Get Out Get Active.	
CD2	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	Community Development Team	Working in conjunction with Burdekin Centre of Rural Health to identify community needs. Burdekin Be Active Committee reactivated. Successful in obtaining funding through Get Out Get Active funding program for a 8 week fitness challenge for 50 female participants. Successfully obtained funding for Qld Week Fitness Expo and Fun Run being held at Alva Beach on 4th June 2017. Funding application was successful. Positive feedback received from participants. Another funding application was submitted for Get Out Get Active for the 2017/18 financial year.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD3	<i>Encourage participation in 10,000 steps program</i>	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships 3.1.7. Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing	Content of community/participant feedback and assessment of participation/support	Increased number of participants and community feedback	Manager Community Development	Community Development Team	Successful in obtaining funding for 150 pedometers. Community 10,000 Steps Council challenge held in partnership with Relay for Life. 210 Participants. Very positive feedback received from the participants. Planning has commenced to hold another 10,000 program in 17/18 financial year.	
CD4	<i>Seek funding to continue staged construction of Burdekin Be Active Trail</i>	3.1.7. Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing 3.4.1. Encourage active communities through the provision and maintenance of recreational facilities	Funding obtained and community feedback Committee: Burdekin Be Active	Increase length of Trail and community feedback	Manager Community Development	Community Development Team	Funding application submitted through the Dept of Sport & Recreation Get Playing Plus Program for the next stage of the Burdekin Be Active Trail. \$100,000 funding recived from Works for Qld to place solar lighting along the trail.	
CD5	<i>Co-ordinate forums and special events for community and arrange recruitment, training and support volunteers</i>	3.2.1. Promote and encourage community participation and volunteerism within community organisations 3.2.2. Build capability of individuals working with community organisations 3.2.3. Provide support for key community events and committees	Number of special events held and assistance provided to volunteers Committee/Organisation: Burdekin Tourism Association Friends of the Theatre	Delivery of special events held and assistance provided to volunteers	Manager Community Development	Community Development Team	Volunteer training organised for Tourism Volunteers through Volunteering Australia and TEL. Fire Evacuation training arranged for Friends of the Theatre	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD6	<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 Associ. And developing the association's resilience Liaising with regional tourism bodies e.g. TEL	Manager Community Development	Community Development Team	Provided cash and in-kind support to Burdekin Tourism Association. Attended Burdekin Tourism Association monthly meetings.	
CD7	<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 3.2.1. Promote and encourage community participation and volunteerism within community organisations	Successfully host events and increase attendance numbers	Number of receptions and events held and customer feedback	Manager Community Development	Community Development Team	Christmas morning melodies, Carols by Candlelight, Ayr Chamber Christmas Street Party and 2017 Australia Day celebrations held.	
CD8	<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	Community Development Team	One sport & recreation workshop organised through the Dept of Sport & Recreation with 26 participants. Another three workshops planned for the remainder of the year.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD9	<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	Community Development Team	Successfully managed all bookings for the Showgrounds since 24-3-15. Participation numbers have averaged 1725 per month for the past quarter with 7 functions held. PCYC successfully running boxing and fitness classes at the Showgrounds Multi-Purpose Hall. In-kind support provided to PCYC plus management funding through the Dept. of Communities	
CD10	<i>Management of Burdekin Theatre and Memorial Hall</i>	1.2.2. Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 1.2.5. Provide sporting, recreational, parks, playgrounds and aquatic facilities that meet the needs of our community 3.1.3. Encourage equitable access to facilities 3.3.1. Encourage increased use of community spaces and facilities	Number of events held, event attendance and customer feedback	Increased number of participants and community feedback	Manager Community Development	Community Development Team	2793 People attended 9 shows. 10 Functions held at the Theatre. 11 Events held at the Memorial Hall. These numbers are low due to the time of the year. The venues were closed for the most of January	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD11	<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 3.3.1. 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 Team	Community groups and the general public utilisation of the Cultural Venues facilities have remained constant for the past quarter. Community Wellness Morning held in Anzac Park. Fastrack Talent Quest attracted over 800 people to the Burdekin Theatre over the two day event. Many favourable compliments were recieved.	
CD12	<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	Community Development Team	Provided financial and in-kind support to ten community events.	
CD13	<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	Community Development Team	Provided event management support to three signature Burdekin events for the past quarter.	
CD14	<i>Facilitate and provide ongoing support for the Burdekin Youth Council</i>	3.2.3. Provide support for key community events and committees	Meetings attended and support provided	Attend 10 Meetings and increase participation	Manager Community Development	Community Development Team	Provided ongoing support to Youth Council. The 2016 Youth Council team supported four community events during the last quarter. The 2017 Youth Council team assisted with the FastTrack Talent Quest and also have supported one other community event.	
CD15	<i>Organise Regional Youth Events</i>		Number of events held and attendance numbers	Organise one regional Youth Event with increased attendance numbers	Manager Community Development	Community Development Team	E-Man Youth Dance Workshops & Dance Party arranged with approximately 200 in attendance. Youth Talent Competition 'Fast Track' was held with winner of X Factor performing at the event. Over 800 attended the event over two days. Many favourable comments were recieved.	
CD16	<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	Community Development Team	Events & social media workshop being organised in con-junction with TEL.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD17	<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	Community Development Team	Providing ongoing support for Seniors Advisory Group. Successfully ran a NBN Information, fire protection and disaster preparedness workshops for seniors. A Rates Information Session for Seniors is being organised for May 10.	
CD18	<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	Community Development Team	Attended the Defence Expo at the RSL Stadium on 4th Feb 2017. Over 100 Bountiful Burdekin booklets given out along with other promotional brochures.	
CD19	<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	Community Development Team	Promoted the Burdekin as a business and lifestyle destination in Duo Magazine, Alive with Events feature and Townsville, NQ holiday guide and Townsville & Magnetic Island travel guide.	
CD20	<i>Sourcing and development of new advertising opportunities to "sell" Burdekin tourism and lifestyle e.g. Qld on Show, Qld Country Week, RegionsQ</i>	3.3.2. Highlight the benefits of living, working and playing in the Burdekin 3.3.4. Welcome visitors to the Burdekin	Ensure participation with existing initiatives and investigate new opportunities	Promotions/advertising completed	Manager Community Development	Community Development Team	Burdekin events were highlighted in the NQ Events Guide newspaper lift out and Alive with Events feature in the Townsville Bulletin and regional newspapers.	
CD21	<i>Provide ongoing support for particular community welfare organisations within the shire including the Burdekin Community Association and Burdekin Neighbourhood Centre</i>	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships 3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare	Manage donations and in-kind support to BCA & BNC	Support provided to community groups	Manager Community Development	Community Development Team	Provided a donation and ongoing in-kind support to BCA and Neighbourhood Centre.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CD22	<i>Update Tourism Website and Calendar of Events including social media posts relevant to Community Development</i>	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	Community Development Team	Tourism website monitored on a regular basis and updated as required. Council's Calendar of Events & Social Media sites updated daily. 2,812 likes on Facebook. Positive feedback received from participants and the community.	
CD23	<i>Co-ordinate Garage Sale Trail – Waste reduction and community engagement program</i>	4.1.2. Support community education programs that contribute to improved environmental and community outcomes 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	Community Development Team	Garage Trail Sale was held on Saturday, 22nd Oct. Arranged posters, flyers, promotion to all community groups, schools, & church groups. 38 participants registered for the Garage Sale compared to 19 participants in 2015. Positive feedback received from the participants and the community.	

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Library Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
L01	<i>Enhance access for the Community to the Library's Historical photographic collection through the Library Catalogue</i>	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	Digitisation of the existing photographic collection	100 photographs per year	Manager Library Services	Library Staff	No further photographs have been digitised, due to time restraints.	
L02	<i>Engage with the community at all levels through special events throughout the year and where possible in partnership with other agencies</i>	3.3.4. Welcome visitors to the Burdekin 5.1.2. Be responsive and proactive in providing information in the public interest 5.1.4. Improve digital platforms to improve access to information	Run two "special events" per quarter e.g. Readers and Writers Festival Number in attendance will be the performance measure	Run two "special events" per quarter e.g. Readers and Writers Festival Number in attendance will be the performance measure	Manager Library Services	Library Staff	Harmony Day was held with 76 people attending.	
L03	<i>Engage with younger members of the community through a range of activities</i>	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Storytelling sessions, school holiday activities and library visits	Storytelling sessions, school holiday activities and library visits	Manager Library Services	Library Staff	27 Storytime sessions held with 531 attending, 6 Baby Rhyme Time sessions held with 16 attending, 5 School Holiday Activities held with 98 attending. Messy Play was introduced with 2 sessions held and 40 attending.	
L04	<i>Enhance existing Partnership with PCYC</i>		Implement Best Start Reading Programme	Implement Best Start Reading Programme	Manager Library Services	Library Staff	32 First Five/Outreach sessions conducted with 527 participating.	
L05	<i>Offer Technology Support to the community through innovative practices</i>		Provide 1hr one on one technology Where possible run special ad-hoc technology sessions e.g. NBN information Q&A	Provide 1hr one on one technology Where possible run special ad-hoc technology sessions e.g. NBN information Q&A	Manager Library Services	Library Staff	Technology help was given as required.	

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L06	<i>Ideas@108 space</i>	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 5.1.2. Be responsive and proactive in providing information in the public interest 5.1.4. Improve digital platforms to improve access to information 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Enhance partnership with TAFE North Investigate partnership opportunity with Gudjuda Reference group and other local training providers/community groups Implement coding and Robotics Programme	Enhance partnership with TAFE North Investigate partnership opportunity with Gudjuda Reference group and other local training providers/community groups Implement coding and Robotics Programme	Manager Library Services	Library Staff	A permanent booking has been established for Thursdays, 10 other bookings have been received for the use of the room.	
L07	<i>Update the Current Burdekin Library Strategic Plan incorporating community consultation</i>		Prepare new 5 year Strategic Plan	Prepare new 5 year Strategic Plan	Manager Community Development Manager Library Services	Library Staff	Strategic Plan is still in the draft stage.	








Human Resource Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
HR1	<i>Manage and Deliver Council's payroll- effectively and on time.</i>	5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for	Payrolls within the quarter processed within acceptable time frame	26 payrolls with less than 2% error margin	Human Resources Coordinator	Human Resources Officer	7 successful payrolls completed. Pay for period ending 28.3.17 was paid early due to cyclone Debbie. Adjustments will be made in period ending 11.4.17	
HR2	<i>Provide an effective Recruitment Process which is consistent and fair to all applicants and selected on merits</i>	Burdekin Shire Council 5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Assessment of recruitment process matters/issues	0% disputes regarding the recruitment process 100% successful placement into vacant positions	Human Resources Coordinator	Human Resources Officer	14 positions advertised (Cultural Venues Manager, Labourer – Works, Leading Hand – Construction Works, Water Treatment Operator, Media and Communications Officer, Disaster Management Officer – Temporary Part Time, Community Development Support Officer – Temporary, Community and Economic Development Support Officer – Temporary, Accounts Payable Officer – Temporary, Labourer – Form Setter/Concrete – Works x 2 - Internal, Labourer – Parks, Labourer – Form Setter/Concrete – Works x 2. At the end of the quarter 7 of these positions have been filled.	
HR3	<i>Review HR policies to ensure best practices</i>		Review and update of policies to ensure best practices for the Organisation.	Four (4) Human Resource Policies to be reviewed annually	Human Resources Coordinator	Human Resources Officer	HR are working with LGAQ on changes to the Industrial Relations Act and Enterprise Bargaining to establish a list of policies / operational standards to be prepared at the completion of the EB process	
HR4	<i>Provide all of Council Reporting on a monthly basis for personnel statistics and a quarterly basis for trend analysis</i> <i>Participation in external surveys as benchmarking practices</i>		Number of Reports produced and surveys completed.	12 monthly reports, 4 quarterly reports	Human Resources Coordinator	Human Resources Officer	Three monthly reports and one quarterly report completed	

Operational Plan- End of Third Quarter Comments

1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
HR5	<i>Manage workers compensation and return to work programs to effectively enhance the process to support re-introduction to work for injured workers</i>	5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.2. Ensure Council's financial position is effectively managed	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 Officer	17 workers compensation claims were lodged between 1 July 2016 and 31 March 2017. 14 employees have successfully returned to normal duties and 3 employees are undertaking suitable duties in their workplace.	
HR6	<i>Manage employee leave accruals to ensure Council's leave liability remains at an acceptable level</i>	5.3.3. Adhere to the governance framework and public reporting systems	Report to Management and Council in September and March on employee leave entitlement	AL below 10 weeks accrual and LSL below 26 weeks accrual	Human Resources Coordinator	Human Resources Officer	March 2017 review conducted. Reports to be provided to Council in April, 2017	
HR7	<i>Implement the new Local Government Industry Award, including associated payroll software configuration and classification structures</i>	5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Successful implementation and completion	Successful Software configuration and a new classification structure rolled out to all employees	Human Resources Coordinator	Human Resources Officer	The Local Government Industry Award – 2017 became operational 28.2.17. HR staff currently reviewing the award to ascertain any changes/impacts on Council	
HR8	<i>Provide an effective Performance Management Program to enhance Operations and provide support and feedback to personnel</i>	5.2.3. Build effective leadership and management capability 5.2.4. 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	SLG members	Outdoor Performance Appraisal process completed in February/March 2017. Analysis of results being conducted and reports to be provided to Senior Management	
HR9	<i>Establish and implement the new Burdekin Shire Council Enterprise Bargaining Agreement, including associated payroll software configurations</i>	5.2.3. Build effective leadership and management capability 5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.4. Undertake regulatory responsibilities in accordance with state regulations 5.4.1. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Successful completion	Less than 2% error margin	Human Resources Coordinator	Human Resources Officer	The new Award became operational on 28.2.17. Council has engaged LGAQ to assist with the EB process. HR staff currently working with LGAQ to prepare for the negotiation process commence.	




Training and Development Activities



Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TR1	<i>Develop and maintain the 2016/2017 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated</i>	<p>5.2.3. Build effective leadership and management capability</p> <p>5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council</p> <p>5.3.4. Undertake regulatory responsibilities in accordance with state regulations</p> <p>5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes</p> <p>5.4.1. Maintain Council's commitment to ensure a safe and healthy work environment for all employees</p>	<p>Number of qualification / skills training provided</p> <p>Number of qualifications / skills lapsed</p>	98% compliance	Human Resources Coordinator	Human Resources Officer	Currently Expired Qualifications showing in the Skills Register are at 5.94%. Majority of these are for licence renewals, which we are waiting on new employees to provide us with new licence copies. Therefore we are at 94.06% compliance. The months of May & June 2016 will have a number of courses run to update skills including First Aid/CPR, Environmental Awareness (through LearnConnect) and Confined Spaces, which also make up a portion of our expired/expiring qualifications.	

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1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TR2	<i>Develop and maintain the 2016/2017 Training Budget and ensure that actual costs are consistent with estimated costs</i>	5.2.3. Build effective leadership and management capability 5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.4. Undertake regulatory responsibilities in accordance with state regulations 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes 5.4.1. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Monthly reconciliations against estimated and actual costs	Less than 5% variance	Human Resources Coordinator	Human Resources Officer	Monthly budget reconciliations are conducted, as well as a 6 monthly report to show departmental actuals vs estimates. (Sent to SLG members for RBUD2 in January 2017.)	

Operational Plan- End of Third Quarter Comments
1 January 2017- 31 March 2017





Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TR3	<i>Utilisation of Learn Connect throughout the organisation to maximise in house training and streamline expenses</i>	5.2.3. Build effective leadership and management capability 5.2.4. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.3.4. Undertake regulatory responsibilities in accordance with state regulations 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes 5.4.1. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Number of employees inducted in usage	90% of workforce utilising learn connect	Human Resources Coordinator	Human Resources Officer	All employees are utilising LearnConnect, with the exception of Councillors, Casual Staff and Transfer Station/Landfill Operators. Transfer/Landfill staff are still completing paper-based Take 5s. Casual Staff and Councillors are not required to do Take 5s. Currently 2 Take 5s are issued each month, and LearnConnect is now also being utilised to roll-out new policies to employees and document their understanding of these policies. 93.75% Utilising LearnConnect.	
TR4	<i>Implement and review existing training policies and procedures to ensure best practices</i>		Number of policies and procedures implemented	Minimum of two policies to be reviewed per year	Human Resources Coordinator	Human Resources Officer	Both the Training and Development Operational Standard and the Travel, Accommodation, Food and Beverage Operational Standard are now approved and in operation.	

Quality and Safety Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Safety								
SQ1	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	90% On Time Completion of Monthly Action Plans 90% of Hazard Inspection Schedule 90% completion of documents reviewed by due date	30 June 2017 30 June 2017 30 June 2017	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	"MAPs ontime availability can fluctuate, with March collection less than 50% ontime. Hazard Inspections still encountering carrying over to following months. Unavailability of March Map has affected completion percentage. 4 outstanding safety documents with due dates past"	
SQ2	Attain 3rd party certification for the safety management system to LGW SafePlan Criteria	5.2.3. Build effective leadership and management capability	Achieve 70 % benchmark to LGW SafePlan Criteria for safety management system	30-Oct-16	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	Completed	
SQ3	Maintain fire safety compliance for buildings	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	Evaluate and review emergency plans for 100% high occupancy buildings - Chambers - Library - Theatre - Memorial Hall - Showgrounds Hall - Multipurpose Shelter	30-Jun-17	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	"2016 compliance completed. 2017 compliance scheduled across the year with May being scheduled for Library and Chambers."	
SQ4	Review and update Take 5 topics for transfer into eLearning environment (LearnConnecty)		Minimum of 2 Take topics to be reviewed and updated per month	30-Jun-17	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	Take 5 still being created and uploaded into Learnconnect. Previous Take 5 topics identified and being transferred.	
SQ5	Maintain asbestos compliance for buildings		100% Completion of onsite inspection for annual review of all asbestos locations within Council buildings	30-Jun-17	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	"Asbestos conditions assessment are being conducted with Building Maintenance staff. Inspections scheduled to be completed by end of May, and report updated by end of June."	

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1 January 2017- 31 March 2017






Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Quality								
SQ6	Maintain and review the quality management system for system certification	5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Complete four internal audits in the financial calendar year	30-Jun-17	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	No additional QMS internal audits conducted within the 3rd quarter. 50% completed.	
SQ7	Facilitate annual surveillance audit of quality system to maintain certification		Successful completion of External Surveillance audit by Certex	31-Mar-17	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	Annual surveillance audit postpone from early April to late May, due to the recent weather system affecting the region- TC Debbie	
SQ8	Migration of quality system towards an integrated management system (IMS)		100% Completion of comparison of quality, safety and environmental management systems and existing documentation to integrate common features into integrated documents.	30-Jun-17	Safety and Productivity Coordinator	Safety and Quality Advisor Senior Works Administration Officer Environmental Health Project Officers	No additional work conducted to integrate environment and quality during this quarter.	
SQ9	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-Jun-17	Safety and Productivity Coordinator	Customer Service Officers Safety and Quality Advisor		










Internal Audit Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
IA1	Develop new internal audit processes and documentation for Council	5.3.3. Adhere to the governance framework and public reporting systems	Develop Internal Audit Function Charter	31/12/2016	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor	"Completed	
			Develop Internal Audit Manual and procedures for internal audit functions and activities	31/12/2016			Internal Audit Manual is currently at 90%"	
IA2	Awareness of new audit process across all areas of Council		Develop Take 5 on Internal Audit Awareness	30-Dec-16	Safety and Productivity Coordinator	All areas	Completed and distributed in March 2017	
IA3	Develop and conduct annual audit plan and schedule		100% completion of internal audit schedule (8 Audits)	30-Jun-17	Safety and Productivity Coordinator	Chief Executive Officer SLG members	New audit plan for 2017-2019 is under development and not yet approved.	
IA4	Review of internal audit capabilities		100% at Audit Committee meeting to provide briefing notes on Internal Audit resourcing	30-Jun-17	Safety and Productivity Coordinator	Internal Audit Staff	Attended one internal audit committee meeting in third quarter with new committee	

Customer Service Centre Activities





Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CS1	<i>Provide a well-designed, efficient and effective customer service facility</i>	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	% of calls answered within the Customer Service Standard of 80% of calls answered within 20 seconds	Manager Client Services	Customer Service Officers	Average Service Level Achieved for January to March 2017 - 70%. This is below the expected service level of 80%. This is due to issues with Phone system and low staffing numbers.	
		5.1.2. Be responsive and proactive in providing information in the public interest	Call abandonment rate of 10% or less	10% or less	Manager Client Services	Customer Service Officers	Average 9% abandoned calls from January to March 2017.	
		5.1.3. Communicate Council intent and decisions to the community using effective messaging tools	Average call wait time of less than 30 seconds	Priority One Calls to be answered within industry standard- 20 seconds.	Manager Client Services	Customer Service Officers	Average call wait time Priority 1 - 03 seconds Priority 2 - 27 seconds	
		5.3.3. Adhere to the governance framework and public reporting systems	Number of correctly entered call codes	95% or greater Call Codes recorded. Call code report produced every month.	Manager Client Services	Customer Service Officers	90% of Call codes recorded for January to March 2017. Due to issues with the phone system some CSC staff were unable to record call codes.	
		5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback	Maintain high levels of overall satisfaction with Council's service delivery channels for both residents and business	Number of Compliment for Customer services Staff received for the Quarter/Year	Manager Client Services	Customer Service Officers	No Compliments received this quarter. Customer Service did man the Call Centre on Sunday 26th March in preparation for Tropical Cyclone Debbie. CSC staff also worked an hour earlier each morning Monday and Tuesday to be able to provide a better service to our Community during this uncertain time.	

Information and Communications Technology Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
ICT1	<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 undertaken by February 2017.	Adoption of the ICT Strategy review by 31/03/2017	ICT Coordinator	SLG members	In progress. The Frame Group is unavailable to complete the review until the first week of May 2017.	
		1.5.1. Support and improve Council's business performance through information and communication technologies	Implementation of the 2016/2017 work plan from the ICT Strategy.	90% of work plan for the year implemented	ICT Coordinator	ICT Administrators SLG members Key Stakeholders	On-target. Of the 28 items on the work plan, six (6) have been completed, one (1) is unable to proceed after removal from the budget, one (1) is unable to be completed because Technology One does not have the product ready and nine (9) are in currently in progress.	
		1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Budget and allocate resources for the next 12 months strategic business directions as outlined in the reviewed ICT Strategy work plan	All financial implications arising from the report to be included in the 2017 OBUD forecast for Council adoption by 30/04/2017.	Manager Client Services	ICT Coordinator	In progress. Budget requests completed. Budgets not yet approved by Councillors.	
		5.1.4. Improve digital platforms to improve access to information	Development and adoption of all of Council Mobility Strategy	Implementation to be completed by 30/06/2017.	ICT Coordinator	SLG members	In progress. Funds re-allocated during RBUD2. Order completed with work expected to be completed by 30/06/2017.	
ICT2	<i>Provision of overarching business and governance support for ICT Services</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Development of a policy for use of ICT aligning with the Queensland Government Chief Information Office (QGClO) Information Standard 38.	31/01/2017	ICT Coordinator	SLG members ICT Administrators	Inactive. Work to proceed after capital projects are completed or underway.	
		1.5.1. Support and improve Council's business performance through information and communication technologies	Development of an information security policy aligning with the Queensland Government Chief Information Office (QGClO) Information Standard 18.	31/01/2017	ICT Coordinator	SLG members ICT Administrators	Inactive. Work to proceed after capital projects are completed or underway.	
		1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Development of an information asset register.	31/08/2016	ICT Coordinator	ICT Administrators	Completed.	
		5.1.4. Improve digital platforms to improve access to information						

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1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
ICT2 cont.	<i>Provision of overarching business and governance support for ICT Services(continued)</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets 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	Education and training of key stakeholders in information asset custodianship aligning with the Queensland Government Chief Information Office (QGCI) Information Standard 44.	30/06/2017	ICT Coordinator	SLG members Key Stakeholders	In progress. The Information Security Classification standard final draft has been completed and is ready for review and approval by the ICT Governance Board. Education and training sessions to commence after approval.	
ICT3	<i>We will use technology effectively to improve business functions and deliver benefits to the community.</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Fully operational virtual desktop infrastructure (VDI) pilot for 10 client computers.	30/06/2017	ICT Coordinator	ICT Administrators ICT Help Desk Support Officers	In progress. Discussing hardware and license requirements with vendors and resellers.	
		1.2.2 Apply a prioritised and planned system to upgrade and enhance existing facilities.	Fully operational replacement of the existing Storage Area Network (SAN).	30/06/2017	ICT Coordinator	ICT Administrators	In progress. Quotations have been received. A decision and order is expected in early April 2017.	
		1.5.1. Support and improve Council's business performance through information and communication technologies	Successful upgrade of the Enterprise Content Management System (T1 ECM) to the Ci Anywhere platform.	31/03/2017	ICT Coordinator	ICT Administrators Corporate Records Staff ICT Help Desk Support Officers	Completed. The upgrade to T1 ECM 4.03 was completed on 05/03/2017.	
		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	Maximum availability of core ICT systems to staff during business hours.	Less than 2 hours unplanned downtime during business hours per quarter	ICT Coordinator	ICT Administrators	"On-target. 20 minutes downtime for some core systems. 21/03/2017: The telephone service was unavailable for approximately 20 minutes during normal business hours due to an unplanned utility power outage and a problem with the emergency power (generator). Desktop computers and some desk phones and networking equipment were also unavailable at the Council Chambers during this time. As the power outage was wide-spread, some Council sites with no emergency power (e.g. generators) were without computers, networking and desk phones for up to 45 minutes."	





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1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
			Successful roll-out of Council's planned desktop computer replacement program	30/11/2016	ICT Coordinator	ICT Help Desk Support Officers	Under-target. The computers have been ordered and the SOE images created. Waiting for delivery by the reseller.	
			Successful roll-out of Council's planned photocopier/printer replacement programs.	28/02/2017	ICT Coordinator	ICT Help Desk Support Officers	Completed. The last budgeted photocopier was installed on 14/03/2017.	
			Successful replacement of the existing HelpDesk system with the new recommended ITIL (HelpDesk) toolset as per the ICT Strategy.	30/06/2017	ICT Coordinator	ICT Administrators	Inactive. Work to proceed after capital projects are completed or underway.	
ICT4	We will plan, organise, coordinate and implement measures to prepare for, respond to and recover from disasters for our ICT infrastructure.	1.1.1 Plan and build infrastructure that adds value to Council and community assets. 1.2.4 Protect the integrity of existing assets through flood and disaster mitigation programs. 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 5.1.2 Be responsive and proactive in providing information in the public interest 5.1.4 Improve digital platforms to improve access to information	To review and update all ICT related risk measures and mitigations according to the BSC Risk Register. Development and review of ICT Disaster Recovery (DR) Plans aligning with the Burdekin Shire Council Business Continuity Plan and Sub-Plans. Completion of ICT Disaster Recovery (DR) plan testing	1/01/2017 Successful development and review of three (3) ICT DR plans per quarter. Test and review three (3) ICT DR plans per quarter.	ICT Coordinator ICT Coordinator ICT Coordinator	Manager Client Services ICT Administrators ICT Administrators Key Stakeholders	Completed. The risk register was reviewed and updated 22/02/2017. "Under-target. One (1) of three (3) ICT DR plans completed for the quarter. The remainder will be completed next quarter. COMPLETED: Print Services" "Under-target. One (1) of three (3) ICT DR plans tested for the quarter. The remainder will be completed next quarter. COMPLETED: Print Services"	  
ICT5	Provision of efficient, effective and sustainable communication tools to our community	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 5.1.2 Be responsive and proactive in providing information in the public interest 5.1.3 Communicate Council intent and	Maximum availability of the Burdekin Shire Council website	Less than 10 hours (99.5% availability) unplanned downtime per quarter	ICT Coordinator	ICT Web Services Coordinator	"On-target. Up to 10 minutes unplanned downtime. 20/01/2017: up to 5 minutes unplanned downtime, 25/01/2017: up to 5 minutes unplanned downtime."	

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1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
		decisions to the community using effective messaging tools 5.1.5 Present a consistent image when communicating Council messages. 1.5.1. Support and improve Council's business performance through information and communication technologies	Maximum availability of the call-centre to our community during business hours.	Less than 2 hours (99.5% availability) unplanned downtime during standard business hours per quarter	ICT Coordinator	ICT Administrators ICT Help Desk Support Officers	"On-target. 21/03/2017: The telephone service was unavailable for approximately 20 minutes during normal business hours due to an unplanned utility power outage and a problem with the emergency power (generator). "	
		1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation 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 5.1.5 Present a consistent image when communicating Council messages.	Maximum availability of the after-hours telephone service to our community.	Less than 6 hours (99.5% availability) unplanned downtime outside of standard business hours per quarter	ICT Coordinator	ICT Administrators ICT Help Desk Support Officers	"On-target. 28/03/2017: The telephone system automatically switched to normal operation on the day of Cyclone Debbie. The after-hours service was unavailable for approximately 1 hour."	
			Successful integration of Email subscription services (MailChimp) via the website for the community.	31/01/2017	ICT Coordinator	ICT Web Services Coordinator	Completed	
ICT5 cont.	Provision of efficient, effective and sustainable communication tools to our community	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 5.1.2. 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 5.1.5. Deliver Council messages in accordance with Council's Style Guide in all Council communication	Development and implementation of a corporate style guide for all Council corporate documentation.	30/06/2017	ICT Coordinator Manager Client Services	Information Management Team	"On-target. COMPLETED: Master logo and branding concept selected. Requested templates have been supplied IN PROGRESS: Finalising the style guide document."	



Local Disaster Management Group Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
LDMG1	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	Renewing current MOU for all Northern Region Councils as previous MOU expired September 2016. Held monthly Burdekin Local Disaster Management Meetings on: 17th February 2017 31st March 2017 Attended the IGEW Workshop - Evacuation Planning in Townsville on Friday 17th March 2017 with Cr Lyn McLaughlin. Appointed temporary Disaster Management Officer for a period of 3 months to help finalise the "Get Ready Burdekin" grant. Projects still to be completed include: Area Warden Program Coastal Community Awareness Program Stood up Burdekin LDMG in preparation for tropical Cyclone Debbie March 2017. Preparations commenced Wed 22nd March 2017 and the LDMG was finally Stood Down on 31st March 2017. Tropical Cyclone Debbie did little damage to the Burdekin region and subsequent flooding was not as severe as first thought. No reports of damage or inundation was recorded regarding the flooding. Rita Island and Groper Creek were cut off for a couple of days and had water over the reserve.	








Financial Management (Council Budget and Reporting) Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Council Budgets								
FM1	Prepare and submit first amended budget for 2016-2017 for Council adoption	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Presentation of an amended budget by the target date	Dec-16	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team	First Revised Budget approved by Council on 6th December	
FM2	Prepare and submit second amended budget 2016-2017 for Council review and adoption		Presentation of an amended budget by the target date	Apr-17	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team	Second Revised Budget completed and approved by Council on 11 April	
FM3	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	Chief Executive Officer SLG members Financial Management Team	Council workshops have commenced with further scheduled for next quarter	
FM4	Review policies and revenue statement for inclusion in budget agenda		Review and prepare relevant policies and revenue statement and provide to Council to adopt at the annual budget meeting	Jun-17	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team	Work has commenced and will be finalised in next quarter	
FM5	Prepare and submit original budget and forecast estimates 2017-2018 for Council tabling by Mayor		Council 2016-2017 annual budget will be presented for adoption before the beginning of the 2016-2017 financial year	Jun-17	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team	Work has commenced and will be finalised in next quarter	
Annual Financial Reporting								
FM6	Review asset information for annual financial statement prior to audit	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Timely end of financial year information provided to the auditor by the agreed client strategy dates Accurate end of financial year Information can be measured based on auditor queries	12 August 2016 and May 2017	Manager Financial and Administrative Services	SLG members Financial Management Team	On-going involvement with asset information throughout the quarter	








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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
FM7	<i>Prepare proposed annual financial statements for 2015-2016 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 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Timely proposed financial statements provided to the audit committee by the agreed client strategy date Accurate proposed financial statements can be measured based on audit committee queries	7 September 2016	Manager Financial and Administrative Services	SLG members Financial Management Team	Audit committee provided with feedback on presentation of financial statements	
FM8	<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	SLG members Financial Management Team	Financial statements were presented by the agreed date and were accepted by the auditor. The auditor did not request any changes to the draft financial statements	
FM9	<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	Chief Executive Officer SLG members Financial Management Team	Responses to audit matters were provided to auditors on 28th September and the final management letter was confirmed on 25 October	
FM10	<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	Completed 9 November 2016	
FM11	<i>Prepare shell financial statements for 2016-2017 and submit to audit committee</i>		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-17	Manager Financial and Administrative Services	SLG members Financial Management Team	Work has commenced and will be finalised in next quarter	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
FM12	<i>Coordinate external audit of Burdekin Shire Council as required by Queensland Audit Office</i>	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems	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	Financial Management Team	Final audit completed within timeframes. QAO planning visit undertaken week of 30th January. Interim scheduled for week commencing 22 May	
Returns to external bodies								
FM13	<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	Dec-16	Manager Financial and Administrative Services	Financial Management Team	Comparative Data Return completed and lodged 26th October 2016	
FM14	<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	Dec-16	Manager Financial and Administrative Services	Financial Management Team	Deadline amended to 26 August - extension granted to 4 September. Return submitted.	
FM15	<i>Annual Fringe Benefits Tax Return</i>		Return to be lodged by the target date	20-May-17	Financial Accountant Reporting	Financial Management Team Expenditure Services Staff	Work has commenced and will be finalised in next quarter	
FM16	<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	The monthly BAS returns have been lodged within the required timeframes	
FM17	<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	March return due 12 April and submitted on time	
FM18	<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-Jun-17	Financial Accountant Systems	Financial Management Team	Technology One has prepared software and webinars will be held in April. Testing will commence next quarter.	
Prominent Organisational Tasks within Financial Services Area								

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
FM19	Support asset management planning, implementation and reviews	1.2.1. Implement the Asset Management Strategy 1.2.2. Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities 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	Ongoing 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 Assets Management Group	Participated in asset management group meetings. The asset management plans are currently being developed by the Asset Management Unit.	
FM20	Maximise recovery of outstanding general debtors	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	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	60 and 90 day debtors reviewed monthly. The monthly actual amounts are: 60 Days 90 Days Jan \$ 815 \$10,509 Feb \$ 500 \$ 2,344 March \$ Nil \$ 2,192	
FM21	Review and update monthly financial reporting to ensure legislative compliance and Councillor usability		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	Each month the monthly reports are reviewed and improvements made based on feedback from Councillors	
FM22	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	SLG members Financial Management Team	The monthly financial reports are presented to Council within the dealines except for th following months: June 2016 to 2 August- meeting cancelled July 2016 to 16 August August 2016- 20 September September- 25 October- meeting cancelled	

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1 January 2017- 31 March 2017


Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
FM23	<i>Review financial administration policies and procedure as required by LG Act 2009 and LG Reg 2012 and other legislation.</i>	5.3.2. Ensure Council's financial position is effectively managed	Financial policies are current and reviewed annually by the target date	Jun-17	Manager Financial and Administrative Services	SLG members Financial Management Team	Work has commenced and will be finalised in next quarter	
FM24	<i>Monitor and maintain corporate financial systems for user operability</i>	5.3.3. Adhere to the governance framework and public reporting systems	Client surveys can be conducted regularly User support provided in a timely manner	Bi- annual surveys	Financial Management Team	Financial Systems Users	Training undertaken and is on-going	
FM25	<i>Administer existing and new external and internal loan borrowings</i>	5.3.4. Undertake regulatory responsibilities in accordance with state regulations	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	No new borrowings this financial year. Repayments paid by due dates.	
FM26	<i>Address and monitor management issues from final 2016 and interim 2017 audit recommendations</i>		Closure/resolution of audit recommendations by the next audit visit	Final audit 2016 and May 2017 Interim Audit	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team	No new audit issues for 2016 audit however ongoing audit matters from prior audit. These matters are being addressed by IT.	
FM27	<i>Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office</i>		Timeliness of response to Queensland Audit Office requests and results of audits if applicable	Ad Hoc as required	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team	All audit matter dealt with promptly	
FM28	<i>Implementation and review of organisational processes required for Related Party Disclosure in Financial Statement</i>		Can be measured based on Auditor comments and management letter	1 July 2016 May 2017 Interim Audit	Manager Financial and Administrative Services Financial Accountant Systems	Chief Executive Officer SLG members Financial Management Team	Work has commenced and Related Party Information will be presented to QAO in Shell Financial Statements. Work will be on-going in the next quarter.	

Rates Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
R1	<i>Maintain property and rating database</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	To ensure a high level of accuracy and timeliness in updating the property database	Every notified change of detail is promptly entered into the database	Rates Supervisor	Rates Officers	Valuation amendments - 102 Valuation objections - 0 Property Transfers - 335 Other transfers/memos - 118 Service address amendments - 239 Land use changes due to Building & Plumbing applications - 37 Pensioner applications (new/sold properties) - 322 New/replaced/removed water meters - 316 Garbage bin service adjustments - 99 Rates refunds/transfers/standing donations - 95 Dishonoured cheques - 5 Undetected water leak adjustments - 2 All maintenance completed in a timely manner within set timelines, nil errors	
R2	<i>Issue annual rates and charges levy</i>		Timely and accurate rates notices will be issued	Aug-16	Rates Supervisor	Rates Officers	Annual rates levy issued on 05/08/16 9,263 notices No errors notified	
R3	<i>Issue half year water consumption levy</i>		Timely and accurate water consumption notices will be issued	Dec-16	Rates Supervisor	Rates Officers	Half year water consumption levy issued 13/01/17 5393 notices. No errors notified	
R4	<i>Issue supplementary rates and charges levies</i>		Timely and accurate supplementary rates notices will be issued to those affected (change of ownership, change of services, changes 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	- Supplementary levy issued on 24/03/17 144 notices. - Supplementary levy issued on 04/11/16 142 notices. No errors notified	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
R5	Maximise recovery of overdue rates and charges	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	Ongoing monitoring of overdue rates to ensure that payment plans are put in place and arrears matters are referred in a timely manner to debt collector or referred to Council for sale under Local Government Act or other action as appropriate.	Low percentage of rates arrears	Rates Supervisor	Rates Officers	7.19% arrears of nett rates as at 31/3/17. The following steps have commenced to continue to reduce overdue rates balance: Overdue reminder notices on balances greater than \$100 issued 13/10/16 (1,137 notices issued) Overdue reminder notices on balances greater than \$100 issued 1/3/17 (850 notices issued) 119 letters sent to property owners in default of their payment arrangement 5 letters sent to property owners making insufficient payments to clear outstanding rates 95 properties on voluntary payment plans 155 Extension of time letters sent 1 property with prior legal action on a voluntary payment plan 2 properties with prior legal action being monitored/managed internally 85 properties being monitored from last financial year 61 properties in the hands of our debt collector 3 properties Mortgagee in Possession 5 properties with current Judgment 8 properties being monitored by Rates staff	




Financial Management (Expenditure Services) Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
EXP1	<i>Ergon Locks – Assess all Council sites to ascertain access requirements to comply with new regulations</i>	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	Dec-16	Administration and Records Coordinator Expenditure Services Officers	Administration and Records Coordinator Accounts Payable Administrator	Ergon locks supplied and installed to all Parks and Gardens and WWW sites as required. Currently, no more locks to be issued until further advice on remaining Council sites.	
EXP2	<i>Administer accounts payable and contract register</i>	5.3.2. Ensure Council's financial position is effectively managed	Invoices to be paid within 30 days from EOM in weekly, fortnightly & monthly payment runs	Invoices not paid within 30 days - Target <10%	Expenditure Services Officers	Authorised Purchasing and Requisitioning Officers	2,475 invoices processed for the January to March period, of which 17 invoices were not paid within the required deadlines as goods/services not received or completed and invoices arrived well after end of month. Still less than 1%	
EXP3	<i>Review of purchase procedure variances to management</i>		Monitoring of all orders released in Finance One system to ensure orders are raised prior to invoice being received	Compliance Levels - Target <10% of invoices raised after invoice issued	Expenditure Services Officers	Chief Executive Officer SLG members Authorised Purchasing and Requisitioning Officers	July 2016 to March 2017 orders raised after invoices received averaged at 6%.	
EXP4	<i>Maximise earnings on cash holdings</i>		Interest Earnings - Rates sourced from various institutions to ascertain best rate for period of investment	Level of Earnings	Expenditure Services Officers	Manager Financial and Administrative Services	Average interest is 2.67% as at 31 March. Interest earned to March 2016 was \$1,006,201.78 and interest earned to March 2017 was \$989,168.05.	
EXP5	<i>Administer purchasing financial delegations and purchase cards</i>		Issue/Maintenance/Cancellation of purchase cards and update of Financial Delegation Register	Actioned within 5 working days of receiving notification	Expenditure Services Officers	Authorised Purchasing and Requisitioning Officers	From January to March, 13 purchase cards cancelled due to low usage. 2 new cards issued. Financial Delegation register updated with 3 amendments.	
EXP6	<i>EOFY Preparation of Work Papers for Audit and Annual Report</i>	5.3.4. Undertake regulatory responsibilities in accordance with state	Accurately collate and provide workpapers for annual reporting and auditors	Aug-16	Expenditure Services Officers	Expenditure Services Staff	Completed mid August 2016.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
EXP7	<i>Preparation of Approved Contractors Listing (tenders) applications for private hire and traffic control providers for the period 1 July 2016 to 30 September 2017</i>	regulations	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 Officers	Manager Operations Manager Technical Services Safety and Quality Advisor Expenditure Services Staff	Completed late July 2016 with 100% accuracy.	





Administration and Records Activities





Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
AR1	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	All minutes completed within 3 days after the Ordinary Council Meeting.	
AR2	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 Staff Records Staff	100% completion rate of correspondence registered within 48 business hours of receipt. 91% completion rate of correspondence registered within 24 business hours of receipt.	
AR3	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-Dec-17	Administration and Records Coordinator	Administration Trainee	Administration Trainee commenced TAFE component of traineeship on 6 March, 2017. Workplans and trainings schedules have been developed to ensure trainee is competent both with on the job training/workplace tasks and assessment tasks by 31 December, 2017.	
AR4	Ergon Locks – Assess all Council sites to ascertain access requirements to comply with new regulations	5.3.2. Ensure Council's financial position is effectively managed	All sites to be assessed and where required, appropriate Ergon approved locks applied	31-Dec-16	Administration and Records Coordinator	Accounts Payable Administrator Administration and Records Coordinator	Ergon locks supplied and installed to all Parks and Gardens and WWW sites as required. Currently, no more locks to be issued until further advice on remaining Council sites.	
AR5	Upgrade of ECM from CI 4.02 to CI 4.03	5.1.4. Improve digital platforms to improve access to information	New version of ECM 4.03 working by target date. Testing and training of end users to be completed prior to Go Live date of 6th March 2016. Technical validation, reporting and training will continue until the target date.	30-Jun-17	Administration and Records Coordinator	Chief Executive Officer SLG members ICT Administrators Records Staff	Training of end users completed by 23 February, 2017. Testing was carried out to 3 March 2017 and new version of ECM 4.3 CIAnywhere was installed successfully by the target date of 6 March, 2017.	
AR6	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	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	Chief Executive Officer SLG members Records Staff	95% of users received training prior to Go Live date. Training plan and key user guides were developed to complement this training.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
AR7	Implement systematic ongoing ECM training for all staff Ensure user guides and training documents on Records portal are current	Burdekin Shire Council	Ensure all new staff receive ECM training and existing employees receive regular refresher training as required	95% of new staff using ECM are trained within two months of employment Regular training and support offered to 50% of existing staff annually	Administration and Records Coordinator	Corporate Records Staff	100% of new staff (ECM Users) who have commenced since the upgrade are scheduled for training by 30th May, 2017. Help desk assistance and one-on-one training is ongoing while users adapt to the new system.	
AR8	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	A Recordkeeping Awareness and Education presentation is delivered to 100% of new staff as part of their induction program.	
AR9	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 4 months of delivery to Records staff	Administration and Records Coordinator	Administration and Records Coordinator Records Staff	Disposal and archiving of records suspended this quarter due to implementation of ECM 4.03 and associated user training.	

Operations

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	score black is inactive
Operations								
OPW1	<i>Completion of Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters</i>	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 Supervisor Manager Technical Services Design Office Manager	85% Target of revised budget figure equates to \$5.62 million. Expenditure as at 31.03.17 = \$3.695 million equates to 66% of expenditure incurred in first three quarters of financial year. Twenty of thirty nine projects have been completed.	
OPW2	<i>Achieve a Compliment to Complaint Ratio of 3:1 for Operational Responsiveness and Departmental Conduct</i>	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1. Demonstrate open and transparent leadership	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received	3:01	Works Overseer	Manager Operations Works Overseer Works Supervisor	Eight compliments received in the period relating to operational responsiveness. Two complaints received. Received twenty one compliments versus two complaints for year to date.	
OPW3	<i>Inspect transport network, and prioritise and complete maintenance activities in accordance with adopted service levels</i>	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 Supervisor	Inspections completed on Arterial and Local Access road network in the period. Hierarchy 2 Footpaths inspections completed in period. Currently achieving 92.8% customer request closeout within timeframe.	
OPW4	<i>Attend to maintenance matters raised in customer request system within required timeframe</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	90 % of requests completed within timeframe	30-Jun-17	Works Overseer	Works Supervisor	Currently achieving 92.8% completion within timeframe	

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OPW5	<p><i>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.</i></p> <p><i>Exception: Major schemes spanning two or more financial years</i></p>	<p>1.1.1. Plan and build infrastructure that adds value to Council and community assets</p> <p>1.2.2. Plan to protect the integrity of key community assets and buildings</p> <p>1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities</p> <p>1.2.4. Protect the integrity of existing assets through flood and disaster mitigation programs</p> <p>1.4.4. Prioritise upgrades and improvement to the drainage systems</p>	<p>Assessment of Works completed at EOFY</p>	85%	Works Overseer	<p>Manager Operations</p> <p>Works Overseer</p> <p>Works Supervisor</p> <p>Manager Technical Services</p> <p>Design Office Manager</p>	<p>Expenditure as at 31.03.17 = \$258,147 million equates to 96% of expenditure incurred in first three quarters of financial year. Twenty of thirty nine projects have been completed.</p>	
OPW6	<p><i>Undertake regular documented inspections of aerodromes and airstrips and carry out maintenance as per CASA requirements</i></p>	<p>1.2.1. Implement the Asset Management Strategy</p> <p>1.3.2. Cooperate with state and federal government to enhance the transport network</p>	<p>Ayr Aerodrome Sealed Runway – Weekly</p> <p>All other airstrips - Monthly</p>	Compliance	Works Overseer	Works Supervisor	<p>Documented inspections carried out in line with stated recurrence intervals and recorded on BSC aerodrome Inspection Checklist.</p>	
OPW7	<p><i>Undertake regular inspections of boat ramps and carry out maintenance as per Department of Transport and Main Roads requirements</i></p>	<p>1.2.1. Implement the Asset Management Strategy</p> <p>1.3.2. Cooperate with state and federal government to enhance the transport network</p>	Quarterly documented inspections	Compliance	Works Overseer	Works Supervisor	<p>Documented inspections carried out on all boat ramps in the period.</p>	




Water and Waste Water Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	Score Black is inactive
WW1	<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	Data file corrupted. Unable to provide benchmark figures for comparison. ICT and WWW staff working to resolve with new report format. Will be able to provide benchmark figures in arrears when issue resolved.	
WW2	<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-Jun-17	Works Overseer	Works Supervisor	Current level of achievement showing as 70.1% Data file corrupted. Unable to provide accurate benchmark figures for comparison. ICT and WWW staff working to resolve. Will be able to provide accurate benchmark figures in arrears when issue resolved.	
WW3	<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	100% regulatory compliance in the period. 18 dirty water requests for period compared to 98 for same period last year.	
WW4	<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-Jun-17	Manager Water Wastewater	Manager Water Wastewater, Operations Manager, Field Supervisor Water Wastewater	Tenders awarded for 14 of 26 Switchboards. Additional package of 6 switchboards to be released in May	

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WW5	<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	1:01	Manager Water Wastewater	Manager Water Wastewater, Operations Manager, Field Supervisor Water Wastewater	Two compliments received in the period relating to operational responsiveness. One complaint received. Aggregated receipt of twelve compliments versus two complaints for year to date.	
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Purchasing and Stores Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	Score Black is inactive
PS1	<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-Jun-17	Purchasing Officer Stores Officer	Purchasing Clerk Stores Clerk	Target measured at annual stocktake.	
PS2	<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-Jun-17	Purchasing Officer Stores Officer	Purchasing Clerk Stores Clerk	Target measured at annual stocktake.	
PS3	<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 Officer Stores Officer	Purchasing Clerk Manager Operations Manager Contracts Purchasing Officer Manager Operations Manager Contracts	NQROC Procurement Group has not met since Townsville City Council conducted a restructure in Novemebr 2016.	




Parks and Gardens Activities






Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
PG1	<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-Jun-17	Parks Coordinator	Parks Supervisor, Manager Operations	Currently achieving 94.9% completion within timeframe.	
PG2	<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-Jun-17	Parks Coordinator	Parks Supervisor	No compliments specific to Public Conveniences received in the period, no complaints. Three compliments received across Parks and Gardens Section for the reporting period. No complaints received. Aggregated 13 compliments to 2 complaints year to date.	
PG3	<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-Jun-17	Parks Coordinator	Parks Supervisor, Manager Operations	Landscape architect to provide concept drawings and specifications. Quotations to be sought April for erection in June 2017.	
PG4	<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-Jun-17	Parks Coordinator	Parks Supervisor, Manager Operations	Design Plans being drafted. Quotations from local builders to be sought. Scheduled completion June 2017.	

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PG5	Assist with Skilling Queenslanders for Work Program - Plantation Park and Juru Walk Development	2.1.2. Build relationships with educational institutions to address the skills and qualifications valued in the Burdekin 2.1.3. Promote employment and training opportunities to retain young people	Date of Achievement	30-Jun-17	Parks Coordinator, Works Overseer	Manager Operations, Manager Contracts, Leading Hand Works, Executive Officer, Grants Officer	Project complete November 2016	
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Technical Services Activities







Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TS1	<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	2017/2018 program developed by March. Remaining 4 years to be developed by 30 June 2017.	
TS2	<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	Nine Works Implementation Program reviews completed to 31 March 2017.	
TS3	<i>Complete Technical Services Customer Engagement Strategy and document procedures for engineering works</i>	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback	Completion of strategy	30-Jun-17	Manager Technical Services	Design Office Staff	Customer engagement being undertaken for all projects. Documentation of process to completed by 30 June 2017.	
TS4	<i>Complete Transport Network Strategy</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Completion of strategy	30-Jun-17	Manager Technical Services		Postponed due to audit timeframes and completion of Asset Management Plan review.	
TS5	<i>Continue development of Stormwater Strategy</i>	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		Postponed due to audit timeframes and completion of Asset Management Plan review.	

Operational Plan- End of Third Quarter Comments

1 January 2017- 31 March 2017






Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TS6	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-Nov-16	Manager Technical Services	Design Office Manager Trade Waste Administration Officer	Complete	
TS7	Submit annual water and sewerage data to State-wide Water Information System (SWIM)		Submission by due date	30-Oct-16	Manager Technical Services	Design Office Manager Trade Waste Administration Officer	Complete	
TS8	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-Jun-17	Manager Technical Services	RPEQ Consultant	100% of projects to date achieved RPEQ certification	
TS9	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-Jun-17	Manager Technical Services	Works Department	Project complete	
TS10	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	82% complete by 31 March 2017. On track for completion by 30 June 2017	
TS11	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-Jun-17	Manager Technical Services	Works Department Asset Officer	90% Complete by 31 March 2017. All reporting requirement met. On track for completion by 30 June 2017.	
Design Office								
TS12	Detail design/works brief for capital projects to be delivered three weeks prior to commencement of works. Alternative discussions with foreman/overseer detailing project scope to allow commencement of works	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Delivery of plans or brief in advance of construction to enable efficient allocation of resources	Detail design of 2016/17 projects 80% complete by 31 March 2017 Detail design of 2017/18 projects 50% complete by 30 June 2017	Design Office Manager	Technical Officers	Detail design completed for 90% of 2016/17 projects by 31 March 2017. 5% of 2017/18 projects complete.	

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1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TS13	<i>Produce reseal program for 2016/17</i>	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	Reseal program to be completed in April. Works to be completed by 30 June 2017.	
TS14	<i>Respond to applications within Design Office responsibility (e.g. Infrastructure in road reserve)</i>	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.1.3. Communicate Council intent and decisions to the community using effective messaging tools	Number of applications received	90% completed within relevant agreed targets	Design Office Manager	Technical Officers	94 Customer Requests - 78% within target 612 applications - 100% within target Total 706 - 97% within target	
TS15	<i>Feedback provided to all customers for all requests</i>		Feedback to customers recorded	Feedback provided for 100% of customer requests and applications within target	Design Office Manager	Technical Officers	Feedback provided to all applicants and customers submitting service requests	
Asset-Management								
TS16	<i>Valuation of non-current assets for 2015/16</i>	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-Jul-16	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Complete	
TS17	<i>Complete asset inspections in accordance with inspection program</i>	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-Apr-17	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Inspections of assets for 2016/17 revaluation completed. 18% of sewerage manholes 15% of pathways 7% of road culverts	
TS18	<i>Review unit rates for internal valuations</i>	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-Jun-17	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Complete	




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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
TS19	Co-ordinate desktop review of external valuations		Desktop review completed by due date	31-May-17	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Complete	
TS20	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	Asset Management Coordinator Asset Management Staff	Draft amendments to Asset Management Plans completed. Currently under review by stakeholders with presentation to Council due in May.	
Plant-Management								
TS21	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-Jun-17	Manager Technical Services		Complete	
TS22	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		Commenced with replacement strategy complete. Maintenance and operation strategy adopted. Documentation to be completed.	
TS23	Implement fleet replacement program as adopted for 2016/2017		Number of items ordered	90% of replacements delivered by 30 June 2017	Manager Technical Services		Construction machinery and truck replacements complete. 10 light vehicles ordered and awaiting delivery. Orders to be placed for 9 light vehicles. 70% complete at 31 March 2017	
TS24	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		Two meetings held to date	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Recoverable Works								
TS25	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 and enhance environmentally sensitive areas	Design and supervision of construction of 2016/17 BSRIT projects	30-Jun-17	Design Office Manager	Manager Technical Services	Clearing completed in Burdekin River. Cromarty Creek project postponed indefinitely. Minor works to be completed before 30 June 2017.	
TS26	Deliver RMPC contract in accordance with contract requirements within budget	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-Jun-17	Manager Technical Services	Senior Works Administration Officer	Contract works 69% complete by 31 March 2017.	
GIS								
TS27	Implement intranets	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-Sep-16	Manager Technical Services	GIS Coordinator	Work commenced on public mapping interface. Postponed to address potential security issues. Currently in final stage of setup in Technology One cloud service. To be completed by 30 June 2017.	




Planning and Development Activities




Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Development Administration								
PD1	Ensure Planning and Development Department delivers measurable outcomes that promote outstanding service delivery.	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 5.3.3. Adhere to the governance framework and public reporting systems 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	Continue to improve productivity and performance within the Planning and Development Department to ensure the best possible outcomes are delivered to the community.	Ensuring 90% P&D budget estimates are within a 10% variance range. 80% of formal plans of subdivision are endorsed within 5 business days. 90% code assessable Development Applications approved within 20 business days.	Manager Planning and Development	All Planning and Development Staff	As at 31 March, 2017, all identified targets are being met. 100% of formal plans of subdivision are being endorsed within 5 business days.	
PD2	Provide for the needs of the community by delivering appropriate land use outcomes that are considered sustainable, achievable and cost effective	2.4.4. Investigate, support and facilitate the potential of bio-futures projects in the Burdekin 2.5.1. Review land supply and uses as required to meet community and business needs 2.5.2. Consider future facilities required for an ageing population 4.2.1. Develop and implement planning policy to adapt to the impacts of climate change on the community	Ensure development proposals are assessed in a timely manner and in accordance with adopted planning instruments.	100% development permits are issued in accordance with the Integrated Development Assessment System (IDAS) and other relevant legislative requirements.	Manager Planning and Development	All Planning and Development Staff	As at 31 March, 2017, identified target was being met.	

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1 January 2017- 31 March 2017



Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Town-Planning								
PD3	<p><i>Ensure Council's statutory planning instruments accommodate the changing needs of the community</i></p> <p><i>Review planning scheme and monitor the effectiveness of the scheme including codes to ensure compliance with any changes to State planning legislation</i></p>	<p>2.4.2. Encourage diversification of the local economy</p> <p>2.5.1. Review land supply and uses as required to meet community and business needs</p> <p>5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy</p> <p>5.3.1. Demonstrate open and transparent leadership</p> <p>5.3.4. Undertake regulatory responsibilities in accordance with state regulations</p>	<p>Drafting of the Council's new Planning Scheme is to be in accordance with the timeframes agreed upon by Council and State Government. In addition, ensure draft scheme complies with provisions included in new 'Planning Act' legislation.</p>	<p>Draft scheme provisions to be trialed using the State Government's calibration tool. First draft to be provided for assessment by end of 2016. 100% of scheme codes to comply with new requirements.</p>	Manager Planning and Development	Planning Officer	Results of the State Government's calibration tool have been collated and a report forwarded to DLGIP Brisbane for consideration. Risk tolerance thresholds have been tested and levels established. Relevant Codes have been amended to include these results.	
PD4	<p><i>Encourage and promote pre-lodgement meetings with potential developers to facilitate economic growth opportunities for the Burdekin Shire</i></p>	<p>2.4.3. Promote pre-lodgement meetings with developers to facilitate industry investment in the Burdekin Shire</p>	<p>Record outcomes and actions of meetings that warrant applicable follow up procedures including identifying state interests</p>	<p>100% of identified tasks as a result of pre-lodgement discussions are followed up.</p>	Manager Planning and Development	Planning Officer	As at 31 March, 2017, target currently being met.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
PD5	<i>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</i>	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 Officer	All charges imposed have been collected prior to any approved use commencing.	
Building								
PD6	<i>Undertake a Building Certification service within the Burdekin Shire in accordance with statutory requirements</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Ensure all building works comply with statutory requirements Provide an approval and inspection service for all classes of buildings as a certifying authority	80% of all Development Applications - Building Works are assessed and permits issued within 10 business days	Manager Planning and Development	Building Certifiers Administration Staff	As at 31 March, 2017, identified target was being met.	
PD7	<i>Ensure all new swimming pools comply with current pool fencing legislation</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Ensure all new swimming pool installations have compliant pool fencing in accordance with pool safety legislation	100% of all new pools erect compliant fencing (e.g. temporary) before filling in excess of 300mm 100% of all permanent fencing to be compliant within 3 months from temporary pool fence inspection date.	Manager Planning and Development	Pool Safety Inspectors Administration Staff	100% pool fence installations are compliant and in accordance with pool safety legislation.	


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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
PD8	<i>Ensure all existing swimming pools comply with current pool fencing legislation</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Ensure all existing swimming pools continue to have compliant pool fencing in accordance with pool safety legislation	100% of all pool safety certificates issued within 2 business days of inspection being carried out	Manager Planning and Development	Pool Safety Inspectors Administration Staff	As at 31 March, 2017, target currently being met.	
PD9	<i>Develop and implement appropriate facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities</i>	1.2.2. Plan to protect the integrity of key community assets and buildings	Ensure condition assessments are carried out on all relevant Council buildings and building maintenance requests are lodged and processed in accordance with adopted policy	Within the next 12 months ensure that 50% of all relevant buildings have condition assessments carried out on them and that 100% of all BMRs are actioned within five working days.	Manager Planning and Development	Facilities Management Coordinator Building Maintenance Administration Staff	100% of all Building Maintenance Requests (BMR's) are being actioned within 5 business days. The majority of priority Council buildings have had condition assessments completed. These reports will be reviewed annually to ensure maintenance budgets are identified and included in forecasts.	
PD10	<i>Develop and implement a Building Maintenance Program</i>	1.2.1. Implement the Asset Management Strategy 1.2.2. Plan to protect the integrity of key community assets and buildings 1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Building Maintenance Program once finalised, is to be amended every quarter to ensure consistency with Asset Management Strategy	Building Maintenance Program is to be completed this financial year.	Manager Planning and Development	Building Maintenance	Building Maintenance Program continues to be developed. Completed building assessment reports will form the basis of the program.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Plumbing								
PD11	<i>Undertake a Plumbing Inspection service and relevant compliance works in accordance with statutory requirements</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Ensure all new plumbing installations that are not 'notifiable works' are carried out in accordance with the Plumbing and Drainage Act 2002	100% registered backflow prevention devices inspected annually. 80% of plumbing applications approved within 5 business days. 90% of effluent disposal designs completed within 10 business days of request.	Manager Planning and Development	Plumbing Inspector	As at 31, March, 2017 all identified targets are being met.	







Governance and Local Laws Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
Governance Administration								
GLL1	<i>Sale of Conlan Street residential subdivision, if market conditions appropriate</i>	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Land tendered for sale	30-Jun-17	Manager Governance and Local Laws		No action at this stage.	
GLL2	<i>Investigate provision of electricity network to leased lots at Ayr Aerodrome to improve marketability</i>		Approval and cost estimate for electricity network for Ayr Aerodrome	30-Dec-16	Manager Governance and Local Laws		Consultants engaged. Electrical drawings received for comment.	
GLL6	<i>Manage leases and use of the Aerodromes and Ayr Showgrounds</i>	3.3.1. Encourage increased use of community spaces and facilities	Customer feedback	30-Jun-17	Manager Governance and Local Laws	Manager Community Development Governance and Property Officer Works Overseer	Aerodromes - No complaints received. Advisory Committee meetings held on 16 Aug, 2 Nov, 8 Feb, 19 Apr. One existing lease finalised and one extended lease still in progress. Agricultural lease decision made. Ayr Showgrounds - being maintained. Operational problems continue to be received for Hall.	
GLL7	<i>Address compliance with Right to Information Act and Information Privacy Act</i>	5.1.2. Be responsive and proactive in providing information in the public interest	Open provision of appropriate information Number of applications processed	ongoing	Manager Governance and Local Laws	Governance and Property Officer	No applications received under Right to Information Act or Information Privacy Act. Ongoing process of reviewing collection notices.	
GLL8	<i>Facilitate and update local laws where necessary</i>	5.3.3. Adhere to the governance framework and public reporting systems	Changes made to local laws to reflect changes to legislation or community need	On an as needs basis	Manager Governance and Local Laws	Governance and Property Officer Coordinator Environment and Health	Amendment to Subordinate Local Law No. 3 to include Neem Tree as a locally declared pest gazetted on 17 March 2017.	
GLL9	<i>Investigation, review and procurement of insurance programme for Council operations and assets</i>		Appropriate and timely insurance policies in place	30-Jun-17	Manager Governance and Local Laws	Governance and Property Officer	Complete. All insurance policies renewed to 30 June 2017. In process of obtaining quotations for 2017/2018.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
GLL10	<i>Review of and issuing of lease documents to new and existing lessees</i>		Relevant and up to date leases in place	On an as needs basis	Manager Governance and Local Laws	Governance and Property Officer	Freehold leases finalised for Burdekin Football, Burdekin Machinery Preservationists and Burdekin Bocce Club. Process commenced for issue of trustee lease to Burdekin Performance Horse Club Inc at Ayr Racecourse Reserve. Liaising with Home Hill Community Kindergarten and Burdekin Touch Football with regard to respective lease boundary changes. Process for issuing lease to Burdekin Brass Band stalled.	

Environment and Health Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
EH1	<i>Undertake regulatory inspections of licensed premises and investigate nuisance complaints (e.g. public health, environmental protection)</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Inspections conducted in a professional manner; effective consultation; follow up where required; Number of complaints investigated within adopted time frame; Number of premises inspected	Improved service provision with inspections, follow-ups and requests for information followed up in a timely manner	Coordinator Environment and Health Waste Management and Environment Officer Senior Environmental Health Officer	Environmental Health Project Officers Compliance Officers	127 Regular inspections. 142 rates searches. 131 customer requests and nuisance complaints.	
EH2	<i>Review environmental and public health functions in Council's local disaster management plan</i>	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	All EHPO have been trained in Disaster Management.	Coordinator Environment and Health	Environmental Health Project Officers	Final draft prepared of the Environmental Health sub plan. Comments have been requested from relevant community groups on draft fire management plan. Fire Management working group meeting was postponed due to cyclone Debbie.	
EH3	<i>Consider and provide recommendations from an environmental perspective on Development Applications received and works related projects</i>	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	Input provided for 16 DA's within timeframe. Internal projects - conduct audit activities for EMP for Council works	
EH4	<i>Supply of Food Newsletter to food premises to increase awareness of food hygiene requirements and licensing requirements</i>	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	Number of newsletters produced	4 newsletters produced annually	Senior Environmental Health Officer	Environmental Health Project Officers	First Newsletter sent out Aug 2016. "What is Eating Burdekin" Newsletter sent out with renewal notice April 2017.	
EH5	<i>Provision of beach access points to allow access to the beach and minimise dune damage</i>	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 damage	Upgrades to beach access points by 30 June 2017	Waste Management and Environment Officer	Environmental Health Project Officers	Beach access near Funny Dunny Park repaired and then eroded after cyclone. Project under consideration - minimisation of dune damage planned for Charlie's break with NQDT. Wunjunga Coastal Management Plan being developed.	
EH6	<i>Investigate and implement recommendations from the Energy Efficiency Report</i>	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Work plan developed to implement energy efficiency recommendations Number of recommendations implemented	% reduction in energy consumption and energy costs. Activities undertaken	Manager Governance and Local Laws	Environmental Health Project Officers	Spec developed and quotations called. Tropical Energy Solutions appointed on 8 Nov 2016. Meetings held with Working Group. Council resolution 25 Apr 2017 to proceed with certain projects.	

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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
EH7	<i>Participate and promote community events such as Great Northern Clean Up</i>	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback	Events run on time and within budget Community feedback	Event publicised and undertaken	Waste Management and Environment Officer	Environmental Health Project Officers	Great Northern clean up undertaken at Alva Beach in Oct 2016. November - recycling talks with primary schools. Additional clean up at Alva Beach in early April 2017 with Tangaroa Blue. February and March - waste and recycling talks were done for 4 Kindergardens. Food safety and hygiene training conducted for the license holders in Nov 2016.	
EH8	<i>Administration of licences such as for food businesses, accommodation and other prescribed activities</i>	5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Issue of licenses in a timely manner; customer feedback	30-Jun-17	Senior Environmental Health Officer	Environmental Health Project Officers	Food license renewals sent out on time and defaulters will be followed up to achieve compliance. Rental Accomodation, High Risk Personal Appearance Services, Environmentally Relevant Activities will be sent out in June. Inspection program underway.	
EH9	<i>Inspect and enforce the permits under local laws - Rental accommodation, Caravan Parks, Camping Grounds, Swimming pools</i>	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	Quarterly inspection schedule met.	
EH10	<i>Water quality testing drinking water and public swimming pools</i>	5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with state regulations	Timely actions on the requests received	Improved compliance and healthy lifestyle for community	Senior Environmental Health Officer	Environmental Health Project Officers	Monthly water testing performed for all four Council pools. 12 Private drinking water sample request received and completed. No request received this quarter.	



Animal Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
AM1	<i>Participate and promote community events such as Pet Day Out and School Education Programmes to promote responsible animal ownership</i>	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Clear information provided Customer Feedback	Community acceptance Event publicised and undertaken	Coordinator Environment and Health	Animal Compliance Officers	Planning has commenced for a Pet Day Out type event in June 2017.	
AM2	<i>Enforce animal control legislation and local laws</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Requests responded to within adopted timeframes	80% of requests responded to within adopted time frames	Coordinator Environment and Health	Animal Compliance Officers	Total Animal CRM's = 811. Completed within target = 85%. Completed outside target = 15%. Only 2 open outside target.	






Natural Resource Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
NR1	<i>Undertake aquatic weed control in Shire waterways</i>	4.1.3. Protect and enhance the natural environment 4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas 4.2.2. Partner with and consult key stakeholder groups and government departments for a sustainable environment	Minimum of 3 treatments/activities undertaken at systems under a Riparian Management Agreement Weed harvester used where appropriate	Management Plan developed Percentage of waterways treated	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Management Plan completed and implemented. All 9 lagoons at the low or scattered medium infestation and maintained. In third quarter works- Dicks Bank, Payards, Churches Lagoon, Don Kelly - Sheepstation Creek, Healeys Lagoon, Saltwater Creek helicopter sprayed. Kalamia Creek, Crooked Waterhole - Major project undertaken with NQDT and LBWB to remove the weeds using floating excavator, weed harvester in Kalamia system. RMA renewals streamlined and sent out with Newsletter in April 2017.	


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Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
NR2	<i>Liaise and partner with natural resource groups such as the North Queensland Dry Tropics to protect and enhance environmentally sensitive areas such as wetlands and wildlife corridors</i>		Agreements to enhance environmentally sensitive areas Number of completed projects or events Amount of resources allocated or in kind support provided to facilitate projects	Completion of milestones in agreement	Coordinator Environment and Health Senior Environmental Health Officer Waste Management and Environment Officer	Pest Management Officer Environmental Health Project Officers	Barratta Wetland Care project - all milestones met and final report to be submitted in June 2017. NQDT Feral Pig project - received extra funding \$7,500, to be completed June 2017. Sagitarria Signage project - signs ordered, to be installed May 2017. Liased with Scott Fry - NQDT in February and April regarding Aquatic weed control/RMA project. In kind support agreed for future project at Kalamia creek. Information tool to be displayed on Council website is at development stage.	
NR3	<i>Maintain Council's status as a Reef Guardian Council</i>		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	Highlights report completed and submitted to GBRMPA. Action plan discussed with Council and submitted, Quarterly meeting attended. In February attended workshop hosted by GRMPA for the Reef Guardian schools in Burdekin region.	
NR4	<i>Monitor and review the Shire Pest Management Plan</i>		Revised Shire Pest Management Plan completed and adopted on time	31-Dec-16	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Operational plan milestones met. Presented the yearly operational plan report to the Council.	

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1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
NR5	<i>Undertake property inspections and liaise with landholders to develop property pest management plans to reduce the impact of pest plants and animals in the Shire</i>	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 4.2.2. Partner with and consult key stakeholder groups and government departments for a sustainable environment	Number of land management agreements made and renewed	Quarterly target of 30 PPMP's made or renewed	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	48 property biosecurity plans reviewed and inspected. Due to wet paddocks and mosquito breeding intensity the target was not achieved. Attended workshop in Giru with Biosecurity and NQDT to discuss with landholders the topics of pest plants and animals.	
NR6	<i>Undertake animal and plant pest reduction activities</i>		Number of 1080 baits used; DMR funding expended for roadside weed treatment; implementation of chital deer management plan for Rita Island	Completion of roadside weed treatment budget Landowner fencing completed to control chital deer	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Co-ordinated 1080 baiting for wild dogs with CTCR, WRC and TCC in Oct 2016. Totals: 1080 - 3,897 kg meat injected for wild dogs and 165 kg fruit treated for feral pigs until Dec. Bioherbicide trials go on and results recorded and shared with UQ. In January sprayed Rubber Vine at Wunjunga and also undertook survey for Neem trees in Shire. In February sprayed Grader Grass Jerona and Morrisseys Road. Media release on Neem tree. Information and community awareness undertaken in March. Checks in chital deer fence in Aug and April.	



Vector Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
VM1	<i>Undertake a monitoring and larvicidal program to manage mosquito numbers</i>	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Management Program developed	80% of sites treated	Coordinator Environment and Health, Senior Environmental Health Officer	Pest Management Officers	Management Plan developed. To be approved by Council. Pilot software to record vector location and treatment developed and being trialled. Due to prolonged wet season mosquito infestation is high and have taken up more chemicals and staff resources. Aerial spray was conducted in February. 80% of sites treated. Though wet season have stopped irrigation water overflow is supporting the larvae growth and continuous mosquito infestation.	



Caravan Parks Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
CP1	HHCP – investigate site location and construct new ablutions block	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Site investigations completed and agreed to New ablutions block completed	31-Dec-16	Coordinator Environment and Health	Building Maintenance	Layout approved at Council Meeting 6 Dec 2016. Engineer certified plans completed. Quotes to be sought and close on 22 May 2017.	
CP2	HHCP – investigate extension into road reserve and site layout		Report on road reserve extension and site layout.	31-Dec-16	Coordinator Environment and Health	Governance and Property Officer	Investigations completed. Matter finalised at Council Meeting 6 Dec 2016. No extension agreed.	
CP3	HHCP – Replace fence and boundary tree removal		Fence replaced and trees removed	31-Dec-16	Coordinator Environment and Health	Building Maintenance Parks and Gardens Crews	Layout approved at Council Meeting 6 Dec 2016. Replacement of fence and removal of trees to be co-ordinated with new ablutions construction.	
CP4	HHCP – replace 5 x powerheads		Powerheads replaced	31-Dec-16	Coordinator Environment and Health		Plan for powerheads to be installed by end Jun 2017.	
CP5	Manage the lease of the Home Hill Caravan Park and the Burdekin Cascades Caravan Park	5.3.3. Adhere to the governance framework and public reporting systems	All facilities maintained well and kept operational; revenue generated; customer satisfaction	Number of compliments; revenue generated; work undertaken in accordance with the contract specifications	Coordinator Environment and Health		No complaints received for caravan parks. Facilities appear well maintained. Revenue 7% increase over previous corresponding period. Management of Home Hill Caravan Park put out to tender and awarded.	



Swimming Pools Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
SP1	<i>Ayr - Finalise scope of works for refurbishment of Ayr Swimming Pool and progress to funding submission</i>	1.2.3 Apply a prioritised and planned system to upgrade and enhance existing facilities	Final determination of scope of works for refurbishment Preparation of plans reflecting scope Submission of grant application for works	30-Sep-16	Manager Governance and Local Laws	Coordinator Environment and Health	Final scope of works finalised. Pre-tender drawings and specifications completed and received 9 Sep 2016. Funding application submitted and successful. Grant to be expended by 30 Nov 2017. Works tendered and Swimplex appointed 4 Apr 2017.	
SP2	<i>Ayr - Replace shade sails</i>		Shade sails completed on time and within budget	30-Jun-17	Coordinator Environment and Health	Building Maintenance	Shade sails installed in 1st week of Oct 2016.	
SP3	<i>Ayr - Office/Kiosk - replace load bearing posts on external awning</i>		Works completed on time and within budget	30-Jun-17	Coordinator Environment and Health	Building Maintenance	Works completed Sep 2016.	
SP4	<i>Ayr - grandstands x 2 - repaint main support structure</i>		Repainting completed on time and within budget	31-Dec-16	Coordinator Environment and Health	Building Maintenance	Works completed Sep 2016.	
SP5	<i>Home Hill - grandstands x 2 - repaint main support structure</i>		Repainting completed on time and within budget	31-Dec-16	Coordinator Environment and Health	Building Maintenance	Works completed Sep 2016.	
SP6	<i>Millaroo - Finalise scope of works for upgrade of Millaroo Swimming Pool and progress to funding submission if eligible</i>	5.3.3. Adhere to the governance framework and public reporting systems 5.3.3. Adhere to the governance framework and public reporting systems	Final determination of scope of works for refurbishment Preparation of plans reflecting scope Submission of grant application for works	30-Sep-16	Coordinator Environment and Health	Building Maintenance	Final scope of works determined. Council resolution 16 Aug 2016 to fund works from Operational Budget. Quotes obtained and works completed. Investigating options for landscaping component with Skilling Queenslanders for Work program.	
SP7	<i>Manage the leases of the Ayr and Home Hill Pools</i>		Well maintained and operational facilities; customer satisfaction	Number of compliments; work undertaken in accordance with the contract specifications	Coordinator Environment and Health	Building Maintenance	Home Hill Pool put out to tender and awarded to new lessee in early April 2017. Ayr Pool contract extended to 30 April 2018. Facilities appear well maintained.	
SP8	<i>Provide support to Giru Pool</i>		Assess patronage	Support and liaise with management committees	Coordinator Environment and Health		Councillor and staff support provided to local group. Local group currently assessing creation of an incorporated entity to take over operations. No actions pending by Council at this stage.	







Waste Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
WM1	Complete new waste cell and leachate construction by completion of batter revegetation	1.1.1. Plan and build infrastructure that adds value to Council and community assets	Completion of batter revegetation	31-Dec-16	Waste Management and Environment Officer	Manager Operations	Works on cell and leachate pond completed. Hydromulching of batters completed.	
WM2	Complete temporary capping over existing waste cell at Kirknie Landfill	4.1.5. Continually improve waste management practices	Temporary capping installed on time and within budget	30-Oct-16	Waste Management and Environment Officer	Manager Operations	Existing cell (Cell 1) still being used. New cell (Cell 2) is now operational. Approximately 10 months of remaining airspace in Cell 1 at reduced usage.	
WM3	Implement recommendations from the North Queensland Waste Recycling and Reduction Program (NQWRRP)		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	<u>Illegal Dumping</u> - Signage installed on Chippendale Street near Water Board pump station. No further dumping at this site reported. Cameras to be installed next quarter. <u>E-Waste</u> Free E-Waste disposal set up at Home Hill and Ayr Transfer Stations. <u>Training</u> Environmental awareness training uploaded to Learn Connect for ongoing use. <u>Problem Waste</u> - All old gas bottles removed from waste disposal facilities. Local Business used for disposal and added to the Council website as a service provider. Collection for marine flares set up at Home Hill transfer station, previously only at Ayr transfer station. Review of current processes for waste oil drums and timber completed. <u>Communications campaign</u> - Media releases for E-Waste, Mobile for a Meal, zHarvest, Mobile Muster, Marine flares, Boat ramp bins.	
WM4	Develop process for kerbside waste collections from 1 July 2017		Council decision made by 1 December 2016	1-Dec-16	Waste Management and Environment Officer	Environmental Health Project Officers	Tender assessment completed. Tender awarded to Cleanaway in January. Implementation plan to manage transition in place.	

Operational Plan- End of Third Quarter Comments

1 January 2017- 31 March 2017

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2016-2017 Target	Responsible Officer	Participating Officers	Comments	
WM5	<i>Supervise waste management sites</i>	4.1.5. Continually improve waste management practices	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	Transfer station operations ongoing. 6 complaints received and investigated. Review of current operating hours completed. To be discussed at Council workshop in April. Four hazard inspections conducted and rectification action plans completed. New signage in design phase.	
WM6	<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	No action undertaken on legacy landfills. Action on Luxton Street, Giru continues.	
WM7	<i>Undertake management of kerbside collection including customer service requests</i>	4.1.5. Continually improve waste management practices	Resolving the CRMs within agreed timeframes	80% of CRMs within agreed timeframes	Coordinator Waste Services	Environmental Health Project Officers	Waste CRMs - Total 1107. Completed within timeframe =95%. Completed outside timeframe =5%.	
WM8	<i>Investigate complaints under Waste Reduction and Recycling Act 2011</i>	4.1.3. Protect and enhance the natural environment 4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas 4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Resolving the CRMs within agreed timeframes	80% of CRMs within agreed timeframes	Coordinator Waste Services	Environmental Health Project Officers	Illegal dumping CRMs - Total 25. Completed within timeframe =64%. Completed outside timesframe = 36%. Third quarter improvement - completed within 80%, completed outside 20%.	

5.4 Adoption of Corporate Plan 2017-2022

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's Corporate Plan 2017-2022 outlines the Council's five-year strategic direction and includes strategies within the five key strategic areas of Infrastructure, Economic Development, Social Wellbeing, Environment and Organisational Sustainability. The strategies within the plan have been designed to cover the broad range of services and projects delivered by Council throughout the next five years. A small number of public submissions were received during the public consultation process and these submissions have been duly considered. Analysis of the submissions has found that suggested projects can be aligned to existing strategies within the draft plan and therefore no further amendments have been made. Adoption of the Corporate Plan at this time will allow for the annual budget and annual operational plans to be adopted in line with the first financial year of the plan.

Recommendation

That Council adopt the attached Corporate Plan 2017-2022.

Background Information

Council is required to prepare and adopted a five-year corporate plan for each five-year financial period. Council has workshopped the plan to develop a draft and has made the draft available for public submission for a period of two weeks. Submissions have been considered and no changes are proposed to be made to the draft. Since 2015, Council have developed the Corporate Plan as a full-colour professionally designed document and it is planned to continue this approach.

Link to Corporate/Operational Plan

N/A

Consultation

The Draft Corporate Plan was made available for public submissions for a period of two weeks. The draft plan was published to Council's website and social media platforms and a number of media releases were issued to encourage community feedback. A small number of submissions were received from the community. On review of the submissions, it is evident that strategies within the draft plan can be aligned to suggestions made by community members. Copies of the submissions have been provided to each Councillor via email.

Legal Authority or Implications

Local Government Regulation 2012

Section 165

Preparation of five-year Corporate Plan

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

Section 166

Five-year Corporate Plan contents

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

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

Policy Implications

Nil

Financial and Resource Implications

Council's annual budget 2017/2018 must align with the Corporate Plan 2017-2022.

Report prepared by:

Rebecca Woods - Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Corporate Plan 2017-2022

Corporate Plan 2017-2022

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.

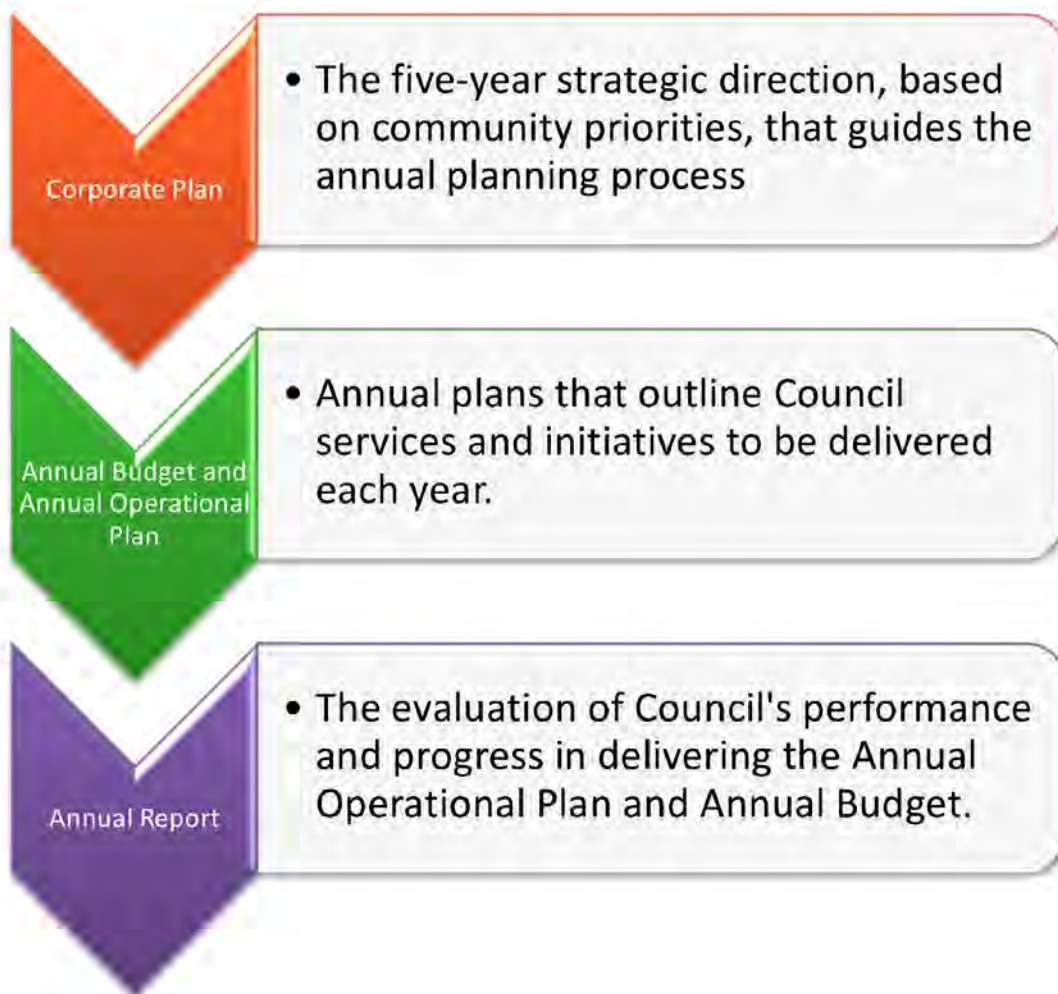
Lead and Innovate- We provide honest and transparent leadership whilst embracing innovation and change.

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

7.1 Adoption of 2017/2018 Revenue Policy

Document Information

Referring Letter No: N/A

File No: 1194

Name of Applicant: N/A

Location: N/A

Author and Title: Kim Olsen - Manager Financial and Administrative Services

Executive Summary

Under the Local Government Act, Council is required to prepare, and by resolution, adopt a revenue policy for each financial year.

The policy identifies the principles Council intends to apply in relation to levying rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost-recovery methods.

A draft revenue policy for 2017/18 is attached for consideration and adoption.

Recommendation

That Council adopt the attached 2017/2018 Revenue Policy.

Background Information

Councils are required to produce a revenue policy and a revenue statement. The difference between the two documents is as follows:

A revenue policy is adopted annually in advance of the budget and clearly sets out the principles to be used by a local government for setting rates and charges, cost-recovery methods and funding of infrastructure for new development.

A revenue statement is an explanatory statement that outlines and explains the revenue measures that are implemented to give effect to the principles of the revenue policy and other revenue decisions made. The revenue statement must form part of the budget.

The process of adopting a revenue policy in advance of the budget is designed to better inform the public about Council's underlying revenue raising principles and will provide a strategic document for raising revenue in the budget process.

Link to Corporate/Operational Plan

5.3.2 Adhere to the governance framework and public reporting systems

5.3.3 Ensure Council's financial position is effectively managed

5.3.4 Undertake regulatory responsibilities in accordance with state regulations

Consultation

The suggested policy was reviewed by Council in February 2017.

Legal Authority or Implications

A local government revenue policy must comply with the Local Government Act 2009 and the Local Government Regulation 2012.

The Regulation requires that a local government must prepare and, by resolution, adopt a revenue policy for each financial year.

The local government must adopt the revenue policy in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Policy Implications

This replaces the 2016/2017 Revenue Policy and will be updated in Council's policy register and published to Council's website.

Financial and Resource Implications

N/A

Report prepared by:

Hope Johnstone - Financial Accountant (Graduate)

Report authorised by:

Kim Olsen - Manager Financial and Administrative Services

Attachments

1. 2017/2018 Revenue Policy

Policy Type	Statutory
Function	Financial Management
Policy Owner	Manager Financial and Administrative Services
Policy Contact	Manager Financial and Administrative Services
Review Schedule	12 Months
Resolution No.	Enter Resolution Number

1. Purpose

The Revenue Policy identifies the principles that Council intends to apply in the preparation and adoption of the 2017/2018 budget.

2. Scope

This policy will identify the principles Council intends to apply for—

- levying rates and charges,
- granting concessions for rates and charges,
- recovering overdue rates and charges, and
- cost-recovery methods.

The policy also addresses –

- the purpose for concessions, and
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

3. Definitions

Refer to dictionary schedules located in the *Local Government Act 2009* and *Local Government Regulation 2012*.

4. Policy Statement

4.1 Principles used for levying rates and charges

In levying rates and charges Council will apply the principles of –

- **Clarity** – making clear Council's and each ratepayer's responsibility to the rating regime;
- **Simplicity** – making the levying system simple and inexpensive to administer; and
- **Equity** – through flexible payment arrangements for ratepayers with a lower capacity to pay.

4.1.1 Making rates and charges

In making rates and charges, Council will raise an amount of revenue appropriate to maintain and improve assets and provide services to the Shire as a whole. In deciding how that revenue is raised, Council will take into account the following factors:

- the rateable value of land, including valuation relativities among land, and the rates that would be payable if only one general rate was adopted; and
- the level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate; and
- the use of the land in so far as it relates to the extent of utilisation of Council services; and
- the relative economic value of different land uses within the Shire; and
- location and access to services; and
- with an extensive road network, particularly in rural areas of the Shire and demands on Council to upgrade the standard of roads for harvesting, transportation of rural products, processing and services associated with the sugar, grazing, horticulture and aquaculture industries, Council considers those areas benefiting from access to improved road and infrastructure standards should contribute appropriately to Council's revenue base to maintain the high level of road services expected; and
- at the same time, Council acknowledges and again has taken into account that improved services including but not limited to: recreation and sporting, swimming pools, community, cultural, library, welfare services, public halls, environmental health services and amenities, parks and playgrounds, cemeteries, Council's public buildings, Council's economic development initiatives, improvements and development work in the Council's principal towns are local government services that should be met by the whole community.

4.1.2 Valuations and General Rates

The Council is of the opinion that a system of differential general rating will achieve a fairer and more equitable distribution of the rating burden, rather than if only one general rate was adopted. A differential general rate system will exhibit the following features:

- Flexible – so that Council can adapt its rating system to the economic circumstances of the community's rateable properties as a whole and/or the circumstances of particular sectors;
- Equitable – in relation to the benefits rateable properties receive from expenditure of rates;
- Simple and easily understood;
- Economical to administer, relative to the revenue derived; and
- Ensures that similar rateable properties are treated in a like manner.

In determining the rating burden to be shared by the differential rating categories, the Council acknowledges the following:

- New valuations issued from time to time may produce a shift in relativities between the various differential rating categories in respect of their share of the rating burden;
- New valuations may also lead to shifts in relativities between properties within the differential rating categories;

- New valuations issued from time to time may also result in a differential rating category contributing less of the rating burden than in the preceding year.

Council proposes to continue to levy differential general rates to ensure that the rate burden is distributed in a fair and equitable way. Council will continue to gather data to further consider and refine this process.

4.1.3 Minimum General Rates

The Council considers that each property in the Shire benefits to some extent from the facilities and services provided by the Council, including the governance costs in administering the Shire. Such expenditure is limited to that funded by the general rate.

Therefore, minimum general rates are made and levied to recover the costs of such services and facilities.

4.1.4 Charges

In general, Council will be guided by the 'user pays' principle in the making of charges to minimise the impact of rating within the local economy.

Council will have regard to the principles of—

- **Transparency** – in the making of charges;
- **Simplicity** – having in place a charging regime that is simple and inexpensive to administer;
- **Flexibility** – to take into account local economic conditions; and
- **Full cost recovery** – of associated expenses, including a reasonable return on capital.

Council has resolved to charge for water services under a two-part consumption based pricing policy. The outcomes of this form of water supply demand management are aimed at community benefit from:

- Establishment of a charging system more closely aligned to the principles of user pays;
- Reduced water consumption resulting in:
 - reduced operational costs,
 - deferment of future augmentation works for water treatment plants and delivery systems, and
 - an improved environmental balance of ground water reserves for future generations.

Council has resolved to eliminate any concessions for any section of the community in respect of consumption based charging.

4.1.5 Special Charges

When providing services or undertaking activities that can reasonably be seen to benefit only a part of the rate base, the Council considers it advantageous to recover those costs from those properties. To facilitate this principle, special charges are used to recover the costs for these services or activities.

4.1.6 Separate Charges

The Council acknowledges that there are various service provisions and infrastructure that the cost recovery of would seem to be unfair if made in accordance with property valuation and are more closely aligned with the concept of equal benefit per property. As a consequence, separate charges are used so that each property in the Shire, regardless of size, pays the same amount towards cost recovery. Separate charges are used to recover costs for these service provisions or infrastructure.

4.1.7 Interest

Council ensures that the interests of ratepayers in general are protected by charging interest, under the *Local Government Regulation 2012* (currently 11% compounded monthly), on rates and utility charges that remain overdue immediately after the due date for payment on the rates notice.

4.2 Principles used for granting rebates and concessions

In considering the application of concessions, Council will be guided by the principles of –

- **Equity** - by having regard to the different levels of capacity to pay among the lands of the local community;
- **Consistency** - in treatment for ratepayers receiving concessional rating; and
- **Transparency** - by making clear the requirements necessary to receive concessions.

In accordance with the above principles, Council has developed policies in respect of the following:

- Application for rates relief on the grounds of hardship
- Pensioner Rebate rate concession for pensioners

Council accepts that certain classes of pensioners have contributed rates over a period of time and/or are restricted by a fixed income and should be afforded a concession in respect of rates and charges.

Council also recognises that there are organisations which operate for the general benefit of the community with limited financial resources including private schools, churches, welfare, youth organisations and sporting organisations. Such organisations may receive a donation based on their sewerage charges.

Notwithstanding the above, individual cases will arise and Council has the discretion to consider each case on its merits.

4.3 Principles used for recovery of unpaid rates and charges

Council will exercise its rate recovery powers in order to treat all ratepayers equitably. It will be guided by the principles of—

- **Transparency** - by making clear the obligations of ratepayers and the processes used by Council in assisting it to meet its financial obligations;
- **Simplicity** - making the processes used to recover overdue rates and charges clear, simple to administer and cost effective;
- **Capacity to pay** - in determining appropriate arrangements for ratepayers; and
- **Equity** - by treating all ratepayers in the same way.

4.4 Principles used for cost-recovery methods

Council recognises the validity of fully imposing the user pays principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environment and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis that the Shire's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

4.5 Funding of infrastructure for new development

Mechanisms for the planning and funding of infrastructure for urban growth are contained within the Sustainable Planning Act 2009 (SPA) and Planning Act 2016 (PA).

The statutory framework enables Council to fund the establishment cost of trunk infrastructure associated with those trunk infrastructure networks covered by the Council's infrastructure planning instruments. This is achieved through the levying of charges for development infrastructure on development.

Pursuant to the provisions of the SPA and the PA, and Council's relevant planning instruments, developers are required to pay costs associated with the following:

- Any increased demand upon the available capacity of existing trunk infrastructure due to any new development; and/or
- Any additional trunk infrastructure required due to any new development; and
- Where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new development.

5. Procedures

Procedures arising from this policy are contained in Council's Revenue Statement for 2017/2018.

6. Legislation

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

8 OPERATIONS

9 TECHNICAL SERVICES

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

13.1 Home Hill Bowls Club - Renewal of Special Lease

Recommendation

That Council confirms the action of the Mayor, Cr. McLaughlin in authorising the consent of the Council as Mortgagee in connection with the renewal of Special Lease SL 44/50071 by the Home Hill Bowls Club Inc. over Lot 1 CP H61649.

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

17 DELEGATIONS

17.1 Presentation - Townsville Enterprise

9.15am – Ms. Patricia O'Callaghan - Chief Executive Officer, Mr. Michael McMillan – Director (Policy and Investment) and Ms. Bridget Woods - Director (Tourism & Events) from Townsville Enterprise to present and update on current and future projects.

