



BURDEKIN SHIRE COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

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

on 27 June 2017

COMMENCING AT 10:30AM

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

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

Further information may be found on council's website at www.burdekin.qld.gov.au



TUESDAY 27 JUNE 2017

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 13 June 2017	1
3.2	Regional Arts Development Fund Advisory Group Meeting Minutes - 6 June 2017	26
3.3	Burdekin Shire Youth Council Meeting Minutes - 8 May 2017	29
3.4	Burdekin Shire Youth Council Meeting Minutes - 29 May 2017	33
4	REPORTS	37
4.1	Capital Projects Report for Period Ending 31 May 2017	37
4.2	Operating Statement for Period Ending 31 May 2017	44
5	GOVERNANCE & LOCAL LAWS	47
5.1	Adoption of Revised Herbicide Subsidy Policy	47
5.2	Adoption of Wild Dog Control Assistance Policy	53
5.3	Repeal of Policy F021 - Business Management Compliance Policy and Manual	58
5.4	Acquisition of Easements over Irrigation Infrastructure by Lower Burdekin Water - Lot 393 on Crown Plan 855272 and Lot 384 on Crown Plan SB738 - Bojack Road, Home Hill	60
5.5	Adoption of Operational Plan 2017-2018	64
5.6	Request to Lease Lot 14 - Ayr Aerodrome	140
6	CLIENT SERVICES	143
7	FINANCIAL & ADMINISTRATIVE SERVICES	143
7.1	Adoption of Non-Current Asset Accounting Policy	143



7.2	Department of Natural Resources and Mines are Questioning Council's Application of the Change of Ownership Fee	160
8	OPERATIONS	162
9	TECHNICAL SERVICES	162
9.1	Additional Information - Temporary Road Closure - Inkerman	162
9.2	Additional Information for Change to Easement Location - Anabranh Road, Jarvisfield	168
9.3	Extension of Water Supply - South Ayr	173
9.4	2016/17 Capital Roadworks Interim Report	175
10	PLANNING & DEVELOPMENT	179
10.1	Development Application Material Change of Use and Reconfiguration of a Lot (99 year lease and two access easements) Mitchell Road, Clare (Lot 1 and 249 on GS1035)	179
11	COMMUNITY DEVELOPMENT	190
12	ECONOMIC DEVELOPMENT	190
13	NOTICES OF MOTION	190
13.1	Morris Creek Boat Ramp Upgrade	190
14	CORRESPONDENCE FOR INFORMATION	190
15	GENERAL BUSINESS	190
16	CLOSED MEETING ITEMS	190
17	DELEGATIONS	190

1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 13 June 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 13 June 2017 be received and confirmed.



BURDEKIN SHIRE COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

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

on 13 June 2017

COMMENCING AT 9:00AM



TUESDAY 13 JUNE 2017

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	4
2	DECLARATIONS OF INTEREST	4
3	MINUTES AND BUSINESS ARISING	5
3.1	Ordinary Council Meeting Minutes - 23 May 2017	5
3.2	Aerodrome Advisory Group Meeting Minutes - 19 April 2017	5
3.3	Economic Action Group Meeting Minutes - 11 May 2017	5
3.4	Community Grants Panel Meeting Minutes - 23 May 2017	6
4	REPORTS	6
4.1	Council Workshops - May 2017	6
5	GOVERNANCE & LOCAL LAWS	7
5.1	Adoption of Revised Waste Management Policy	7
5.2	Additional Funding Sought for Construction of New Amenities Block at Home Hill Caravan Park	7
6	CLIENT SERVICES	8
7	FINANCIAL & ADMINISTRATIVE SERVICES	8
7.1	Adoption of Procurement Policy 2017/2018	8
8	OPERATIONS	8
9	TECHNICAL SERVICES	9
9.1	Request for a Disabled Access Ramp - Queen Street Ayr	9
9.2	Request for a Disabled Car Park Space - Mackenzie Street Ayr - NQ Employment	9
9.3	Change to Parking - Young Street Ayr	10
8	OPERATIONS	10
8.1	Annual and Biennial Tenders and Quotations for the Period 1 July 2017 to 30 June 2019	10

Ordinary Council Meeting 13 June 2017



BURDEKIN SHIRE COUNCIL



9	TECHNICAL SERVICES	11
9.4	Temporary Road Closure - Inkerman	11
9.4.1	Temporary Road Closure - Inkerman - Further Investigation	12
10	PLANNING & DEVELOPMENT	12
11	COMMUNITY DEVELOPMENT	12
11.1	Additional Capital Funding - Renovation of Staff Amenities at the Burdekin Library	12
12	ECONOMIC DEVELOPMENT	13
13	NOTICES OF MOTION	13
14	CORRESPONDENCE FOR INFORMATION	13
14.1	North Queensland Local Government Association Meeting and Conference - Atherton Tablelands - 26 to 28 July 2017	13
14.2	Letter of Support - Molongle Creek Boat Club and Cape Upstart Progress Association	13
10	PLANNING & DEVELOPMENT	14
10.1	Development Application Material Change of Use for a Renewable Energy Facility (Solar Farm and Battery Storage) at Keith Venables Road, Upper Haughton (Lot 4 on GS602 & Lot 30 on SP100843)	14
15	GENERAL BUSINESS	19
15.1	Approved Leave of Absence - Councillor Goddard	19
15.2	Request - Rates Remission on Property Number 6570	19
15.3	Recognition of Successful Events - First Cane Fire 2017, Australian Cane Cutting Championships and Fun, Fitness and Lifestyle Expo - Burdekin Shire Council Staff	20
15.4	Works For Queensland Project	20
15.5	Local Government Association of Queensland - Horticulture Councils Roundtable - 14 June 2017 - Brisbane	20
16	CLOSED MEETING ITEMS	21
15	GENERAL BUSINESS	22
15.6	Action Required After Response to Show Cause Notice Issued Over 170-188 Craig Street and 49-55 Drysdale	22

Ordinary Council Meeting 13 June 2017



BURDEKIN SHIRE COUNCIL



Street, Ayr (Lot 62 and 63 on A2658) by Contravening
Section 578 of the Sustainable Planning Act 2009

15.7	Donation to Burdekin Combined Chaplaincy	22
15.8	Wilmar Sugar Request - Cane Delivery Method at Rita Island 10 Siding	22
15.9	Burdekin Grower Race Day 2017 - Additional In-Kind Support	23
17	DELEGATIONS	23

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. T. Vaccaro – Manager Community Development
Mrs. K. Olsen - Manager Financial and Administrative Services
Mr. W. Saldumbide - Manager Operations
Mr. K. Byers - Manager Technical Services

Minutes Clerk – Mrs. A Dale

9.00am - Councillor Goddard opened the meeting as the Chair as Councillor McLaughlin was attending to an urgent matter.

1 PRAYER

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

9.04am – Councillor McLaughlin attended the meeting and assumed the Chair.

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Woods declared a perceived Conflict of Interest in relation to Item 3.4, Clause 2 – Community Grants Panel Meeting Minutes held on 23 May 2017, as Councillor Woods is the President of the Home Hill Harvest Festival Committee. Councillor Woods advised of his intentions to leave the meeting during this discussion.

Councillor McLaughlin declared a perceived Conflict of Interest during the meeting relating to the Burdekin Grower Race Day in-kind support as a family relative is a member of the Club and left the meeting room on two occasions during discussions of this item.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 23 May 2017

Recommendation

That the minutes of the Ordinary Council Meeting held on 23 May 2017 be received and confirmed.

Resolution

Moved Councillor Liessmann, seconded Councillor Goddard that the recommendation be adopted with the following amendment to Item 7.1 – Adoption of 2017/2018 Revenue Policy as highlighted by the CEO:

That in Section 4.1.7 of the 2017/2018 Revenue Policy, the compounding of interest rates and utility charges that remain overdue immediately after the due date for payment on the rates notice should be stated as being on daily not monthly rests.

CARRIED

3.2 Aerodrome Advisory Group Meeting Minutes - 19 April 2017

Recommendation

That the minutes of the Aerodrome Advisory Group Meeting held on 19 April 2017 be received and adopted.

Resolution

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

CARRIED

3.3 Economic Action Group Meeting Minutes - 11 May 2017

Recommendation

That the minutes of the Economic Action Group Meeting held on 11 May 2017 be received and adopted.

Resolution

Moved Councillor Perry, seconded Councillor Liessmann that the recommendation be adopted with the correction to Carmel Dal Ponte's name in Item 5.2.

CARRIED

9.06 am - Councillor Woods left the meeting as he declared a perceived Conflict of Interest in Item 3.4 due to being the President of the Home Hill Harvest Festival Committee and the Grants Panel had considered and made a recommendation on an application for financial assistance by the Festival Committee.

3.4 Community Grants Panel Meeting Minutes - 23 May 2017

Recommendation

That the minutes of the Community Grants Panel Meeting held on 23 May 2017 be received and adopted.

Resolution

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

CARRIED

9.10am – Councillor Woods returned to the meeting.

4 REPORTS

4.1 Council Workshops - May 2017

Executive Summary

During the past month workshops were conducted by Council on 2 May and 30 May 2017 to discuss a range of policy and operational issues, receive a presentation and undertake inspections of Council facilities. Workshops were also held during the month associated with finalising the preparation of the 2017/18 Budget.

A brief summary of the issues discussed at the May workshops is outlined in the report.

Recommendation

That the report on the Council workshops held on 2 May and 30 May 2017 be received and noted.

Resolution

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

CARRIED

5 GOVERNANCE & LOCAL LAWS

5.1 Adoption of Revised Waste Management Policy

Executive Summary

Council and staff review the Waste Management Policy annually to determine if any improvements or changes are required.

A review has been undertaken of the policy and a revised version is attached for consideration and adoption.

Recommendation

That Council adopts the revised Waste Management Policy attached to the Report and repeals Policy H011 – Policy to Allow Free Disposal of Pre-Cyclone Clean Up Waste during Period of Cyclone Watch/Warning.

Resolution

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

CARRIED

5.2 Additional Funding Sought for Construction of New Amenities Block at Home Hill Caravan Park

Executive Summary

Council has carry over funds available to construct the new amenities block at the Home Hill Caravan Park. Quotations have been sought and received and additional funds are required to complete the work.

Recommendation

That Council approve the additional funds to the value of \$65,000 to complete the construction of the new amenities block and installation of a dump point at the Home Hill Caravan Park.

Resolution

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

CARRIED

6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

7.1 Adoption of Procurement Policy 2017/2018

Executive Summary

Council is required under legislation to prepare and adopt a procurement policy. This policy must detail the principles that Council will apply in all purchasing and disposal activities. In line with legislative requirements, this policy has been reviewed and a revised policy has been developed. Council is required to review this policy annually.

Recommendation

That Council adopt the Procurement Policy 2017/2018.

Resolution

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

CARRIED

8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Request for a Disabled Access Ramp - Queen Street Ayr

Executive Summary

A customer request was received requesting installation of a disability access ramp in the loading zone in front of Snap Fitness.

Recommendation

That Council resolves to install a disability access ramp in the loading zone in front of Snap Fitness in Queen Street, Ayr.

Resolution

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

CARRIED

9.2 Request for a Disabled Car Park Space - Mackenzie Street Ayr - NQ Employment

Executive Summary

A customer request was received requesting installation of a disabled parking space in Mackenzie Street adjacent to NQ Employment (53 Graham Street).

Recommendation

That Council resolves to install a disabled parking space in the centre-parking section of Mackenzie Street adjacent to NQ Employment.

Resolution

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

CARRIED

9.3 Change to Parking - Young Street Ayr

Executive Summary

Request to change several centre car parking spaces in Young Street from three hour to one hour parking.

Recommendation

That Council resolves to change three existing car parking spaces in the centre parking of Young Street, near Queen Street, to one hour parking.

Resolution

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

CARRIED

8 OPERATIONS

8.1 Annual and Biennial Tenders and Quotations for the Period 1 July 2017 to 30 June 2019

Executive Summary

Under the requirements of the Local Government Act Queensland 2009, Council is required to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000 ex GST per financial year.

Recommendation

It is recommended that Council accept the following tenders:

(1) TBSC/17/007 – Supply and Delivery of Stone Products – 2017/2018

That Council accept the tender from BQC Quarries based on price, previous supply history and this being the only submission received.

(2) TBSC/17/008 – Supply and Delivery of Bulk Sodium Hypochlorite – 2017/2018

That Council accept the tender from Elite Chemicals based on past performance, quality of service and this being the only submission received.

(3) TBSC/17/009 – Supply and Delivery of Ready Mixed Concrete – 2017/2019

That Council accept the tender from Burdekin Concrete Pty Ltd based on past performance, quality of service and this being the only submission received.

(4) QBSC/17/012 – Supply, Storage and Delivery of Herbicides – 2017/2019

That Council accept tenders from both Landmark Operations and Elders Rural Services as a cost saving will be delivered to council based on the individual products sourced. Authorised Requisitioning Officers are to choose the most advantageous supplier from the tender schedule based on the individual product required. The schedule indicates the most advantageous supplier of each product tendered.

(5) QBSC/17/013 – Supply and Delivery of Cement Products – 2017/2019

That Council accept the tender from Parkside Mitre 10 based on price.

(6) QBSC/17/014 – Cleaning Services for the Jones Street Depot – 2017/2019

That Council accept the tender from DJ Cleaning Service based on past performance and price.

Resolution

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

CARRIED

9 TECHNICAL SERVICES

9.4 Temporary Road Closure - Inkerman

Executive Summary

Request for Council's view on the temporary closure of part of a road reserve, Inkerman.

Recommendation

Council resolves not to object to the temporary closure of the road adjoining the southern boundaries of lot 328 SP149505 and lot 327 RP748501.

Resolution

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

Voting on Motion

FOR - Nil

AGAINST – Councillors McLaughlin, Bawden, Perry, Goddard, Liessmann, Bonanno and Woods

LOST

9.4.1 Temporary Road Closure - Inkerman - Further Investigation

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council investigate the use of Oats and Rocky Ned Roads, Inkerman and determine if there are any other acceptable alternative options to ensure local businesses are not affected by the temporary road closure application.

CARRIED

10 PLANNING & DEVELOPMENT

11 COMMUNITY DEVELOPMENT

11.1 Additional Capital Funding - Renovation of Staff Amenities at the Burdekin Library

Executive Summary

New Staff amenities at the Burdekin Library are required as the existing amenities are inadequate. Capital funding was set aside in the 2016/17 Budget for this project. Three quotes were sought for the work however the lowest quote received was above the amount budgeted for the project.

Recommendation

That Council approve the additional funds to the value of \$28,700 to complete the upgrade to the Burdekin Library amenities and the funds be provided from the reduction in the project cost for the Ayr Swimming Pool Refurbishment Project.

Resolution

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

CARRIED

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

14 CORRESPONDENCE FOR INFORMATION

14.1 North Queensland Local Government Association Meeting and Conference - Atherton Tablelands - 26 to 28 July 2017

Resolution

Moved Councillor Goddard, seconded Councillor Perry that Council approve the attendance of Councillors McLaughlin, Woods, Bawden and Liessmann at the North Queensland Local Government Association Meeting and Conference from 26 to 28 July 2017 and any expenses of attendance at the Conference be met by Council.

CARRIED

14.2 Letter of Support - Molongle Creek Boat Club and Cape Upstart Progress Association

Resolution

Moved Councillor Bawden, seconded Councillor Goddard that Council offer support to Molongle Creek Boat Club and Cape Upstart Progress Association in lobbying the State Government for funding to establish an all-tide access facility at Molongle Creek.

CARRIED

10 PLANNING & DEVELOPMENT

10.1 Development Application Material Change of Use for a Renewable Energy Facility (Solar Farm and Battery Storage) at Keith Venables Road, Upper Haughton (Lot 4 on GS602 & Lot 30 on SP100843)

Executive Summary

Council has received a Development Application from Pacific Hydro for Material Change of Use for a Renewable Energy Facility (Solar Farm and Battery Storage) at Keith Venables Road, Upper Haughton (Lot 4 on GS602 & Lot 30 on SP100843).

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

Recommendation

That Council approves the Development Application for a Renewable Energy Facility (Solar Farm and Battery Storage) at Keith Venables Road, Upper Haughton (Lot 4 on GS602 & Lot 30 on SP100843) subject to the following conditions:

Approved Plans/Staging

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

Document/Title	Reference	Revision	Date
Site Location Plan – Figure 1	PH - 1307	A	09/03/17
Cadastral Plan – Figure 2	PH - 1308	A	09/03/17
Indicative Layout Plan – Figure 4	PH - 1313	A	09/03/17

(b) Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) will prevail.

(c) The proposed development must comply with all Planning Scheme requirements as applying at the date of this approval, except as otherwise specified by any condition.

- 1.2 The development may be staged in accordance with the timeframes and capacities located in section 3.5, Staging; of the Planning Report submitted as part of the Development Application. If staged, the development need not be completed in the stage order indicated in section 3.5 submitted provided that

any road access and infrastructure services required to service the particular stage are constructed with that stage.

- 1.3 Pursuant to s342 of the Sustainable Planning Act 2009, the uncompleted aspects of this development approval lapse if the whole of the approved use has not happened by 20 June, 2025. (8 years)

Compliance with conditions

2. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

Outstanding charges

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

Notice of Intention to commence the use

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

Public Utility Services/Damage

- 5.1 The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.
- 5.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Road/Access

- 6.1 Prior to commencement of construction, upgrade the existing formed pavement of Keith Venables Road for a distance of 275 metres easterly from the property boundary of Lot 30 on SP100843. The upgrade is to provide a minimum 5 metre wide, 150mm thick compacted gravel pavement.
- 6.2 Prior to the commencement of construction, the developer must undertake a dilapidation audit of the existing Council road network of Keith Venables Road from the property boundary of Lot 30 on SP100843 for the entire gravel section of Keith Venables Road.
- 6.3 Prior to the commencement of the use, the developer must undertake a second dilapidation audit of the road sections addressed in the pre-construction report above. This audit must clearly quantify any damage that has been caused as a

result of this construction traffic. Any damage created by this development must be rectified by a contractor approved by Council.

- 6.4 Provide evidence that the irrigation channel crossing on Keith Venables Road in close proximity to the property boundary has sufficient structural capacity to support the type and volume of proposed construction traffic.
- 6.5 The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.

Stormwater

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

Operational Works

- 8. Where operational works are required to be carried out for the proposed solar farm, the developer must, within the timeframe required by the Sustainable Planning Act 2009 and prior to the commencement of any work, lodge with Council an application for a development permit for operational works. As part of such application, the developer must submit:-
 - (a) detailed and complete engineering drawings and specifications of the proposed works prepared by a civil engineer, who is both registered under the Professional Engineer's Act 2002 and is current Registered Professional Engineer of Queensland; and
 - (b) a certificate from the engineer who prepared the drawings stating that the design and specifications have been prepared in accordance with these conditions, relevant Council Codes and Planning Scheme Policies and the relevant Australian Standard Codes of Practice;

Amenity

- 9. The use of the development must not cause an unreasonable nuisance to the surrounding rural area.

On-site Sewerage Disposal

- 10. Prior to commencement of construction the development must be serviced by an appropriate sewerage disposal system.

Refuse Facilities

11. All waste generated as a result of the construction activities is to be effectively controlled and contained entirely within the boundaries of the site before disposal, unless otherwise approved by Council.

Management Plans

- 12.1 Prepare, implement and maintain a Construction Management Plan (CMP) for the subject site. The CMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ), submitted to the Council and available on site at all times. The CMP must include, but not be limited to, the following details for the construction phase of the approved development:
 - a) a description of all relevant activities to be undertaken on the site during construction including the anticipated staging for bulk earthworks and the construction works program
 - b) a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and sub-contractors are aware of their environmental and compliance obligations under these conditions of approval
 - c) details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented
 - d) statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies
 - e) details of how the environment performance of construction will be monitored, and what actions will be taken to address identified potential adverse environmental impacts including soil and water and dust emissions.
 - f) emergency management measures including measures to control bushfires.
- 12.2 Prior to the commencement of construction, the applicant must submit to the Council a Traffic Management Plan (TMP) prepared and certified by a Registered Professional Engineer of Queensland (RPEQ). The TMP must include, but is not limited to:
 - i) details of how construction of the project will be managed in proximity to local and regional roads
 - ii) details of traffic routes for heavy vehicles, including any necessary route for oversized loads

-
- iii) details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase
 - iv) procedures for informing the public where any road access will be restricted as a result of the project.

12.3 No later than one month prior to the decommissioning of the project, or otherwise agreed to by the Chief Executive Officer, the applicant is to submit to the Council a Decommissioning and Rehabilitation Management Plan prepared and certified by a suitably qualified person. The plan must include but is not limited to:

- i) identification of structures, including but not limited to all solar panels, the substation, the control and facility building and electrical infrastructure, including underground infrastructure to be removed, except where the substation, control room or overhead electricity lines are transferred to or in control of the local electricity network operator, and how they will be removed
- ii) measures to reduce impacts of the development on the environment and surrounding land uses
- iii) details of how the land will be rehabilitated back to its predevelopment condition, including slope and soil profile.

Decommissioning/Post Operations

13.1 If the solar farm is not used for the generation of electricity for a continuous period of 12 months, the use shall be considered decommissioned, and the site shall be returned as far as practical, to its condition prior to the commencement of the use, unless otherwise agreed by the Chief Executive Officer.

13.2 Within 18 months of the site being decommissioned the site shall be returned as far as practicable to its condition prior to the commencement of construction. All solar panels and associated above ground structures including but not necessarily limited to, the substation, the control and facilities building and electrical infrastructure, including underground infrastructure shall be removed from the site unless otherwise agreed by the Chief Executive Officer, except where the substation, control room or overhead electricity lines are transferred to or in the control of the local electricity network operator.

Advice;

- *Given that the site is located in a cyclonic region defined as C2, it will be necessary for all buildings and for the solar panel supporting framework (Special structures) to be designed assessed and constructed in accordance with relevant Building Regulations.*
- *All waste is to be disposed of in accordance with the Environmental Protection (Waste Management) Regulation 2000.*

Resolution

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

CARRIED

10.15am – Mr. Brad Hutchinson – Safety and Productivity Coordinator, Ms. Eileen Robinson – Manager Client Services and Mr. Ian Barton - Regional Risk Coordinator North Queensland of Jardine Lloyd Thompson Pty Ltd attended the meeting for the presentation to Council of the LGW Safeplan Bronze WH&S Award following an audit of Council's WH&S System.

10.20am – Morning Tea break.

10.45am – Meeting resumed.

15 GENERAL BUSINESS

15.1 Approved Leave of Absence - Councillor Goddard

Resolution

Moved Councillor Bonanno, seconded Councillor Liessmann that Council approve leave of absence for Councillor Goddard from Sunday 18 June 2017 to 25 June 2017.

CARRIED

15.2 Request - Rates Remission on Property Number 6570

Resolution

Moved Councillor Bawden, seconded Councillor Liessmann that Council Officers investigate and present a report to Council in relation to the request for rates remission and outline previous assistance provided.

CARRIED

10.50am – Councillor McLaughlin left the meeting due to a perceive Conflict of Interest in relation to Council discussing a complaint about a local business's operation. Councillor McLaughlin advised that the business owner is a family relative and she would leave the meeting. Councillor Goddard assumed the Chair.

10.58am – Councillor McLaughlin returned to the meeting and reassumed the Chair.

15.3 Recognition of Successful Events - First Cane Fire 2017, Australian Cane Cutting Championships and Fun, Fitness and Lifestyle Expo - Burdekin Shire Council Staff

Resolution

Moved Councillor Perry, seconded Councillor Woods that Council recognise and congratulate the Burdekin Shire Council Staff involved in successfully hosting the First Cane Fire 2017, the Australian Cane Cutting Championships and the Fun, Fitness and Lifestyle Expo in the Burdekin from 31 May 2017 to 4 June 2017.

CARRIED

15.4 Works For Queensland Project

Councillor Liessmann referred to Works for Queensland Project involving the installation of an exercise station and suggested it could be considered for a location in Home Hill. It was noted this matter would be further workshopped with Council.

15.5 Local Government Association of Queensland - Horticulture Councils Roundtable - 14 June 2017 - Brisbane

Resolution

Moved Councillor Woods, seconded Councillor Perry that Council approve the attendance of Councillor McLaughlin at the Local Government Association of Queensland – Horticulture Councils Roundtable on 14 June 2017 and any expenses of attending this meeting be met by Council.

CARRIED

16 CLOSED MEETING ITEMS

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

Resolution

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

- 275(1)(c) the Council's budget;
- 275(1)(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act;
- 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

For the purpose of discussing;

- Donation to Burdekin Combined Chaplaincy
- Development and Planning matter
- Burdekin Growers Race Day
- Request from Wilmar Sugar in relation to Rita Island 10 Siding
- Request for National Tree Day for Schools
- Department of Environmental and Heritage Protection letter on Environmental Authority Inspection

CARRIED

During discussion of these items in closed meeting, the Mayor retired from the meeting whilst the item relating to the Burdekin Grower Race Day was discussed and Councillor Goddard assumed the Chair. When the discussion on this item concluded, the Mayor returned to the meeting and resumed the Chair.

Council Meeting opened to Public

Resolution

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

CARRIED

15 GENERAL BUSINESS

15.6 Action Required After Response to Show Cause Notice Issued Over 170-188 Craig Street and 49-55 Drysdale Street, Ayr (Lot 62 and 63 on A2658) by Contravening Section 578 of the Sustainable Planning Act 2009

Resolution

Moved Councillor Woods, seconded Councillor Bawden that the recommendation lay on the table pending further investigation and information from Council Officers on the responses received.

CARRIED

15.7 Donation to Burdekin Combined Chaplaincy

Resolution

Moved Councillor Perry, seconded Councillor Goddard that Council make a donation of \$30,000 to Burdekin Combined Chaplaincy to allow the Burdekin Chaplains to maintain the current level of service to seven schools in the Burdekin for the 2017/2018 year.

CARRIED

15.8 Wilmar Sugar Request - Cane Delivery Method at Rita Island 10 Siding

Resolution

Moved Councillor Bawden, seconded Councillor Liessmann that Wilmar Sugar be advised that Council is unable to agree to its request for the use of infield transportations at Rita Island 10 Siding for the 2017 cane season as the siding is not constructed and approved for this type of use and Council may have potential legal and liability exposures if it approved the request.

CARRIED

1.20pm – Councillor McLaughlin left the meeting due to a perceived Conflict of Interest as she has a family relative that is a member of the Burdekin Race Club. Councillor Goddard assumed the Chair.

15.9 Burdekin Grower Race Day 2017 - Additional In-Kind Support

Resolution

Moved Councillor Woods, seconded Councillor Bawden that with respect to the additional in-kind support provided by Council to the Burdekin Race Club for the Grower Race Day due to the wet weather prior to the event, Council approve funding of \$4,000 towards the costs of the additional in-kind support and the Burdekin Race Club meet the balance of the costs (\$4,728 excludes GST)

CARRIED

17 DELEGATIONS

There being no further business the meeting closed at 1.22pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on Tuesday 27 June 2017.

MAYOR

3.2 Regional Arts Development Fund Advisory Group Meeting Minutes - 6 June 2017

Recommendation

That the minutes of the Regional Arts Development Fund Advisory Group Meeting held on 6 June 2017 be received and adopted.

4Burdekin Shire Council

Minutes – RADF Advisory Group Meeting held on 6 June 2017

Held at Ernie Ford Board Room
The meeting commenced at 4.00pm

CLAUSE 1 ATTENDANCE

Cr U Liessmann – Chairman
Mr Tony Vaccaro
Mrs Mickey McKellar
Ms Erin Alloway
Mrs Treena List

Mrs Janice Horan – RADF Liaison Officer

Apology for Absence – Cr John Bonanno

CLAUSE 2 MINUTES RECEIVED

Moved Mr Vaccaro, seconded Cr Liessmann that the Minutes of the RADF Advisory Group meetings held on 8 December 2016 and 6 April 2017 be received.

CARRIED

CLAUSE 3 CONSIDERATION OF RADF APPLICATIONS RECEIVED IN JUNE 2017 ROUND

Advisory Group members noted that funds of \$17,120 were available for this the second round of the 2016/17 year.

Applicant	Project	Requested Funding	Recommended Funding
Burdekin Library	Mixing and Making with Paint and Pixels: Learning with iPads in Visual Art	\$3,000	\$3,000
Music Support Group – Ayr State High School	Combined Schools Concert at Burdekin Theatre	\$2,337	\$2,337
Home Hill Harvest Festival	Home Hill Ephemera Project	\$5,000	\$5,000
Burdekin Brass Band	Brass Music Learner Classes for 2017-18	\$2,500	\$2,500
Burdekin Readers and Writers' Assn	Authors' visits to schools	\$2,500	\$2,500
Lions Club of Ayr	Short Film Competition	\$640	\$640
TOTAL		\$15,977	\$15,977

The meeting resolved to recommend funding of RADF projects as listed above or Round 2 of the 2016/17 funding year.

CLAUSE 4 GENERAL BUSINESS

Unveiling of Statue by Mike Dudley "Walking Forward" and Second RADF

Think Tank – Tuesday 13 June at 7pm

Cr Liessmann advised the meeting that the unveiling of the Mike Dudley Statue “Walking Forward” which was undertaken as a RADF Project would take place at the Burdekin Library on Tuesday 13 June at 7pm. The unveiling would be followed by the second RADF Think Tank in the Burdekin Library. Invitations would be forwarded to all attendees of the first Think Tank held in February 2017. Invites would also be forwarded to Mark Vass and Penny Falkenhagen.

Review of Proposed Art and Cultural Development Policy

The meeting reviewed the proposed updated Art and Cultural Development Policy. Group members endorsed the policy as presented.

Proposed Artwork – Home Hill

Cr Liessmann advised the meeting that the proposal to paint the Ayr Water Tower with funds from Works for Queensland funding would not proceed because of the high costs involved. It had been decided to direct the funds towards artwork on three walls of buildings in the vicinity of the Home Hill Comfort Stop.

There being no further business, the meeting closed at 5.15 pm.

Cr U Liessmann
CHAIRMAN

3.3 Burdekin Shire Youth Council Meeting Minutes - 8 May 2017

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 8 May 2017 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Shire Youth Council Meeting held on 8th May, 2017

Held at Burdekin Shire Council Chambers
The meeting commenced at 3.33pm

CLAUSE 1 ATTENDANCE

Tayla McKaig – Youth Mayor
Sarah McDonnell – Secretary
Alexa Mann – Burdekin Catholic High School
Amber Wellington – Ayr State High School
Chelsea Scalia – East Ayr State School
Eddie Jones – Ayr State School
Emily Holmes – Burdekin Christian College
Jack Shears – East Ayr State School
Jessica Cox – Burdekin Catholic High School
Joshua Kim – Burdekin Catholic High 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
Brigitte Davies – St Francis Primary School
Flynn McKaig – Deputy Youth Mayor
Taia Favale – Burdekin Catholic High School

CLAUSE 2 MINUTES RECEIVED

Moved Jessica Cox, seconded Alexa Mann that the Minutes of the Burdekin Shire Youth Council Meeting held on 20th March, 2017 be received.

CARRIED

CLAUSE 3 CORRESPONDENCE

Inward Correspondence

1. Dan Hurst, Executive Producer, Heywire – Advising that \$100,000 in Youth Innovation Grants are now available. Applications close on 15 May, 2017.
2. The Frank Team – Advising of some amazing training programs that they have available for young people.

Outward Correspondence

1. All Fast Track Sponsors and Performers – Forwarding a Letter of Appreciation for the support and/or involvement in Burdekin Fast Track 2017.

Moved Joshua Kim, seconded Sean Cowper that the inward correspondence be received and the outward adopted.

CARRIED

CLAUSE 4 FEEDBACK ON 2017 BURDEKIN FAST TRACK SHOWCASE

Members discussed the recent event and confirmed that it was very successful with many positive and supportive reviews coming back from both performers and audience members. There was a profit raised from the selling of chocolates being approximately \$300 - \$400.

It was agreed that this year was the most successful year in terms of tickets sales (almost sold out) and timing of event. The idea of having it over the course of two days was praised by performers due to the extra time to rehearse. It was also agreed by members that this time of the year was perfect and should be held this early each year. It was also noted that Cyclone Debbie did cause some performers to pull out last minute; however this did not affect the success of the event.

It was suggested that next year clarification on commencing time of heats was important as well as making sure that performers know when they need tickets (heats, finals etc).

Yoyo Music commended Burdekin Shire on the success of their event, and had noted the Burdekin event as one of the most successful rural events in Australia, making it an example event for other areas.

Tammy urged members to think of a new celebrity for next year's event.

CLAUSE 5 BADGE MAKING AT QLD DAY FUN, FITNESS & LIFESTYLE EXPO TO BE HELD AT ALVA BEACH, SUNDAY 4TH JUNE, 9 AM TO 1 PM.

Youth Council Members agreed to provide badge making at the upcoming Qld Day Fun, Fitness and Lifestyle Expo to be held at Alva Beach on Sunday 4th June from 9am to 1pm. Badge Making would be for a gold coin donation

A roster would be emailed out to members in order to volunteer at the event. Cr. Lyn McLaughlin encouraged members to bring along their families as it is a great family friendly event.

CLAUSE 6 TRENT BELL PERFORMING AT BURDEKIN THEATRE – FRIDAY 26TH MAY 2017

Youth Council Members have been asked by Trent to help promote his upcoming Australian Tour in the Burdekin on Friday 26th June. Members agreed that posters would be distributed at schools and around town to assist advertising. Youth Council Members asked if they could possibly assist on the night with merchandise sales etc. Trent asked for a local supporting act and members suggested Keely Johnson.

Posters were given to all members for distribution throughout their schools, parent's workplaces and in the main street.

Tammy advised that Youth Council has been given two free tickets to run a Facebook Competition on their page. Members were encouraged to have family/friends enter and share the poster.

CLAUSE 7 JUSTICE CREW TOUR – BURDEKIN THEATRE, SUNDAY 25TH JUNE, 2017

Burdekin Shire Youth Council Members were offered the opportunity to assist with advertising the upcoming Justice Crew Concert coming to the Burdekin Theatre on Sunday 25th June, 2017. The group was informed that a number of VIP Tickets had been offered to Youth Council Members for assisting with promotion of the event. Members who purchase another 2 tickets to the event (for friends/family) would be eligible to receive their free VIP Ticket.

Members agreed that posters would be distributed at schools and around town to assist with advertising, as well as promoted on Social Media and by word of mouth. Posters would be distributed via email and at the next Youth Council Meeting. Members were encouraged to advertise the event in any way possible.

CLAUSE 8 REPORT ON RECENT QLD YOUNG ACHIEVERS AWARDS

Mayor, Lyn McLaughlin reported on her recent attendance at the Qld Young Achievers Awards Ceremony held in Brisbane. She advised that local youth, Keely Johnson was awarded the People Choice Award as well as the 2017 Community Volunteer Award for 2017. Cr. McLaughlin shared many inspirational stories of Youth who were nominated for the Qld Young Achievers Awards.

CLAUSE 9 RECOMMENDATION THAT COUNCIL INVESTIGATE POSSIBILITY OF AGAIN TRIALLING THE VIRTUAL GAME AT PLANTATION PARK

Discussions were held in relation to the virtual dinosaur game at Plantation Park that was trialled earlier this year. Members agreed this was a great idea for the Burdekin; however it was not advertised enough. It was suggested that Youth Council Members could assist in advertising if held again in the future.

Moved Jessica Cox, seconded Joshua Kim that it be recommended that Council investigate the possibility of trialling a virtual game at Plantation Park again in the future, noting better promotion of the trial was needed.

CARRIED

CLAUSE 10 OTHER GENERAL BUSINESS

Alexa Mann raised the idea of shade sails over the skate park and asked for an update on the progress of them. Cr. Lyn McLaughlin would follow up with council and report back next meeting.

Members were each given the opportunity to give an update on something happening within their schools, sporting club or within the community, which may be of interest to other Youth Council Members. It was agreed that this would be a regular occurrence at future meetings.

NEXT MEETING – 29th 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 Burdekin Shire Youth Council Meeting Minutes - 29 May 2017

Recommendation

That the minutes of the Burdekin Shire Youth Council Meeting held on 29 May 2017 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Shire Youth Council Meeting held on 29th May, 2017

Held at Burdekin Shire Council Chambers
The meeting commenced at 3.33pm

CLAUSE 1 ATTENDANCE

Tayla McKaig – Youth Mayor
Flynn McKaig – Deputy Youth Mayor
Sarah McDonnell - Secretary
Alexa Mann – Burdekin Catholic High School
Chelsea Scalia – East Ayr State School
Eddie Jones – Ayr State School
Jessica Cox – Burdekin Catholic High School
Joshua Kim – Burdekin Catholic High School
Sean Cowper – Ayr State School
Taryn Delle Baite – Burdekin Catholic High School

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

Apologies for Absence

Alyssia Guy – Burdekin Catholic High School
Amber Wellington – Ayr State High School
Brigitte Davies – St Francis Primary School
Jack Shears – East Ayr State School
Taia Favale – Burdekin Catholic High School

CLAUSE 2 MINUTES RECEIVED

Moved Taryn Dalle Baite, seconded Flynn McKaig that the Minutes of the Burdekin Shire Youth Council Meeting held 8th May, 2017 be received.

CARRIED

CLAUSE 3 BUSINESS ARISING FROM PREVIOUS MINUTES

Discussions were held with relation to the Virtual Magical Park recently trialled at Plantation Park. Mr Wayne Saldumbide informed members of the one year installation subscription offered to the council from GRAR Games, which is the company responsible for coordination of this event. It was raised that the location of the game was shiftable; however it would cost an additional \$150 each time. Members agreed that there were previously issues with publicity but despite this, a total of 66 users participated in the game. It was also decided that if repeated, the virtual game should be held during school holidays as an exclusive, rare event as if held all year interest may be lost.

CLAUSE 4 CORRESPONDENCE

INWARD CORRESPONDENCE

1. **Qld Youth Alliance** – Advising that the Palaszczuk Government is currently calling for nominations for newly created Youth Reference Group, who will chart a new direction for QLD on the issues affecting the states young people. Invitations are now open for Youth and Adult representatives to be a part of the Youth Reference Group.
2. **The FRANK Team** – Providing costs for one day training/facilitation workshops in Leadership Skills.

Tammy informed members that the workshop could be held for two hours, a day or over two days. The approximate cost including travel was \$2000, and there was an additional fee if held over two days. Members raised the option of extending the workshop to school and it was proposed to be offered to all students. It was noted that there was currently no budget for Youth Council to hold the workshops, however this information was noted for future consideration.

3. **Lions Club of Ayr** – Extending an invitation to the Burdekin Shire Youth Council Members to enter the upcoming Lions Short Film Festival Competition. Open to all ages. Entries close on 4th August, 2017.

The details and registration forms would be emailed out to all members.

OUTWARD CORRESPONDENCE

NIL

Moved Alexa Mann, seconded Jessica Cox that the inward correspondence be received.

CARRIED

CLAUSE 5 ADDRESS BY MR WAYNE SALDUMBIDE, OPERATIONS MANAGER REGARDING ANZAC SKATE PARK (AND OTHER SURROUNDING SKATE PARKS) SHADE STRUCTURES.

The proposed designs for the Ayr, Home Hill and Giru skate parks were shown to members. Mr Saldumbide explained that a single shade sail at each end would be the idea as due to the size and area that is getting shaded, bracing would be required if multiple sails used. He also explained to members that colour options were to be considered and that the colour choices would not impact cost. Members agreed that multiple colours would look a bit busier, but a singular colour would be too simplistic, so it was suggested to have a pattern of two colours. A3 maps of the designs were printed and members had the opportunity to design their ideal colour scheme. It was noted that the different height in supporting poles would create a 'curved' affect in sail. It was noted that through the funding of Work for QLD funds, Council is also able to apply similar ideas to the Home Hill and Giru Skate Parks.

Sarah McDonnell raised the idea of the Nature based playground which was to be built at Planation Park. Mr Saldumbide showed members a map of estimated location of proposed park and explained that it would be designed for children over 13 and built from natural/nature friendly materials. A copy of the design proposal would be available for viewing later this week and Youth Council members were encouraged to have their input.

CLAUSE 6 BADGE MAKING AT QLD DAY FUN, FITNESS AND LIFESTLYE EXPO AT ALVA BEACH, SUNDAY 4TH JUNE, 2017

The roster was finalised for this event and Tammy gave a brief outline on what was involved with making the badges. Members were encouraged to bring their friends and families to Alva Beach on Sunday for a day of free rides, entertainment, demonstrations and activities.

CLAUSE 7 JUSTICE CREW CONCERT - SUNDAY 25TH JUNE, 2017

Members were reminded about their commitment to advertising the Justice Crew Concert. Tammy also reminded everyone about the exclusive VIP ticket deal being offered to members and the conditions on receiving this ticket. It is hopeful that if this event is successful, more concerts and popular events will be brought to the Burdekin.

Members were encouraged to promote the event throughout their schools, after school activities and parents workplaces.

CLAUSE 8 UPDATE ON AUSDANCE QLD COMING TO BURDEKIN – 28 AUG to 1 SEPT

Tammy informed members that the date of this potential event had fallen on the same week as the annual Water Festival, therefore attendance may be limited. It was suggested that special guests BEATZ could be invited to the Water Festival as the special guest performers and members agreed this would be a massive marketing drawcard as well as a new and interesting act. If this idea was to become real, it was asked if the costs of bringing the girls could be spilt with the Water Festival committee and that Youth Council could potentially have a Youth Tent where people have the opportunity to meet and greet BEATZ.

If it wasn't possible to bring special guests BEATZ to the Burdekin Water Festival, it was suggested that the girl group could be FastTrack 2018 special guest performers.

CLAUSE 9 GENERAL BUSINESS

Trent Bell Concert – Students reported that Trent's school visits just before his show at the Burdekin Theatre were great. Lots of positive feedback was received. Members who attended the show advised that it was an amazing concert however there was only a small attendance.

Youth Council Members were each given the opportunity to give an update on something happening within their schools, sporting club or within the community, which may be of interest to other Youth Council Members.

NEXT MEETING – 19th June, 2017 @ 3.30pm

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

Sarah McDonnell
SECRETARY

Meeting Minutes taken by Sarah McDonnell

4 REPORTS

4.1 Capital Projects Report for Period Ending 31 May 2017

Recommendation

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

Overview Of Council's Capital Projects

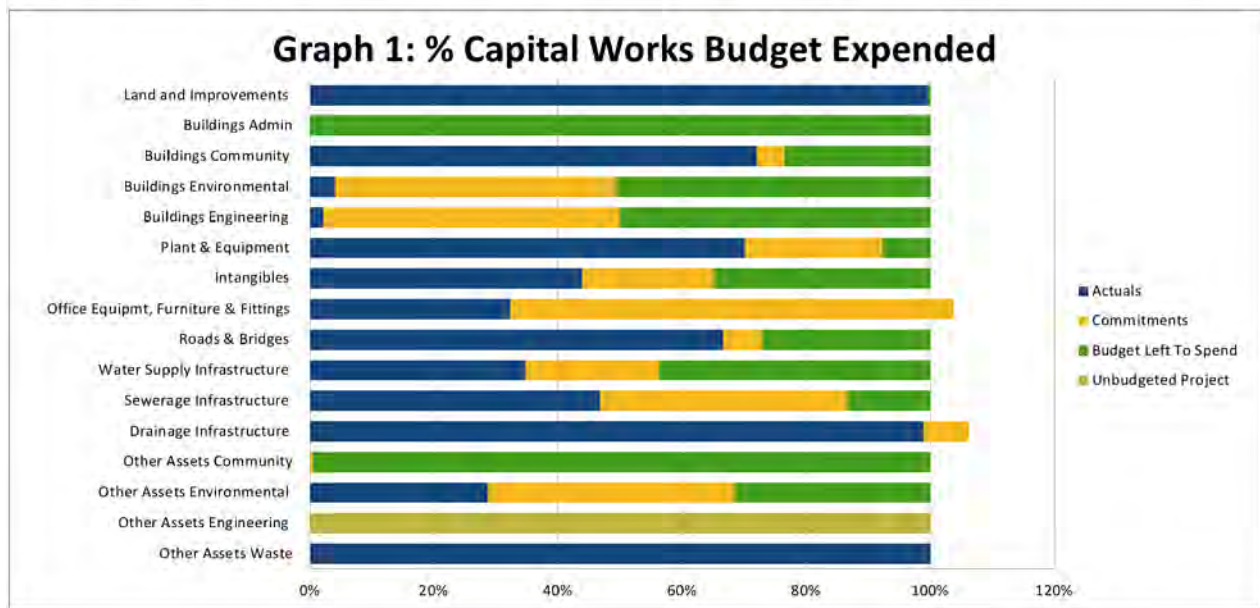
Capital expenditure incurred for the year to 31st May 2017, is shown by asset class in the table below.

Capital Projects expenditure to 31st May 2017 is \$9,454,203. In addition to this, there is \$3,723,930 in Commitments. Therefore bringing the net capital expenditure to \$13,178,133.

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	\$ 306,864	\$ 18,872	\$ 325,737
Buildings Environmental	\$ 88,000	\$ 1,665,050	\$ 69,275	\$ 754,653	\$ 823,928
Buildings Engineering	\$ -	\$ 25,000	\$ 559	\$ 11,930	\$ 12,489
Plant & Equipment	\$ 1,800,000	\$ 2,349,106	\$ 1,649,536	\$ 519,743	\$ 2,169,279
Intangibles	\$ 165,000	\$ 214,708	\$ 94,248	\$ 45,679	\$ 139,927
Office Equipmt, Furniture & Fittings	\$ 380,600	\$ 358,400	\$ 116,059	\$ 255,564	\$ 371,623
Roads & Bridges	\$ 6,726,000	\$ 7,515,679	\$ 5,009,195	\$ 473,246	\$ 5,482,441
Water Supply Infrastructure	\$ 1,151,975	\$ 2,079,362	\$ 723,547	\$ 444,490	\$ 1,168,037
Sewerage Infrastructure	\$ 920,000	\$ 1,897,070	\$ 886,983	\$ 757,341	\$ 1,644,324
Drainage Infrastructure	\$ 270,000	\$ 269,274	\$ 266,305	\$ 19,456	\$ 285,761
Other Assets Community	\$ -	\$ 385,000	\$ -	\$ 2,100	\$ 2,100
Other Assets Environmental	\$ 796,642	\$ 1,057,642	\$ 303,416	\$ 420,856	\$ 724,272
Other Assets Engineering	\$ -	\$ -	\$ 5,252	\$ -	\$ 5,252
Other Assets Waste	\$ -	\$ 11,600	\$ 11,600	\$ -	\$ 11,600
TOTAL	\$ 12,445,217	\$ 18,369,791	\$ 9,454,203	\$ 3,723,930	\$ 13,178,133

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

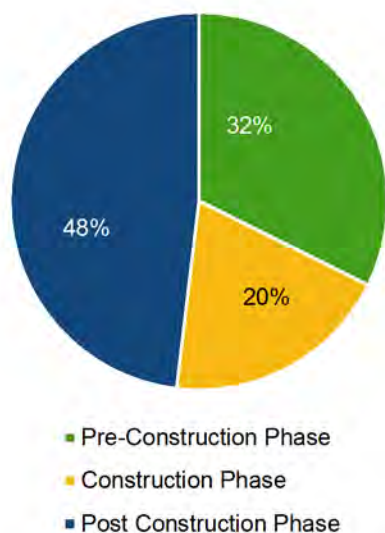


The Status Of Council's Capital Projects

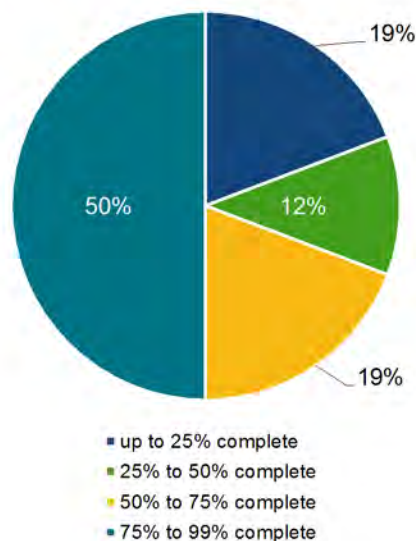
For the 2016/17 Financial Year to date, Council has identified 133 Capital Projects. These projects are in different phases – Pre-construction Phase; Construction Phase; or Post Construction Phase. Table 2 summarises the number of projects in each of the three phases. Graph 2 shows that 48% of Council's 2016/2017 projects are in the Post Construction Phase, whereas 32% are in the Pre Construction Phase. Graph 3 shows the status of the 26 projects in the Construction Phase.

Table 2: Status of Projects	Number
Pre-Construction Phase	
Not Commenced	3
Project Deferred	4
Planning Phase	3
Design Phase	16
Orders placed	8
Out to Tender/Quote	5
Tender/Quote Awarded	4
Sub-Total	43
Construction Phase	
up to 25% complete	5
25% to 50% complete	3
50% to 75% complete	5
75% to 99% complete	13
Sub-Total	26
Post Construction Phase	
Complete	19
Capitalised	45
Sub-Total	64
Grand Total	133

Graph 2: Project Status Summary



Graph 3: Construction Phase Summary



Topical Projects

South Ayr Switchboard

Preliminary installation works commenced on Monday 29th May 2017. The South Ayr Water Treatment Plant will need to be taken completely offline between Monday the 19th and Friday the 23rd June, 2017 to allow mains cut over to the new switchboard. Some ancillary building works will be carried out following installation.

Home Hill Caravan Park Amenities Upgrade

Quotations for the new amenities block closed on 22 May 2017. A preferred supplier has been chosen. Additional funds required to complete the project were approved at the Council meeting on 13 June 2017. The preferred supplier may be able to commence within 2 weeks. This could translate to a start time of end June and a completion date of mid August. Following completion of the new amenities block and installation of the new dump point, 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 2 new concrete pads for extra caravan sites.

Miscellaneous Park Furniture

Three new picnic tables with seating and waste bins have been installed at Alva Park to replace older style concrete tables. New picnic shelter for Lions Park Home Hill has been dispatched by supplier and will arrive early June. Local builder engaged to pour new slab and erect shelter mid-June.

Storage Area Network (SAN) Replacement - Tier 1 and 2 Storage

This is the storage network for Council's priority services such as Technology One Software (ECM, P&R, etc.). The SAN Replacement tender has closed and the successful tenderer has been chosen. The SAN has been delivered to Council for installation and this project will be finalised prior to 30th June, 2017.

Backup and Archive System Replacement

This is the backup system for the storage network for Council's priority services such as Technology One Software (ECM, P&R etc.). The Backup and Archive System replacement tender has closed and the successful tenderer has been chosen. The Backup and Archive System has been delivered to Council for installation and this project will be finalised prior to 30th June, 2017.

Major Grant Funded Projects

Works For Queensland

There are 20 projects funded under this programme. Planning and Council approval of concepts have progressed reasonably satisfactorily. As at 31 May, design concepts for 6 projects are yet to be confirmed. From the original forecast, 5 projects were to have commenced. Of these, one is substantially complete; one is progressing in the design phase; and 3 are yet to have the concepts confirmed by Council.

Building Our Regions

The Ayr Swimming Pool Refurbishment project has received Building our Regions Funding and grant funds are expected to be expended by 30th November, 2017. The tender for the project was awarded on 4th April, 2017. Possession of the site was handed to the contractors on 9th May, 2017. Forecast completion is for the end of August 2017. Works are on schedule. The first progress claim to 31st May, 2017 has been assessed and paid.

Mt Inkerman Projects

The current Inkerman Hill upgrade consists of three projects.

The improvements to the lookout facilities is partly funded by the Queensland Government's Scenic Lookout Upgrade Program. The final design has been completed with lookout structures ordered and contract awarded for Stage 1 of works with commencement expected mid-June. Preparation of quotation documentation for final stages currently underway.

The access road upgrade and walking trail is partly funded by the Queensland Government's Significant Regional Infrastructure Projects Program. The summit carpark design is complete with works to commence by Council staff in June. Final design for the road upgrade is complete with tenders to be called in July and contractor to commence works in August. Preliminary design of lower carpark to commence in July.

Toilet facilities are funded wholly by Queensland Government's Works for Queensland Program. Location determined with investigations for alternative treatment options underway.

Asset Class	Project Narration	Estimated		Project
Project No.		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	Jul-17	Sep-17	Tender/Quote Awarded
200181	Replacement of Stage Lights at Burdekin Theatre with LED	Apr-17	May-17	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	Jun-17	Complete
200232	Ayr Showgrounds Hall - Roof Replace	May-17	May-17	Complete
	Burdekin Theatre - Replace Scrim	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	Out to Tender/Quote
200207	Home Hill Caravan Park Upgrade - Amenities	Jun-17	Aug-17	Out to Tender/Quote
200212	Ayr Swimming Pool - Refurbishment of pool as per GHD detail design	May-17	Aug-17	up to 25% complete
200234	Work for Queensland Program (WFQP) - Upgrade of existing toilet facilities at Funny Dunny Park, Wunjunga	May-17	Oct-17	Design Phase
	Vector Shed Extension - Aquatic Weed Control Boat Storage	May-17	Jun-17	Tender/Quote Awarded
Buildings Engineering				
200198	Water and Waste Water Office, Jones Street Depot - Fit-out with Laboratory	Apr-17	Jun-17	50% to 75% complete
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	Orders placed
200191	Corporate photo gallery	Jul-16	Feb-17	Capitalised
200192	GIS Spatial Imagery Replacement	Waiting for supply of imagery	Waiting for supply of imagery	Not Commenced
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	25% to 50% complete
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	Capitalised
200238	Burdekin Theatre - Projector	May-17	May-17	Complete
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

Asset Class	Project Narration	Estimated		Project
Project No.		Start	Finish	Status
Roads & Bridges continued				
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	Capitalised
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	Aug-17	up to 25% complete
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	Capitalised
200143	TIDS - Upgrade footpath to entry at Ayr State School 212/LGSR/26	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	Complete
200147	Construction or reconstruction of Shire Footpaths for 2016-2017	Jul-16	Jun-17	50% to 75% complete
200149	Upgrade floodways along Kilrie Road	Mar-18	Jun-18	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	Capitalised
200159	Reconstruction and bitumen sealing of Delpratt Street, Dalbeg	Sep-16	Sep-16	Capitalised
200160	Kerb and channel, bitumen widening and channel construction for Turning Lane into Junior Soccer complex on Beach Road	Apr-17	Jun-17	75% to 99% complete
200161	Urban and rural reseal program for 2016-2017	Oct-16	Jun-17	75% to 99% complete
200167	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
200168	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	50% to 75% complete
200171	Mt Inkerman Nature Tourism Development (SRIIP - 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/LGSR/8	Apr-17	Apr-17	Capitalised
200214	Lilliesmere Road - Remove existing pedestrian bridge and realign bikeway	May-17	Jun-17	75% to 99% complete
200227	Fourth Street - Road reconstruction including kerb and channel, bitumen widening and drainage of between Eleventh Avenue and Fifteenth Avenue	Jul-17	Oct-17	Design Phase
200228	Work for Queensland Program (WFQP) - 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
200239	Construct roundabout at the intersection of Fiveways, Kelly, Kidd and Ivory Roads, Brandon	Jul-17	Jun-18	Design Phase
200240	Reconstruction of Lena Road from CH 917 to 1580	Jul-17	Jun-18	Design Phase
200241	Work for Queensland Program (WFQP) - Sealing of existing dirt roads and construction of carpark areas within Plantation Park, Ayr	Jul-17	Nov-17	Design Phase
200242	Mackenzie Street - Removal of trees, rehabilitation of pavement, profile and reseal with 45 mm asphalt between Munro Street and Graham Street	May-17	Jul-17	up to 25% complete
200243	Work for Queensland Program (WFQP) - Roundabout - Young Street and Macmillan Street intersection - Construction and lighting	Jul-17	Nov-17	Design Phase
200245	Kerb and channel, bitumen widening, reconstruction and installation of stormwater drainage for Twelfth Avenue from Sixth Street to Eighth Street - RTR	2015/16	Sep-16	Capitalised
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
200126	South Ayr - Burke Street Rising Main - Installation of Scour	Apr-16	Aug-16	Capitalised
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	Capitalised
200175	South Ayr - Repair 500 mm water main	Sep-16	Nov-16	Capitalised
200178	South Ayr Water Treatment Plant - Design and construction costs to replace switchboards	Nov-16	Jun-17	25% to 50% complete
200202	Giru Water Supply - relocation of 100 mm water main from present location through Invicta Mill grounds	Mar-17	Jun-17	75% to 99% 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	Orders placed
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

Asset Class	Project Narration	Estimated		Project
Project No.		Start	Finish	Status
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	up to 25% complete
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	Capitalised
200201	Home Hill Sewerage Treatment Plant - refurbish secondary clarifier bridge	Feb-17	Jun-17	75% to 99% complete
200216	Fume Cabinet for Home Hill Sewerage Treatment Plant	Jan-17	Jun-17	75% to 99% complete
200218	Ayr Sewerage Treatment Plant - Installation of two flowmeters and the construction of the associated pits	Jan-17	Aug-17	Orders placed
200246	Ayr Sewerage Pump Station No.26 - Replace No.01 Pump and Motor	Apr-17	May-17	Complete
200248	No. 1 Conley Street Wet Well Refurbishment	Mar-17	Jul-17	Orders placed
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	Capitalised
200209	TIDS - Adelaide Street - Culvert drainage between Norham Road and Chippendale Street 212/LGSR/	May-17	Jul-17	up to 25% complete
200244	Construction of stormwater drainage in Grey Street from Chippendale Street to Irving Street - RTR	Aug-16	Apr-17	Complete
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	50% to 75% complete
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	Tender/Quote Awarded
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	Tender/Quote Awarded
200195	Ayr Skate Park - Installation of new shade structure (Funding: Round 5 - Get Playing Places and Spaces)	Apr-17	Aug-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
200224	Work for Queensland Program (WFQP) - Installation of Park infrastructure (BBQs, picnic settings, shelters) at various locations	May-17	Jul-17	Orders placed
200225	Burdekin Be Active Trail - Solar light installation	Jun-17	Oct-17	Planning Phase
200226	Burdekin Be Active Trail - Exercise station installation	Jul-17	Aug-17	Out to Tender/Quote
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 31 May 2017

Recommendation

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



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

	Note	Actual YTD	YTD Revised Budget	\$ Variance Actual to Revised	% Variance Actual to Revised
Operating Revenue					
Rates and Utility Charges	1	36,103,385.20	37,750,045	-1,646,660	-4%
Pensioner remissions		-297,354.78	-292,000	-5,355	2%
User fees and charges		1,787,835.30	1,745,127	42,708	2%
Interest Received		1,598,748.59	1,580,883	17,865	1%
Operational contributions and donations	2	215,561.87	203,030	12,532	6%
Operational grants and subsidies	3	3,870,375.57	3,516,910	353,466	10%
Contract and recoverable works	4	1,346,423.61	1,672,917	-326,493	-20%
Other operating revenue	5	247,673.04	186,962	60,711	32%
Total operating revenue		44,872,648.40	46,363,874.17	-1,491,226	-3%
Operating Expenses					
Employee benefits	6	16,245,738.89	17,209,906	-964,167	-6%
Materials and services	7	12,079,820.34	13,851,874	-1,772,053	-13%
Depreciation and amortisation		9,514,734.68	9,577,425	-62,690	-1%
Finance Costs	8	682,050.62	286,522	395,529	138%
Other expenses		-1,851.74	0	-1,852	-
Total operating costs		38,520,492.79	40,925,726.58	-2,405,234	-6%
Surplus (deficit) from operating activities		6,352,155.61	5,438,148	914,008	17%
Capital contributions	9	31,941.14	0	31,941	-
Capital grants and subsidies	10	4,322,633.12	4,956,999	-634,366	-13%
Other capital income (expense)	11	-1,755,901.61	-3,472,150	1,716,248	-49%
Net result for period		8,950,828.26	6,922,996	2,027,832	29%

**BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
NOTES FOR VARIANCES TO BUDGET
Period Ending 31 May 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 Operational Contributions and Donations

Ahead of budget due to unbudgeted developer infrastructure charges 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.

3 Operational Grants and Subsidies

Majority of budgeted grants have been received. Ahead of budget mainly due to timing of grant payments and unbudgeted income for NDRRA and Community Drought Support.

4 Contract and Recoverable Works

Under budget due to the timing and payment of programmed maintenance works for RMPC. Actuals are expected to meet budget by end of financial year. Other revenue is from private works which is variable throughout the year.

5 Other Operating Revenue

Actuals overstated by private works income incorrectly costed to other operating revenue - journal to be done in period 12 to correct. This revises the variance to 22% over budget. Other Operating Revenue is mainly over budget due to Theatre ticket sales for Council promotions which are unbudgeted. Items ahead of budget are Theatre Bar Sales, Scrap Metal Sales and Sale of Second Hand goods.

6 Employee Benefits

Employee benefits under budget mainly due to unfilled positions and delay in EBA negotiations. Fringe Benefits Tax has been completed for this financial year and was lower than budgeted. Movement in annual leave and long service leave provisions will be journalled at the end of the financial year.

7 Materials and Services

Materials and Services under budget mainly due to RMPC expenditure which is under budget due to timing of major works. Waste collection under budget due to timing of contract payments. Roads Maintenance under budget due to recent rainfall across the district which has impeded progress with resheeting. Expenditure on Council operational items under budget due to lower than budgeted expenditure on consultants.

8 Finance Costs

Actual loan borrowing costs on budget. Restoration provision borrowing costs (unbudgeted end of financial year transaction) processed in April.

9 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 for Brown Road siding access.

10 Capital Grants and Subsidies

Under budget due to timing of grants. 60% of Works for Queensland funding received in February. Income yet to be received for Mount Inkerman lookout and road upgrade, South Ayr WTP Switchboards Replacement program, and Blackspot funding.

11 Other Capital Income

Write-off of roads reconstructed and loss from fleet replacements lower than expected. April and May capitalisation not complete.

5 GOVERNANCE & LOCAL LAWS

5.1 Adoption of Revised Herbicide Subsidy Policy

Document Information

Referring Letter No: N/A

File No: 1420

Name of Applicant: N/A

Location: N/A

Author and Title: Vicki Walker – Governance and Property Officer

Executive Summary

Council and staff review the Herbicide Subsidy Policy annually to determine if any improvements or changes are required.

A review has been undertaken of the policy and a revised version is attached for consideration and adoption.

Recommendation

That Council adopt the attached revised Herbicide Subsidy Policy.

Background Information

Weed Management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Under the Herbicide Subsidy Policy Council provides a 40% subsidy to eligible landowners for herbicide to be applied to nominated weed pests.

Link to Corporate/Operational Plan

4.1.6 Promote the adoption of environmental best practice by Council, residents and business.

Consultation

Council reviewed this policy at a workshop on 20 June, 2017.

Legal Authority or Implications

Nil

Policy Implications

This policy will replace the existing Herbicide Subsidy Policy that was adopted on 11 August 2015.

Financial and Resource Implications

An annual budget of \$120,000 expenditure and \$72,000 in contributions which leaves a balance of \$48,000 available to be provided as a subsidy. These funds are provided out of the environmental levy.

Report prepared by:

Vicki Walker – Governance and Property Officer

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

1. Herbicide Subsidy Policy

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Governance and Local Laws
Policy Contact	Senior Environmental Health Officer
Review Schedule	12 Months
Resolution No.	Enter Resolution Number

1. Purpose

This document sets out Council's policy on supplying herbicide at a subsidised rate to Burdekin Shire landholders who have a current Property Biosecurity Plan with Council. This policy outlines the criteria required to access the scheme and how the scheme is to operate.

2. Scope

Weed management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Combating weed problems is a shared responsibility that requires all parties to have a clear understanding of their roles. Prioritisation of and investment in weed management must be informed by a risk management approach.

The Burdekin Shire Council provides a 40% subsidy to eligible landowners for herbicide to be applied to nominated weed pests provided:

- The land owner has a registered Property Biosecurity Plan with Council.
- This problem is verified by the Council Pest Management Officer and

The nominated weed pests are a subset of all the weed pests in the Shire and selected on the grounds that they are the most common to rural landowners in the Shire. The nominated weed pests are those listed in Appendix 1 attached. Council reserves the right to amend this list each year based on weed infestation and landowner feedback.

This policy will ensure a risk based process to facilitate distribution of the available funds to achieve the acceptable level of weed control.

The available funds will be determined each year by Council when adopting the Annual Budget.

3. Exceptions

Nil.

4. Definitions

Weed is defined pragmatically as a plant that requires some form of action to reduce its harmful effects on the economy, the environment, human health and amenity.

Weed pests are generally classified as a restricted or prohibited pest plant in the *Biosecurity Act 2014*; high or medium priority in the *Burdekin Shire Council Biosecurity Plan 2016-2020*;

and/or identified as a declared local pest in the *Burdekin Shire Council Subordinate Local Law 3 (Community and Environment Management) 2012*.

Property Biosecurity Plan is a tool you can use to identify and manage the issues and risks associated with weeds, pest animals and plague pests on your property. The plan is agreed and signed off by the landowner and a Council Pest Management Officer.

Herbicide is defined as a chemical or combination of chemicals used to kill weeds.

5. Objectives

The objective of this policy is to reduce the impact of the existing priority weed problem in the Shire as identified in the Burdekin Shire Biosecurity Plan 2016-2020 in conjunction with land owners by the sustainable distribution of the available herbicide subsidy funds.

6. Policy Statement

Only the land owners who have a current registered Property Biosecurity Plan and where a Council Pest Management Officer has identified the weed infestation is eligible to apply for the herbicide subsidy.

The amount approved will be guided by the plants/weeds identified in Appendix 1 attached.

The amount approved will be directly proportional to the level and area of infestation and confirmed by a Council Pest Management Officer as described in the chart (Appendix 1)

The amount is capped at \$4000.00 per landholder including Council contribution.

The Landholder's contribution will be 60%.

Landholders will have the responsibility to take the photos before and after the application of the herbicides to authenticate the appropriate use and effect of the subsidised chemical.

All herbicide requests must be facilitated through Council's Pest Management team via a specified order form.

Subsidised herbicides are only to be purchased from the Burdekin Shire approved supplier.

7. Legislation

Biosecurity Act 2014

Local Government Act 2009

Burdekin Shire Biosecurity Plan 2016-2020

Local Law No 3 (Community and Environmental Management) 2012

Subordinate Local Law No 3 (Community and Environmental Management) 2012

8. Related Documents

Document Title	Description
Procedures	
Herbicide Order Form	

9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1.0	Adopted	Ordinary Council Meeting	1450448	11/08/2015

Effective Date: [Select Effect Date](#)**PUBLIC**

Page 3 of 4

Documents are considered uncontrolled when printed or removed from their source location

APPENDIX 1

Weed Type	Area Infested ha	Herbicide	Quantity of herbicide/hectare
Parkinsonia	1-10	Grazon Extra	5L
	10-30		10L
	30-90		20L
	90-150		40L
	150+		20L per 50 ha
Rubber Vine	1-10	Access	1L
	10-30		5L
	30-90		5-10L
	90-150		10+L
	150+		
Chinee Apple	1-10	Grazon Extra	5L
	10-30		10L
	30-90		20L
	90-150		40L
	150+		20L per 50 ha
Prickly Acacia	1-10	Grazon Extra	5L
	10-30		10L
	30-90		20L
	90-150		40L
	150+		20L per 50 ha

5.2 Adoption of Wild Dog Control Assistance Policy

Document Information

Referring Letter No: N/A

File No: 1690

Name of Applicant: N/A

Location: N/A

Author and Title: Vicki Walker – Governance and Property Officer

Executive Summary

The Wild Dog Control Assistance Policy is a new policy that sets guidelines for providing financial support to Burdekin Shire landholders who need assistance in baiting/trapping wild dogs on their property.

Recommendation

That Council adopt the attached Wild Dog Control Assistance Policy.

Background Information

Wild dog is a declared pest (restricted invasive animal) under Biosecurity Act 2014 and Burdekin Shire Biosecurity Plan 2016-2020. Wild dog management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Under this new policy Council will provide financial support of up to 33% of the cost of the treatment to a maximum of \$500 per annum for eligible landholders.

Link to Corporate/Operational Plan

4.1.6 Promote the adoption of environmental best practice by Council, residents and business.

Consultation

Council reviewed this policy at a workshop on 20 June, 2017.

Legal Authority or Implications

Nil

Policy Implications

New Policy

Financial and Resource Implications

Funding proposed in the 2017/2018 budget.

Report prepared by:

Vicki Walker – Governance and Property Officer

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

1. Wild Dog Control Assistance Policy

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Governance and Local Laws
Policy Contact	Senior Environmental Health Officer
Review Schedule	12 Months
Resolution No.	Enter Resolution Number

1. Purpose

This document sets out Council's policy on financial support to Burdekin Shire landholders who need assistance in baiting/trapping wild dogs on their property and have a current Property Biosecurity Plan with Council. This policy outlines the criteria required to access the funding and how the scheme is to operate.

2. Scope

Wild dog is a declared pest (restricted invasive animal) under *Biosecurity Act 2014* and Burdekin Shire Biosecurity Plan 2016-2020. Wild dog management is an essential and integral part of the sustainable management of natural resources for the benefit of the economy, the environment, human health and amenity. Combating the wild dog problem is a shared responsibility that requires all parties to have a clear understanding of their roles. Prioritisation of and investment in wild dog management must be informed by a risk management approach.

The techniques listed below are mostly used to manage the wild dog problem.

- (i) Trapping – Contractors.
- (ii) Baiting – Council officers provide free of cost 1080 baiting to landholders on request. Landholders provide the bait material. Coordinated baiting with Charters Towers Regional Council is conducted once a year. Commercial baits are available as an alternative option and applications are to be made through Queensland Health.
- (iii) Land shooting - Landholders can hire Conservation Volunteers (Sporting Shooters Association) free of cost to do on ground shooting.
- (iv) Aerial shooting - Normally during the aerial pig shoots any wild dogs sighted are killed. No shooting schedule targeting wild dogs is currently undertaken.

The Burdekin Shire Council will provide a financial support of up to 33% of the cost of the treatment to a maximum of \$500 per annum for the landholders for baiting or trapping subject to:

- The land owner has a registered Property Biosecurity Plan with Council.
- The treatment is verified by the Council Pest Management Officer.
- An invoice for the cost is provided

This policy will ensure a risk based process to facilitate distribution of the available funds to achieve the acceptable level of Wild Dog control.

The available funds will be determined each year by Council when adopting the Annual Budget.

3. Exceptions

Nil.

4. Definitions

Wild dog is defined pragmatically as a pest that requires some form of action to reduce its harmful effects on the economy, the environment, human health and amenity and is classified as an Invasive Category 3,4,5,6 pest under the *Biosecurity Act 2014* and/is identified as a High Priority Pest under Burdekin Shire Biosecurity Plan 2016-2020.

Property Biosecurity Plan is a tool you can use to identify and manage the issues and risks associated with weeds and pest animals on your property. The plan is agreed and signed off by the landowner and a Council Pest Management Officer.

5. Objectives

The objective of this policy is to reduce the impact of the existing wild dog problem in the Shire in conjunction with land owners by the sustainable distribution of the available funds.

6. Policy Statement

Only the land owners who have a current registered Property Biosecurity Plan and where a Council Pest Management Officer has verified the wild dog problem is eligible to apply for the financial support.

The amount approved will be guided by the technique used and will not exceed \$500 per landholder per financial year.

Landholders will have the responsibility to provide evidence by submitting invoice from contractors and photos if applicable.

All requests must be facilitated through a Council Pest Management Officer via a specified approved claim form.

7. Legislation

Biosecurity Act 2014

Burdekin Shire Biosecurity Plan 2016-2020

8. Related Documents

Document Title	Description
Procedure	
Wild Dog Assistance Claim Form	

9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1.0	Adopted	Ordinary Council Meeting		

5.3 Repeal of Policy F021 - Business Management Compliance Policy and Manual

Document Information

Referring Letter No: N/A

File No: 89

Name of Applicant: N/A

Location: N/A

Author and Title: Dan Mulcahy – Manager Governance and Local Laws

Executive Summary

Existing policy F021 – Business Management Compliance Policy and Manual has been reviewed to determine if it is still current and/or required by Council. It is recommended that the policy be repealed.

Recommendation

That Council repeals Policy F021 - Business Management Compliance Policy and Manual.

Background Information

The original policy F021 - Business Management Compliance and associated Manual was adopted in June 2003.

The origins of the policy was to prove compliance with the National Competition Policy or “NCP” reforms that arose out of agreements entered into between the Commonwealth and the States in 1995. The agreements acknowledged that the reforms should be extended to local government to the extent it was appropriate so to do, but that was a matter for each State to legislate.

There were components of NCP reforms in the Local Government Act 1993 and also in the current 2009 Act and 2012 Regulation. Upon review, there is little required of Burdekin Shire apart from complying with the following:

1. Section 47(7) of the LGA 2009 which requires Council to decide each financial year, by resolution, whether or not to apply the code of competitive conduct to a business activity prescribed under a regulation.
2. Section 48 of the LGA 2009 which requires Councils to adopt a process for resolving competitive neutrality complaints. This requirement can be incorporated into the existing Complaints Management Policy.

Perusal of the policies of a number of Category 1 Councils under the Local Government Remuneration and Discipline Tribunal rankings indicate that no Councils have any similar

policy except for one Council that has a brief policy which simply refers to the Act requirements.

Similarly, a number of nearby Councils in Category 2 and 3 do not have any policies on this matter.

The NCP reforms would apply to what is defined as a “significant business activity” but Burdekin Shire Council does not have any of these types of activity.

It would appear that the current legislative provisions are sufficient to direct and provide for Council’s requirements and the existing policy is now obsolete and does not add any further value.

Link to Corporate/Operational Plan

5.3.3 Adhere to the governance framework and public reporting systems

5.3.4 Undertake regulatory responsibilities in accordance with state regulations

Consultation

Council reviewed this policy at a workshop on 6 June, 2017.

Legal Authority or Implications

Nil

Policy Implications

Nil

Financial and Resource Implications

N/A

Report prepared by:

Dan Mulcahy – Manager Governance and Local Laws

Report authorised by:

Dan Mulcahy – Manager Governance and Local Laws

Attachments

N/A

5.4 Acquisition of Easements over Irrigation Infrastructure by Lower Burdekin Water - Lot 393 on Crown Plan 855272 and Lot 384 on Crown Plan SB738 - Bojack Road, Home Hill

Document Information

Referring Letter No: 1393399

File No: 543

Name of Applicant: Lower Burdekin Water

Location: Lot 393 on Crown Plan 855272 and Lot 384 on Crown Plan SB738

Author and Title: Vicki Walker - Governance and Property Officer

Executive Summary

Council has received correspondence from Cohen Legal acting on behalf of Lower Burdekin Water regarding the acquisition of easements over Lot 393 on Crown Plan 855272 over which Council has a term lease and Lot 384 on Crown Plan SB738 which is adjacent reserve land under the trusteeship of Council. The easements would provide tenure over irrigation infrastructure constructed on the land and would need to be approved by the Department of Natural Resources and Mines.

Recommendation

That Council offer no objection to Lower Burdekin Water acquiring easements over the irrigation infrastructure located on Lot 393 on Crown Plan 855272 and Lot 384 on Crown Plan SB738.

Background Information

Council has previously held discussion in relation to Term Lease 236669 over Lot 393 on Crown Plan 855272 located on Bojack Road, Home Hill. This term lease expires on 14 April 2018 and a decision is required on whether Council wishes to renew the lease. Under the lease conditions the land can only be used for industrial purposes.

In 1994 Council offered no objection to applications by Mr C Barbagallo and Mr R Falco to locating irrigation infrastructure within Lot 393. The channel and associated structures (power pole, pump and irrigation pipeline) were developed privately by Messrs Barbagallo and Falco for conveying water from the South Burdekin Water Board (now Lower Burdekin Water) channel to their respective pump sites. Other than a letter from Council approving the infrastructure, the farmers have no tenure over the land.

Council has acknowledged that tenure over the irrigation infrastructure would need to be addressed prior to a decision being made on how to deal with the term lease into the future.

A pre-lodgement meeting was held with officers of the Department of Natural Resources and Mines (DNRM) to discuss the available options.

A further meeting was then held with officers from DNRM, Mr. Charlie Barbagallo and Mr. Steve Falco to discuss the issue.

The meeting ended with Messrs Barbagallo and Falco advising they would liaise with Lower Burdekin Water in relation to an easement being obtained over the infrastructure.

Cohen Legal has advised that a further easement is also required over part of the channel located on adjacent Lot 384 on Crown Plan SB738 as the existing easement on this lot (Easement A on SP109159) granted in favour of Lower Burdekin Water does not cover the entire channel infrastructure. (refer attached satellite image depicting the channel section not currently subject to an easement and survey plan of existing Easement A.)

Link to Corporate/Operational Plan

2.5.1 Review land supply and uses as required to meet community and business needs.

Consultation

Department of Natural Resources and Mines
Mr Charlie Barbagallo
Mr Steve Falco

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Easement preparation would be at no cost to Council.

Report prepared by:

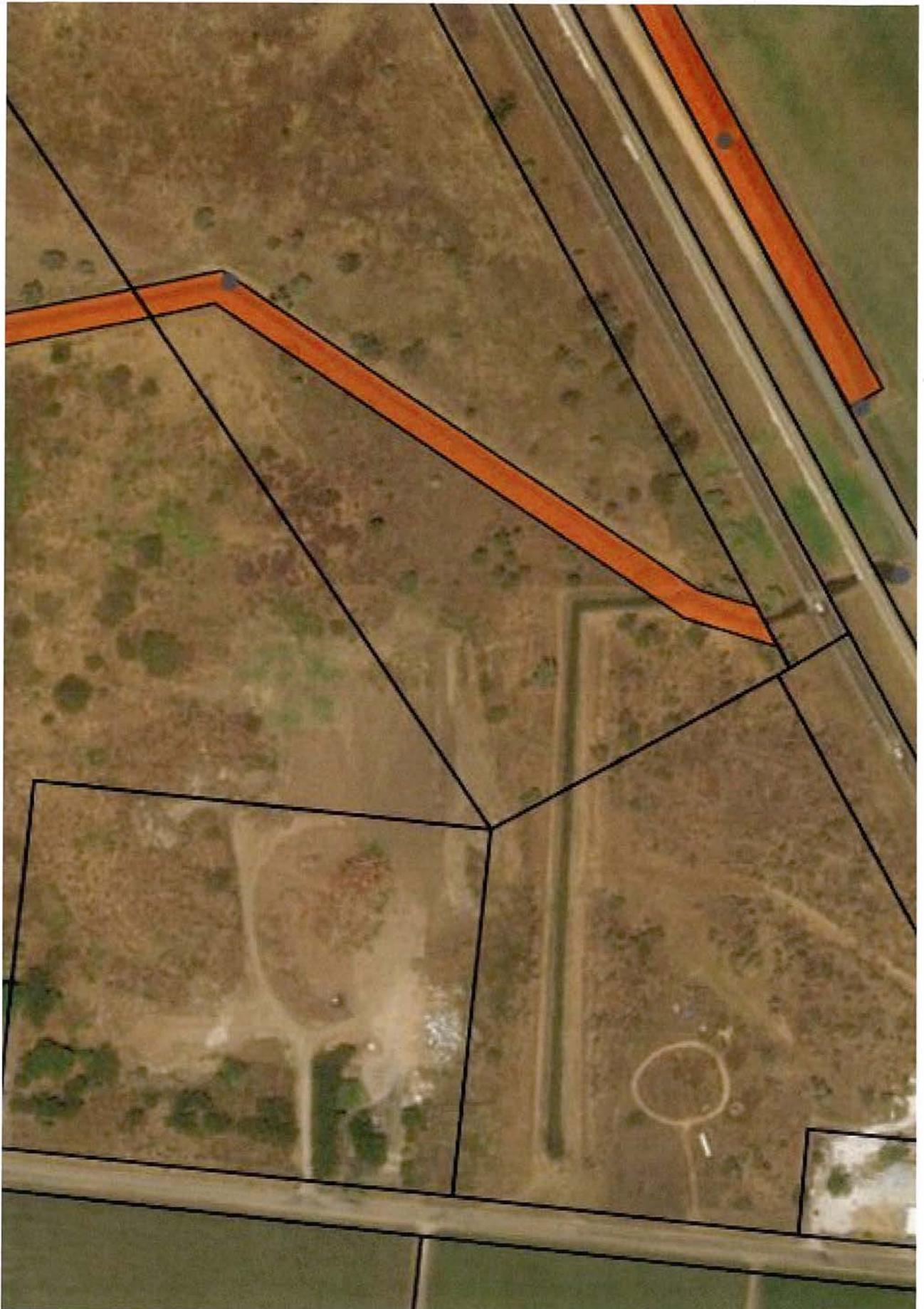
Vicki Walker - Governance and Property Officer

Report authorised by:

Dan Mulcahy - Manager Governance and Local Laws

Attachments

1. Satellite image of channel infrastructure
2. Survey Plan for Easement A

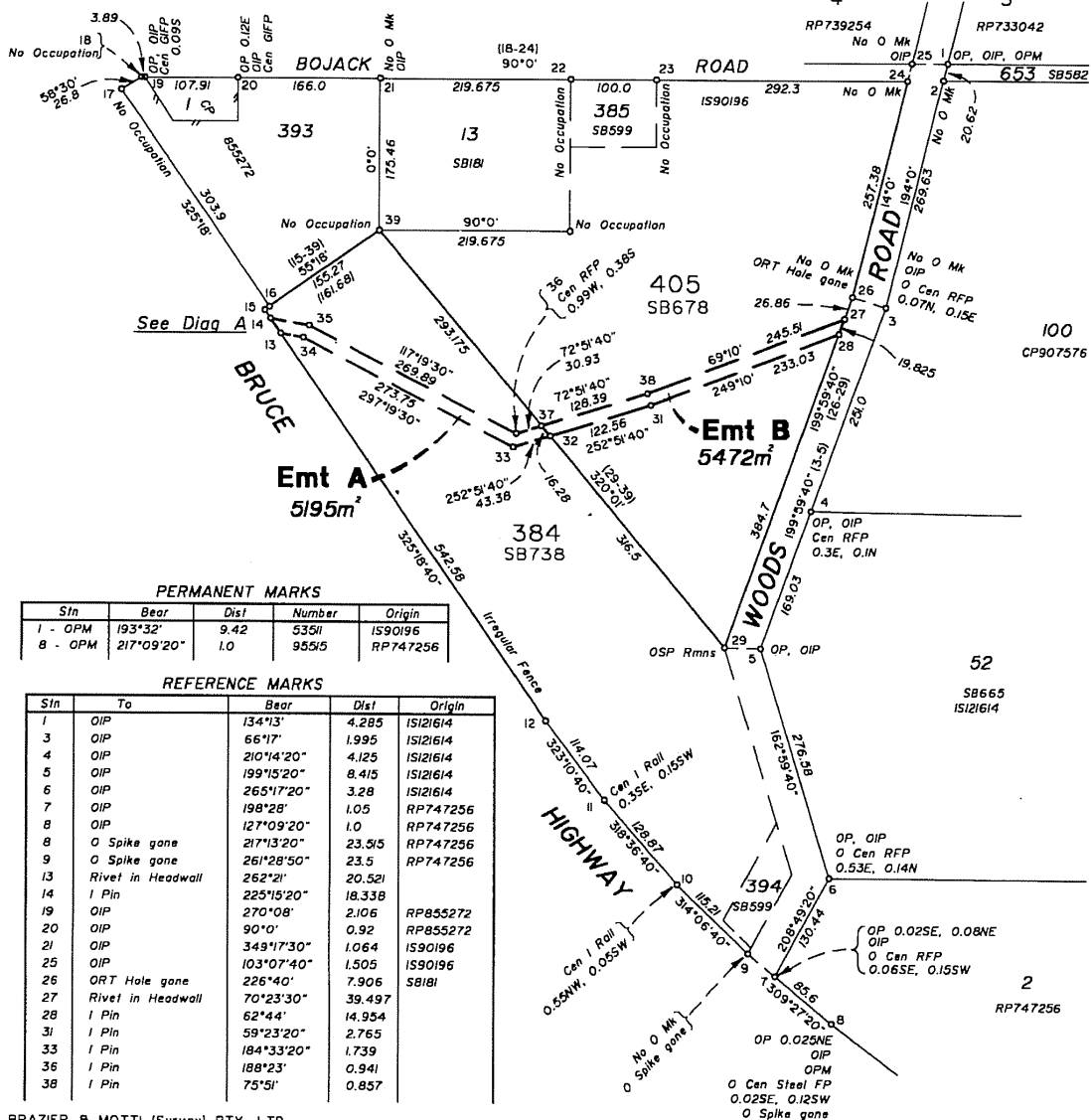
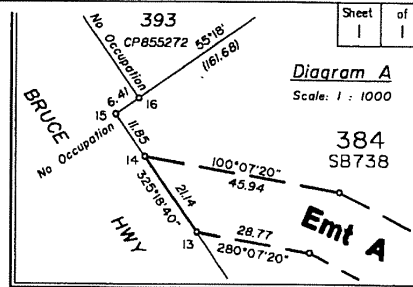


SURVEY PLAN

Peg placed at all new
Easement corners and
station 10, 11, 12, 15 & 39.

TRAVERSES etc.

Line	Bear	Dist
1-25	270°0'	41.46
3-26	286°59'50"	40.29
5-29	271°29'40"	42.425
7-9	309°27'20"	40.94
24-25	14°0'	20.733



BRAZIER & MOTTI (Survey) PTY. LTD.
ACN 066 411 041 hereby certify that the Company
has surveyed the land comprised in this plan by
Mark Raymond Trayohn, Licensed Surveyor,
Jason Trevor Waller March, Surveying Associate,
for whose work the Company accepts responsibility,
and that the plan is accurate, that the said survey
was performed in accordance with the Surveyors
Act 1972 and the Surveyors Regulation 1992, and
that the said survey was completed on



Director and
Licensed Surveyor

Director
Date 3/3/99

<p>PLAN OF EASEMENT A IN LOT 384 ON SB738 'a EASEMENT B IN LOT 405 ON SB678</p>		<p>Scale: 1 : 5000 Format: STANDARD</p>
<p>PARISH: INKERMEN COUNTY: SALISBURY</p>		<p>SP109159</p>
<p>Meridian: Vide CP855272</p>		<p>Plan Status:</p>
<p>F/N's: NO</p>		

5.5 Adoption of Operational Plan 2017-2018

Document Information

Referring Letter No: N/A

File No: 419

Name of Applicant: N/A

Location: N/A

Author and Title: Rebecca Woods – Executive Officer

Executive Summary

The Local Government Regulation 2012 requires Council to prepare and adopt an annual Operational Plan for each financial year. An Operational Plan for the 2017-2018 year has been developed by the Senior Leadership Group. This plan has strong links to the Corporate Plan 2017-2022 and aligns with the proposed 2017-2018 Council budget.

Recommendation

That Council adopts the attached Operational Plan 2017-2018, with progress reports to be provided to Council on a quarterly basis.

Background Information

An Operational Plan assists Council in providing accountable service delivery and achieving the strategic objectives set out in the Corporate Plan. Council's Operational Plan outlines the activities for the 2017-2018 financial year that will encompass the objectives identified in the Corporate Plan. The plan also identifies clear measurements of progress, targets and the responsible officers.

Link to Corporate/Operational Plan

- 5.3.1. Demonstrate open and transparent leadership
- 5.3.2. 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

Consultation

Council workshopped this Operational Plan on Tuesday 20 June. The draft plan was developed in consultation with the SLG and relevant council officers.

Legal Authority or Implications

Local Government Regulation 2012

Chapter 5 Financial planning and accountability

174 Preparation and adoption of annual operational plan

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

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

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

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

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

175 Annual operational plan contents

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

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

Policy Implications

N/A

Financial and Resource Implications

The Operational Plan has been developed to align with the proposed budget for 2017-2018.

Report prepared by:

Rebecca Woods – Executive Officer

Report authorised by:

Terry Brennan - Chief Executive Officer

Attachments

1. Operational Plan 2017-2018



Corporate

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
C01	<i>Undertake review of Organisational Structure to enhance strategic capability and eliminate duplication and overlap.</i>	5.2.3. Build effective leadership and management capability	Adoption of revised organisational structure by Council. Improved alignment of functions and responsibilities under structure.	Implement revised structure by 31/12/2017. Areas of duplication and overlap identified and actioned.	Chief Executive Officer	SLG members
C02	<i>Undertake negotiation of a new Enterprise Bargaining certified agreement covering the Council workforce.</i>	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Development of a simple and easy to understand agreement. Certification of new EB agreement.	Reduced duplication of Award provisions in EB. Certification of agreement by 31/12/2017	Chief Executive Officer	Human Resources Coordinator
C03	<i>Conduct team meetings focussing on process improvement and customer service enhancements, both external and internal.</i>	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	As a minimum, bi-monthly team meetings held. Quality of process improvements made.	Minimum of 6 meetings per year. Identifiable process improvements implemented.	Chief Executive Officer	Senior Leadership Group Senior Supervisors Group
C04	<i>Develop and maintain effective regional partnerships through NQROC, Townsville Enterprise LTD (TEL) and other relevant bodies.</i>	5.2.2. Develop co-operative and collaborative partnerships on matters of regional, state and national importance	Participate in activities of NQROC and relevant sub-committees. Identify desired outcomes in Service Level Agreement (SLA) with TEL.	Attend quarterly meetings of NQROC and sub-committees. Finalise SLA with TEL by 31/08/2017.	Chief Executive Officer	Economic Development Officer



Executive Support

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
E01	Co-ordinate Council's Complaints Management System	5.3.1. Demonstrate open and transparent leadership 5.3.3. Adhere to the governance framework and public reporting systems 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Efficient and timely response to complaints Correct identification of complaints vs. customer requests Prompt entry of complaints into the Customer Request Management system	90% of complaints closed within 1 month of receipt	Executive Officer	Executive Secretary SLG members Senior Supervisors Group Chief Executive Officer Customer Service Officers
E02	Coordinate Council's Public Interest Disclosure Investigations and Training	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Meet Statutory Obligations to assess all complaints against PID criteria Comprehensive training provided to all staff and councillors Effective management, investigation and referral of any PID matters	100% of complaints assessed against PID criteria	Executive Officer	SLG members

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
E03	Coordinate Risk Management Registers including Corporate Risk Registers and Operational Risk Registers within the Enterprise Risk Management Framework	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations 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	Registers maintained and up to date Registers available to relevant officers Risks rated accurately Reduction measures implemented	All risk mitigation measures are monitored and implemented	Executive Officer	SLG members
E04	Manage Council's Policy review- Monitor and update Council's Policy Register including assisting with updating existing policies and developing new policies	5.1.3. Communicate Council intent and decisions to the community using effective messaging tools 5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy	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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
E05	Arrange Citizenship Ceremonies	3.1.2. Provide information and referrals for community service enquiries from residents	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
E06	Provide Administrative Support to the Mayor and CEO	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy	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	



Media and Communications

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
MC1	<i>Develop and issue media releases and posts to Council website informing the community on Council events and projects</i>	5.1.2. Be responsive and proactive in providing information in the public interest	Uptake by media outlets Review effectiveness of Council Connections Page by 30/09/2017 Visits to Council website page	120 media releases per year Produce weekly Council Connections Page	Media and Communications Officer	SLG members
MC2	<i>Produce and manage Council promotional materials, external and internal publications</i>	5.1.5. Deliver Council messages in accordance with Council's Style Guide in all Council communication	Adhering to statutory obligations	Annual Report Budget document Advertising Corporate Plan	Media and Communications Officer	SLG members
MC3	<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	10% growth across all platforms	Media and Communications Officer	SLG members
MC 4	<i>Provide support to Mayor, Councillors and Officers in responding to media enquiries</i>	5.1.2. Be responsive and proactive in providing information in the public interest	Timely, factual and positive coverage of Council issues in various forms of media	90% response rate within one business day of enquiry	Media and Communications Officer	Chief Executive Officer SLG members



Economic Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
ED1	Engage and empower individuals and local businesses to develop the Burdekin economy.	2.1.1 Acknowledge the contribution of individuals and business to developing the Burdekin Economy	Number of activities that showcase individuals/businesses	Delivery of activities that showcase individuals/businesses	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED2	Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people	2.1.3 Promote employment and training opportunities to retain young people	Number of events held/attended to promote employment/training opportunities	Delivery of events	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED3	Encourage and empower individuals and local businesses to participate in digital technology workshops/forums	2.2.1 Facilitate the provision of information to encourage a digitally connected business community to enable competitiveness	Number of individuals/businesses supported/ workshops/events held and attended	Increase in local businesses digital presence	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED4	Promote funding opportunities available to businesses for research and development	2.2.2 Encourage business to invest in research and development	Number of businesses promoted to and feedback received	Number of funding applications submitted	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED5	Host industry breakfasts/mentoring sessions to encourage development and expansion of existing business and to encourage start-up and small businesses	2.2.3 Support the development and expansion of existing business 2.2.4 Support projects and initiatives that encourage start-up and small business	Number of events held/business engaged with	Increase in attendance at industry breakfasts/ mentoring sessions	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED6	Increase membership level with Townsville Enterprise. Host industry forums/workshops to encourage development of tourism product	2.2.5 Encourage and support the development of tourism product	Increased presence in regional and national tourism promotion and marketing. Number of forums/workshop held/businesses engaged with	Increase in visitor numbers and tourism product	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
ED7	Hold industry breakfasts/workshops/forums. Participate in local and regional industry/working groups and REDROC working groups for Pathfinder Program. Advocate Burdekin priorities at forums/committees.	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 and lobby regional, state and federal government forums, committees or representatives while advocating for local and regional needs	Number of industry breakfasts/forums/workshops held. Number of local and regional industry/working group meetings attended. Number of advocating activities undertaken.	Increase in attendees to Council hosted events. Stronger presence at local and regional industry/working groups. Increase presence in regional advocacy activities.	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED8	Review Economic Development Strategy and arrange for adoption by Council	2.4.1 Review and implement an Economic Development Strategy	Economic Development Strategy reviewed and adopted by Council	Economic Development Strategy reviewed and adopted by Council	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group
ED9	Co-ordinate pre-lodgement meetings with Planning Development and project proponents/developers	2.4.2 Promote pre-lodgement meetings with developers to facilitate industry investment in Burdekin Shire	Number of pre-lodgement meetings held	All project proponents/developers hold pre-lodgement meetings.	Economic Development Support Officer	SLG members Economic Development Support Officer Economic Action Group

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
ED10	Apply for funding to undertake an analysis of the community needs for an ageing population	2.5.2. Consider future facilities required for an ageing population	Funding application submitted and funding received.	Successful in funding application.	Economic Development Support Officer	SLG members; Economic Development Support Officer
ED11	Progress of Ageing in place pilot project in co-operation with relevant State Agencies (Economic Development Queensland).	2.5.2. Consider future facilities required for an ageing population	Provision of timely responses to State Department enquiries and completion of contract obligations.	30/06/2018	Chief Executive Officer	Economic Development Officer; Manager Planning and Development



Community Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
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
CD2	Co-ordination of Health 'n' Fitness Expo /Fitness Activities/Programs	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 3.3.1. Encourage increased use of community spaces and facilities	Content of community feedback and assessment of participation Committee: Burdekin Be Active	Increase in attendance and community feedback	Manager Community Development	Community Development Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
CD3	Encourage participation in 10,000 steps program	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 3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Content of community/participant feedback and assessment of participation/support	Increased number of participants and community feedback	Manager Community Development	Community Development Team
CD4	Seek funding to continue staged construction of Burdekin Be Active Trail	3.1.7. Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing	Funding obtained and community feedback Committee: Burdekin Be Active	Increase length of Trail and community feedback	Manager Community Development	Community Development Team
CD5	Co-ordinate forums and special events for community and arrange recruitment, training and support volunteers		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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
CD6	Provide support to Burdekin Tourism Association	3.2.1. Promote and encourage community participation and volunteerism within community organisations 2.2.5. Encourage and support the development of tourism product 3.2.2. Build capability of individuals working with community organisations 3.3.4. Welcome visitors to the Burdekin	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
CD7	Manage and arrange community and civic receptions	3.2.3. Support key community events 3.3.3. Encourage creative and cultural pursuits that enhance the community identity	Successfully host events and increase attendance numbers	Number of receptions and events held and customer feedback	Manager Community Development	Community Development Team
CD8	Co-ordination of sport and recreation forums/workshops	3.1.7. Build active communities by delivering programs around sport, recreation, parks, playgrounds and aquatic activities that promote regular physical activity as well as individual and community wellbeing	Number of forums/workshops held Committee: Burdekin Be Active	Attendee feedback and forum attendance numbers	Manager Community Development	Community Development Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
CD9	Management of Ayr Showgrounds and oversee Home Hill Showgrounds and PCYC 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
CD10	Management of Burdekin Theatre, Burdekin Memorial Hall & Burdekin Libraries	3.3.1. Encourage increased use of community spaces and facilities 3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Number of events held, event attendance and customer feedback. Library customers numbers and amount of loans. Committee - Burdekin Cultural Advisory Group	Increased number of participants and community feedback	Manager Community Development	Cultural Venues and Library team
CD11	Co-ordinate key community activities, events and public programmes that enable residents and visitors to utilise facilities for recreation, entertainment and cultural activities	3.3.1. Encourage increased use of community spaces and facilities 3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Increase usage for community activities, cultural programs, entertainment and events	Amount of increased use and participation	Manager Community Development	Community Development Team
CD12	Provide financial and in-kind support to recognised community events	3.2.3. Support key community events	Number of events supported	Provide financial and in-kind support to 16 local events	Manager Community Development	Community Development Team
CD13	Encourage and provide event management support to recognised community events		Number of events supported	Provide support to 5 signature events and identify in operational comments	Manager Community Development	Community Development Team
CD14	Facilitate and provide ongoing support for the Burdekin Youth Council	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Meetings attended and support provided	Attend 10 Meetings and increase participation	Manager Community Development	Community Development Team
CD15	Organise Regional Youth Events		Number of events held and attendance numbers	Organise one regional Youth Event with increased attendance numbers	Manager Community Development	Community Development Team
CD16	Co-ordination of Events Workshops in cooperation with TEL	3.2.2. Build capability of individuals working with community organisations	Number of events held and attendance numbers	Co-ordinate one Events Workshop	Manager Community Development	Community Development Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
CD17	Facilitate and provide ongoing support for the Seniors Advisory Group	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Coaching and facilitation on an ongoing basis toward delivering identified objectives	Committee feedback and achievement of objectives	Manager Community Development	Community Development Team
CD18	Participate in Tourism/Defence Expos	3.3.2. Highlight the benefits of living, working and playing in 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
CD19	Promotion of the Burdekin as a business and lifestyle destination		Number of promotional opportunities identified and pursued	Amount of promotion	Manager Community Development	Community Development Team
CD20	Sourcing and development of new advertising opportunities to "sell" Burdekin tourism and lifestyle e.g. Qld on Show, Qld Country Week, RegionsQ	3.3.2. Highlight the benefits of living, working and playing in the Burdekin	Ensure participation with existing initiatives and investigate new opportunities	Promotions/advertising completed	Manager Community Development	Community Development Team
CD21	Provide ongoing support for particular community welfare organisations within the shire including the Burdekin Community Association and Burdekin Neighbourhood Centre	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Manage donations and in-kind support to BCA & BNC & other welfare groups	Support provided to community groups	Manager Community Development	Community Development Team
CD22	Update Tourism Website and Calendar of Events including social media posts relevant to Community Development	2.2.5. Encourage and support the development of tourism product 5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback	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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
CD23	Lead and facilitate the development of Local Iconic Events such as the Australian Cane Cutting Championships	2.1.1. Acknowledge the contribution of individuals and business to developing the Burdekin economy 2.2.5. Encourage and support the development of tourism product 3.2.1. Promote and encourage community participation and volunteerism within community organisations 3.2.3. Support key community events	Increased attendance at iconic events. Amount of regional, state and national exposure for iconic events.	10% increase in patronage. 10% increase in exposure.	Manager Community Development	Economic Development Support Officer



Human Resources

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
HR1	<i>Manage and Deliver Council's payroll-effectively and on time.</i>	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.4.5. Attract, recruit and retain employees based on their abilities, skills and knowledge	Payrolls within the quarter processed within acceptable time frame	26 payrolls completed and processed by the designated time frame	Human Resources Coordinator	Human Resources Officer
HR2	<i>Provide an effective Recruitment Process which is consistent and fair to all applicants and selected on merits</i>	5.3.1. Demonstrate open and transparent leadership 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	* Quartely review of all appointments to ensure process has been followed * No proven disputes * No termination of employment within the probation period	* 0% proven disputes regarding the recruitment process * Completion of recruitment process within 4 weeks of the closing date * 0 terminations within probation period	Human Resources Coordinator	Human Resources Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
HR3	Create, Maintain and Review HR policies to ensure best practices	5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy 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	Creation of new HR policies in line with new Award, IR Act and EBA. Review and update existing policies to ensure best practices for the Organisation.	Successful creation, implementation and training of all identified policies and Operational standards based on the intouction of the newAward, IR Act and EBA by 30th June 2018. Four (4) Human Resource Policies to be reviewed annually	Human Resources Coordinator	Human Resources Officer
HR4	Provide all of Council Reporting on a monthly basis for personnel statistics and a quarterly basis for trend analysis Participation in external surveys as benchmarking practices	5.3.3. Adhere to the governance framework and public reporting systems 5.3.2. Ensure Council's financial position is effectively managed	Number of Reports produced and surveys completed.	12 monthly reports 4 quarterly reports External Survey's completed and reports analysed	Human Resources Coordinator	Human Resources Officer
HR5	Manage workers compensation and return to work programs to effectively enhance the process to support re-introduction to work for injured workers	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	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 Statistics to be included in Monthly H&S Reports Report on number of new initiatives throughout the year to enhance return to work programs	Human Resources Coordinator	Human Resources Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
HR6	Manage employee leave accruals to ensure Council's leave liability remains at an acceptable level	5.3.2. Ensure Council's financial position is effectively managed 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Report to Senior Management quarterly on staff accruals and to Council in October and April of each year AL balances to be monitored between 7 and 10 weeks accrual and leave plans established LSL balances to be monitored between 13 weeks and 26 weeks accrual and leave plans established	Quarterly Reports to be emailed to Senior Staff 2 x bi-annual reports to be completed and forwarded to Senior Management and Council for discussion	Human Resources Coordinator	Human Resources Officer
HR7	Implement the new Local Government Industry Award, including associated payroll software configuration and classification structures		Successful implementation and completion within 1 month of EB certification	Successful software configuration and a new classification structure rolled out to all employees	Human Resources Coordinator	Human Resources Officer
HR8	Establish and implement the new Burdekin Shire Council Enterprise Bargaining Agreement, including associated payroll software configurations	5.3.2. Ensure Council's financial position is effectively managed 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Successful implementation and completion within 1 month of EB certification	Number of new policies and processes to be created to reflect changes and educated to all staff	Human Resources Coordinator	Human Resources Officer
HR9	Establish and implement all suggested improvements for the Technology One (People One) Module to improve the HR and payroll processing and reporting	5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Successful rollout of updated module and configurations.	Module and configurations to be upgraded within time frames and on budget. Training to be carried out to all employees on new module and processes by 30.6.18		Human Resources Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
HR8	<i>Provide an effective Performance Management Program to enhance Operations and provide support and feedback to personnel</i>	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes 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	% of performance reviews completed	80% of Performance Reviews completed	Human Resources Coordinator	SLG members



Training Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TR1	Develop and maintain the 2017/2018 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated	5.2.3. Build effective leadership and management capability 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations 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	Number of qualification / skills training provided Number of qualifications / skills lapsed Produce monthly report tracking all training and budget.	98% compliance	Human Resources Coordinator	Human Resources Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TR2	<i>Develop and maintain the 2017/2018 Training Budget and ensure that actual costs are consistent with estimated costs</i>		Monthly reconciliations against estimated and actual costs	Less than 5% variance Report sent to Manager regarding variances on a monthly basis	Human Resources Coordinator	Human Resources Officer
TR3	<i>Utilisation of Learn Connect throughout the organisation to maximise in house training and streamline expenses</i>	5.1.4. Improve digital platforms to improve access to information 5.3.3. Adhere to the governance framework and public reporting systems	Number of employees inducted using Elearning platform Number of Take 5's completed on Elearning platform Number of Policies, Operational Standards reviewed via Elearning platform	90% of workforce utilising learn connect	Human Resources Coordinator	Human Resources Officer
TR4	<i>Review existing training policies and procedures to ensure best practices</i>	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.4.3. Maintain Council's commitment to ensure a safe and healthy work	Number of policies and procedures reviewed each quarter.	Minimum of one policies to be reviewed per quarter	Human Resources Coordinator	Human Resources Officer



Safety and Quality

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Safety						
SQ1	Maintain and review the safety management system for compliance	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 5.4.3. 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	Percentage of on time completion of Monthly Action Plans Percentage of Hazard Inspection Schedule Percentage of completion of safety system documentation to be reviewed by due date (and converted to new style guide during review) Conduct health and wellbeing programs during October 2017 for Safe Work month. Finalise review and adopt new Safety Management Software. Implementation, training and education on new software to be completed by 30 June 2018	90% completion/ month 90% completion of Hazard Inspection Schedule. 90% completion of safety system documentation. 31 October 2017 31 January 2018 30 June 2018	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
SQ2	Perform internal audit of the full safety management system to LGW criteria	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations 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	Completion of full audit across Council on the safety Management system and generate final report and scores.	30-Nov-17	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor
SQ3	Maintain fire safety compliance for buildings	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations 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	Evaluate and review emergency plans for 100% high occupancy buildings - Chambers - Library - Theatre - Memorial Hall - Showgrounds Hall - Multipurpose Shelter	30-Jun-18	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
SQ4	Maintain asbestos compliance for buildings	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Review Asbestos Management Plan 100% Completion of condition assessments and update registers for all asbestos locations within Council buildings	1-Dec-17 31-Dec-17	Safety and Productivity Coordinator	Building Maintenance
Quality						
SQ5	Maintain and review the quality management system for system certification	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Complete eight internal audits in the financial calendar year	30-Jun-18	Safety and Productivity Coordinator	Internal Audit Staff
SQ6	Facilitate annual surveillance audit of quality system to maintain certification		Successful completion of External Surveillance audit by Certex	30-Apr-18	Safety and Productivity Coordinator	Human Resources Officer Safety and Quality Advisor



Internal Audit Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
IA1	<i>Develop and conduct annual audit plan and schedule</i>	5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	100% completion of internal audit schedule (6 Audits)	30-Jun-18	Safety and Productivity Coordinator	Chief Executive Officer SLG members
IA2	<i>Present the Independent Audit Committee with timely reports on the Internal Audit Activity.</i>	5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Reports provided to the Independent Audit Committee 5 working days before each scheduled meeting (as per the adopted Audit Committee Meeting Agenda Schedule). Reports to highlight recommendations made as a result of internal audit activities.	100% completion of reports to Independent Audit Committee.	Safety and Productivity Coordinator	



Customer Service Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
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, 5.1.3. Communicate Council intent and decisions to the community using effective messaging tools, 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	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 Comprehensive monthly call centre statistic reports (12 reports)	Manager Client Services	Customer Service Officers
			Call abandonment rate of 10% or less	10% or less	Manager Client Services	Customer Service Officers
			Average call wait time of less than 30 seconds	Priority One Calls to be answered within industry standard- 20 seconds. Priority Two calls not to exceed 60 seconds wait time unless reason given 10% or less	Manager Client Services	Customer Service Officers
			Number of correctly entered call codes	95% or greater Call Codes recorded. Call code report produced every month.	Manager Client Services	Customer Service Officers
			Maintain high levels of overall satisfaction with Council's service delivery channels for both residents and business	Compliments verses complaints ratio.	Manager Client Services	Customer Service Officers



Information and Communication Technology

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
ICT1	Annual review of ICT Strategic Plan and Road Map and adoption by the ICT Governance Board	1.5.1. Support and improve Council's business performance through information and communication technologies	Review of ICT Strategic Plan and Road Map. Timeliness of adoption by ICT Governance Board. Progress on recommendations and outcomes of ICT Strategic Plan & Road Maps.	30/06/2018	ICT Coordinator	SLG members ICT Steering Committee
ICT2	Establishment of a ICT Steering Committee to ensure that ICT strategy is aligned with the strategic goals of Council.	1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Formation of committee, number of meetings held, timeliness of completion of actions items and implementation of recommendations coming from committee.	Committee established by 30 December 2017. 100% of action items completed by agreed deadlines as per meeting minutes.	Manager Client Services	ICT Coordinator
ICT3	Establishment of the Information Security Committee to develop information security capability within Council.	5.3.3. Adhere to the governance framework and public reporting systems	Formation of committee, number of meetings held, timeliness of completion of actions items and implementation of recommendations coming from committee.	Committee established by 30 December 2017. 100% of action items completed by agreed deadlines as per meeting minutes.	ICT Coordinator	Manager Client Services
ICT4	Maintenance and review of the Information Security Management Framework.		Development and implementations of Information Security Policy and other supporting instruments: - Information Security Plan - Operational Standards	30/06/2018	ICT Coordinator	Information Security Committee SLG members ICT Administrators
ICT5	Creation of an Information Security Awareness program to ensure that all employees are educated about and aware of their information security responsibilities.		Percentage of users who participate in awareness program by end of financial year.	80% of users by 30 June 2018	ICT Coordinator	Information Security Committee SLG members Human Resources
ICT6	Completion of budgeted ICT capital projects.	5.3.2. Ensure Council's financial position is effectively managed	Capital Projects delivered on time and within budget Quality report on Capital Project delivery and Budget Analysis.	31/03/2018	ICT Coordinator	ICT Administrators ICT Help Desk Support Officers

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
ICT7	Completion of annual ICT replacement programs	1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Percentage of replacement and installation of: - End-user computers - Photocopiers/printers - Mobile devices	100% of end user computers replaced. 100% of Photocopier/Printers Replaced Monthly reports on mobile device statistics and Management Reports.	ICT Coordinator	ICT Administrators ICT Help Desk Support Officers
ICT8	Completion of the 2017/2018 ICT Strategy work plan.	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	Full implementation of strategies within the 2017/2018 ICT Strategy workplan and recommendations prepared for improvement for 2018/2019 plan.	30/06/2018	ICT Coordinator	ICT Administrators SLG members Key Stakeholders
ICT9	To review and update all ICT related risk measures and mitigations according to the BSC Risk Register.	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	We will plan, organise, coordinate and implement measures to prepare for, respond to and recover from disasters for our ICT infrastructure.	Risk registers 100% reviewed and updated annually.	ICT Coordinator Manager Client Services	ICT Administrators; Executive Officer;

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
ICT10	Maintenance and testing of ICT Disaster Recovery (DR) Plans.	3.5.1. Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events.	Testing of disaster recovery plans and reporting on results. Creation of disaster recovery plans for new systems. Review and update of existing disaster recovery plans.	8 DR plans to be created/reviewed and tested per annum 100% of new systems with developed and tested disaster recover plans.	ICT Coordinator	ICT Administrators; ICT Help Desk Support Officers;
ICT11	Development and implementation of a corporate style guide for all Council corporate documentation.	5.1.5. Deliver Council messages in accordance with Council's Style Guide in all Council communication	Consistent application of the Corporate Style Guide across all of Council's publications	31/01/2018	ICT Coordinator	Manager Client Services
ICT12	Provision of efficient, effective and sustainable communication tools to our community including Council's Public Website, Council's Call Centre System and Council's After-Hours telephone service.	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	Website statistics; Assessment of Council's Customer Call Centre System for effectiveness and suitability. Call centre software availability, downtime, PABX Reporting. Assessment of after hours telephone service for suitability. Assessment of availability, downtime.	Monthly reports on website statistics. Increase in traffic to website by 20% Call Centre system assessed by 30/06/2018 and recommendations made. 95 % or greater uptime for call centre software. After hours telephone service assessed by 30-6-2018 and recommendations made. 95% or greater uptime for after hours call service.	ICT Coordinator Manager Client Services	Information Management Team



Local Disaster Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
LDM1	Act in accordance to the QLD Disaster Management Act 2003	<p>3.1.5. Develop in partnership with the community plans and processes to mitigate the impacts of a disaster</p> <p>3.5. Build a robust and resilient community</p> <p>3.5.1. Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events.</p> <p>3.5.2. Support the Burdekin Local Disaster Management Group to ensure effective decision making during disaster events</p> <p>3.5.3. Partner with the District Disaster Management Group and the State Disaster Management Group.</p>	<p>To ensure the LDMG has a disaster response capability</p> <p>To approve the local disaster management plan and subsequent sub plans prepared under the QLD Disaster Management Act</p> <p>To ensure information about an event or a disaster in the shire is promptly given to the Chair of the Local LDMG and the district disaster coordinator</p> <p>To perform other functions given to Council under the QLD Disaster Management Act</p>	<p>Undertake a risk assessment of all identified risk as outlined in the LDMP and ensure response capabilities have been defined</p> <p>Review and amend Local Disaster Management Plan in accordance with legislation</p> <p>Adopt Local Disaster Management Plan by November 2017 and subsequent sub-plans by 30th June 2018</p> <p>Ensure the Guardian Disaster Management software is current and all pro-formas referencing the DDC have been updated by November 2017</p> <p>Attendance at all DDMG meetings</p>	Local Disaster Coordinator	



Financial Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Council Budgets						
FM1	Prepare and submit first amended budget for 2017-2018 for Council adoption	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems	Presentation of an amended budget by the target date	Presented to Council by 28 November 2017	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team
FM2	Prepare and submit second amended budget 2017-2018 for Council review and adoption	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Presentation of an amended budget by the target date	Presented to Council by 24 April 2018	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team
FM3	Commence budget planning discussions with 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 legislative obligations	Council workshops will be conducted using current information and estimates Action plan to be developed	Workshops commencing first week of February 2018 Action plan completed by 23rd January 2018	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team
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	Presented to Council by 26 June 2018	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team
FM5	Prepare and submit original budget and forecast estimates 2018-2019 for Council tabling by Mayor		Council 2018-2019 annual budget will be presented for adoption before the beginning of the 2018-2019 financial year	Provided to Council by 12 June 2018 (two week period to sit on table prior to budget meeting)	Manager Financial and Administrative Services	Chief Executive Officer SLG members Financial Management Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Annual Financial Reporting						
FM6	Review asset information 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 legislative obligations	Information is provided by the due dates agreed with Asset Management Unit to enable meeting the deadlines as detailed in the auditor client strategy document. Accuracy of asset information can be measured based on auditor management letter.	July 2017 for final 2016/17 audit in September April 2018 for interim 2017/18 audit in May	Manager Financial and Administrative Services	SLG members Financial Management Team Asset Management Unit; Financial Accountant Systems;
FM7	Prepare proposed annual financial statements for 2016-2017 and submit to audit committee		Timely proposed financial statements provided to the audit committee by the agreed client strategy date Accurate proposed financial statements can be measured based on audit committee queries	23 August 2017	Manager Financial and Administrative Services Financial Accountant Systems	SLG members Financial Management Team
FM8	Draft financial statements to Audit		Timely proposed financial statements provided to the auditor by the agreed client strategy date Accurate proposed financial statements can be measured based on auditor management letter and requested changes	4 September 2017	Manager Financial and Administrative Services Financial Accountant Systems	SLG members Financial Management Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
FM9	Address and monitor management issues from final audit 2016/17, Planning and interim 2017/18 audit recommendations	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems	Closure/resolution of audit recommendations by the next audit visit or mutually agreed dates	Final audit 2016/17 by 13 October 2017 Planning Visit February 2018 Interim Visit May 2018	Manager Financial and Administrative Services Financial Accountant Systems	Chief Executive Officer SLG members Financial Management Team
FM10	Prepare Community Financial Report for Annual Report	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Complete the Community Financial Report ensuring it is in plain language and easy to read by the agreed date	13 October 2017	Manager Financial and Administrative Services	Financial Management Team
FM11	Prepare shell financial statements for 2017-2018 and submit to audit committee		Timely shell financial statements provided to the audit committee by the agreed client strategy date Accuracy can be measured based on audit committee queries	May-18	Manager Financial and Administrative Services	SLG members Financial Management Team
FM12	Coordinate external audit of Burdekin Shire Council as required by Queensland Audit Office		Feedback from external auditor on performance of audit process	Final Audit 2016/2017 – September 2017 Planning visit - February 2018 Interim audit - May 2018	Manager Financial and Administrative Services Financial Accountant Systems	Financial Management Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Returns to external bodies						
FM13	Coordinate and complete Local Government Comparative Data Return	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Submission of the comparative data return by the DLGIP target date Accuracy can be measured by queries from the department	31-Oct-17	Manager Financial and Administrative Services Manager Financial and Administrative Services	Financial Management Team
FM14	Coordinate and submit 10 year forecast to Local Government Department to support any loan borrowing application		Submission by the target date	31-Aug-17	Manager Financial and Administrative Services	Financial Management Team
FM15	Preparation of annual Fringe Benefits Tax Return	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Return to be lodged by the target date	20-May-18	Financial Accountant Reporting	Financial Management Team Expenditure Services Staff
FM16	Prepare and lodge Monthly Business Activity Statement for Goods and Services Tax		Return lodged each month by target date	21st of the month	Financial Accountant Reporting	Financial Management Team
FM17	Prepare and lodge quarterly Local Government Finance Statistics ABS return		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
FM18	Implementation of process to collect data for ATO taxable payments reporting from 1 July 2017		Systems in place within one month of receiving the appropriate software	Estimated date mid August 2017	Financial Accountant Systems	Financial Management Team

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Prominent Organisational Tasks within Financial Services Area						
FM19	Support asset management planning, implementation and reviews	1.2.1. Implement the Asset Management Strategy 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities 5.3.2. Ensure Council's financial position is effectively managed	Ongoing participation in Asset Management Group meetings	Attendance and participation at meetings	Manager Financial and Administrative Services	Financial Accountant Assets Assets Management Group Financial Accountant Systems;
FM20	Maximise recovery of outstanding general debtors		Review of aged debtors particularly those in 60 and 90 days	Level of outstanding debtors in 60 and 90 days	Debtors Clerk	Manager Financial and Administrative Services Financial Accountant Systems
FM21	Review and update monthly financial reporting to ensure legislative compliance and Councillor usability	1.2.1. Implement the Asset Management Strategy 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities 5.3.2. Ensure Council's financial position is effectively managed	Councillor feedback and auditor comments	Financial reports reviewed and changes implemented by December	Manager Financial and Administrative Services	Manager Financial and Administrative Services Financial Accountants Systems and Reporting
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
FM23	Review financial administration policies and procedure as required by LG Act 2009 and LG Reg 2012 and other legislation		Financial policies are current and reviewed annually by the target date	May-18	Manager Financial and Administrative Services	SLG members Financial Management Team
FM24	Monitor and maintain corporate financial systems for user operability		Client surveys can be conducted regularly User support provided in a timely manner	Annual surveys	Financial Management Team	Financial Systems Users

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
FM25	Administer existing and new external and internal loan borrowings	1.2.1. Implement the Asset Management Strategy 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities	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
FM26	Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office	5.3.2. Ensure Council's financial position is effectively managed	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
FM27	Related Party disclosure systems to collect related parties and related party transactions are monitored and reviewed to enable accurate annual financial statements related party disclosures.	1.2.1. Implement the Asset Management Strategy 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities 5.3.2. Ensure Council's financial position is effectively managed	Auditor comments and management letter	Final Audit September 2017 Interim Audit May 2018	Manager Financial and Administrative Services Financial Accountant Systems	Chief Executive Officer SLG members Financial Management Team



Rates Section Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
R1	Maintain the property and rating database to ensure a high level of accuracy	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	Number of instances of errors brought to the attention of Council.	Less than 10 instances	Rates Supervisor	Rates Officers
R2	Issue timely and accurate annual rates and charges notices		Notices issued by mid August each year. Number of instances of inaccurate notices issued.	Issued by 4/8/2017 <10 instances of inaccurate notices	Rates Supervisor	Rates Officers
R3	Issue timely and accurate half year water consumption notices		Notices issued by mid January each year. Number of instances of inaccurate notices issued.	Issued by end of January 2018 <10 instances of inaccurate notices	Rates Supervisor	Rates Officers
R4	Issue timely and accurate supplementary rates and charges notices (changes of ownership, services, valuation, pension details etc.)		Every notified change to be entered into the rating database and supplementary rates notices issued where applicable. Number of instances of inaccurate notices issued.	Supplementary notices to be issued as required. <10 instances of inaccurate notices	Rates Supervisor	Rates Officers
R5	Maximise recovery of overdue rates and charges and implement an updated Rate Recovery Policy with an emphasis on more timely follow up action on overdue rates from Reminder Notices through to Sale of land for Arrears of Rates.	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	Compare the rate arrears percentage as at 30 June 2018 to previous financial years.	Continually lowering rate arrears as a percentage of the rate levy with a target of < 5%.	Rates Supervisor	Rates Officers

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
R6	Ensure accurate and timely Emergency Management Levy and Rural Fire Brigade Charge returns and payments	3.1.5. Develop in partnership with the community plans and processes to mitigate the impacts of a disaster 3.5.1. Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events. 5.3.2. Ensure Council's financial position is effectively managed	Returns and payments submitted in accordance with State Government requirements.	Returns and payments duly submitted	Rates Supervisor	Rates Officers
R7	Ensure accurate and timely State Government Pensioner Subsidy claims submitted	5.3.2. Ensure Council's financial position is effectively managed 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Claims submitted after the annual rate calculation and by 30 June each year.	Claims duly submitted	Rates Supervisor	Rates Officers
R8	Ensure accurate and timely information provided for Budget rate estimates, Revenue Statement and Revenue Policy		Review and prepare rate estimates, Revenue Policy and Revenue Statement and provide to Financial Management Team for inclusion in budget	Information provided by May 2018	Rates Supervisor	Rates Officers
R9	Ensure accurate and timely information provided for Statistical returns eg. Annual Financial reports, Consolidated Data Collection return		Information provided prior to due date.	Oct-17	Rates Supervisor	Rates Officers



Expenditure Services Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
EXP1	Administer accounts payable and contract register	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
EXP2	Review of purchase procedure variances to management		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
EXP3	Maximise earnings on cash holdings		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
EXP4	Administer purchasing financial delegations and purchase cards		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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
EXP5	EOFY Preparation of Work Papers for Audit and Annual Report	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Accurately collate and provide workpapers for annual reporting and auditors	Workpapers finalised by August 2017	Expenditure Services Officers	Expenditure Services Staff
EXP6	Preparation of Approved Contractors Listing (tenders) applications for private hire and traffic control providers for the period 1 October 2017 to 30 September 2018		Collate and update private hire and traffic control information for database and continued maintenance of databases throughout year	29 September 2017 and accuracy of information.	Expenditure Services Officers	Manager Operations Manager Technical Services Safety and Quality Advisor Expenditure Services Staff



Administration and Records Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
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 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Accurate, complete and timely minutes published to website	Within 10 days of each statutory Council meeting	Administration and Records Coordinator	Minutes Clerks
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
AR3	Facilitate the development and training of the Administration Trainee	5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs	Completion of Certificate 3 in Business Administration within the set time frame	Annually by 31 December	Administration and Records Coordinator	Administration Trainee
AR4	Develop and implement Take 5 programs on LearnConnect to facilitate self-service training for all ECM users		Program to be developed, tested and ready for release to all ECM users	Target date for completion and release 28 February 2018	Administration and Records Coordinator	Records Staff Administration and Records Coordinator

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
AR5	Implement systematic ongoing ECM training for all staff for ECM CI 4.03 Ensure user guides and training documents on Records portal are current	5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs	Ensure all new staff receive one-on-one ECM training. Existing employees to undertake regular refresher training by completing Take 5's via the LearnConnect portal	95% of new staff using ECM are trained within two months of employment Regular training and support offered to 100% of existing staff. Annual ECM Take 5's to be completed by 95% of users. Target date 30 June 2018	Administration and Records Coordinator	Records Staff Administration and Records Coordinator
AR6	Develop and implement a Take 5 training course for recordkeeping awareness		Training program to be developed, tested and ready for release to all staff	Target date for completion and release 28 February 2018	Administration and Records Coordinator	Administration and Records Coordinator Records Staff
AR7	Implement a recordkeeping awareness and education program for all employees	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Ensure all new employees receive record keeping awareness and education at their induction. Ensure existing employees complete annual refresher training via Take 5's.	100% of new staff receive awareness training as part of their induction. Ensure existing employees complete annual refresher training via Take 5's. Target date 30 June 2018.	Administration and Records Coordinator	Records Staff Administration and Records Coordinator
AR8	Follow Queensland State Archives schedules for the retention and disposal of paper-based corporate records	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	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



Operations- Works

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Operations						
OPW 1	Completion of Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters	1.2.2. 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 Supervisors; Manager Technical Services; Design Office Manager;
OPW 2	Achieve a Compliment to Complaint Ratio of 5:1 for Operational Responsiveness and Departmental Conduct	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1. Demonstrate open and transparent leadership	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received	5:01	Works Overseer	Manager Operations; Works Supervisors;
OPW 3	Review maintenance service levels for sealed and unsealed roads, drainage systems, kerbing and channeling, footpaths and ancillary roadside furniture.	1.2.3. Plan to protect the integrity of key community assets and buildings	Review completed and adopted by Council	30-Jun-18	Manager Operation	Works Overseer; Works Supervisors; Works Administration Officer;

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
OPW 4	<i>Attend to maintenance matters raised in customer request system within required timeframe</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities	Percentage of requests completed within timeframe	90% completed	Works Overseer	Works Supervisor
OPW 5	<i>Implement Reseal Program as per budget.</i>	1.2.3. Plan to protect the integrity of key community assets and buildings	Assessment of Works Completed at EOFY including Dollar Value	100% at 30/06/2018	Works Overseer Manager Technical Services	Manager Operations; Works Supervisors; Design Office Manager;
OPW 6	<i>Undertake regular documented inspections of aerodromes and airstrips and carry out maintenance</i>	1.2.1. Implement the Asset Management Strategy 1.3.2. Cooperate with state and federal government to enhance the transport network	Ayr Aerodrome Sealed Runway – Weekly All other airstrips - Monthly	Compliance	Works Overseer	Works Supervisors;
OPW 7	<i>Undertake regular inspections of boat ramps and carry out maintenance as per Department of Transport and Main Roads requirements</i>	1.2.1. Implement the Asset Management Strategy 1.3.2. Cooperate with state and federal government to enhance the transport network	Quarterly documented inspections	Compliance	Works Overseer	Works Supervisors;



Water and Waste Water

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
WW1	Achieve compliance with adopted Burdekin Shire Council Customer Service Standards - Water/Wastewater	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	Manager Operations; Field Supervisor Water and Wastewater; Administration Officer Water Wastewater
WW2	Attend to maintenance matters raised in customer request system within required timeframe	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	Administration Officer Water Wastewater Field Supervisor Water and Wastewater;
WW3	Water Quality to be monitored and benchmarked against Australian Drinking Water Guidelines	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 Operations; Field Supervisor Water and Wastewater;
WW4	Drinking Water Quality Management Plan Audit	1.4.1. Enhance water security 1.4.2. Increase water supply network reliability 1.4.3. Improve water quality	Positive audit result and adoption and implementation of any recommendations that are made in the audit report.	31-Jan-18	Manager Water Waste Water	Manager Operations; Field Supervisor Water and Wastewater; Administration Officer Water Wastewater
WW5	Capital Works Program - Continuation of Sewage Pump Station Switchboard replacement program	1.4.5. Improve water and sewerage network reliability through planned infrastructure upgrades	Completion of submitted Works Program	30-Jun-18	Manager Water Wastewater	Manager Operations; Field Supervisor Water and Wastewater; Administration Officer Water Wastewater

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
WW6	Close out of WHS Rectification Action Plans for the WWW Department	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	60% reduction in number of Open RAP's recorded during Site Inspections within Departmental Control	30-Jun-18	Manager Water Waste Water	Manager Operations; Field Supervisor Water and Wastewater; Administration Officer Water Wastewater
WW7	Achieve a Compliment to Complaint Ratio of 1:1 for Operational Responsiveness and Departmental Conduct	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1. Demonstrate open and transparent leadership 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received	1:1	Manager Water Wastewater	Manager Operations; Field Supervisor Water and Wastewater; Administration Officer Water Wastewater



Purchasing and Stores

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PS1	Undertake the management of inventory at the Council Store.	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-18	Purchasing Officer Stores Officer	Purchasing Clerk Stores Clerk
PS2	Inventory Control of Personal Protective Equipment Issues	5.3.2. Ensure Council's financial position is effectively managed	5% reduction in value turnover of PPE issues	30-Jun-18	Purchasing Officer Stores Officer	Purchasing Clerk Stores Clerk



Parks and Gardens

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PG1	Undertake maintenance of Shire Parks and Gardens, Cemeteries and Public Conveniences and attend to maintenance matters raised in customer request systems by required timeframe	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	90% of requests completed within timeframe	30-Jun-18	Parks Coordinator	Parks Supervisor;
PG2	Achieve a Compliment to Complaint Ratio of 4:1 for Departmental Operational Responsiveness and Departmental Conduct	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3.1. Demonstrate open and transparent leadership 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	4:1 compliments to complaints ratio	Parks Coordinator	Parks Supervisor Manager Operations;
PG3	Close out of WHS Rectification Action Plans for rhte Parks and Gardens Department	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	80% reduction in number of Open RAP's recorded during Site Inspctions within Departmental Control	30-Jun-18	Parks Coordinator	Parks Supervisor, Manager Operations

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PG4	Erect picnic shelters at Lloyd Mann Park Home Hill and Spiller Street Park Brandon	1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities	Date of Achievement	31-Dec-17	Parks Coordinator	Parks Supervisor, Manager Operations
PG5	Erect shade structures at the Home Hill and Giru Skate Parks	1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities	Date of Achievement	31-Dec-17	Parks Coordinator, Works Overseer	Parks Supervisor; Manager Operations;



Technical Services

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TS1	Produce five year Works Implementation Program for years 2018-2023	1.1.1. Plan, build and maintain infrastructure that enhances 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 28 February 2018 with remaining three years by 31 May 2018	Manager Technical Services	Manager Operations Design Office Manager
TS2	Produce Annual Works Program and review monthly	1.1.1. Plan, build and maintain infrastructure that enhances community assets 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 2018	Design Office Manager	Manager Technical Services Manager Operations Departmental Overseers
TS3	Continue development of Transport Network Strategy	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	% completion of strategy	50% completed by 30 June 2018	Manager Technical Services	
TS4	Continue development of Stormwater Strategy		% completion of strategy	50% completed by 30 June 2018	Manager Technical Services	
TS5	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-17	Manager Technical Services	Design Office Manager Trade Waste Administration Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TS6	Submit annual water and sewerage data to State-wide Water Information System (SWIM)	5.3.3. Adhere to the governance framework and public reporting systems	Submission by due date	30-Oct-17	Manager Technical Services	Design Office Manager Trade Waste Administration Officer
TS7	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Claims for funding to meet target	100% complete by 30 June 2018	Manager Technical Services	Works Department
TS8	Complete Roads to Recovery Program in accordance with Australian Government requirements	1.3.2. Cooperate with state and federal	Meet regular reporting requirements and manage works program to ensure 100% expenditure by target date	30-Jun-18	Manager Technical Services	Works Department Asset Officer
Design Office						
TS9	Detail design/brief/project scope for 2017/18 Transport and Stormwater Drainage capital projects	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Delivery of plans or brief in advance of construction to enable efficient allocation of resources	100% complete by 31 December 2017	Design Office Manager	Technical Officers
TS10	Detail design/brief/project scope for 2018/19 Transport and Stormwater Drainage capital projects	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Delivery of plans or brief in advance of construction to enable efficient allocation of resources	80% complete by 30 June 2018	Design Office Manager	Technical Officers
TS11	Produce reseat program for 2017/18	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of program development	Program complete by 30 September 2017	Design Office Manager	Technical Officers
TS12	Produce reseat program for 2018/19	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of program development	Program complete by 30 June 2018	Design Office Manager	Technical Officers

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TS13	Respond to applications within Design Office responsibility (e.g. Infrastructure in road reserve)	5.1.1. Continue and enhance community engagement	Number of applications received	90% completed within relevant agreed targets	Design Office Manager	Technical Officers
TS14	Feedback provided to all customers for all requests	processes that enable greater community participation and feedback 5.1.3. Communicate Council intent and decisions to the community using effective messaging tools	Feedback to customers recorded	Feedback provided for 100% of customer requests and applications within target	Design Office Manager	Technical Officers
Asset-Management						
TS15	Review service levels for infrastructure assets	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Service levels approved by Council	31-Oct-17	Manager Technical Services	Asset Management Coordinator Asset Management Staff Manager Operations
TS16	Complete asset inspections in accordance with inspection program	1.2.1. Implement the Asset Management Strategy	Compliance with asset inspection program % of transport, sewerage and stormwater assets inspected	28-Feb-18	Manager Technical Services	Asset Management Coordinator Asset Management Staff
TS17	Review unit rates for internal valuations	1.2.1. Implement the Asset Management Strategy	Unit rate review completed by due date	31-Mar-18	Manager Technical Services	Asset Management Coordinator Asset Management Staff

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TS18	Co-ordinate desktop review of external valuations	1.2.1. Implement the Asset Management Strategy	Desktop review completed by due date	31-Mar-18	Manager Technical Services	Asset Management Coordinator Asset Management Staff
TS19	Valuation of non-current assets for 2017/18	1.2.1. Implement the Asset Management Strategy	Valuations completed by due date	15-May-18	Manager Technical Services	Asset Management Coordinator Asset Management Staff
TS20	Asset Management Plans reviewed in accordance with Asset Management Strategy	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure 1.2.1. Implement the Asset Management Strategy	Number of asset management plans reviewed	All infrastructure Asset Management Plans adopted by Council by 31 December 2017	Manager Technical Services	Asset Management Coordinator Asset Management Staff
Plant-Management						
TS21	Update 10 year Plant Replacement program	5.3.2. Ensure Council's financial position is effectively managed	Program developed and included in 10 year financial plan	30-Jun-17	Manager Technical Services	

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
TS22	Implement fleet replacement program as adopted for 2017/2018	5.3.2. Ensure Council's financial position is effectively managed 5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Number of items ordered	90% of replacements delivered by 30 June 2018	Manager Technical Services	
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 2 meetings	Manager Technical Services	
Recoverable Works						
TS25	Coordinate Burdekin Shire Rivers Improvement Trust annual works program	4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Coordinate design and supervision of construction of 2017/18 BSRIT projects	30-Jun-18	Design Office Manager	Manager Technical Services
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	Contract obligations fulfilled within budget	30-Jun-18	Manager Technical Services	Senior Works Administration Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
GIS						
TS27	Maintain currency of mapping layers	1.5.1. Support and improve Council's business performance through information and communication technologies	Application of DNRM cadastre database updates	30-Sep-16	Manager Technical Services	GIS Coordinator



Planning and Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PD2	<i>Provide for the needs of the community by delivering appropriate land use outcomes that are considered sustainable, achievable and cost effective</i>	2.4.3. 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 Planning Act 2017 Development Assessment Rules and other relevant legislative requirements.	Manager Planning and Development	All Planning and Development Staff

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Town-Planning						
PD3	<p>Ensure Council's statutory planning instruments accommodate the changing needs of the community</p> <p>Review planning scheme and monitor the effectiveness of the scheme including codes to ensure compliance with any changes to State planning legislation</p>	<p>2.4.4. Support development, diversification, sustainability and expansion of the economic base</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 legislative obligations</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 including due consideration of the Regional Plan.</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 2017. 100% of scheme codes to comply with new requirements.</p>	Manager Planning and Development	Planning Officer
PD4	<p>Encourage and promote pre-lodgement meetings with potential developers to facilitate economic growth opportunities for the Burdekin Shire</p>	<p>2.4.2. 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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PD5	Ensure all new developments are assessed in accordance with Council's adopted Infrastructure Charges Resolution to ensure any appropriate charges are imposed with regard to required trunk infrastructure including water mains, sewerage mains, stormwater, roads and open space	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Ensure Infrastructure Charges are imposed and collected in accordance with the adopted infrastructure charges resolution	100% of charges collected prior to commencement of any new use associated with a Development Permit	Manager Planning and Development	Planning Officers
Building						
PD6	Undertake a Building Certification service within the Burdekin Shire in accordance with statutory requirements	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	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
PD7	Ensure all new swimming pools comply with current pool fencing legislation	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 legislative obligations	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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PD8	Ensure all existing swimming pools comply with current pool fencing legislation	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 legislative obligations	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
PD9	Develop and implement appropriate facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities	1.2.2. 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	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 70% 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 Inspectors and Administration Staff.

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
PD10	<i>Develop and implement a Building Maintenance Program</i>	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	Building Maintenance Program once finalised, is to be amended every quarter to ensure consistency with Asset Management Strategy	100% of triggered buildings are to be assessed and included in Building Maintenance Program.	Manager Planning and Development	
PD11	<i>Contract Management</i>	1.2.3. Plan to protect the integrity of key community assets and buildings	Ensuring that all building maintenance contracts are maintained and renewed when due.	100% of all contracts are reviewed and renewed on or before expiration.	Manager Planning and Development	Facilities Management Coordinator, Building Maintenance Inspectors and Administration Staff.

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Plumbing						
PD12	<i>Undertake a Plumbing Inspection and compliance service, on-site effluent design service and backflow prevention device management 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 legislative obligations	Ensure all new plumbing installations that are not 'notifiable works' are carried out in accordance with the Plumbing and Drainage Act 2002. Backflow prevention devices testing program. Ensuring requests for on-site effluent design are carried out in an efficient manner within acceptable timeframes.	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



Governance and Local Laws

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
Governance Administration						
GLL1	Sale of Conlan Street residential subdivision, if market conditions appropriate	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Land tendered for sale	30-Jun-18	Manager Governance and Local Laws	
GLL2	Completion of energy efficiency initiatives for Council Administration, BMH and Jones Street Depot.		Completion of projects	31-Mar-18	Manager Governance and Local Laws	Facilities Management Coordinator
GLL3	Construct new electricity network to lots at Ayr Aerodrome to improve marketability		Finalise design, tender process and construction of new electricity network for Ayr Aerodrome	30-Jun-18	Manager Governance and Local Laws	
GLL4	Manage leases and use of the Aerodromes and Ayr Showgrounds	3.3.1. Encourage increased use of community spaces and facilities	Customer feedback. Transfer hiring arrangements for Ayr Showgrounds to Ayr Show Committee.	30-Jun-18	Manager Governance and Local Laws	Manager Community Development Governance and Property Officer Works Overseer
GLL5	Address compliance with Right to Information Act and Information Privacy Act	5.1.2. Be responsive and proactive in providing information in the public interest	Open provision of appropriate information. Number of applications processed	Ongoing	Manager Governance and Local Laws	Governance and Property Officer
GLL6	Facilitate and update local laws where necessary	5.3.3. Adhere to the governance framework and public reporting systems	Changes made to local laws to reflect changes to legislation or community need	On an as needs basis	Manager Governance and Local Laws	Governance and Property Officer Coordinator Environment and Health
GLL7	Investigation, review and procurement of insurance programme for Council operations and assets		Appropriate and timely insurance policies in place	30-Jun-17	Manager Governance and Local Laws	Governance and Property Officer
GLL8	Review of and issuing of lease documents to new and existing lessees		Relevant and up to date leases in place	On an as needs basis	Manager Governance and Local Laws	Governance and Property Officer

Environment and Health

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
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; 100% of complaints investigated within adopted time frame; 100% of premises inspected by 30 June 2018.	All licensed premises and permit premises are inspected by June 2018. Potable water testing schedule developed and implemented for all license and permit holders on non potable water supply by June 2018.	Coordinator Environment and Health Senior Environmental Health Officer	Environmental Health Project Officers Environmental Health Cadet
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	Finalise and adopt Environmental Health Disaster Management sub plan by 30 June 2018. Attend Disaster Management training course in Townsville	Coordinator Environment and Health Senior Environmental Health Officer	Environmental Health Project Officers Environmental Health Cadet
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	Review of Development Applications with respect to providing recommendations and development conditions are dealt with as per legislative requirements and in a timely manner. All Environmental Management Plans and inspections for external and internal projects are completed in requested time frame.	Recommendations submitted on time	Senior Environmental Health Officer	Environmental Health Project Officers Environmental Health Cadet

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
EH4	Supply of Food Newsletter to food premises to increase awareness of food hygiene requirements and licensing requirements. Conduct Food Safety and Hygiene training	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	Preparation of newsletters and conducting relevant training.	2 newsletters produced by June 2018.2 Food safety and hygiene training conducted by June 2018. Achieve 80% satisfaction rate in evaluation after the training.	Senior Environmental Health Officer	Environmental Health Project Officers
EH5	Provision of beach access points to allow access to the beach and minimise dune damage	4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Workable beach access points; community acceptance Minimisation of dune and vegetation damage	Upgrades to beach access points by 30 June 2018	Waste Management and Environment Officer	Environmental Health Project Officers
EH6	Participate and promote community events/displays on relevant weeks/days. Eg. Great Northern Clean Up Day, Food Safety Week, Waste and Recycling Week.	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Participate/organise 2 events by June 2018. Events run on time and within budget Community feedback	2 x events by 30 June 2018. 80% satisfaction rate in evaluation forms. 2 media releases covering the event, participation and achievements.	Senior Environmental Health Officer	Environmental Health Project Officers Environmental Health Cadet
EH7	Administration of licences such as for food businesses, accommodation and other prescribed activities	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Issue of food license renewals by end of April 2018. Accommodation and other prescribed activities by end of May 2018.	All renewals sent by 30/06/2018. Unpaid licenses/permit followed up by August 2017.	Senior Environmental Health Officer	Environmental Health Project Officers Environmental Health Cadet
EH8	Inspect and enforce the permits under local laws - Rental accommodation, Caravan Parks, Camping Grounds		Inspections conducted in a professional manner; effective consultation; follow up where required; 100% of complaints investigated within adopted time frame; 100% of premises inspected by 30 June 2018.	All licensed /permit holding premises are inspected by 30 June 2018.	Senior Environmental Health Officer	Environmental Health Project Officers

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
EH9	Water quality testing drinking water and public swimming pools	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Service request for drinking water testing performed within the specified timeframe. When in operation Council public swimming pools are tested for chemical and microbial parameters once a month.	All tests carried out as per required procedure and legislative compliance achieved.	Senior Environmental Health Officer	Environmental Health Project Officers



Animal Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
AM1	Participate and promote community events such as Pet Day Out and School Education Programmes to promote responsible animal ownership	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Clear information provided Pet Day Out event held. Provide information on responsible pet ownership via media agencies.	Pet Day Out event publicised and undertaken. 6 animal management topics provided to media.	Coordinator Environment and Health	Animal Compliance Officers
AM2	Enforce animal control legislation and local laws	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Requests responded to within adopted timeframes	80% of requests responded to within adopted time frames	Coordinator Environment and Health	Animal Compliance Officers



Natural Resources

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
NR1	<i>Undertake aquatic weed control in nine waterways in shire.</i>	4.1.3. Protect and enhance the natural environment	Ensure the riparian agreements are current and invoices sent out by June 2018. Minimum of 3 treatments/activities undertaken at systems under a Riparian Management Agreement. Weed harvester used where appropriate. Develop and implement the treatment data records on council website by June 2018.	Aquatic weed under control to be at low to medium scattered growth in nine waterways. Issue RMA invoices by February 2018. Treatment data on Council website by 30 June 2018.	Coordinator Environment and Health Senior Environmental Health Officer Senior Environmental Health Officer Senior Environmental Health Officer	Pest Management Officer
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 participating in projects.</i>	4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Initiation and participation in 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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
NR3	<i>Maintain Council's status as a Reef Guardian Council</i>	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Public awareness of Council's status as a Reef Guardian Council. Develop and implement Council Reef Guardian Action Plan 2017-18 by September 2017. Completion of Milestone Report on 2016-2017 action plan by October 2017. Participate in regional GRMPA meetings quarterly. Participate and support other Reef Guardian stakeholders in community like schools.	Action Plan developed by 30 September 2017. Milestone report to be completed by 30 October 2017. Participation in two workshops with relevant stake holders.	Senior Environmental Health Officer	Environmental Health Project Officers
NR4	<i>Monitor and review the Shire Biosecurity Plan. Implement the operational plan as specified in the Biosecurity Plan.</i>	4.1.3. Protect and enhance the natural environment	Conduct annual review meeting by November 2017. Implement and record results against the actions specified in the Biosecurity Plan.	Results recorded and presented to Council and stakeholders.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer
NR5	<i>Undertake property inspections and liaise with landholders to develop property biosecurity plans to reduce the impact of pest plants and animals in the Shire</i>	4.1.3. Protect and enhance the natural environment	Inspect and identify the pest on the property and help landholders to develop the biosecurity plan. Inspect the existing plans every 2 years to monitor the progress.	Inspect 50% of the total property Biosecurity Plans by June 2018.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
NR6	<i>Undertake animal and plant pest reduction activities</i>	4.1.3. Protect and enhance the natural environment	Conduct coordinated baiting programs with neighbouring shires for wild dogs. Conduct 1080 baits on request by landholders for pigs and dogs within requested timeframes. Yearly - two inspections of the nurseries and home nurseries within the shire. Weed control activities as described in Shire biosecurity plan. DMR funding expended for roadside weed treatment. Develop MOU between conservation volunteers and Council to help the landholders in using their services for control of pest animals.	Number of landholders participation and amount of bait used for the program. Amount of bait used, number of landholders requests. Nurseries and home nurseries inspected every 6 months. MOU developed by June 2018.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer
NR 7	Manage herbicide policy, wild dog and fox policy and wild dog subsidy policy.	4.1.3 Protect and enhance the natural environment	Update the herbicide policy to ensure sustainable use and distribution of chemicals. Develop wild dog subsidy policy by September 2017.	Keep records and ensure sustainable use through tools eg photos	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer
NR8	Surveillance and monitoring for new threatened pests as identified in Biosecurity Plan and legislation in the shire.	4.1.3 Protect and enhance the natural environment	Monitor and conduct yearly surveillance of waterways. Develop emergency response procedures for possible threats. Eg Sagittaria	Surveillance conducted and recorded. Procedure developed by November 2017.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
NR9	Pilot trial bioherbicide for defined plants in Biosecurity Plan in association with research institutes, State government and other stake holders.	4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Meeting the criteria specified by the provider of the bioherbicide.	One new pilot study performed.	Senior Environmental Health Officer	Pest Management Officer



Vector Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
VM1	<i>Undertake a monitoring and larvicidal program to manage mosquito numbers as per Shire Mosquito Management plan</i>	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Mosquito Management Program developed and adopted by Council by 30 September 2017. Treatment of known breeding sites.	Adoption of Mosquito Management Plan by 30 September 2017. 80% of sites treated	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officers



Caravan Parks

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
CP1	<i>Oversee the management leases for Home Hill Caravan Park and the Burdekin Cascades Caravan Park</i>	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	
CP2	<i>Promote the caravan parks in local, state and national outlets and publications</i>	2.2.3. Support the development and expansion of existing business	Considered promotion undertaken of both caravan parks.	4 promotional activities including advertising undertaken.	Coordinator Environment and Health	
CP3	<i>Complete renovation project for Home Hill Caravan Park - new amenities block, new fencing.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Completion of the works within time and budget	Works completed by 30 September 2017.	Coordinator Environment and Health	Facilities Management Coordinator



Swimming Pools

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
SP1	<i>Millaroo - Finalise scope of works for landscaping improvements at Millaroo Swimming Pool, progress funding options and undertake work.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Develop and implement landscape plan. Funding from external sources for work or labour provided.	Landscape plan completed. External funding sources identified. Work completed by 31 December 2017.	Coordinator Environment and Health	Building Maintenance
SP2	<i>Oversee the management leases of the Ayr and Home Hill Pools</i>	5.3.3. Adhere to the governance framework and public reporting systems	Well maintained and operated facilities; customer satisfaction	Number of compliments; work undertaken in accordance with the contract specifications	Coordinator Environment and Health	Building Maintenance
SP3	<i>Monitor and maintain Ayr, Clare, Home Hill and Millaroo Pools</i>	3.3.1. Encourage increased use of community spaces and facilities	Annual site inspections undertaken and required work completed.	Site inspection undertaken by August 2017. Maintenance items actioned.	Coordinator Environment and Health	Building Maintenance
SP4	<i>Provide support to Giru Pool</i>	3.3.1. Encourage increased use of community spaces and facilities	Support and liaison with local management committees	As required.	Manager Governance and Local Laws	



Waste Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
WM1	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-Jun-18	Coordinator Waste Services	Manager Operations
WM2	Review the North Queensland Waste Recycling and Reduction Program (NQWRRP) and implement recommendations	4.1.5. Continually improve waste management practices	Completed review and adoption by Council of NQWRRP	30-Jun-18	Coordinator Waste Services	Environmental Health Project Officers
WM3	Implement new Waste Management Services Contract including Collection Service Specification to ensure new Contractor meets performance standards	4.1.5. Continually improve waste management practices	Performance measured monthly against minimum standards listed in the Collection Service Specification	Achieve minimum standards.	Coordinator Waste Services	Environmental Health Project Officers
WM4	Undertake management of kerbside collection including customer service requests	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

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
WM5	<i>Investigate complaints under Waste Reduction and Recycling Act 2011 (e.g. Illegal Dumping)</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 4.1.5. Continually improve waste management practices	Resolving the CRMs within agreed timeframes	80% of CRMs within agreed timeframes	Coordinator Waste Services	Environmental Health Project Officers
WM6	<i>Supervise waste management sites</i>	4.1.5. Continually improve waste management practices	Efficient and effective waste management facilities for public Ensure compliance with environmental authority	Number of complaints received regarding waste management facility operations (Council Processes and Operator Performance) Compliance from audits conducted by EHP	Coordinator Waste Services	Environmental Health Project Officers
WM7	<i>Engage Consultants to develop a Rehabilitation and Aftercare Management Plan for the Cromarty landfill Site; and implement same where budgeted</i>	4.1.6. Promote the adoption of environmental best practice by Council, residents and business 4.1.5. Continually improve waste management practices	Develop rehabilitation and aftercare management plans to satisfy the requirements of the environmental authority Implement rehabilitation and aftercare management plans	30-Jun-18	Coordinator Waste Services	Environmental Health Project Officers
WM8	<i>Develop and implement a groundwater monitoring program for Council Legacy Landfill Sites</i>	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Develop GW monitoring Program Implement GW program	30 June 2018. Collect biannual GW data for Council Legacy Landfill Sites	Coordinator Waste Services	Environmental Health Project Officers

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2017-2018 Target	Responsible Officer	Participating Officers
WM9	Engage Consultants to develop Site Development Plans for all Waste Facilities (Kirknie Landfill, Home Hill Transfer Station, Ayr Transfer Station and Giru Transfer Station)	4.1.5. Continually improve waste management practices	Develop Site Development Plans to satisfy the requirements of the environmental authority	30-Jun-18	Coordinator Waste Services	Environmental Health Project Officers
WM10	Engage Consultants to develop Environmental Monitoring Plans for all Waste Facilities (Kirknie Landfill, Home Hill Transfer Station, Ayr Transfer Station and Giru Transfer Station); and implement same where budgeted	4.1.5. Continually improve waste management practices	Develop Environmental Monitoring Plans to satisfy the requirements of the Environmental Authority Implement Environmental Monitoring Plans	30-Jun-18	Coordinator Waste Services	Environmental Health Project Officers
WM11	Update Environmental Authority to align with Model Operating Conditions and reflect current activities	4.1.5. Continually improve waste management practices	Update Environmental Authority Remove ERA for Regulated Waste Storage Add ERA for Waste Transfer Station Operation Remove ERA 43 Animal Housing	30-Jun-18	Coordinator Waste Services	Environmental Health Project Officers
WM12	Engage consultants to develop a Site Based Management Plan to manage works at Luxton Street landfill site to meet future use requirements	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Develop a Site Based Management Plan	30-Jun-18	Coordinator Waste Services	Environmental Health Project Officers
WM13	Ayr and Home Hill Transfer Stations - completion of asphalt seal (W4Q Project)	1.1.1 Plan, build and maintain infrastructure that enhances community assets.	Completion of works	30-Sep-17	Coordinator Waste Services	Works Overseer
WM14	Ayr and Home Hill Transfer Stations - reconstruction of greenwaste pads (W4Q Project)	1.1.1 Plan, build and maintain infrastructure that enhances community assets.	Completion of works	30-Jun-18	Coordinator Waste Services	Works Overseer

5.6 Request to Lease Lot 14 - Ayr Aerodrome

Document Information

Referring Letter No: 1395613

File No: 173

Name of Applicant: Paul Walsh

Location: Ayr Aerodrome

Author and Title: Vicki Walker - Governance and Property Officer

Executive Summary

A request has been received from Mr. Paul Walsh for approval to lease Lot 14 at the Ayr Aerodrome.

Recommendation

That Council agree to enter into a standard aerodrome lease with Mr. Paul Walsh for a term of 5 years, with a 5 year option, over Lot 14 at the Ayr Aerodrome described as Lease M in Lot 106 on RP898777 subject to the usual terms and conditions.

Background Information

Mr Paul Walsh has written to Council requesting approval to lease Lot 14 at the Ayr Aerodrome.

Mr. Walsh will be a private operator at the aerodrome and the applicable fees in accordance with Council's annual fees and charges schedule will apply.

Standard aerodrome leases are issued for a term of 5 years with a 5 year option.

Link to Corporate/Operational Plan

5.3.3 Adhere to the governance framework and public reporting systems.

Consultation

N/A

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Staff resources to prepare lease documentation.

All other costs associated with lease preparation are reimbursed by lessee.

Report prepared by:

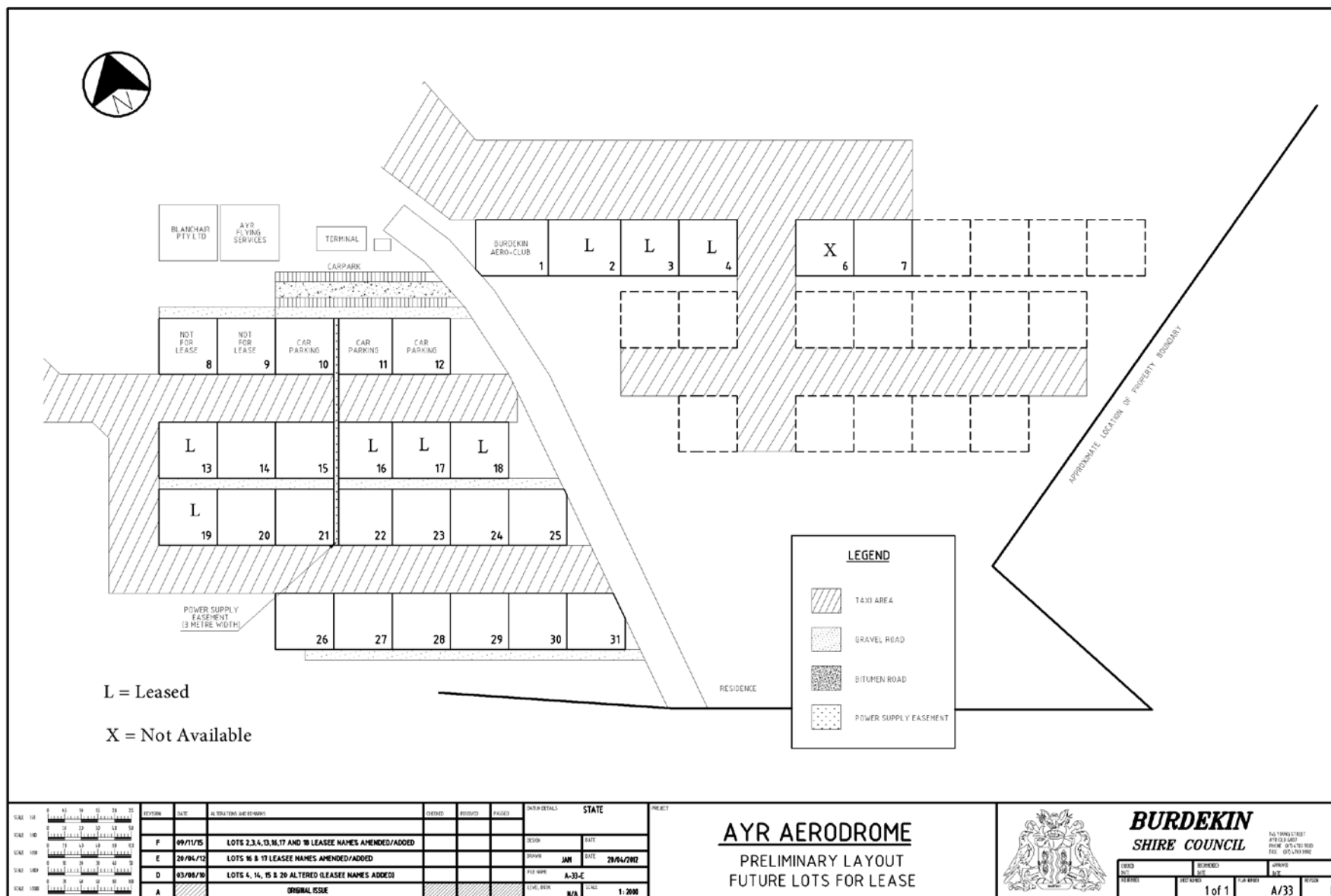
Vicki Walker - Governance and Property Officer

Report authorised by:

Dan Mulcahy - Manager Governance and Local Laws

Attachments

1. Ayr Aerodrome Layout Plan



6 CLIENT SERVICES

7 FINANCIAL & ADMINISTRATIVE SERVICES

7.1 Adoption of Non-Current Asset Accounting Policy

Document Information

Referring Letter No: N/A

File No: 1192

Name of Applicant: N/A

Location: N/A

Author and Title: Helen Swinney - Financial Accountant

Executive Summary

Under the Local Government Act 2009 (the “Act”) and Local Government Regulation 2012 (the “Regulation”), Council is required to prepare its general purpose financial statements in compliance with Australian Accounting Standards and to value its non-current physical assets using the prescribed accounting standards for Council’s asset register. These requirements are covered in this policy.

A Non-Current Asset Accounting Policy is attached for consideration and adoption.

Recommendation

That Council adopts the Non-Current Asset Accounting Policy.

Background Information

Council manages approximately \$482 million in non-current assets which is a significant investment of Council’s resources. How Council manages and financially accounts for these assets is important for Council’s future sustainability.

The Non-Current Asset Accounting Policy’s objective is to provide a framework for the capture, recognition and control of Council’s non-current assets based on legislative requirements and Australian Accounting Standards. The following is an extract of the required legislation.

Chapter 5 Financial planning and accountability

Part 10 Asset accounting

Section 206 Valuation of non-current physical assets

-
- (1) The value of a local government's non-current physical assets must be worked out using the prescribed accounting standards.
 - (2) The local government must, by resolution, set an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.
 - (3) The amount must be included in a note in the local government's general purpose financial statement.
 - (4) For subsection 2, the following assets that are controlled by the local government do not have a value for a local government's general purpose financial statement-
 - (a) Land that is a reserve under the Land Act;
 - (b) A road that is not owned by the local government.

The Non-Current Asset Accounting Policy commencing 1 July 2016 is based on this legislation.

The previous Non-Current Asset Accounting Policy was adopted by Council on 28 June 2016. This policy has been updated for minor changes to wording.

Link to Corporate/Operational Plan

Organisational Sustainability 5.3.4 Undertake regulatory responsibilities in accordance with state regulations.

Consultation

This policy was reviewed by the Internal Audit Committee in June 2017.

Legal Authority or Implications

A local government Non-Current Asset Accounting Policy must comply with the Local Government Regulation 2012 and the Local Government Act 2009 and the Australian Accounting Standards. It is prudent that a local government prepare and/or review this policy each financial year for adoption by resolution.

Policy Implications

New policy based on previous policy with amendments to reflect current legislation and prescribed accounting standards and practice.

Financial and Resource Implications

Nil

Report prepared by:

Helen Swinney – Financial Accountant

Report authorised by:

Kim Olsen – Manager Financial and Administrative Services

Attachments

1. Non-Current Asset Accounting Policy

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

1. Purpose

The purpose of this policy is to regulate and guide the identification and recording of assets of the Burdekin Shire Council to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and *Australian Accounting Standards and Interpretations*.

2. Scope

This policy applies to all asset accounting related activities for property, plant and equipment, and intangible assets. Please refer to the following asset classification section for specific details of the asset classes and examples of assets in each class.

This policy does not apply to property, plant and equipment that are held for sale which will be recorded in accordance with Accounting Standard AASB 5 *Non-Current Assets held for Sale and Discontinued Operations*, and disposed in accordance with the *Local Government Act 2009*, and other relevant Council policies and procedures.

3. Definitions

Asset is a resource controlled by the Council as a result of past events and from which future economic benefits are expected to flow to the Council. The asset can be tangible, i.e. have a physical substance (e.g. land, buildings) or intangible, i.e. no physical substance (e.g. computer software).

Asset Class is a grouping of assets of a similar nature and use, e.g. land, buildings, machinery.

Asset Custodian is a Council officer who has the day-to-day management of a Council asset.

Cost is the amount of cash or cash equivalents paid, or the fair value of the other consideration given, to acquire an asset at the time of its acquisition or construction, e.g. contributed physical asset.

Cost Approach is a valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost).

Council Control means Council has control of an asset if Council has the power to obtain the future economic benefits flowing from the resource and to restrict the access of others to those benefits.

Depreciable Amount is the cost of an asset, or other amount substituted for cost, less its residual value.

Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life.

Economic Benefit is the potential to contribute, directly or indirectly, to the flow of cash or cash equivalents to the Council. It includes social, environmental and financial benefits to Council.

Expenditure Definitions

Operating expenditure is recurrent expenditure that is continuously required, e.g. electricity, staff, overheads, fuel.

Maintenance expenditure is recurrent asset expenditure that is periodically or regularly required as part of the anticipated schedule of works needed to ensure the asset achieves its useful life. It can include, minor parts, painting, servicing, repairs, etc.

Capital expenditure is major expenditure that has benefits beyond 12 months. It includes renewal/replacement, upgrade and new assets.

Capital renewal/replacement is periodical expenditure on existing assets that returns the service potential or the life of the asset up to that which it had originally.

Capital upgrade is expenditure that enhances an existing asset to provide a higher level of service or increase the life of the asset beyond its original life, e.g. widening of road, building extension.

Fair Value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

First Principles - current purchase prices are obtained for components of the asset together with the costs to install, which may include plant, labour and sundry material costs.

Highest and Best Use means the use of a non-financial asset by market participants that would maximise the value of the asset or the group of assets within which the asset would be used.

Impairment - an asset is impaired when its recoverable amount is less than its carrying amount.

Infrastructure Assets - typically these assets are large interconnected networks or composite assets that meet the needs of the community, e.g. roads, water, sewerage. Generally, these assets have long lives and often have no market value.

Income Approach is a valuation technique that converts future amounts (e.g. cash flows or income and expenses) to a single current (i.e. discounted) amount. The fair value measurement is determined on the basis of the value indicated by current market expectations about those future amounts.

Inputs - The assumptions that market participants would use when pricing the asset, including assumptions about risk, such as the following:

The risk inherent in a particular valuation technique used to measure fair value; and
the risk inherent in the inputs to the valuation techniques.

Inputs may be observable or unobservable.

Level 1 inputs - Quoted prices (unadjusted) in active markets for identical assets that the entity can access at the measurement date.

Level 2 inputs - Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.

Level 3 inputs - Unobservable inputs for the asset.

Market Approach is a valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (i.e. similar) assets or group of assets, such as a business.

Material - Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

Minor assets are items that would meet most of the asset recognition tests but have been acquired for cost less than \$1 (land) or \$5,000 (all other assets). These assets are treated as an expense as they are under the capitalisation threshold.

Nominal Cost means an asset provided to Council at no cost or a very small amount.

Non-Current Asset is an asset that provides an economic benefit for a period greater than one year.

Observable inputs are inputs that are developed using market data, such as publicly available information about actual events or transactions, and that reflect the assumptions that market participants would use when pricing the asset.

Recoverable Amount is the higher of an asset's net selling price and its value in use.

Remaining Useful Life is the remaining operational life of an asset, irrespective of the period an asset has been in use and its initial estimate of useful life.

Residual Value is the estimated amount that the Council would currently obtain from the disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Unobservable inputs are inputs for which market data is not available and that are developed using the best information available about the assumptions that market participants would use when pricing the asset.

Useful Life is the period over which an asset is expected to be available for use by Council.

4. Objectives

The objectives of this policy are to:

- a) Ensure compliance with prescribed legislation and Australian Accounting Standards.
- b) Outline the accounting principles to be followed by Council employees when identifying, recognising, recording and valuing Burdekin Shire Council's property, plant and equipment.

5. Policy Statement

5.1 Asset Classifications

A class of property, plant and equipment is a grouping of assets of a similar nature and use.

The classes of property, plant and equipment assets relevant to the Burdekin Shire Council are:

Asset Class	Examples of Assets Forming the Asset Class
Land and Improvements	Land, land under roads restoration and landfill improvements.
Buildings	Corporate and cultural buildings, residential houses, swimming pools, sheds, public conveniences, caravan park cabins, demountables
Transport (Road & Bridges)	Road structures, box culverts, pipes, kerb and channel, footpaths, speed bumps, car parks, nodes, roundabouts, bridges and major culverts
Drainage	Box culvert, RC pipe, kerb & channel, manholes, stormwater pits, lined channels and special drainage projects
Water	Reticulation pipes, bore sites, water towers, buildings, treatment plants, storage facilities
Sewerage	Treatment plants, pump stations, rising mains, reticulation mains, manholes
Plant and Equipment	Office equipment, computer hardware equipment, common use/general purpose library books, motor vehicles (sedans and utilities), trucks, heavy equipment, trailers, mowers, boats & motors, etc.
Other Assets	Fibre optic, car parks (off road), internal roads, landscaping, fencing, structures (BBQ shelters, rotundas, gazebo, bus shelters), playground equipment, basketball half courts, shade covers, in-ground irrigation systems, park furniture, solar powered lights, boat ramps and pontoons, aerodrome runways, signage, heritage tractor, etc.
Leasehold Improvements	Improvements to assets leased by Council
Intangible Assets	Software
Work in Progress	Property, plant and equipment, and intangible assets under construction or in progress, which are not yet in a location and condition necessary for it to be capable of operating in the manner intended by management

5.2 Asset Recognition

The following criteria must be met for an item to be recognised as an asset in the Council's financial asset register:

- It is probable that future economic benefits associated with the item will flow to Council;
- The cost or fair value of the item can be measured reliably;
- Council has control over the asset;
- The cost or fair value exceeds Council's asset recognition threshold; and
- Expected to be used for more than one financial year.

An item of property, plant and equipment that qualifies for recognition as an asset shall initially be measured at cost.

5.3 Asset Recognition Thresholds

Council is required under the Local Government Regulation 2012 s 206 (2) by resolution to set an amount for each different type of physical asset below which the value of the asset must be treated as an expense.

If the expenditure for the item is equal to or above the threshold it may be capitalised as an asset if it meets all the recognition criteria. Capitalisation is the process of recognising an asset in Council's financial statements as a non-current asset.

The threshold to recognise costs as an asset are as follows:

Asset Type	Threshold (GST exclusive)
Land	\$1
Land Improvements	\$5,000
Buildings	\$5,000
Infrastructure (Roads and Bridges, Water, Sewerage)	\$5,000
Plant and Equipment	\$5,000
Office Equipment, Furniture & Fittings	\$5,000
All other assets (including intangible assets)	\$5,000

The above thresholds must be disclosed by way of note in the Council's general purpose financial statements.

Buildings, Other Assets and Infrastructure asset classes – If the total capital expenditure per project exceeds the asset class capitalisation threshold, as stated in the recognition threshold table above, the project is capitalised irrespective of whether or not the individual asset components exceed the capitalisation threshold.

Minor land parcels which have no market realisable value and possess limited or negligible service potential, for example, access restrictions, pump stations, are recorded in Council's financial asset register at a nominal value.

Land that is a reserve under the Land Act and a road that is not owned by the Council do not have a value for the purposes of the Council's general purpose financial statements.

5.3.1 Land under Roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset. Freehold land under roads which is controlled by Council and acquired prior to 1 July 2008 is recognised at fair value. Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the State pursuant to the relevant legislation. Therefore this land is not recognised as Council's asset.

Land under roads acquired on or after 1 July 2008 must be recognised in accordance with *AASB116 Property Plant and Equipment*.

5.4 Contributed Assets

All Council assets that qualify for recognition are to be measured initially at cost. Where Council acquires an asset at nil cost or nominal value the asset is called a contributed asset. This can occur by way of contracts with developers, State Government arrangements or bequests to Council.

If the contributed asset is land, Council takes ownership when the title passes to Council.

If the contributed asset is infrastructure, Council takes ownership when a practical completion inspection has been undertaken and the asset becomes "on Council maintenance".

The cost of a contributed asset is the fair value at the date of acquisition as assessed by a suitably qualified person. This is not considered a revaluation of the asset at that time.

5.5 Not Previously Recognised Assets

Where material assets are identified from prior accounting periods that have not been recognised in the financial statements they should be treated as a correction of an error under *AASB108 Accounting Policies, Changes in Accounting Estimates and Errors*. Prior period comparative information will need to be adjusted to reflect the not previously recognised assets when they are material.

5.6 Networked Assets

A network is a grouping of multiple assets that are individually below the capitalisation threshold. These assets perform a whole service and require recognition in the financial statements due to their collective value, e.g. library books, CBD bins, BBQ shelters.

5.7 Asset Expenditure

It is imperative that costs are classified correctly as either:

- a) An expense, which is accounted for in the Comprehensive Income Statement and affects the Council's operating result, OR
- b) Capital, which is included in the cost of an asset. Capital costs are accounted for in the Statement of Financial Position of the Council and depreciated where applicable. They can be for a new, upgrade/renewal or replacement asset.

Costs may be initial or subsequently incurred after initial purchase.

Initial capital costs include those to purchase or construct an asset and getting it ready for use.

Examples include:

- Purchasing price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended, e.g. employee expenses directly from construction or acquisition; costs of site preparation; initial delivery and handling costs; costs of testing whether asset is functioning properly; professional fees; design costs
- Initial estimate of costs to dismantle and remove the item and restore site location where the obligation is recognised and measured under *AASB137 Provisions, Contingent Liabilities and Contingent Assets*, e.g. Landfill restoration.

Once the asset is in the location and condition necessary for it to be capable of being operated in the manner intended, the capitalising of costs cease.

The following initial costs are expensed and are not capitalised:

- General administration and other indirect overhead costs
- Training costs

5.7.1 Expenditure after Initial Purchase

Where costs are incurred subsequent to the initial purchase of the asset, they can only be capitalised when it improves the condition of the asset beyond its originally assessed standard of performance or capacity. This can occur through:

- Extending the annual service potential provided by the asset, or
- Extending the useful life of the asset

Repairs and maintenance are to be expensed as incurred e.g. repairs for damage or wear or tear that would have prevented the asset reaching its original estimated useful life, such as day to day servicing.

5.7.2 Spare Parts

Minor items of spare parts are charged to the item of plant and expensed to the Comprehensive Income Statement.

Major spare parts and stand-by equipment are recognised as plant and equipment when:

- The expenditure exceeds the asset recognition threshold, and
- The benefits from the item will be for more than one financial year.

5.8 Asset Disposal

An asset is to be derecognised in the financial asset register when it is sold, traded, scrapped, lost, stolen, destroyed, decommissioned, or abandoned.

If the asset is to be sold, the provisions of *AASB5 Non-Current Assets Held for Sale and Discontinued Operations* may apply.

When an asset is destroyed, scrapped, lost, or stolen, it is written-off and a loss is recorded in the Comprehensive Income Statement.

5.9 Assets withdrawn permanently from use and demolition/removal

Where an asset is permanently retired from use, the fair value of the asset must be reviewed. If the asset class to which the asset belongs is not being revalued then the provisions of *AASB136 Impairment of Assets* may apply.

Where an asset is demolished and a new asset is constructed in its place, the carrying amount of the old asset is derecognised in accordance with *AASB116 Property Plant & Equipment*. The cost of demolition or removal of the old asset can be capitalised as site preparation costs of the new asset only if there is:

- No provision for restoration of the old asset, and
- Prior to demolition a formal Council commitment to demolish and build on the site of the old asset, e.g. Council meeting minute.

If an asset is demolished or removed and there is no formal commitment to rebuild on the site prior to demolition or removal, the costs are to be expensed.

If the asset is valued at fair value and the costs of demolition or removal have been capitalised as site preparation costs, consideration should be given to impairment tests to ensure the asset value is not overstated.

5.10 Register of Non-Current Assets

A list of all of the Council's non-current assets, other than those items which are under the asset threshold and treated as an expense, must be recorded in a register which is to be kept by the Council.

The asset register is to record as a minimum:

- a) opening and closing balances; and
- b) capital expenditures; and
- c) depreciation charges; and
- d) revaluation increments and decrements; and
- e) disposals/write offs; and
- f) not previously recognised and contributed assets; and
- g) internal transfers; and
- h) impairment losses; and
- i) all relevant dates of the above.

5.11 Complex Assets

A complex asset is one where it can be apportioned to significant components.

Complex assets include buildings (e.g. major community and corporate building), road networks, and water and sewerage distribution networks.

The significant components of a complex asset are identified and depreciated separately. This provides more reliable and relevant information for users of the financial statements and asset management.

A significant component is one that meets the following criteria:

- a) Can be separately identifiable and measurable and is able to be separated from the complex asset; and

- b) Requires replacement at regular intervals during the life of the complex asset that is different to other components; and
- c) Has a significant value in relation to the total cost of the complex asset; and
- d) Has a different estimated useful life from the complex asset so that failure to depreciate it separately would result in a material difference in the annual depreciation expense for that asset.

Examples of complex assets and their potential significant components are:

- Roads – subgrade, pavement, seal, kerb and channelling, footpaths, roundabouts
- Buildings – substructure, superstructure, roof structure, roof sheeting, finishes (fit-out), fittings, services and external services

On replacement of a component of a complex asset the existing written down value of the original component should be derecognised.

5.12 Depreciation

Where non-current assets have a limited useful life they must be depreciated in accordance with *AASB116 Property, Plant and Equipment*.

Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life.

Depreciation begins when an asset is available for use and ceases at the earlier of:

- The date the asset is classified as held for sale, and
- The date that the asset is derecognised.

The depreciable amount is the cost of an asset, or other amount substituted for cost, less its residual value.

Useful life is the period over which an asset is expected to be available for use by an entity.

Each part of an item of property, plant & equipment with a cost significant to the total cost shall be depreciated separately (complex assets).

The depreciation charge for each period is classified as an expense in the Statement of Comprehensive Income. Depreciation forms part of the cost of operations and contributes directly to Council's net operating result.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvement to the Council or the unexpired period of the lease, whichever is the shorter.

The depreciation method used shall reflect the pattern in which the asset's future economic benefits are expected to be consumed by the entity. The straight-line method of depreciation is adopted by Council to reflect patterns of consumption for all non-current assets other than Land and Heritage Assets which are not subject to depreciation.

Work in progress cannot be depreciated as the assets are not available for use.

5.12.1 Re-Life Fully Depreciated Assets

Where an asset is valued at cost and it has been fully depreciated but is still in use, a re-life of the asset is not possible.

Where an asset is valued at fair value the revaluation process should ensure that an asset still in use has some useful life. Where however the fair value has been written down to zero and the assets are still in use they can be re-lived and revalued if they are material.

5.13 Asset Reviews

Asset depreciation rate, remaining useful life, impairment and residual value are to be reviewed at least on an annual basis by Asset custodians and management to ascertain if any amendments are required.

5.14 Valuation of Assets

An item of property, plant and equipment that qualifies for recognition as an asset shall initially be measured at cost.

Subsequent to initial recognition, Council can determine to use the Cost Basis or Fair Value Basis for the valuation of non-current assets. Council adopts to apply:

- At Cost for plant and equipment, leasehold improvements and intangibles
- Land and improvements, buildings, transport (roads and bridges), water, sewerage, drainage and other assets are measured on the revaluation basis, at fair value, in accordance with *AASB 116 Property Plant & Equipment* and *AASB 13 Fair Value Measurement*.

5.14.1 Valuation Method by Asset Class

Fair Value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

To calculate a fair value pursuant to AASB13, information must be obtained, and/or assumptions made, about a range of factors, including but not limited to:

- the characteristics e.g. The condition and location of the asset;
- which market a sale of that asset would take place in;
- who would buy the asset and what they would take into account;
- what is the highest and best use for the asset; and
- which costs are to be taken into account.

Council shall use a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

The valuation technique is used to estimate the price at which an orderly transaction to sell the asset would take place between market participants at the measurement date under current market conditions. The three commonly used valuation techniques are

- market approach, or
- income approach, or
- cost approach.

The fair value measurement assumes that the transactions are taking place in either the principal market or, in the absence of a principal market, the most advantageous market for the asset.

AASB 13 states that an entity's current use of an asset is presumed to be the highest and best use, unless market or other factors suggest that a different use would maximise the value of the asset.

Regardless of which valuation technique is used, the data inputs used for the calculation must be categorised into one of the three levels of the fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

Valuation inputs that are observable are more reliable than inputs that are unobservable, as often unobservable inputs are derived by an entity rather than reflecting market evidence. Unobservable inputs used must reflect the assumptions market participants would use when pricing the asset.

When there is observable data for similar assets available, that data is likely to represent the best indicator of the asset's fair value. For example some land and general non-specialised buildings may be valued using the market approach.

The majority of Council's assets are rarely traded and reliable comparisons with similar assets do not exist, therefore the cost approach will be the most appropriate method. Current Replacement cost (CRC) is the most common valuation technique under the cost approach.

The valuation method for each Asset Class subsequent to initial recognition is:

Asset Class	Valuation Method
Land and Improvements	Fair Value - Market approach or cost approach where no market is readily available
Buildings	Fair Value - Market approach or cost approach where no market is readily available or if the building is of a specialised nature
Leasehold Improvement	At cost
Plant and Equipment	At cost
Other Assets	Fair Value - Cost Approach
Roads and Bridges	Fair Value - Cost Approach
Drainage	Fair Value - Cost Approach
Water	Fair Value - Cost Approach
Sewerage	Fair Value - Cost Approach
Intangible	At cost

5.14.2 Transfers between levels

From year to year, the Council must review the fair value levels assigned to its assets in light of changes in asset characteristics, changes in market conditions, changes in the nature/quality and significance of data inputs used in determining fair value. Any resulting transfers (in or out) between levels of the fair value hierarchy shall be recognised at the end of the reporting period and disclosed if material.

5.15 Revaluation of Assets

For all assets other than those valued at cost:

At least once during each financial year non-current assets valuations should be reviewed to ascertain if there has been a material movement in fair value since the last financial year.

If there has been a material movement of fair value of the class of asset since the last financial year a revaluation is to be undertaken. This can be achieved by either engaging an independent, professionally qualified valuer or Council staff to determine the fair value of the assets. For buildings, land, bridges, other assets and specific water and sewerage assets this process involves the valuer physically sighting all assets specifically listed and making their own assessments of the condition of the assets at the date of inspection and determining the fair value. It may be appropriate in particular circumstances to have a combination of internal and external expertise. A combination of unit rates and condition assessments are used to value the remaining assets. Unit rates used are either derived rates, actual construction rates or calculated using first principles. Condition is assessed by physically sighting a sample of assets or by using aged based analysis. Process guidelines, maintenance history and regular inspection reports are also considered.

If there has been no material movement of fair value, indices/desktop updates as supplied by a qualified valuer/internal qualified staff may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the index used is robust, valid and appropriate to the asset class.

When reviewing the applicable indices Council staff may take into consideration not applying the index if it is less than a 5 percent variance (greater or lower) than the prior year. However, should Council decide not to apply an index in a financial year, when reviewing the fair value movements in the following financial year, the index will be calculated on a cumulative basis.

A full revaluation of all applicable asset classes should be undertaken at least once every three to five years. However, when an asset class has significant and volatile changes in fair value a revaluation should be undertaken annually.

If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued. A class of assets may be revalued on a rolling basis provided the revaluation of the assets is completed within a short period and revaluations are kept up to date.

Complex asset components are measured on the same basis as the assets to which they relate, e.g. Building asset class is valued at fair value therefore each building component is valued at fair value.

5.15.1 Revaluation and accumulated depreciation

When an item of property plant and equipment is revalued, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of the remaining useful life.

5.15.2 Revaluation increments and decrements

If the fair value of the asset class increased as a result of the revaluation, the net increment must be credited to the asset revaluation surplus for that asset class. However, when the net revaluation increase reverses a previous decrement that was recognised in the profit and loss as an expense for that asset class, the net revaluation increase must be recognised in the profit and loss as income to the extent of the previous decrement.

Net revaluation decrements for each asset class must be recognised in the profit and loss, except to the extent it reverses a previous increment for that asset class which was recognised in the asset revaluation surplus and there is a positive balance in the asset revaluation surplus to absorb the new decrement.

Increments and decrements for individual asset revaluations are offset within the relevant asset class revaluation surplus

5.15.3 Asset revaluation surplus – disposal of assets

When an asset is disposed of, the amount reported in the asset revaluation surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

5.16 Asset Impairment

All non-current assets including intangible assets are to be reviewed on an annual basis for indicators of impairment by asset custodians and management.

Where the fair value of the asset exceeds the recoverable amount it is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Where assets have been revalued at fair value there should not be any impairment loss as the recoverable amount should be equal to the fair value.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, except where the asset is at fair value. When there is an impairment loss on a revalued asset the impairment loss is offset against the asset revaluation surplus of the relevant asset class to the extent available. Any remaining loss is then expensed in the Statement of Comprehensive Income.

5.17 Materiality

Materiality plays an essential part in the decision making process and preparation of the financial statements. This is because information contained or omitted from the financial statements can impair its usefulness to users.

Materiality is a concept which requires professional judgement. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

In assessing materiality the size and nature of the omission or misstatement are usually evaluated together. The surrounding circumstances should also be considered.

The preliminary level of materiality can be obtained from the Queensland Audit Office Annual External Audit Plan for Burdekin Shire Council. The touch points to the Financial Statements need to be considered when assessing materiality. The Financial Statement elements are

- Statement of Comprehensive Income
- Statement of Financial Position (total assets excluding PPE)
- Property, plant and equipment

6. Legislation

Local Government Act 2009

Local Government Regulation 2012

Australian Accounting Standards and Interpretations

7. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1.0	Adopted	Ordinary Council Meeting	1267417	25/06/2013
1.1	Adopted	Ordinary Council Meeting	1358864	24/06/2014
1.2	Adopted	Ordinary Council Meeting	1439118	23/06/2015
1.3	Adopted	Ordinary Council Meeting	1513058	28/06/2016

7.2 Department of Natural Resources and Mines are Questioning Council's Application of the Change of Ownership Fee

Document Information

Referring Letter No: 1394162

File No: 1665

Name of Applicant: Department of Natural Resources and Mines

Location: Cairns

Author and Title: Russell Watson - Acting Rates Supervisor

Executive Summary

Council charges a fee for registering a change of ownership on its property database. The Department of Natural Resources and Mines (DNRM) is questioning Council's application of this charge in relation to a name change of that Department.

Recommendation

That, in the interests of maintaining a good working relationship with DNRM, Council writes off the change of ownership fees in this instance.

Further, that Council exempt all government departments from the fee where the transfer is for a change of name only.

Background Information

From July 2014 Council received several notices advising of the change of name of a State Government department from "The State of Queensland represented by the Department of Natural Resources & Water" to "The State of Queensland represented by the Department of Natural Resources & Mines".

Council applied the Change of Ownership fee to these changes of name to six properties for a total fee of \$334.95.

Council has consistently applied this fee to all changes of ratepayers names including by way of marriage however, does not charge the fee in cases where a change of ownership occurs due to the death of a ratepayer.

DNRM are requesting that Council review these charges and advises that Burdekin Shire is the only council in Queensland to charge for the change of name. DNRM also advise that the ownership of the properties did not change and is still "The State of Queensland".

The fee was also applied to thirty three other State Government departments (totalling \$1,821.10) however, no correspondence has been received from them questioning the fee.

Link to Corporate/Operational Plan

5.3.2. Ensure Council's financial position is effectively managed

Consultation

CEO, Manager – Financial & Administrative Services

Legal Authority or Implications

N/A

Policy Implications

Change to the application of the Change of Ownership fee.

Financial and Resource Implications

Cost of write off to Council is \$334.95

Report prepared by:

Russell Watson - Acting Rates Supervisor

Report authorised by:

Kim Olsen, Manager – Financial & Administrative Services

Attachments

N/A

8 OPERATIONS

9 TECHNICAL SERVICES

9.1 Additional Information - Temporary Road Closure - Inkerman

Document Information

Referring Letter No: 1388825

File No: 543

Name of Applicant: R & J Dobe

Location: Inkerman

Author and Title: Matthew Ingle - Design Office Manager

Executive Summary

Additional information regarding the temporary closure of part of a road reserve, Inkerman as requested by Council at its meeting of 13 June 2017.

Recommendation

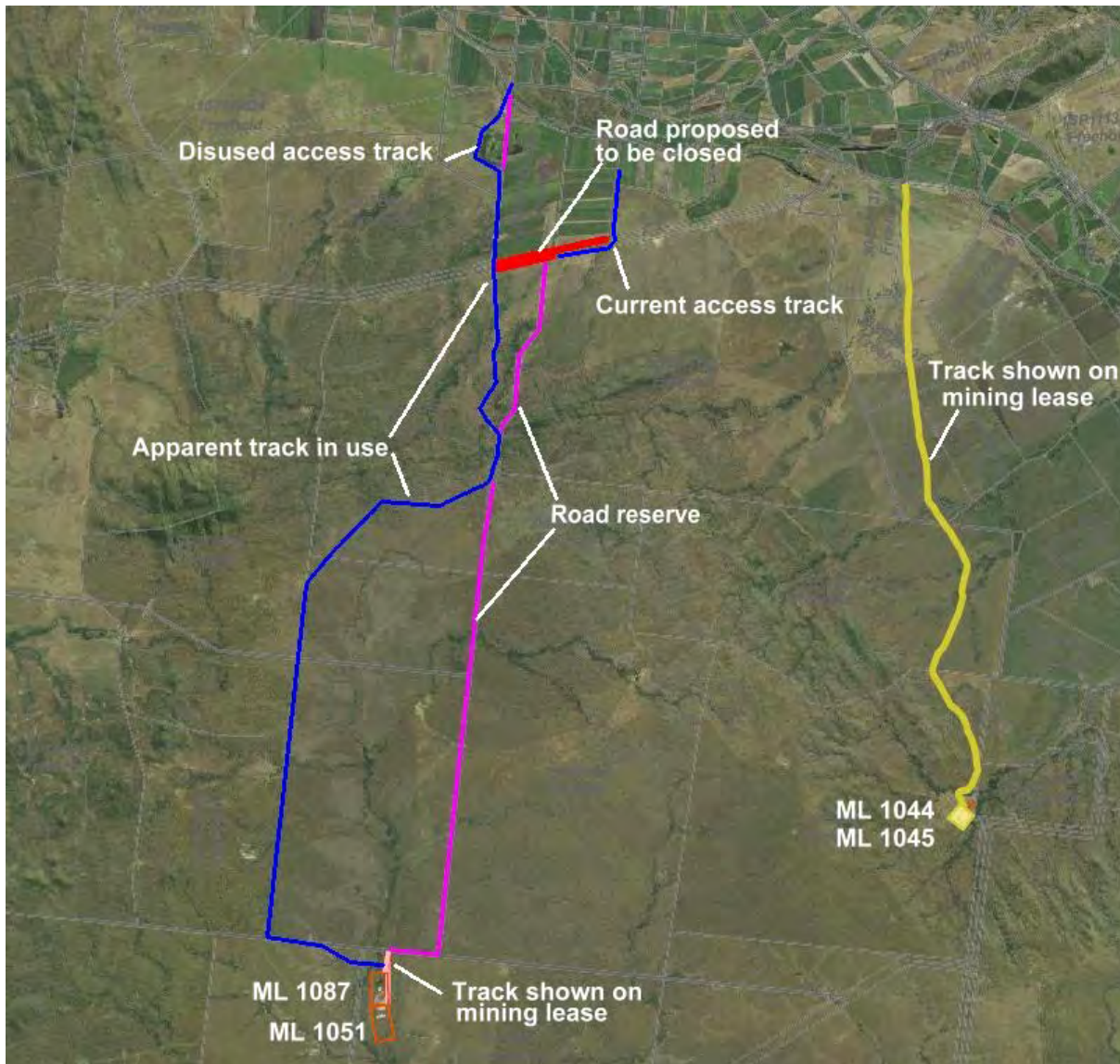
Council accepts the report presented herewith.

Background Information

As requested I have further researched access that may be impacted by the temporary road closure. As part of this research I also obtained information about mining leases in the area.

There are four mining leases that gain access across Inkerman Station land. ML 1044 and ML 1045 (lessee Tama) are on Inkerman Station land and gain access on a track from Inkerman Station Road. The track is not constructed within road reserve; however the mining lease shows an access right over the track. The base image for the diagram below was sourced from the State Government Mines Online Maps site. These leases and the access are shown yellow.

Mining leases ML 1087 (lessee Conolly) and ML 1051 (lessee Granshaw) are on land owned by D & J Rea. The access to these leases is shown on the Mining Map site as terminating at the nearest road reserve. There is no road constructed in the reserve and access is apparently gained by crossing several private properties. The apparent access track is shown in blue in the diagram. The most direct road reserve (legal) access to the leases is shown by the magenta line.



I spoke with Gerard Galvin who stated that he sourced material from one of the mining leases. He indicated that he accessed the lease from Oats Road and was aware that most of the access track crossed private property. He was attempting to negotiate an access agreement with the owners of Inkerman Station that would allow him to continue using the existing access track.

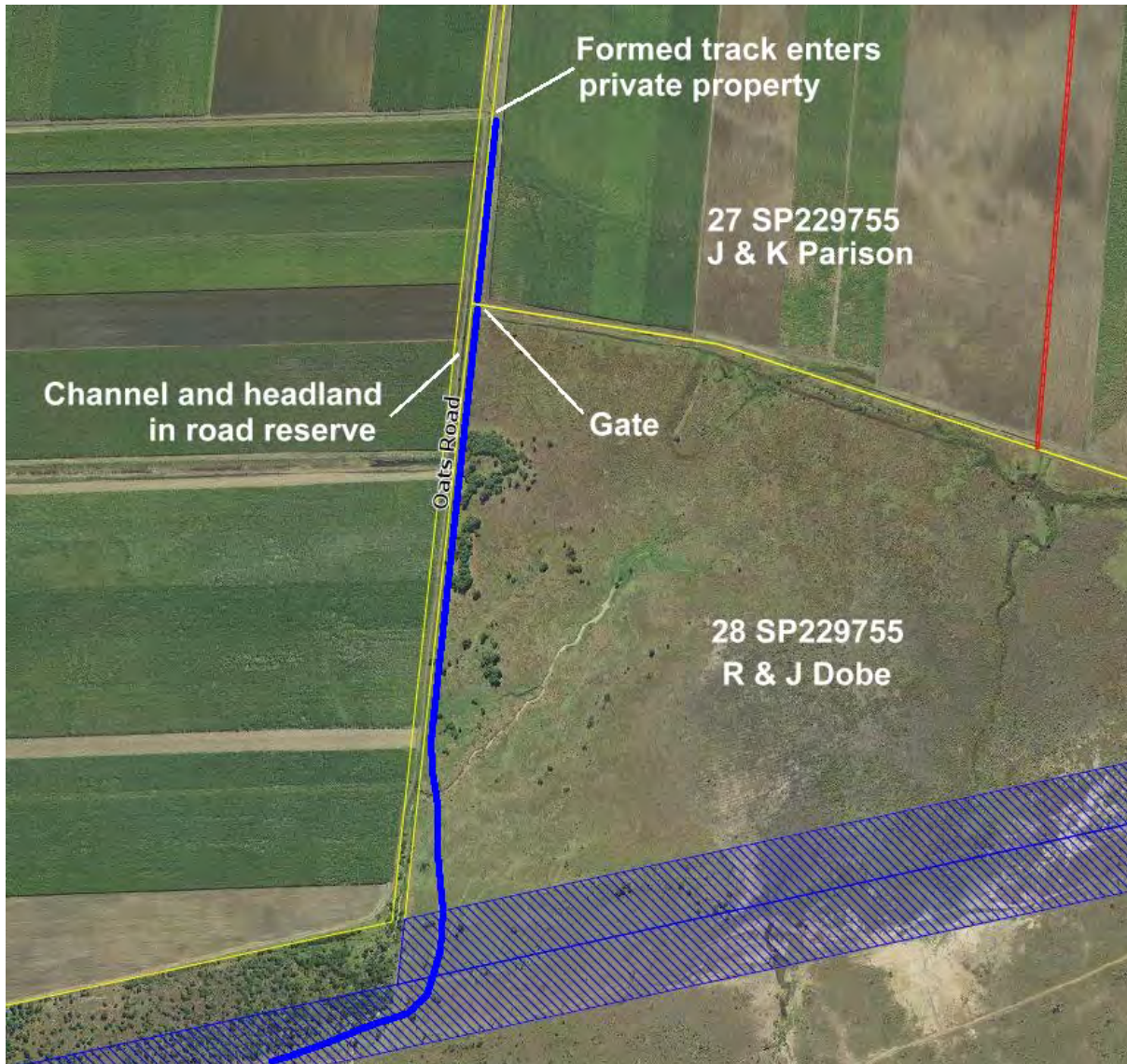
He also expressed concern that if the negotiation failed, or any successful agreement was retracted in the future, the temporary road closure requested may impede his access options. To use the legal access approximately 15.5 km of track would need to be constructed within road reserves from the proposed road closure to the mining lease access point.

I spoke with the owner of Inkerman Station who said that they were negotiating an agreement for access with Granshaw – lessee of ML 1051. Their concerns with vehicles using their property were public liability and the safety of their workers. The agreement would be based on addressing these issues.

I also investigated the access to the proposed road closure from constructed roads.

Oats Road.

Oats Road gravel formation starts at Harper Road and then travels southerly. About 300 metres north of the Inkerman Station boundary the formation appears to enter private property owned by J & K Parison. At the Inkerman station boundary there is a gate. The track then continues through private property until it reaches a road reserve that is subject to temporary closure and permit to occupy.



This is the track that G Galvin said he had been using.

From the aerial photography it appears that there is an irrigation channel and headland within the road reservation. To link the end of the existing Oats Road formation with the proposed road closure some 1300 metres of road would need to be constructed.

The next picture shows the gate on Inkerman Station property boundary. The fences were shown as being on the boundaries in SP229755. Oats Road is on the right of the fence in this image. The track is on private property.



Rocky Ned Road.

Gerard Galvin advised that he had in the past, used an access track that started at the intersection of Rocky Ned Road and Harper Road. This track is not in the road reserve for some of its length (shown blue in the diagram below) and crosses land owned by N & G Johnson.

It appears that the track is in road reserve once it reaches the northern boundary of land owned by G Zandonadi. (shown orange in the diagram). Once the track reaches Inkerman Station it runs across private property.

Approximately 2100 metres of track would need to be constructed in the road reserve to make this access legal.



Link to Corporate/Operational Plan

N/A

Consultation

G Galvin, J Dobe, S Firth Inspector of Mines

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Matthew Ingle - Design Office Manager

Report authorised by:

Matthew Ingle - Design Office Manager

Attachments

N/A

9.2 Additional Information for Change to Easement Location - Anabranh Road, Jarvisfield

Document Information

Referring Letter No: 1386079

File No: 697

Name of Applicant: CJ & CA Christofides

Location: Anabranh Road, Jarvisfield

Author and Title: Matthew Ingle - Design Office Manager

Executive Summary

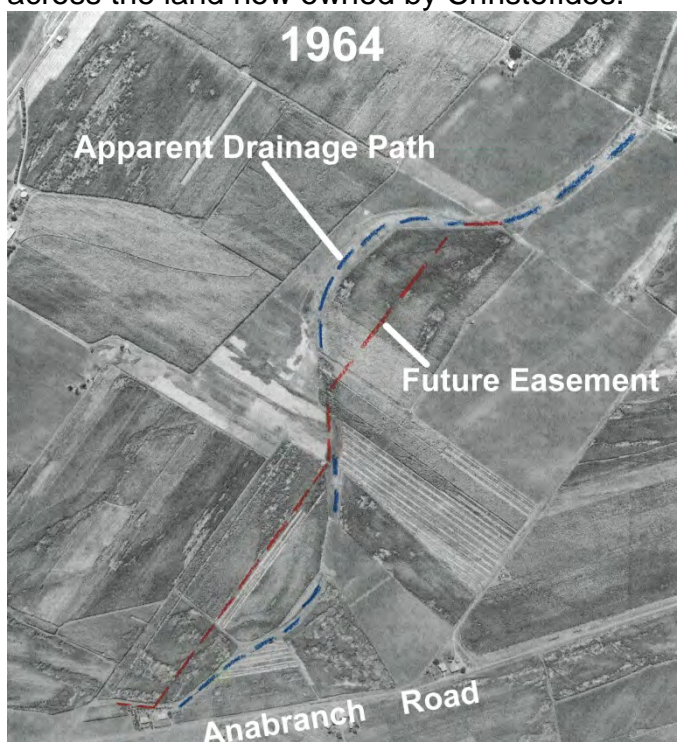
Further information regarding Easement A RP739188 as requested by Council at its meeting of 8 May 2017.

Recommendation

Council accepts the report presented herewith.

Background Information

Inspection of historical aerial photography shows that there was a meandering drainage path across the land now owned by Christofides.



An inspection of aerial photography indicates that the drain within the easement was constructed, to replace the natural flow path further to the east, sometime between 1971 and 1986.

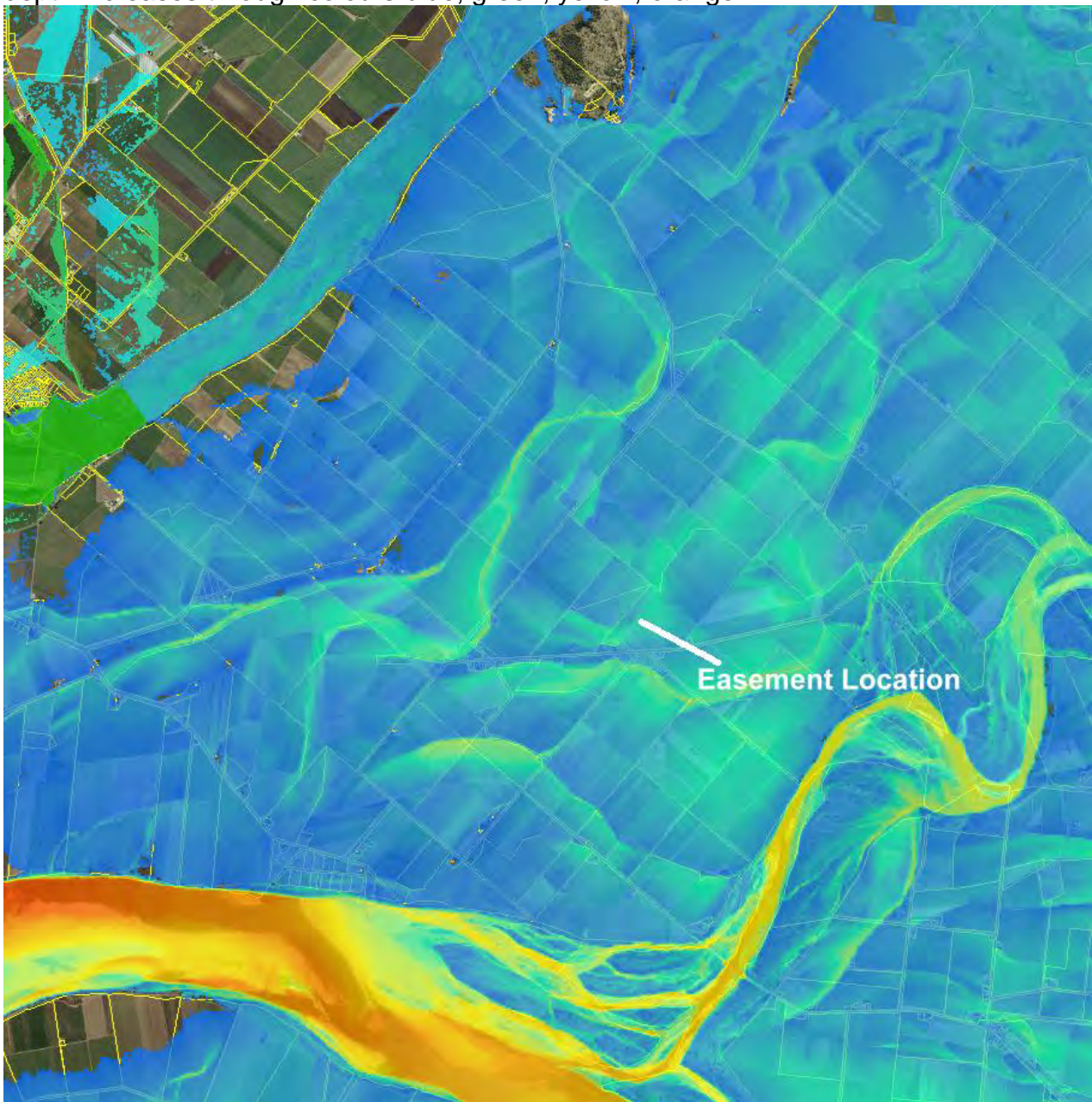
Easement A RP739188 was registered in early 1984 as part of a subdivision by AJ and GJ Jones. Subdivision application records from this time are minimal however a summary sheet has been sourced from the planning section. From this record it would appear that the easement(s) were offered by the applicant, probably to provide inter allotment drainage for the adjoining property to the west.

The summary and council meeting records state that the Division 3 Works Committee, at its meeting on 17-12-82, recommended that approval of the subdivision be deferred until the Shire Engineer had investigated whether the Council should be a party to drainage easements shown on the plan. There is no record of the Shire Engineer's recommendation however, the Council approved the subdivision in February 1983 with the requirement that the drainage easements be in favour of Council.

There have been several subdivisions of the land, which the easement crosses, since 1984. The latest in 2009 by Orlandi, created the three small lots fronting Anabranh Road. A check of the titles for the three small lots and the land to the west, at Anabranh Road, failed to find any notation regarding the easement. There is no easement connecting the one under discussion to Anabranh Road and no easements immediately downstream of same.

A check of LIDAR contours has been made. The drain slope is minimal with levels at each end of the easement the same. It appears that there would be some pools along its length. A catchment of about 130Ha would eventually flow toward the drain at the northern end of the section requested to be changed. This may amount to about 12cumecs of flow for a Q5 event.

This image shows water depth for a Q20 river flooding event over the Jarvisfield area. The depth increases through colours blue, green, yellow, orange.





The easement is 10 metres wide. Lidar contours indicate that there is no well-defined drain, but rather the drainage path consists of a broad shallow area. At a point 25 metres upstream of the acute angle in the drain LIDAR contours indicate that this shallow path is only about 250mm deep and 100m wide. The image above shows the depth of river flood for a Q20 event over the easement area. The green shading indicates depths of 2.5 to 3 metres.

Adjoining property owners were contacted to solicit their input on the proposed change. Mr Robert Antoniazzi, owner of the property to the west, advised that he had spoken to Mr Christofides and was happy with the proposal. Likewise, Gavin Jones representing Alan and Lynn Jones, owners of the property to the northwest advised that they had no problem with the change. He also passed on that the easement had been shown in the original subdivision as there had been drainage issues and the two Jones brothers wished to ensure that the inter allotment drainage path was protected to some extent. A reply from Kristine Orlandi, owner of one of the small lots fronting Anabanch Road, advised that they had no objection to the change as long as it did not affect their property. Shaun Iwaszcyn, owner of one of the small lots fronting Anabanch Road telephoned and advised that he had spoken with Mr Christofides and had no problem with the proposed change. No reply was received from the owner of the last lot fronting Anabanch Road.

Link to Corporate/Operational Plan

N/A

Consultation

Adjoining owners Mr R Antianazzi, A & L Jones, D & K Orlandi, W J Sutcliffe, S N Iwaszcyn.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report prepared by:

Matthew Ingle - Design Office Manager

Report authorised by:

Matthew Ingle - Design Office Manager

Attachments

N/A

9.3 Extension of Water Supply - South Ayr

Document Information

Referring Letter No: N/A

File No: 807

Name of Applicant: Council Officer

Location: South Ayr

Author and Title: Matthew Ingle - Design Office Manager

Executive Summary

Report on possible water network extension, South Ayr.

Recommendation

Council resolves that officers survey the affected property owners to judge their interest in extending the current water supply network, with a connection cost of \$19,286 for each property to be paid on connection to the system.

Background Information

An application to connect to council's reticulated water supply was received from the owner of property 5 shown in the diagram below.



A quote to install a single service to this property was prepared for a 50mm poly water service, with cost estimated at \$31,700. The line would run from an existing 300mm main along Wood Street, down Craig Street and then along Drysdale Street. The service would only be suitable for the single connection. Any further requests for connections would result in multiple small lines being installed.

There are seven potential property owners in the area that do not have access to existing reticulated water. I have done a network analysis and there would be sufficient pressure and volume to provide all the seven owners. The proposed network of 150mm and 100mm mains is shown in the diagram.

Total cost of the mains extension would be \$135,000. This would equate to \$19,286 for each of the seven potential connections. Note that there are seven individual lots owned by property owner 7 however this has been treated as a single potential connection.

The installation could be staged with the first step being the 150mm main along Craig Street and the 100mm main along Drysdale Street to property 5. This step is estimated to cost \$50,930.

Link to Corporate/Operational Plan

N/A

Consultation

No consultation has been carried out at this point.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

If all property owners do not agree to the proposal at the present time, council could potentially have to carry the cost until all properties had finally connected. This would need a capital allocation.

Report prepared by:

Matthew Ingle - Design Office Manager

Report authorised by:

Matthew Ingle - Design Office Manager

Attachments

N/A

9.4 2016/17 Capital Roadworks Interim Report

Document Information

Referring Letter No: N/A

File No: N/A

Name of Applicant: N/A

Location: N/A

Author and Title: Manager Technical Services – Kevin Byers

Executive Summary

The 2016/17 capital roadworks program was developed by Council during the budget process in May/June 2016. The program was amended several times throughout the year due to a variety of reasons. This report identifies the projects current status and level of expenditure.

Recommendation

That the 2016/2017 Capital Roadworks Interim Report be received and noted.

Background Information

The 2016/17 capital roadworks program was developed by Council during the budget process in May/June 2016.

Original allocation for roadworks	\$5,100,000
Total projects carried over at 2015/16 second revised budget	\$500,000
Total Original 2016/17 budget	\$5,600,000
Carryover from final 2015/16 roadworks	\$1,015,000
Total Roadworks budget at first 2016/17 revised budget	\$6,615,000

The table lists the original and final projects and allocations:

Project Number and Location	Description	Original \$000	Revised \$000	Actual 31/5/17 \$000	Status
200058 Sixth Street	K&C and bitumen widening - Ninth Avenue to Tenth Avenue (C/O RBUD2 from 15/16)	59	59	39	Complete
200058 Sixth Street	K&C and bitumen widening - Tenth Avenue to Eleventh Avenue (C/O RBUD2 from 15/16)	95	95	73	Complete
200149 Kilrie Road	Upgrade floodways (C/O RBUD2 from 15/16)	45	45	0	Deferred
200134 Kirknie Road	Widen 3/3000x3000 culvert (C/O RBUD2 from 15/16)	100	100	100	Complete

200062 Corica Road	Improve alignment of sharp bend adjacent water Board channels (C/O RBUD2 from 15/16)	140	140	0	Deferred
200064 Old Home Hill Rd	Widen road and upgrade drainage through dip (part C/O RBUD2 from 15/16)	60	60	60	Complete
	TOTAL - CARRYOVER FROM 2015/16 RBUD2 (\$500,000)	499	499	272	
200059 Fourteenth A St	K&C and bitumen widening - Seventh Avenue to Ninth Avenue		280	283	Complete
200124 Twelfth Avenue	K&C and bitumen widening - Sixth Street to Eighth Street		20	18	Complete
200058 Sixth Street	K&C and bitumen widening - Eleventh Avenue to Twelfth Avenue		40	20	Complete
200058 Sixth Street	K&C and bitumen widening - Twelfth Avenue to Thirteenth Avenue		40	20	Complete
200063 Rita Island Road	Widen Kilrie Road to existing widening including raising floodway (400m)		5	4	Complete
200026 - Unnamed Road	Diorama bitumen seal and kerb and channel carpark		50	46	Complete
200064 Old Home Hill Rd	Widen road and drainage through dip		40	39	Complete
	Allocation for renewals of culverts		300	300	Complete
200042 Grey Street	Kerb and Channel and bitumen widening Chippendale Street to Gibson Street		240	409	Complete
	TOTAL - FINAL CARRYOVER 2015/16 ACTUAL (\$1,015,000)		1,015	1,139	
200134 Kirknie Road	Additional funds required for Kirknie Road (1516 project change of scope)	35	35	92	Complete
200064 Old Home Hill Rd	Additional funds required for Old Home Hill Road (1516 project change of scope)	45	0	0	Complete
200150 Sixth Avenue	TIDS Upgrade to bitumen from Hurney Road to end of existing bitumen	177	177	184	Complete
200167 Brown Road	TIDS upgrades to intersection and part of Ayr Dalbeg Road to Pelican Road segment	616	616	685	Complete
Darveniza Road	TIDS - Staggered T-intersection at intersection with Woods Road	240	0		Deleted
200143 Graham Street	TIDS - Replace damaged footpath at Ayr State Primary School	22	22	20	Complete
Shire bridges	Bridge repairs in accordance with Level 2 inspections	246	246	0	Carryover
200146 Ramsden Road	Upgrade to bitumen from end of existing seal to end of road (Approx. 450m)	165	165	154	Complete
Klondyke Road	Drainage at Maidavale Road intersection	100	100	0	Carryover
200168 Alva Beach Road	Grant Application - Dual use path from soccer fields to Basilio Court	349	409	311	In Progress
Be-Active Trail	Grant Application - Dual use path from Coutts Park to Cox Street	541	0	0	Deleted
200154 Kelly Road	Widen road from Fiveways Road to Mountainview Road	441	441	430	Complete
200145 McDowell Road	McDowell Road – bitumen reconstruction section between Watt and Woods Roads	294	294	2	Deferred
200171 Inkerman Hill Rd	Inkerman Hill – Guardrail replacement	83	83	0	Carryover
200171 Inkerman Hill	Grant Application - Inkerman Hill lookout upgrade and associated roadworks	656	250	55	In Progress
200156 Road drainage structures	Culvert replacements as per Asset Management Plan renewals	200	200	168	In progress
200147 Footpath upgrades	Repair and upgrade footpaths	100	100	84	In progress
200144 Sandhill Road	Bitumen seal missing sections (Approx 600m)	250	250	234	Complete
200158 Eighth Street	Kerb and channel and bitumen widening on South side - Eleventh Avenue to Twelfth Avenue	100	100	90	Complete

200158 Eleventh Avenue	Kerb and channel, bitumen widening and replace pathway on eastern side - Sixth Street to Eighth Street	120	120	120	Complete
200159 Delpratt Street	Delpratt Street – Dalbeg – bitumen surfacing	30	12	12	Complete
Beach Road	Junior soccer parking (turning lanes into carpark)	109	120	93	In Progress
<i>Additions post budget</i>					
200203 Beach Road	Burdekin Be-Active Trail - Trace Street to Soccer fields		290	200	Complete
200206 Adelaide Street	Be active Trail extension - Concrete path, kerb and channel and bitumen widening in front of Burdekin Christian College expansion		240	1	In Progress
McCathie Street	Extension of culvert to provide pedestrian access adjacent McCathie Street		15	29	Complete
200208 Queen Street	Modifications to roundabout at Queen and Soper Streets (Blackspot Project)		70	107	Complete
200214 Lilliesmere Road	Remove existing pedestrian bridge and realign bikeway		10	21	In Progress
200067 Donadon Road	Bitumen seal missing sections (1750m)		525	106	In Progress
Craig Street	Culverts for South Ayr drainage scheme		100	0	Carryover
	Unallocated	182	111		
	TOTAL 2016/17 ALLOCATION	5101	5101	3,198	
	TOTAL	5600	6615	4609	

Summary of changes made throughout the year following community engagement

Location	Description	Original	Revised	Reason for change
Old Home Hill Road	Additional funds required for Old Home Hill Road (1516 project change of scope)	45	0	Project completed within original carryover allocation
Darveniza Road	TIDS - Staggered T-intersection at intersection with Woods Road	240	0	Deleted following public consultation
Alva Beach Road	Grant Application - Dual use path from soccer fields to Basilio Court	349	409	Additional \$60,000 added to project total for additional bridge
Be-Active Trail	Grant Application - Dual use path from Coutts Park to Cox Street	541	0	Deleted - funding application unsuccessful
Inkerman Hill	Grant Application - Inkerman Hill lookout upgrade and associated roadworks	656	250	Balance for project deferred to 2017/18 due to construction schedule
Delpratt Street	Delpratt Street – Dalbeg – bitumen surfacing	30	12	Project completed under budget
Beach Road	Junior soccer parking (turning lanes into carpark)	109	120	Project scope amended

The final budget included 40 capital roadworks projects. Twenty-five of these projects with a total budget allocation of \$3,652,000 have been completed by 31 May 2017 for a total cost of \$3,789,000 (3.75% over budget). The majority of the additional expenditure is contributed to the Grey Street project which had a change in scope of works and construction issues and the Brown Road project which additional works were completed to ensure Council fulfilled the TIDS funding requirements. The works completed to date have utilised all available unallocated funding.

Eight projects are currently at various stages of construction with three projects deferred and the remaining four projects to be carried over to 2017/18.

Link to Corporate/Operational Plan

1.1.1 Plan and build infrastructure that adds value to Council and community assets

1.2.1 Implement the Asset Management Strategy

1.3.1 Prioritise upgrades to the road network to improve safety and connectivity

1.3.2 Co-operate with state and federal governments to enhance the transport network

Consultation

Community consultation was completed for each roadworks project resulting in one project not proceeding.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Completed projects to 31 May 2017 have resulted in a total of \$137,000 expenditure over the total individual allocations for the completed projects. Total expenditure will be less than the total roadworks budget with current forecasts indicating approximately \$1.5M of capital roadworks carried over to be completed in 2017/18.

Report prepared by:

Manager Technical Services – Kevin Byers

Report authorised by:

Manager Technical Services – Kevin Byers

Attachments

N/A

10 PLANNING & DEVELOPMENT

10.1 Development Application Material Change of Use and Reconfiguration of a Lot (99 year lease and two access easements) Mitchell Road, Clare (Lot 1 and 249 on GS1035)

Document Information

Referring Letter No: 1389055

File No: 226, Cons17/0006

Name of Applicant: FRV Services Australia Pty Ltd

Location: Mitchell Road, Clare (Lot 1 and 249 on GS1035)

Author and Title: Shane Great – Manager Planning and Development

Executive Summary

Council has received a Development Application from AECOM on behalf of their client FRV Services Australia Pty Ltd for Material Change of Use for Solar Farm and Reconfiguration of a Lot (99 year lease and two access easements) at Mitchell Road, Clare (Lot 1 and 249 on GS1035).

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

Recommendation

That Council approves the Development Application for a Material Change of Use for Solar Farm and Reconfiguration of a Lot (99 year lease and two access easements) at Mitchell Road, Clare (Lot 1 and 249 on GS1035) subject to the following conditions:

Background Information

That Council approves the Development Application for a Material Change of Use for Solar Farm and Reconfiguration of a Lot (99 year lease and two access easements) at Mitchell Road, Clare (Lot 1 and 249 on GS1035) subject to the following conditions:

Approved Plans/Staging

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

Document/Title	Reference	Revision	Date
General Layout	CLII-LAY-001	0	
Reconfiguration of Lot 249 on GS1035	60508264	4	02/03/2017

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

Compliance with conditions

2. The proposed development must comply with all conditions of this development permit prior to the commencement of the use.

Outstanding charges

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

Notice of Intention to commence the use

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

Public Utility Services/Damage

- 5.1 The developer must at its own cost undertake all necessary alterations to public utility mains and services as are rendered necessary by the carrying out of any required external works or other works associated with the approved development.
- 5.2 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately.

Stormwater

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

Operational Works

7. Where operational works are required to be carried out for the proposed solar farm, the developer must, within the timeframe required by the Sustainable Planning Act 2009 and prior to the commencement of any work, lodge with Council an application for a

development permit for operational works. As part of such application, the developer must submit:-

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

On-site Sewerage Disposal

- 8. Prior to commencement of construction the development must be serviced by an appropriate sewerage disposal system.

Refuse Facilities

- 9. All waste generated as a result of the construction activities is to be effectively controlled and contained entirely within the boundaries of the site before disposal, unless otherwise approved by Council.

Management Plans

- 10.1 Prepare, implement and maintain a Construction Management Plan (CMP) for the subject site. The CMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ), submitted to the Council and available on site at all times. The CMP must include, but not be limited to, the following details for the construction phase of the approved development:
 - a) a description of all relevant activities to be undertaken on the site during construction including the anticipated staging for bulk earthworks and the construction works program
 - b) a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and sub-contractors are aware of their environmental and compliance obligations under these conditions of approval
 - c) details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented
 - d) statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies

-
- e) details of how the environmental performance of construction will be monitored, and what actions will be taken to address identified potential adverse environmental impacts including soil and water impacts and dust emissions
 - f) emergency management measures including measures to control bushfires.

10.2 Prior to the commencement of construction, the applicant must submit to the Council a Traffic Management Plan (TMP) prepared and certified by a Registered Professional Engineer of Queensland (RPEQ). The TMP must include, but is not limited to:

- a) details of how construction of the project will be managed in proximity to local and regional roads
- b) details of traffic routes for heavy vehicles, including any necessary route for oversized loads
- c) details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase
- d) procedures for informing the public where any road access will be restricted as a result of the project
- e) dilapidation report for Mitchell Road
- f) details of access from Mitchell to project site

10.3 No later than one month prior to the decommissioning of the project, or otherwise agreed to by the Chief Executive Officer, the applicant is to submit to the Council a Decommissioning and Rehabilitation Management Plan prepared and certified by a suitably qualified person. The plan must include but is not limited to:

- a) identification of structures, including but not limited to all solar panels, the substation, the control and facility building and electrical infrastructure, including underground infrastructure to be removed, except where the substation, control room or overhead electricity lines are transferred to or in control of the local electricity network operator, and how they will be removed
- b) measures to reduce impacts of the development on the environment and surrounding land uses
- c) details of how the land will be rehabilitated back to its predevelopment condition, including slope and soil profile.

Decommissioning/Post Operations

11.1 If the solar farm is not used for the generation of electricity for a continuous period of 12 months, the use shall be considered decommissioned, and the site shall be returned as far as practical, to its condition prior to the commencement of the use, unless otherwise agreed by the Chief Executive Officer.

11.2 Within 18 months of the site being decommissioned the site shall be returned as far as practicable to its condition prior to the commencement of construction. All solar panels and associated above ground structures including but not necessarily limited to, the substation, the control and facilities building and electrical infrastructure, including underground infrastructure shall be removed from the site unless otherwise agreed by the Chief Executive Officer, except where the substation, control room or overhead electricity lines are transferred to or in the control of the local electricity network operator.

Advice;

- *Given that the site is located in a cyclonic region defined as C2, it will be necessary for all buildings and for the solar panel supporting framework (Special structures) to be designed assessed and constructed in accordance with relevant Building Regulations.*
- *All waste is to be disposed of in accordance with the Environmental Protection (Waste Management) Regulation 2000.*
- *The construction of any crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.*

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

Background Information

Burdekin Shire Council acting as the Assessment Manager has received a Development Application for a Material Change of Use for Solar Farm and Reconfiguration of a Lot (99 year lease and two access easements) at Mitchell Road, Clare (Lot 1 and 249 on GS1035). The proposal is for a non-defined use and triggers an 'Impact Assessable' Development Application in accordance with the provisions of the Burdekin Shire Council's IPA Planning Scheme (*the scheme*)

The proposal is located on land zoned 'Rural'. The application has been assessed against the relevant sections of the scheme including the "Rural Zone" code.

The Application:

The applicant's intent is to develop a large grid connected solar farm with the provision to incorporate a battery energy storage system over an area of approximately 106ha of farming land. The solar farm will cover the majority of the affected property excluding the set-back areas required around existing easements, neighbouring property boundaries and road frontages.

It is intended that this renewable energy project will utilise a tracking system where the photovoltaic (PV) panels will rotate from east to west to ensure maximum exposure to the sun. This concept will maximise electricity production. Inverters housed in shipping containers will be used to convert the direct current to alternating current, when constructed the panels will be no higher than 3m above ground level.

When operational, the solar farm will have up to three on-site staff during daylight hours. If the battery storage is developed there may be the need for staff to be on-site at other times. There is no workers accommodation on-site.

The reconfiguration application is proposed to establish a 99 year lease area so the current landowner can continue to use an existing storage shed. In addition, two access easements are proposed over the Sunwater irrigation channel to provide vehicular access to the subject site from Mitchell Road. The two options have been included to give flexibility during the design of the project.

The life of the panels and the facility is 30 years, at which time the facility will be either reconditioned or decommissioned. If decommissioned the site will be rehabilitated with all structures removed and be able to recommence agricultural production.

The applicant has also provided reports that address any potential impacts associated with construction and operation of the solar farm in relation to storm water and glare. An ecology assessment and a cultural heritage duty of care report were also part of the supporting material outlining mitigation measures and duty of care guidelines if required.

Site Description and Surrounding Land Uses:

The subject site is located approximately 35 kilometres from the township of Ayr with the proposed development footprint for the project in an area of approximately 106 hectares of rural land currently used for growing sugar cane with the addition of a farm machinery shed.

The surrounding area consists of mainly irrigated sugar cane farm land, with the Clare 1 solar farm located across the Sunwater channel to the east of the subject site. The nearest residential properties are approximately 1.5km north-west of the development area.

Scheme Definition:

There is no specific definition for 'Renewable Energy Facility (PV Solar Farm)' in the scheme. As such, the development falls within the 'Use not defined' use definition, which is defined as:

"A development use not defined in this Schedule 1 will be considered to have its ordinary meaning and will be assessed as impact assessable development."

As the proposed use is presently undefined, the application will be assessed against the entire scheme and in particular, the "Rural Zone Code".

In the new Planning Act 2016 scheme it is intended to include a new definition:

"Renewable Energy Facility" – Premises used for the generation of electricity or energy from renewable (naturally occurring) sources such as solar or wind power".

Scheme Assessment

Council's current IPA Planning Scheme has very limited content that facilitates assessment outcomes for a Renewable Energy Facility. In assessing the application, consideration has been given to all relevant components of the scheme including the Desired Environmental Outcomes (DEO's), Specific Outcomes in the 'Rural Zone Code' and 'Reconfiguring a Lot'

Code. Given the nature of the proposal, general compliance with the overall schemes objectives can be achieved and are summarised as follows:

- *Desired Environmental Outcomes* – The proposed land use is generally in accordance with the adopted DEO's. In particular, the proposal will provide opportunities for diversification, economic gain and renewable energy infrastructure.
- *Visual amenity*- the proposed solar PV modules will be erected no more than 3m above ground level. Setbacks from road frontages and adjoining properties have also been incorporated in the design to further mitigate the visual impacts to the wider community.
- *Water Quality Maintenance*-All potential impacts to groundwater, waterways and surface water will be managed through the implementation of a Construction Management Plan (CMP). The plan will need to detail methods for minimising sediment-laden runoff in accordance with best practice guidelines.
- All other identified 'specific outcomes' in the 'Rural' zone code and 'Reconfiguring a Lot' Code are either 'not applicable' or the project complies with the 'acceptable solutions' contained in the code.

The applicant has submitted the following statements in support of the proposal:

- *The proposed solar farm will use PV modules to generate clean renewable energy, which will represent a positive diversification of the local economy,*
- *The solar farm will benefit the local economy through the creation of up to 90 jobs during the construction phase, up to 3 ongoing jobs during the operational phase and indirect benefits to local businesses, contractors and suppliers,*
- *The development site is already highly disturbed and in close proximity to the approved Clare solar farm,*
- *There is limited impact on the land and it can be easily restored for agricultural use,*
- *The project meets the intent and desired outcomes of the Burdekin Shire IPA Planning Scheme 2011, and is consistent with the applicable codes of the planning scheme,*

It is not considered that the application is in substantial conflict with any planning scheme Desired Environmental Outcome (DEO's) or Specific Outcomes of the Rural Zone Code that would warrant refusal or that could not be justified by reasonable planning grounds. In particular, there is a potential economic and community benefit of producing a clean green alternate energy supply that this project could deliver to the Burdekin Shire.

Good Quality Agricultural Land (GQAL)

Another important issue for Council to consider when assessing this application is the potential impact on existing GQAL and the obligations Council has to ensure that protection of GQAL is highly regarded.

Burdekin Shire is surrounded by GQAL and apart from the built environment, encompasses much of the shire. Uses such as a solar farm require large land areas situated in suitable

areas. The applicant has chosen the subject land because of its many positive attributes that meet many of the criteria needed to ensure a successful outcome is delivered in the most cost effective manner.

The use does not compromise the long term productive capacity of the land nor does it negatively impact on current soil classes.

The land is not being converted or changed to a state that would negatively impact on its future productive capabilities. If the solar farm becomes unviable or past its operational lifespan, the land can be converted back to agricultural land unencumbered. The long term GQAL preservation objectives will not be compromised.

Comment on Submission

The Development Application required public notification due to the proposal triggering a Material Change of Use – Impact Assessable.

The application was advertised in the Advocate on Wednesday 17th May, 2017 and at the closing date for submissions on Thursday 8th June, 2017, one properly made submission had been received.

A very extensive submission was lodged by Bill Tait. The majority of concerns raised in the submission were ‘perceived’ concerns only. The concerns did not include any subject matter that would warrant refusal of the application. It is not anticipated that the concerns raised will have any unacceptable outcomes for the wider Burdekin community. The applicant has taken the opportunity to respond to the submission to reiterate that in their opinion the application has addressed all the statutory requirements for the proposed development.

Conclusion

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

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

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

Link to Corporate/Operational Plan

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

Consultation

The application was publicly notified between 17th May, 2017 and 8th June, 2017. There was 1 properly made submission received. All relevant Council Departments have been consulted with comments and development conditions included as part of the recommendation.

Legal Authority or Implications

A potential risk is present in that any decision made by the Assessment Manager may attract an appeal in the Planning and Environment Court.

Policy Implications

N/A

Financial and Resource Implications

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

Report prepared by:

Shane Great – Manager Planning and Development

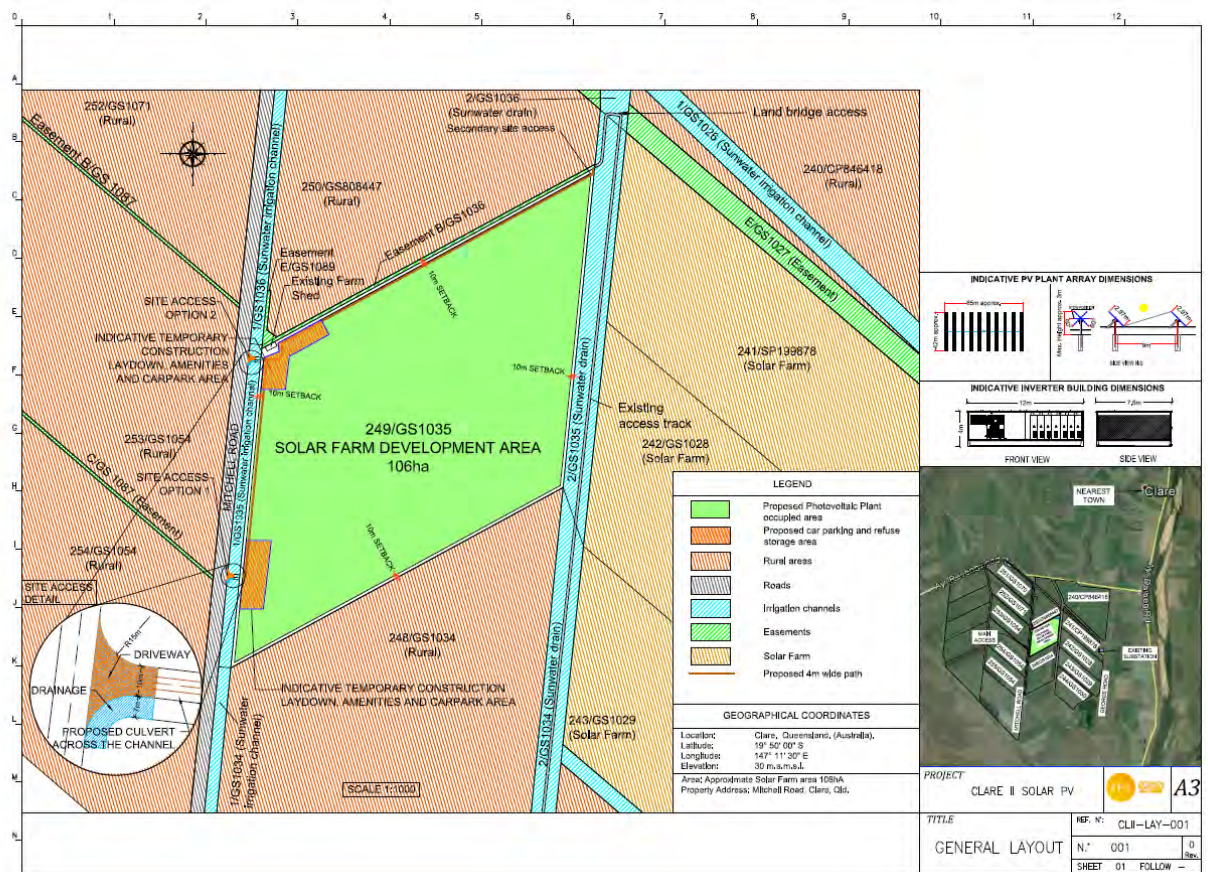
Report authorised by:

Shane Great – Manager Planning and Development

Attachments



Access over Sunwater channel and site access off Mitchell Road



11 COMMUNITY DEVELOPMENT

12 ECONOMIC DEVELOPMENT

13 NOTICES OF MOTION

13.1 Morris Creek Boat Ramp Upgrade

Background Information

The Department of Transport and Main Roads (DTMR) are commencing the design of a new boat ramp to replace the existing public boat ramp at Morris Creek. As Council is responsible for the maintenance of this public boat ramp, DTMR is required to consult with Council about the proposed works as part of the application the process.

Recommendation

That Council advise the Department of Transport and Main Roads that it consents to the upgrading of the existing public boat ramp on Morris Creek Road, Giru in accordance with the Code for self-assessable development for tidal works, or work completely or partly within a coastal management district.

14 CORRESPONDENCE FOR INFORMATION

Tabled Separately

15 GENERAL BUSINESS

16 CLOSED MEETING ITEMS

- Renewal of Council Insurance Policies – 2017/2018
- Request for Rates Exemption – Property 6570

17 DELEGATIONS

