



# Burdekin Shire Council

## AGENDA

### ORDINARY COUNCIL MEETING

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

**on 13 August 2019**

**COMMENCING AT 9:00AM**

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

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# Burdekin Shire Council

**TUESDAY 13 AUGUST 2019**

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# Burdekin Shire Council

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## **1 PRAYER**

## **2 DECLARATIONS OF INTEREST**

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 23 July 2019**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 23 July 2019 be received and confirmed.





# Burdekin Shire Council

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 23 July 2019**

**COMMENCING AT 9:00AM**



# Burdekin Shire Council

TUESDAY 23 JULY 2019

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Ordinary Council Meeting 23 July 2019



# Burdekin Shire Council

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## **ATTENDANCE**

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

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor – Director Corporate and Community Services  
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services  
Mr. D. Mulcahy – Manager Environmental and Health Services (Part)  
Mrs. K. Olsen - Manager Financial and Administrative Services (Part)  
Mr. M. Pearce – Senior Planning Officer (Part)

Minutes Clerk – Ms. G. Biffanti

Apologies: Councillor L.A. McLaughlin (Mayor)

## **1 PRAYER**

The meeting prayer was delivered by Pastor Peter Holmes of the Australian Christian Churches.

## **2 DECLARATIONS OF INTEREST**

The Acting Mayor called for declarations of interest.

Councillor Woods declared a Perceived Conflict of Interest in relation to Item 3.5 as he was Secretary of Home Hill Rotary Club when the grant application was submitted. Councillor Woods advised of his intention to leave the room during discussion of this item.

Councillor Bonanno declared a Perceived Conflict of Interest in relation to Item 6.1 due to his business association with one of the parties involved. Councillor Bonanno advised of his intention to leave the room during discussion of this item.

## **3 MINUTES AND BUSINESS ARISING**

### **3.1 Ordinary Council Meeting Minutes - 9 July 2019**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 9 July 2019 be received and confirmed.

#### **Resolution**

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

CARRIED

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### **3.2 Burdekin Senior Advisory Group Meeting Minutes - 19 June 2019**

#### **Recommendation**

That the minutes of the Burdekin Senior Advisory Group Meeting held on 19 June 2019 be received and adopted.

#### **Resolution**

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

CARRIED

### **3.3 Burdekin Cultural Advisory Group Meeting Minutes - 13 May 2019**

#### **Recommendation**

That the minutes of the Burdekin Cultural Advisory Group Meeting held on 13 May 2019 be received and adopted.

#### **Resolution**

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

CARRIED

### **3.4 RADF Advisory Group Meeting Minutes - 2 July 2019**

#### **Recommendation**

That the minutes of the RADF Advisory Group Meeting held on 2 July 2019 be received and adopted.

#### **Resolution**

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

CARRIED

*9.21am - Councillor Woods left the meeting due to a Perceived Conflict of Interest in relation to item 3.5 as he was the Secretary of Home Hill Rotary Club when the grant application was submitted.*

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### **3.5 Community Grants Program Panel Meeting Minutes - 9 July 2019**

#### **Recommendation**

That the minutes of the Community Grants Program Panel Meeting held on 9 July 2019 be received and adopted.

#### **Resolution**

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

CARRIED

*9.26am – Councillor Woods returned to the meeting.*

## **4 REPORTS**

## **5 GOVERNANCE**

### **5.1 Enterprise Risk Management Policy**

#### **Executive Summary**

Council's Enterprise Risk Management (ERM) Policy outlines Council's commitment to the effective management of risks that may have an impact on the achievement of strategic priorities, operational goals and project objectives as defined in Council's Corporate and Operational Plans. Council's ERM Policy was first adopted in 2013. A revised policy was adopted by Council in 2017 and the policy has been recently reviewed to align with the new Australian Standard for Risk Management.

#### **Recommendation**

That Council adopts the attached revised Enterprise Risk Management Policy.

#### **Resolution**

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

CARRIED

*9.30am - Councillor Bonanno left the meeting due to a Perceived Conflict of Interest in relation to Item 6.1 due to his business association with the parties involved.*

*9.32am – Mrs. Olsen and Mr. Pearce entered the meeting.*

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## **6 ENVIRONMENTAL AND HEALTH SERVICES**

### **6.1 Caravan - Occupation of a Temporary Home - Peak Road Inkerman - Lay on the Table**

#### **Executive Summary**

A request has been received from a part owner of certain land located on Peak Road, Inkerman to allow caretakers to reside on site in a self-contained caravan. The request involves the waiving of the provisions of Subordinate Local Law No 1.3 (Establishment or Occupation of a Temporary Home) 2012. It is also noted that other part owners of the land have objected to this request.

#### **Recommendation**

That in relation to a request to allow caretakers to reside on site in a self-contained caravan on land located on Peak Road, Inkerman Council advise Mr. Joe Sibson that:

- Council is prepared to accept an application under Subordinate Local Law 1.3 (Establishment or Occupation of a Temporary Home) 2012 within a period of one month, noting that written consent is required from all owners of the land;
- If no application is received within the one month period, the activity is to cease and caravan removed from the site within a reasonable period of 2 months.

#### **Resolution**

Moved Councillor Woods, seconded Councillor Liessmann that the recommendation lay on the table pending further investigation of the impact of the application of the local law to other situations where caravans are being occupied without an approval.

CARRIED

*9.48am – Councillor Bonanno returned to the meeting.*

### **6.2 Adoption of Revised Herbicide Subsidy Policy**

#### **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 noting the amendment of the Review Schedule from 12 months to 24 months.



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## **Resolution**

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

CARRIED

*9.52am – Councillor Liessmann left the meeting.*

## **6.3 Adoption of Revised Wild Dog Control Assistance Policy**

### **Executive Summary**

Council and staff review the Wild Dog Control Assistance Policy annually to determine if any improvements or changes are required. The policy sets guidelines for providing financial support to Burdekin Shire landholders who need assistance in baiting/trapping wild dogs on their property.

### **Recommendation**

That Council adopts the attached revised Wild Dog Control Assistance Policy noting the amendment in the Review Schedule from 12 months to 24 months.

## **Resolution**

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

CARRIED

## **6.4 Environmental Levy Application - Landcare - National Tree Day 4KIDS 2019**

### **Executive Summary**

Lower Burdekin Landcare has applied for \$5,600 from the Environmental Levy toward the cost of planting trees for National Tree Day 4KIDS 2019 behind International Drive, Ayr and adjacent to the water board channel.

### **Recommendation**

That Council approves the allocation of \$5,600 to Lower Burdekin Landcare towards National Tree Day 4KIDS 2019 to be held on 28 July 2019 on Council owned land described as Lot 24 SP156119, as per the site plan provided.

## **Resolution**

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

CARRIED



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9.55am – Councillor Liessmann returning to the meeting.

## **6.5 Report - Barbed Wire Fence - 43 Fifth Avenue Home Hill**

### **Executive Summary**

A request has been received from the part owner of 43 Fifth Avenue, Home Hill for Council to waive a provision of its Local Laws and allow a barbed wire fence to be erected on urban land. Council's course of action is not so much to "waive" a provision of its Local Laws but to analyse its application and/or make a decision to take any action thereafter.

### **Recommendation**

That Council advise the owners of 43 Fifth Avenue, Home Hill that it does not consider the erection of a three strand barbed wire fence fronting Tenth Street and Fifth Avenue, Home Hill as a community safety hazard and suggests that the owners consider installing minor but visible warning signs for their own liability purposes.

### **Resolution**

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

CARRIED

## **7 CLIENT SERVICES**

## **8 FINANCIAL & ADMINISTRATIVE SERVICES**

### **8.1 Monthly Financial Report for Period Ending 30 June 2019**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 30 June 2019 be received.

#### **Resolution**

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

CARRIED

## **9 OPERATIONS**

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## 10 TECHNICAL SERVICES

## 11 PLANNING & DEVELOPMENT

### 11.1 Minor Change Application - Staging of Development Application Material Change of use for Backpacker Accommodation (Tourist Facility) at 88-90 Eleventh Avenue Home Hill (Lots 3 & 4 on H61669)

#### Executive Summary

Council has received a minor change application to a Development Approval for Backpacker Accommodation (Tourist Facility) at 88-90 Eleventh Avenue, Home Hill (Lots 3 & 4 on H61669) from Burdekin Backpackers. The requested change is to use the existing building for accommodation purposes. This proposed change will become stage 1 of 3, with the second and third stage of the proposed development remaining the same as the existing approval.

Mr. Pearce highlighted changes to the wording of the proposed conditions relating to sewage infrastructure requirements to reflect the final conditions adopted by Council at its meeting on 29 January 2019.

#### Recommendation

That Council approves the minor change application to a Development Approval to the proposed Backpacker Accommodation (Tourist Facility) at 88-90 Eleventh Avenue, Home Hill (Lots 3 & 4 on H61669) subject to the following conditions:

#### STAGE 1

##### GENERAL

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and conduct of the approved use of the premises and the construction and maintenance of any building on the premises must be generally in accordance with the supporting material included in the application and approved plans listed below. (except where modified by the conditions of this Development Permit and any approval issued there under).

Job No	Sheet No. and Issue	Date
BBD1800015	C01 – A(iii) (Staged amendments)	Received 27.6.19
BBD1800015	C10 – A(iii)	05/18
BBD1800015	C11 – A(iv)	05/18

- 
- 1.4 The operator of the Accommodation Facility must keep a Complaints Register on the premises at all times, for the inspection of an authorised officer of the Council identifying:
- The time, date and detail of any complaint made to the operator relating to the use and occupation of the Accommodation Facility; and
  - Any action or response taken by the operator to rectify or reasonably deal with the complaint.

### **BUILDING WORK**

- 2.1 A development permit for Building Works is to be obtained before any triggered building works are carried out on the premises.
- 2.2 Provide evidence that the proposed Dwelling Units have had a classification approval granted under the provisions contained in the *Building Act 1975* and subordinate legislation prior to the commencement of the intended use.

### **NOTICE OF INTENTION TO COMMENCE THE USE**

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

### **ACCESS AND CARPARKING**

- 4.1 Parking on site is to be restricted to the manager's and guests' vehicles only.
- 4.2 Parking space and layout must be designed in accordance with the provisions contained in the supporting material included in the plans submitted with the application by 'Burdekin Building Design'.
- 4.3 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
- 4.4 Any alterations to on-street parking is to be responsibility of the applicant

### **AMENITY - LIGHTING**

5. Any night and outdoor lighting must be designed, conducted and operated in accordance with 'AS 4282 – Control of the obtrusive effects of outdoor lighting'.

### **PUBLIC UTILITY SERVICES**

6. 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.

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## **DRAINAGE**

- 7.1 Stormwater drainage from any new paved/sealed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 7.2 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.
- 7.3 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 as part of any development permit issued, the developer must, within the timeframes required by the Planning Act 2016 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 a 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 – SCREEN FENCING**

9. A 1.8m high screen fence must be provided along the adjoining property boundaries. The new fence must be designed to achieve an adequate level of privacy for inhabitants and neighbours. The type and design must be submitted and approved by the Chief Executive Officer prior to construction of the screen fence.

## **LANDSCAPING AND SCREENING**

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

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## TRADE WASTE

### 11. Prior to commencement of use

- An Approval to Discharge Trade Waste is to be obtained
- All waste from kitchen sinks must be taken to an approved grease trap prior to discharging to council's reticulated sewer

## ENVIRONMENT AND HEALTH

12.1 Facilities for the use of occupants at the premises must comply and be maintained at all times in accordance with the provisions of the relevant Local Law.

12.2 Detailed plans of proposed buildings or alterations, which comply with local law requirements, including details of all facilities, must be submitted and approved prior to the occupancy or use of any buildings used in connection with the accommodation business.

12.3 The accommodation business and all ancillary activities must be conducted within the boundaries of premises that are the subject of this approval.

## NOISE

13.1 The activities subject to this development approval must be conducted in a manner to ensure that no noise deemed unreasonable by an authorised person as per *Environmental Protection Act 1994* and caused by the activity can be detected beyond the boundary of the site to which this development permit relates.

13.2 Upon receipt of a substantiated complaint regarding the emission of noise from the subject site, the operator must within a reasonable period of time:

- take any actions necessary to resolve the complaint; or
- implement noise abatement measures until emission of noise from the operation of the activity does not result in sound pressure levels in excess of those contained within Table 1.

13.3 In the event of a substantiated complaint about noise that is considered reasonable, the emission of noise from the development must not result in levels greater than those specified in Table 1 until the circumstances which gave rise to the complaint are resolved.

Table 1: Noise Limits (dBA)

a) NOISE LIMITS MEASURED AT THE BOUNDARY OF THE DEVELOPMENT SITE		
Period	Measured as $L_{Aeq}$	Measured as Max $L_pA$
7am – 6pm	55	60
6pm – 10pm	50	55
10pm – 7am	45	50

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## **WASTE**

14. The activity must be operated in accordance with Council's Waste Management Policy and the Environmental Protection (Waste Management) Regulation 2000. Any enclosure provided for the storage of waste bins must be sized sufficiently for the storage of refuse and recycling bins. The enclosure must be provided with an impervious floor, provided with a suitable hosecock and drained to sewer.

## **WATER AND SEWERAGE INFRASTRUCTURE**

15. Any alterations to existing water and sewer infrastructure are to be the owner's responsibility and at their full costs.

## **STAGE 2**

### **GENERAL**

- 1.1 The conditions of the development permit must be effected prior to the commencement of the use, except where specified otherwise in these conditions of approval.
- 1.2 All rates and charges (including regulated infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.
- 1.3 The development and conduct of the approved use of the premises and the construction and maintenance of any building on the premises must be generally in accordance with the supporting material included in the application and approved plans listed below submitted by 'Burdekin Building Design'. (except where modified by the conditions of this Development Permit and any approval issued there under).

<b>Job No</b>	<b>Sheet No. and Issue</b>	<b>Date</b>
BBD1800015	C01 – A(iii) (staged amendments)	Received 27.6.19
BBD1800015	C02 – A(iii)	05/2018
BBD1800015	C03 – A(ii)	05/2018
BBD1800015	C04 – A(ii)	05/2018
BBD1800015	C05 – A(ii)	05/2018
BBD1800015	C06 – A(ii)	05/2018
BBD1800015	C07 – A(iii)	05/2018
BBD1800015	C08 – A(ii)	05/2018

- 1.4 To ensure the accommodation facility operates strictly in accordance within its intended use, an onsite manager is to reside within the identified manager's residence at 88-90 Eleventh Avenue, Home Hill at all times.
- 1.5 The operator of the Accommodation Facility must keep a Complaints Register on the premises at all times, for the inspection of an authorised officer of the Council identifying:
- The time, date and detail of any complaint made to the operator relating to the use and occupation of the Accommodation Facility; and

- 
- Any action or response taken by the operator to rectify or reasonably deal with the complaint.

## **BUILDING WORK**

- 2.1 A development permit for Building Works is to be obtained before any triggered building works are carried out on the premises.
- 2.2 Provide evidence that the proposed Dwelling Units have had a classification approval granted under the provisions contained in the *Building Act 1975* and subordinate legislation prior to the commencement of the intended use.

## **NOTICE OF INTENTION TO COMMENCE THE USE**

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

## **ACCESS AND CARPARKING**

- 4.1 Parking on site is to be restricted to the manager's and guests' vehicles only.
- 4.2 Parking space and layout must be designed in accordance with the provisions contained in the supporting material included in the plans submitted with the application by 'Burdekin Building Design'.
- 4.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all-weather low glare paving, exposed aggregate concrete or similar dust suppressant material to the satisfaction of the Chief Executive Officer.
- 4.4 For accesses in both Tenth Street and Eleventh Avenue, Home Hill
  - A grated trench drain is to be installed at the property boundary to catch stormwater before crossing the footpath. The stormwater is to be conveyed to the kerb, under the footpath, in suitable sized heavy duty galvanised steel conduits.
  - The drive crossing is to be reconstructed from the invert of the gutter to the proposed trench drain. Minimum thickness 150mm, 32MPa concrete and SL72 mesh placed centrally.
  - The access fronting Eleventh Avenue is to be 6 meters wide. The access fronting Tenth Street is to be 4 meters wide.
  - Both identified accesses as depicted in drawing No. BBD 1800015 Issue A (iii) sheet No. C01 are to be fully constructed as part of Stage 2.
- 4.5 Provide to Council prior to the commencement of works a cross section 1:50 natural scale from the side of Tenth Street and Eleventh Avenue to the property boundary showing existing and design levels for the crossovers in condition 4.4.
- 4.6 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.
- 4.7 Any alterations to on-street parking is to be responsibility of the applicant



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## **AMENITY - LIGHTING**

5. Any night and outdoor lighting must be designed, conducted and operated in accordance with 'AS 4282 – Control of the obtrusive effects of outdoor lighting'.

## **PUBLIC UTILITY SERVICES**

6. 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.

## **DRAINAGE**

- 7.1 Stormwater drainage from any new paved/sealed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Chief Executive Officer.
- 7.2 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.
- 7.3 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 as part of any development permit issued, the developer must, within the timeframes required by the Planning Act 2016 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 a 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 – SCREEN FENCING**

9. A 1.8m high screen fence must be provided along the adjoining property boundaries. The new fence must be designed to achieve an adequate level of privacy for inhabitants and neighbours. The type and design must be submitted and approved by the Chief Executive Officer prior to construction of the screen fence.



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## **LANDSCAPING AND SCREENING**

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

## **TRADE WASTE**

11. Prior to commencement of use
- An Approval to Discharge Trade Waste is to be obtained
  - All waste from kitchen sinks must be taken to an approved grease trap prior to discharging to council's reticulated sewer

## **ENVIRONMENT AND HEALTH**

- 12.1 Facilities for the use of occupants at the premises must comply and be maintained at all times in accordance with the provisions of the relevant Local Law.
- 12.2 Detailed plans of proposed buildings or alterations, which comply with local law requirements, including details of all facilities, must be submitted and approved prior to the occupancy or use of any buildings used in connection with the accommodation business.
- 12.3 The accommodation business and all ancillary activities must be conducted within the boundaries of premises that are the subject of this approval.

## **NOISE**

- 13.1 The activities subject to this development approval must be conducted in a manner to ensure that no noise deemed unreasonable by an authorised person as per *Environmental Protection Act 1994* and caused by the activity can be detected beyond the boundary of the site to which this development permit relates.
- 13.2 Upon receipt of a substantiated complaint regarding the emission of noise from the subject site, the operator must within a reasonable period of time:
- take any actions necessary to resolve the complaint; or
  - implement noise abatement measures until emission of noise from the operation of the activity does not result in sound pressure levels in excess of those contained within Table 1.
- 13.3 In the event of a substantiated complaint about noise that is considered reasonable, the emission of noise from the development must not result in levels greater than those specified in Table 1 until the circumstances which gave rise to the complaint are resolved.

Table 1: Noise Limits (dBA)

a) NOISE LIMITS MEASURED AT THE BOUNDARY OF THE DEVELOPMENT SITE		
Period	Measured as L <sub>Aeq</sub>	Measured as Max L <sub>pA</sub>
7am – 6pm	55	60
6pm – 10pm	50	55
10pm – 7am	45	50

## WASTE

14. The activity must be operated in accordance with Council's Waste Management Policy and the Environmental Protection (Waste Management) Regulation 2000. Any enclosure provided for the storage of waste bins must be sized sufficiently for the storage of refuse and recycling bins. The enclosure must be provided with an impervious floor, provided with a suitable hosecock and drained to sewer.

## WATER AND SEWERAGE INFRASTRUCTURE

- 15.1 The applicant is to obtain an approval to build over or near relevant infrastructure. Any approval granted must be in accordance with Council Policy – 'Erection of Structures Over or Adjacent to Sewers or Water Mains'.

Or

Obtain an operational works approval for the relocation of existing sewer infrastructure, structures and services in Stage 2 prior to commencement of use at no cost to Council. In particular:

- Relocate affected sewer infrastructure including manholes on Lot 3 H61669 and Lot 4 H61669 to within a minimum of 500mm off the boundary;
- All works are to be in accordance with Council's adopted policy – 'Erection of Structures Over or Adjacent to Sewers or Water Mains Policy' or as otherwise agreed upon by the Director of Infrastructure, Planning and Environmental Services;
- All identified works for Stage 2 must be completed prior to occupation;
- All works are to be carried out by Burdekin Shire Council with the applicant responsible for all costs associated with the works;
- The applicant is to obtain an approval to Build Over or Near Relevant Infrastructure.

- 15.2 Any alterations to existing water infrastructure is to be the owner's responsibility and at their full cost.

## **STAGE 3 (additional condition)**

1. Obtain an operational works approval for the relocation of existing sewer infrastructure, structures and services in Stage 3 prior to commencement of use. The applicant is to be responsible for all costs less a Council contribution of \$13,000.00. In particular:
- Relocate affected sewer infrastructure including manholes on Lot 3 H61669 and Lot 4 H61669 to within a minimum of 500mm off the boundary;

- 
- All works are to be in accordance with Council's adopted policy – 'Erection of Structures Over or Adjacent to Sewers or Water Mains Policy' or as otherwise agreed upon by the Director of Infrastructure, Planning and Environmental Services;
  - All identified works for Stage 3 must be completed prior to occupation;
  - All works are to be carried out by Burdekin Shire Council with the applicant responsible for all costs associated with the works less \$13,000.00;
  - The applicant is to obtain an approval to Build Over or Near Relevant Infrastructure

**ADVICE ONLY;**

- *It is advised to contact the Environment & Health Department in regard to licensing and registration in accordance with the Food Act 2006.*
- *The operator of the premises must hold a licence with Burdekin Shire Council for the operation of the accommodation premises under the provisions of the Local Government Act 2009 and Local laws proclaimed pursuant to the Act.*
- *The activity must be operated in accordance with Council's Waste Management Policy and the Environmental Protection (waste management) regulation 2000 to meet capacity for additional maximum accommodation capacity.*
- *A Development Application for building works which include habitable rooms may have to include a 1% AEP Flood Certificate. N.B. this applies in Localised and River Flood areas as identified in Burdekin Shire Councils mapping.*

**Resolution**

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

CARRIED

*10.14am – Meeting adjourned for morning tea.*

*10.40am – Meeting reconvened.*

*10.41am – Mr. Mulcahy and Mr. Pearce left the meeting.*

**12 COMMUNITY DEVELOPMENT**

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## **13 ECONOMIC DEVELOPMENT**

### **13.1 Smart Precinct North Queensland (SPNQ)**

#### **Executive Summary**

Townsville City Council has invited Burdekin Shire Council, through the North Queensland Organisation of Councils, to become a member of Smart Precinct North Queensland (SPNQ) Limited. The purpose of SPNQ is to set up and run an innovation hub to benefit the entrepreneur community in the region, provide practical and innovative ideas and recommendations to assist the members in effectively promoting start-ups, build and strengthen the regional innovation ecosystem and economy, increase regional start-up formation and business growth and connect and build on competitive strengths of the region.

There is no financial contribution required for membership of the SPNQ. Should a membership fee be introduced when the company is incorporated and they move into a 'hub', Council can review their membership and decide if they wish to continue membership.

#### **Recommendation**

That Council approves becoming a member of Smart Precinct North Queensland Limited noting there is no financial contribution required for membership. Should a membership fee be introduced when the company is incorporated and they move into a 'hub', Council can review its membership and decide if it wishes to continue membership.

#### **Resolution**

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

CARRIED

## **14 NOTICES OF MOTION**

## **15 CORRESPONDENCE FOR INFORMATION**

## **16 GENERAL BUSINESS**

### **16.1 Approved Leave of Absence - Councillor Goddard - 10 to 13 August 2019**

#### **Resolution**

Moved Councillor Woods, seconded Councillor Liessmann that Councillor Goddard be granted a leave of absence from 10 to 13 August 2019.

CARRIED

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## **16.2 Request for Council Support - Attendance of Councillor Goddard - RV Road Tourism Forum - Brisbane - 12 August 2019**

### **Resolution**

Moved Councillor Woods, seconded Councillor Bawden that Council supports the attendance of Councillor Goddard to attend the RV Road Tourism Forum in Brisbane on 12 August 2019 at no expense to Council.

CARRIED

## **16.3 Local Government Association Queensland Annual Conference - Submission of Proposed Motions for 2019**

### **Resolution**

Moved Councillor Bawden, seconded Councillor Goddard that Council submit the proposed motion relating to Traffic Management Plan requirements for lower volume roads, to the Local Government Association Queensland to be included in the Annual Conference, Agenda.

CARRIED

## **16.4 Lloyd Mann Park - Home Hill**

Mr. Brennan advised that approval has been granted to locating a further piece of public artwork in the Lloyd Mann Park as part of the Home Hill Harvest Festival, with Council providing assistance with installing a concrete base for the work.

## **17 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)(d) rating concessions;
- 275(1)(e) contracts proposed to be made by Council;

For the purpose of discussing:

1. Confidential Meeting Report – Request for Rates Exemption – Home Hill Community Sports Club Inc.
2. Ayr Industrial Estate Expansion Project

CARRIED

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## **Council Meeting opened to Public**

### **Resolution**

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

CARRIED

## **17.1 Confidential Meeting Report - Request for Rates Exemption - Home Hill Community Sports Club Inc.**

### **Background Information**

In a letter dated 10 June 2019 the Home Hill Community Sports Club Inc. requested a waiver of all rates and charges. This is the third request for a rating concession received from the club in the last three years.

Councillors have been provided with a detailed briefing on the request and Council's current processes for assessing and determining requests for rating exemptions and concessions, which is consistently applied.

### **Resolution**

Moved Councillor Woods, seconded Councillor Goddard that Council advise the Home Hill Community Sports Club Inc. that it does not support the Club's request to be exempted from the payment of general rates or granted a concession on the payment of sewerage charges or a waiver of water and cleansing charges on the Club's property.

FOR: Councillors Bonanno, Woods, Perry and Goddard

AGAINST: Councillors Liessmann and Bawden

4/2

CARRIED

## **18 DELEGATIONS**

There being no further business the meeting closed at 11.37am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 13 August 2019.**

**MAYOR**



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### **3.2 Burdekin Road Safety Advisory Committee Meeting Minutes - 22 May 2019**

#### **Recommendation**

That the minutes of the Burdekin Road Safety Advisory Committee Meeting held on 22 May 2019 be received and adopted.



# Burdekin Shire Road Safety Advisory Committee Meeting

Held on 22 May 2019 at 10:30am

Council Administration Building – Ernie Ford Board Room

## 1. Attendance

### Core Members

Councillor Ted Bawden	Councillor (Acting Chairman)	Burdekin Shire Council
Mr. Glen Stockdale	Acting Manager Design Office	Burdekin Shire Council
Mr. Kevin Riseley	Technical Officer (Road Safety)	Department of Transport and Main Roads
Senior Sergeant Steven Barton	Officer in Charge	Queensland Police Service – Ayr

### Apologies

Councillor Tony Goddard	Chairman	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	Burdekin Shire Council

### Advisors

Mrs. Barbara Stockdale	Transport and Main Roads Project Officer	Burdekin Shire Council
Mr. David Jackson	President	Home Hill Chamber of Commerce
Ms. Rachel Coulson	Manager Road Safety Northern	Department of Transport and Main Roads
Mr. Peter Luke	Cane Supply Manager	Wilmar Sugar

### Apologies – Advisors

Ms. Denise Elrick	Senior Road Safety	Department of Transport and Main Roads
Ms. Marita Stecko	Acting Senior Advisor (Road Safety)	Department of Transport and Main Roads
Ms. Nicole Smart	Senior Engineer (Civil)	Department of Transport and Main Roads
Mrs. Sue Collier	Chief Executive Officer	Flexi Queensland
Mr. Warren Hubbard	Representative	NDL Transport
Mr. Brett Maguire	Officer in Charge	Queensland Ambulance Services

Minutes Clerk – Miss. Naomi Loizou

## 2. Minutes Received

### MINUTES OF THE BURDEKIN SHIRE ROAD SAFETY ADVISORY COMMITTEE MEETING HELD ON 27 FEBRUARY 2019

The Flying Minute sent on 19 March 2019 endorsed that the Minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on Wednesday 27 February 2019 were true and correct.

## 3. Business Arising out of Minutes and Review of Action Items List

### 3.1 Business Arising out of Minutes

#### Item 6.3 – Mr. Riseley investigated the ‘Bridge Work Ahead’ Sign obstructing Wilmar’s ‘Prepare to Stop’ signage

Mrs. Stockdale advised members that the TMR Corridor Management team had taken action in relation to the rectification and relocation of the Wilmar R-11 sign by liaising with Wilmar and works are currently taking place.

### 3.2 Review of Action Items List – please refer to Action Table at the end of minutes.

## 4. Correspondence for Information

4.1 NIL

## 5. Reports for Consideration

5.1 NIL

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## **6. General Business**

### **6.1 Mr. David Jackson – Home Hill Chamber of Commerce**

Mr. Jackson advised members that Home Hill Chamber of Commerce have concerns with vehicles travelling in a north bound direction in Home Hill and illegally entering into IGA crossing double lines, thus, creating a safety hazard for road users. There were also concerns around the gutters on the eastern side of the main street being too deep, making it hard for people to get out of their vehicles. Mrs. Stockdale stated that Department of Transport and Main Roads were looking into a capital project in relation to the maintenance of the main street – Eighth Avenue Home Hill. Mr. Riseley confirmed that he would follow up on this issue and provide feedback to committee members at the next meeting to be held on 28 August 2019.

### **6.2 Mr. Peter Luke – Wilmar Sugar**

Mr. Luke confirmed that the crushing seasons is due to start on 4 June for both Inkerman and Kalamia Mills and 11 June for Pioneer and Invicta Mills. Mr. Luke advised members that they had problems with the activation of lights on McDesme Road; however that problem was investigated and repaired. He also noted, that the campaign for the crushing season will be up and going in the next few weeks leading into the crushing season, and reported that the overhead red-light warning pole at McDesme crossing is expected to change in July.

### **6.3 Ms. Rachel Coulson – Department of Transport and Main Roads**

Ms. Coulson mentioned that she had discussions with Ms. Stecko in relation to the flashing school signage and funding for 2019/2020 which is due to roll out in the coming weeks. In discussions they highlighted the areas in the region that met the standards for the funding and found that Kalamia State School was one of the high profile rated zones. Mrs. Stockdale stated that with discussions held with Mr. Byers, Councils main priority would be to complete maintenance at East Ayr State School first, and then Kalamia State School, followed by other school zones. Mrs. Stockdale mentioned that due to the ongoing funding provided that it should be taken to Council where a formal decision of the project will be made.

Ms. Coulson presented an apology with regards to the time delay of the installation and maintenance of the flashing 40km/hr sign at St Francis Primary School, which has raised many concerns in the community. Mrs. Stockdale mentioned that this sign has been non-operational since April 2019, and although the flashing sign is not working it is still a legal requirement that traffic travel at 40km/hr in this zone. Ms. Coulson advised that the department's Road Safety Officers will be in contact with the school to explain the current situation.

Ms. Coulson advised members that the Department of Community Road Safety Grants is now open for funding for the year 2019/2020. Noting that there is \$20,000 available to Local Groups, including schools, Local Governments and not-for-profit organisations. These grants are focused at raising awareness and educating individuals on road safety, with applications closing on 7 June 2019.

Fatality Free Friday which is a road safety initiative will be held on Friday 31 May 2019. Ms. Coulson advised that funding is available to promote this awareness day and provide local activities to get the community involved. She mentioned that a possible sausage sizzle could be an option for a fundraiser to promote road safety awareness and that it would tie in with the beginning of the crushing. Mr. Luke stated that he would liaise with his staff members to see the possibility of holding such an event.

The Department is in the process of finalising guidelines around the School Transport Infrastructure Program (i.e. Stop, Drop and Go), which will be a funding initiative for local schools to improve or replace current infrastructure that is in place at present. Ms. Coulson mentioned there will be 20 million dollars that will be split over a three-year period with the first round of funding to commence in the 2019/2020 financial year.

#### **6.4 Senior Sergeant Steven Barton – Queensland Police Service – Ayr**

Mr. Barton mentioned that the 'No Standing' zone in Drysdale Street, Brandon opposite Tapiolas Road is on the railway side of the road and there is no secondary signage in place. Police are unsure to the reasons why it is placed in this particular area. Mr. Stockdale advised that his team will investigate the issue.

Mr. Barton also presented data on the road crash data analysis for the past 6 months which involved the four Police Divisions within the Burdekin Shire. Noting that the statistics presented were not official police service statistics and that they were released from the available information resources centre, after data was collected in accordance with the national expected rules it was noted that:

1. Total of 64 Cases whereby 35 presented as non-injury, 25 injury based, and 4 as fatal
2. Busiest times being 8am to 12pm, followed by 12pm to 4pm, then 4pm to 8pm
3. Causes being - failing to give way which was nine instances, dangerous driving and driving without due care six, drink driving three, and 13 instances where no action was taken (i.e. Hit and run)

Overall there were 27 accidents in the Ayr Division, 21 in the Giru Division, 15 in Home Hill and One in Clare. With the busiest days being Thursday, followed by Sunday and Monday.

#### **6.5 Mr. Kevin Riseley – Department of Transport and Main Roads**

Mr. Riseley mentioned that vehicles are exiting right, over the painted double barrier lines at the United Service Station on the Ayr side of the Burdekin Bridge. He mentioned that this issue was looked at by the Corridor Management Team who will take no further action in relation to this issue.

Mrs. Stockdale advised members that the Department of Transport and Main Roads is putting forward an application to upgrade the section between McDesme Crossing through to Dalbeg Road, Ayr turnoff. Mr. Riseley stated that he would confirm what stage the project is at and provide an update at the next meeting.

Mr. Riseley indicated that Blackspot Funding applications close on 28 July 2019 and advised staff to put forward their applications in relation to this matter. Mrs. Stockdale mentioned that Council is in the process of finalising two project applications. The first being at the intersection of Bower and Drysdale Streets, Ayr, the second being at the intersection of Parker and Macmillan Streets, Ayr, whereby they are looking at the proposal of a roundabout for these particular intersections.

#### **6.6 Mrs. Barb Stockdale – Burdekin Shire Council**

Mrs. Stockdale raised concerns in regards to the pickup and drop off zones in Brandon. The main Brandon pickup zone is located at the front of the Brandon Tavern, where the driveway meets the highway. This is a serious safety concern/hazard. It was also noted that both waiting zones where the school children were standing, one being outside the Brandon Shop and the second being outside the old nursery, are located on private property, which also raises major concerns. Mrs. Stockdale further advised members that Council is currently in discussions with the Trans North Bus Company and looking at alternative drop off and pick up zones to be located near the public toilet area, and the Brandon State School.

There being no further business, the meeting closed at 11:50am.

**The next meeting will be held on Wednesday 28 August 2019 at 10:30am.**

Cr. T. Bawden  
Acting Chairman

<b>ACTION TABLE</b>			
<b>ACTION ITEMS FROM MINUTES OF MEETING – 23 MAY 2018</b>			
<b>Item</b>	<b>Action</b>	<b>Person(s) Responsible</b>	<b>Status</b>
<b>5B</b>	<b>Parking at Ayr Schools</b> 1. Bring the EASS Ross Street two-minute parking spaces forward by two spaces and move the bus parking space forward. 2. Add seven, two-minute car parking spaces at BCHS along Gibson Street. 3. Add two lots of seven, two-minute car parking spaces at ASHS along Edwards and Wickham Streets.	<b>Mr. G. Stockdale &amp; BSC Works Department</b>	22/05/2019 UPDATE – COMPLETED 1. Map and design had previously been discussed with related parties (BSC, QPS and Schools etc) 2. BSC Works Department to complete line marking changes for 2-minute parking. 3. Sent plan to school 4. Plans were approved at Council Workshop held on 7 May 2019. 5. Plans sent to BSC Works Department for the work to be completed.
<b>ACTION ITEMS FROM MINUTES OF MEETING – 22 AUGUST 2018</b>			
<b>5.2</b>	Speed review to be conducted along Donaghue Street, Giru and a warning ‘50km zone ahead’ sign installed.	<b>Mr. G. Stockdale</b>	22/05/19 UPDATE – COMPLETED BY 28 AUGUST 2019 1. Traffic counter data has been collated. 2. Average speed is recorded at 61km/hr. 3. Speed limit review to be conducted.
<b>5.3</b>	A speed limit review to be conducted along Old Clare Road, at the residential area, approaching the adjoining Cislowski Road and Mirrigan Road. Review more signage being placed on Old Clare Road at either end of the residential area.	<b>Mr. G. Stockdale</b>	22/05/19 UPDATE – COMPLETED BY 28 AUGUST 2019 1. Traffic counter data has been collated. 2. Average speed is recorded at 53km/hr. 3. Speed limit review to be conducted.
<b>6.4</b>	Raise the matter for discussion of increasing the vehicle crossing safety at the intersection of Bower Street and Drysdale Street, Ayr at an Ordinary Council Meeting and list this area for Black Spot funding.  <b>28/11/2018</b> – Letter received from Mr. Dale Last MP - Issues being raised by constituents are summarised as: 1. Visibility issues for drivers turning onto Bower Street from Drysdale Street, Ayr. 2. Safety for children crossing Bower Street to attend Ayr State School. 3. The need for Boom Gates on the adjacent level crossing. 4. Heavy vehicles are not observing speed limits. 5. The “Keep Clear” area near the railway level crossing is not being observed.	<b>Mr. K. Byers and Mr. G. Stockdale</b>	22/05/19 UPDATE – COMPLETED BY 28 AUGUST 2019 1. Proposed Line Marking Plan has been completed and will be sent to Director for approval and implementation. 2. This is difficult to achieve; however, Officers are looking at options. 3. Council has spoken to Queensland Rail regarding boom gates. An assessment by Queensland Rail in 2016 identified boom gates are not a suitable treatment for this crossing. 4. It was reported that there has been minimal enforcement history on heavy vehicles. 5. Line marking to be refreshed by Works Department. 6. Black Spot Application currently underway
<b>ACTION ITEMS FROM MINUTES OF MEETING – 27 FEBRUARY 2019</b>			
<b>4.1</b>	Correspondence was received regarding truck parking lane and access to Burdekin Rugby Union Club.	<b>Mr. K. Byers</b>	22/05/2019 – UPDATE - COMPLETED BY 28 AUGUST 2019 1. Item has been scheduled for discussion at Council Workshop Meeting to be held on 5 March 2019. 2. Item was discussed at Council Workshop on 5 March 2019 3. Mr. Stockdale stated that designs are currently being drawn up for a new access point.
<b>6.1</b>	Feedback received regarding safety issue for motorist visibility at the	<b>Mr. K. Byers and Mr. K. Riseley</b>	22/05/19 – UPDATE – COMPLETED BY 28 AUGUST 2019 1. Mr. Byers and Mr. Riseley to investigate issue and identify

	Pedestrian Crossing outside Snap Fitness		possible solutions. 2. Mrs Stockdale advised members that Council are upgrading the pedestrian crossing lines in June to new thermal ones making the crossing brighter.
6.2.2	Concern around colours and luminosity of roadside multi-message signs	Mrs. B. Stockdale	22/05/2019 – UPDATE - COMPLETED 1. Mrs. Stockdale to re-issue the Department of Transport and Main Roads' Roadside Advertising Manual to all operators of this equipment in the Burdekin. 2. Council have notified operators to shift and turn the signage off if they are becoming a safety concern. 3. TMR conducted preliminary investigation and advised in meeting of 22 May 2019: <ul style="list-style-type: none"> <li>The observed speeds in the area are between 30km/hr to 40km/hr</li> <li>The SSD to the Zebra Crossing exceeds the minimum requirements</li> <li>The signage and line marking are to MUTCD requirements and highly visible</li> <li>Drivers were observed displaying due care and attention on approaches to the crossing</li> <li>Negligible visual obstruction on both approaches for approaching vehicles looking through the refuge area through the fence</li> </ul> With correct use the Zebra Crossing itself is considered safe. Advised the committee the fence is owned by BSC and was installed by BSC as part of the streetscape work back in around 2004. Any changes to the existing fence would require initiation by BSC.
6.4.2	Request for additional signage at Mount Inkerman Nature Trail	Mr. K. Byers	22/05/2019 – UPDATE - COMPLETED 1. Additional signage to be installed in the near future. 2. In the Works program for 2019/2020
<b>ACTION ITEMS FROM MINUTES OF MEETING – 22 MAY 2019</b>			
6.1	Concern around vehicles turning right into IGA and crossing double lines.	Mr. D. Jackson	TO BE COMPLETED BY 28 AUGUST 2019 1. Mr Riseley to follow up with Glenn Bourne from TMR in relation to the maintenance project and provide an update at the next meeting. 2. TMR advised this matter has been previously investigated and the outcome was that it was an enforcement issue. It was understood BSC at the time was going to review the DA conditions for the carpark operation with a view of trying to deter the unlawful driver behaviour.
6.5	Vehicles are exiting right, over the painted double barrier lines at the United Service Station on the Ayr side of the Burdekin Bridge	Mr. Kevin Riseley	22/05/2019 – COMPLETED 1. Department of Transport & Main Roads Corridor Management, following a review of this issue, have decided to not proceed as there are no DA conditions that can be enforced. It is an issue requiring QPS enforcement.
6.5.1	Upgrade to the road section of McDesme crossing through to Dalbeg Road turnoff.	Mrs. Stockdale	TO BE COMPLETED BY 28 AUGUST 2019 1. Mr Riseley to follow up with Glenn Bourne from TMR in relation to this project and provide an update at the next meeting.
6.5.2	Black Spot Funding Applications close on 28 July 2019	Mr. Riseley and Mrs. Stockdale	TO BE COMPLETED BY 28 AUGUST 2019 1. Council to submit two project applications for both intersections at Bower and Drysdale Streets, Ayr, and Parker and Macmillan Streets, Ayr.
6.6	School Pickup and Drop of Zones in Brandon. Concerns with location being placed on private property.	Mrs. Stockdale	TO BE COMPLETED BY 28 AUGUST 2019 1. Mrs. Stockdale to liaise with Trans North Bus Company to find an alternative pick up and drop of zone for school kids.

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### **3.3 Burdekin Shire Youth Council Meeting Minutes - 22 July 2019**

#### **Recommendation**

That the minutes of the Burdekin Shire Youth Council Meeting held on 22 July 2019 be received and adopted.



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**Burdekin Shire Council**

**Minutes – Burdekin Shire Youth Council Meeting held on 22 July 2019**

Held in the John Drysdale Chamber  
The meeting commenced at 3.30pm

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**CLAUSE 1      ATTENDANCE**

Sarah McDonnell – Youth Mayor  
Emily Holmes – Deputy Youth Mayor  
Jocelyn Eaton – Secretary  
Cleo Delle Baite – St Francis Primary School  
Eddie Jones – Ayr State High School  
Jake Abraham – Ayr State High School  
Jessica Holmes – Burdekin Christian College  
Mikayla McDonnell – Ayr State High School  
Michael Lindley – Brandon State School  
Zavier Wood – Ayr State High School

Tammy Quagliata – Burdekin Shire Council  
Cr. Sue Perry – Burdekin Shire Council

**Apologies for absence**

Dylan Lawrence – Ayr State High School  
Taryn Delle Baite – Burdekin Catholic High School

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**CLAUSE 2      MINUTES RECEIVED**

Moved Jake Abraham, seconded Zavier Wood that the Minutes of the Burdekin Shire Youth Council Meeting held on 17 June, 2019 be received.

CARRIED

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**CLAUSE 3      BUSINESS ARISING FROM THE MINUTES**

Clause 10 – Tammy Quagliata reported that the auction of the signed Tim Cahill shirt at the recent Men's Health & Wellbeing event was a huge success with the shirt being auctioned for a total amount of \$2500.00. As previously agreed, 50% of the proceeds, being \$1250 will be donated to Laurie's Love.

It was agreed that a letter of thanks be sent to the winning auction bidder, Sib Rapisarda for his generous support for both the Burdekin Shire Youth Council and Laurie's Love Foundation.

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**CLAUSE 4      CORRESPONDENCE**

Inward Correspondence

NIL

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### Outward Correspondence

1. Burdekin Shire Council – Providing a letter of support for Council to host the 2019 Burdekin Cultural Fair as part of the 2019 Sweet Days, Hot Nights Festival.

Moved Eddie Jones, seconded Mikayla McDonnell that the inward correspondence be received and the outward adopted.

CARRIED

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### **CLAUSE 5**

#### **ADDRESS BY MADONNA DAVIES, NQ REGIONAL ARTS OFFICER, REGIONAL ARTS SERVICES NETWORK RE NORTH QLD YOUTH ARTS CAMP**

Madonna Davies, NQ Regional Arts Officer with Regional Arts Services Network addressed Youth Council members in regard to a proposal to host a 2020 North Qld Youth Arts Camp.

NQ Young Artist Camps (NQYAC) will run as a series of performance and industry skill-based activities prioritising young participants from NQ and regional professionals as the facilitators. The idea is to bring young aspiring performers and creative artists aged 13-17 together to develop new skills, meeting industry professionals and like-minded young people from around the NQ region. These regions will include Flinders, Charters Towers, Burdekin, Hinchinbrook, Palm Island and Townsville. The aim is to continue hosting this camp at various communities each year within the NQ region.

It was noted that funding would be sought to hold the event with the proposal to keep costs to a minimal being approx. \$35/day to cover food expenses.

Burdekin Shire Youth Council members were very keen on the idea and supported the project idea.

Discussions were held regarding the proposed dates 9-13 April for the 2020 event which will be hosted in Charters Towers. It was noted that this was the easter long weekend and would not be very suitable. It was further suggested that the NQYAC in Charters Towers be held from 4-8 April, 2020.

Burdekin Shire Youth Council agreed to provide a letter of support for funding to hold the 2020 event and agreed to look into budgeting with Council to host a NQYAC in 2021 or 2022.

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### **CLAUSE 6**

#### **ADDRESS BY TRACEY HOBBS & KATHRYN MONTAFIA, BURDEKIN COMMUNITY ASSOCIATION RE BURDEKIN SUICIDE PREVENTION NETWORK COMMUNITY ACTION PLAN**

Tracey Hobbs and Kathryn Montafia from the Burdekin Community Association addressed the Burdekin Shire Youth Council in regard to the Burdekin Suicide Prevention Community Action Plan in which they would be working on developing over the next few months. The plan is a detailed plan with the aim to reduce and eliminate suicides in the Burdekin area specifically.

Tracey & Kathryn noted that they were just raising awareness at this stage and would be staying in touch with Youth Council members into the future to assist with relevant feedback and consultation for the Action Plan.



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**CLAUSE 7      UPDATE ON NEW BURDEKIN SHIRE YOUTH COUNCIL LOGO DESIGN**

Tammy Quagliata provided samples of various new Youth Council Logo designs and members discussed their preferred options. A final draft of the new logo will be tabled for approval at the next meeting.

It was hoped that new shirts can then be ordered with the logo and should arrive prior to the end of the year.

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**CLAUSE 8      SAVE THE DATE – ZONTA CLUB BIRTHING KIT ASSEMBLY – SATURDAY 10<sup>TH</sup> AUGUST 2019**

Sarah McDonnell provided information about the upcoming birthing kit assembly day with the Zonta Club.

Youth Council members were invited to volunteer an hour or two of their time on Saturday 10 August from 11am at the St Francis School Hall. Tammy undertook to email details to all members.

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**CLAUSE 9      MENTAL HEALTH WEEK 2019 – MOVIE NIGHT IN THEATRE FORECOURT**

Tammy Quagliata advised that the Burdekin Library together with Burdekin PCYC are working together on a program for Mental Health Week 2019 which will run from 6-12 October.

It was noted that a Movie Night was proposed for Friday 11 October, and Youth Council members were invited to be a part of and assist with organising the event.

Members noted that this date was the Student's Ball, therefore it was proposed that the Movie Night be held either Saturday or Sunday evening. Tammy undertook to liaise further with Burdekin Library and PCYC staff in relation to a date change.

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**CLAUSE 10      GENERAL BUSINESS**

1. Tammy Quagliata thanked members Sarah McDonnell and Taryn Delle Baite who assisted with selling tickets at the Sam Johnson – Love Your Sister Fundraising event, with all proceeds going directly to the Love Your Sister Foundation.
2. Tammy Quagliata advised that this Sunday 28 July was National Tree Day and members were encouraged to attend tree planting on Sunday from 8.30am to 11am at the new Landcare Building, International Road, Ayr.
3. Cr. Perry gave a brief update on the progress of the new Nature Based Play Space at Plantation Park, Ayr which was almost completed. It was noted that an official opening of the playground will be held at the end of August to coincide with the completion of the new Ayr Visitor Information Centre, in the same precinct.

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4. Sarah McDonnell advised that following her attendance at the Sam Johnson – Love Your Sister event, she was motivated and inspired to present a Bill at Youth Parliament in relation to personalised cancer treatment for all Australian patients. Sarah advised that she is liaising with Sam & his team to put together her Bill.
  5. Youth Council members were each given the opportunity to give an update on something happening within their schools, sporting clubs or community.
- 

**NEXT MEETING – 19<sup>th</sup> August 2019 at 3.30pm.**

There being no further business, the meeting closed at 4:45pm

Jocelyn Eaton  
SECRETARY

*Meeting Minutes taken by Jocelyn Eaton & Tammy Quagliata.*

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## 4 REPORTS

### 4.1 Council Workshops - July 2019

#### Document Information

**Referring Letter No:** N/A

**File No:** 1394

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Mr. Terry Brennan – Chief Executive Officer

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#### Executive Summary

The Council conducted workshops on 2 and 16 July 2019 with a range of policy and operational issues discussed.

A brief summary of the items discussed at the workshops is contained in the report.

#### Recommendation

That the report on the Council workshops held on 2 and 16 July 2019 be received and noted.

#### Background Information

In the later part of 2016 the Council adopted governance arrangements based on holding Council meetings on a fortnightly basis each month, with the exception of December and January each year. In conjunction with this decision it also agreed to conduct workshops with councillors on the alternate week to scheduled Council meetings.

During the past month workshops were held on 2 and 16 July 2019. The workshops covered a range of policy and operational issues and included attendance by external parties along with site inspections. A brief summary of the issues discussed at the workshops is outlined below:

#### 2 July 2019

- New and updated policies
  - Sundry Debtors Recovery Policy
  - Enterprise Risk Management (ERM) Policy
- Overview of Risk Management within Council
- Community Development framework
- Coloured Water Fountain Operational Standard
- Interest Free Loan request – Home Hill Choral Society
- Main Roads signage and wide centre line treatment
- NDRRA Category C recreational projects

- 
- Tenth Avenue Home Hill underground drainage

## **16 July 2019**

- Summary of capital carryover projects 18/19
- Request for rating exemption – Home Hill Community Sports Club
- Proposed public art projects suggested by RADF committee
- Council cemeteries – Code of Operations and other matters
- Tenancy proposal – Burdekin PCYC
- Presentation on Council record keeping requirements – CCC guideline
- Policy reviews
  - Herbicide Subsidy
  - Wild Dog Control Assistance
- Camping areas at Public Boat Ramps
- Proposed pedestrian path – Home Hill Diorama to Burdekin Bridge
- Traffic entry and turning arrangements – Burdekin Rugby Union
- School Bus Shelter design
- Request for Centre Parking – Queen Street Ayr
- Proposed land resumptions – Fiveways Roundabout
- Possible Black Spot Project – Bower & Drysdale Streets Ayr

## **Link to Corporate/Operational Plan**

### **5.3.1 Demonstrate open and transparent leadership**

## **Consultation**

Consultation was undertaken with various parties in the presentation of the workshop topics.

## **Legal Authority or Implications**

N/A

## **Policy Implications**

Any policy proposals are subsequently referred to a Council meeting via a report for consideration and if approved adoption.

## **Financial and Resource Implications**

As highlighted in the workshop presentations

## **Report Prepared By:**

Mr. Terry Brennan - Chief Executive Officer

## **Report Authorised By:**

Mr. Terry Brennan - Chief Executive Officer

## **Attachments**

N/A

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## 5 GOVERNANCE

### 5.1 Operational Plan 2018/2019 End of Financial Year Q4 Report

#### Document Information

**Referring Letter No:** N/A

**File No:** 418

**Name of Applicant:** N/A

**Location:** N/A

**Author and Title:** Mrs. Rebecca Stockdale – Senior Governance Officer

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#### Executive Summary

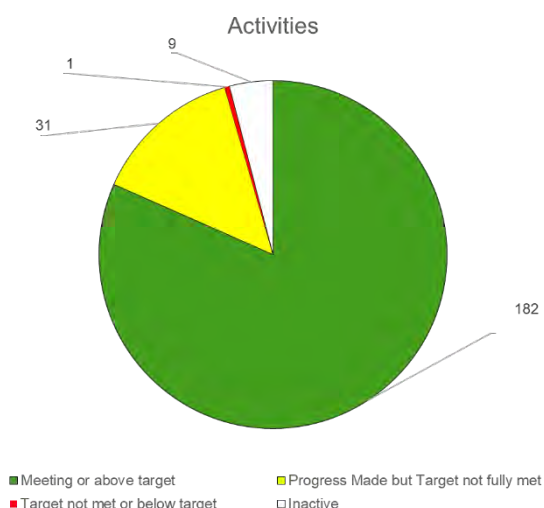
Section 174 of the *Local Government Regulation 2012* requires the chief executive officer to present a written assessment of the local government's progress towards implementing the annual operational plan at the end of each quarter.

The attached Operational Plan 2018/2019 Quarter 4 (Q4) Report provides a summary of Council's achievement of activities throughout the 2018-2019 financial year.

Of the 223 agreed activities within the Operational Plan, 182 activities met or exceeded the agreed target within the financial year with significant progress made for a further 31 activities. Nine activities are "inactive" or were not commenced during the financial year and only one activity was reported as under target as at 30 June 2019. The comments provided against each activity provide further clarification and detail pertaining to the activity.

At the end of third quarter:

- 182 activities meeting or above target
- 31 Progressing
- 8 Inactive
- 1 Under Target



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## **Recommendation**

That Council adopts the End of Financial Year Q4 Report for the Operational Plan 2018/2019 as attached to this report.

## **Background Information**

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

## **Link to Corporate/Operational Plan**

5.3.3 Adhere to the governance framework and public reporting systems

## **Consultation**

All managers and other relevant supervisors and officers were required to provide information for the Q3 Report. The report was discussed at a Council workshop on 6 August 2019 where Councillors were able to seek clarification and ask questions about the activity comments.

## **Legal Authority or Implications**

Section 174 of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual operational plan at the end of each quarter.

## **Policy Implications**

N/A

## **Financial and Resource Implications**

Activities within the Operational Plan must be discharged in accordance with Council's adopted budget.

## **Report Prepared By:**

Mrs. Rebecca Stockdale – Senior Governance Officer

## **Report Authorised By:**

Mr. Nick O'Connor – Director Corporate and Community Services

## **Attachments**

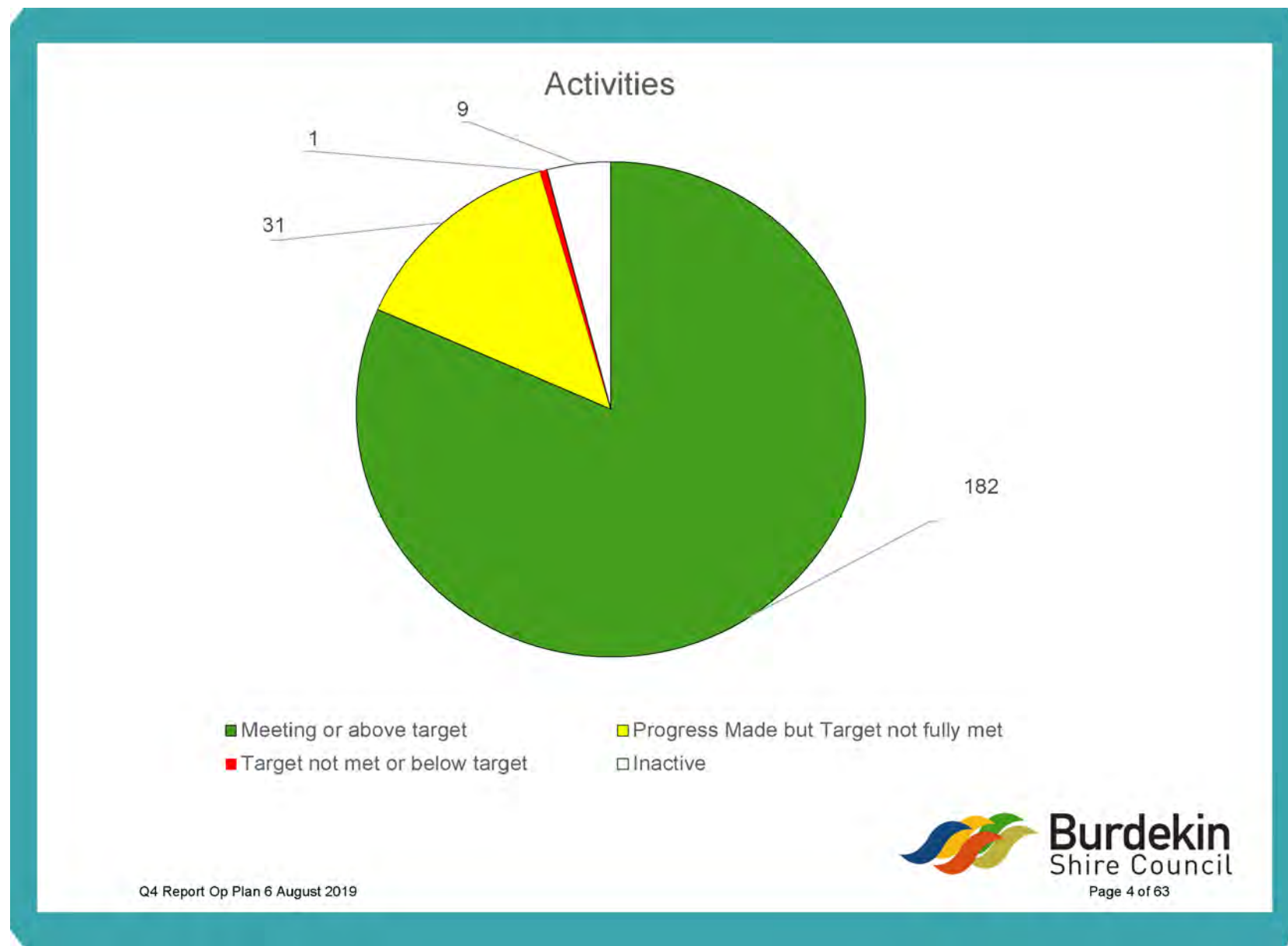
1. Operational Plan 2018/2019 End of Financial Year Q4 Report

# Q4- Operational Plan End of Financial Year Report

2018/2019











## Executive Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
EXC1	Implement new Organisational Structure to enhance strategic capability and eliminate duplication and overlap.	5.2.3. Build effective leadership and management capability	Improved alignment of functions and responsibilities under structure.	New structure implemented by 31 March 2019. Areas of duplication and overlap identified and addressed.	Changes to the organisational structure have been completed with appointment of the Governance Support Officer and enhancement of project management capacity through establishment of the Project Engineer position. The changes to the supervision of the GIS officer will strengthen linkages to the asset management unit.	
EXC2	Commence implementation of new Enterprise Bargaining certified agreement.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Efficiencies gained through implementation of provisions contained in agreement. Adoption of new Operational Standards replacing provisions from previous Enterprise Bargaining Agreement.	Identify operational areas where efficiencies can be gained through Enterprise Bargaining provisions by 31 March 2019.  Adoption of required Operational Standards by 31 December 2018.	Efficiency measures have been implemented through changes to casual staff provisions at the Theatre and Transfer Stations under the EB.  A range of operational standards have been adopted to replace provisions in the EB including <i>Disciplinary Processes; Employee Reclassifications; Bullying/ Discrimination/Sexual Harassment Complaint Handling</i> . Consultation is continuing on a new Drug and Alcohol Operational Standard.	
EXC3	Manage risks effectively through improvements to Council's Enterprise Risk Management Framework and Policy in line with agreed recommendations and timelines from the Internal Audit of Council's Enterprise Risk Management Systems.	5.3. Commitment to continuous improvement, customer service and accountability 5.3.3. Adhere to the governance framework and public reporting systems 5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs	Adoption of Revised Enterprise Risk Management Framework and Policy by Council. Reports to Audit Committee.  Review of Council's Operational and Corporate Risk Registers.  Provision of appropriate training.	Revised Framework and Policy documents adopted by Council by 30 April 2019  Full review of all Risk Registers completed by 30 November 2018  Staff identified and training provided by 30 June 2019	A revised enterprise risk management framework has been finalised and endorsed by the Audit Cmte. Existing policy reviewed and to be adopted by Council.  Review of strategic risk register has been completed, review of operational risk registers to occur after completion of staff training.  Staff training program to be developed and delivered during third quarter of 2019 (slightly behind schedule).	

Operational Plan Burdekin Shire Council  
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EXC4	<i>Facilitate an effective Internal Audit function including the review and adoption of a revised Internal Audit Plan by the Audit Committee and appointment of an external contractor to conduct internal audits.</i>	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Appointment of external contractor for Internal Audit.  Adoption of revised internal audit plan.  Completion of Internal Audit Schedule.	31 August 2018.  September/October Audit Committee Meeting.  30 June 2019.	External contractors OCM were appointed to undertake internal audit activities for Council.  The Internal audit plan was reviewed and adopted by the Audit Committee in October 2018. The Internal audit plan is on schedule with two audits completed and a draft report for the third received for review	
EXC5	<i>Develop and implement a continuous improvement program to enhance internal and external customer service.</i>	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Regular meetings of the Senior Leadership Group, Senior Supervisor Group & work teams held.  Quality of process improvements made.	Minimum of four meetings per year.  Identifiable process improvements implemented.	Regular meetings of the ELT have been conducted and meetings of the SLG & SSG have also occurred throughout the year. Work team meetings are held by various sections on a regular basis. Improvements to the Council's procurement processes are being undertaken with the move to Vendor Panel Silver level which offers significant benefits over existing paper based procurement processes.	
EXC6	<i>Review the Fraud and Corruption Control Plan and implement associated actions.</i>	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	Fraud and Corruption Control Plan is reviewed and endorsed by the Audit Committee	31 March 2019	The Fraud & Corruption Control Plan was adopted by Council in March 2019. A clear implementation plan of activities has been developed for the next 2 years.	
EXC7	<i>Develop and maintain effective regional partnerships through North Queensland Regional Organisation of Councils (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 with Townsville Enterprise.	Attend meetings of North Queensland Regional Organisation of Councils sub-committees.  30 September 2018.	Council has participated in all NQROC meetings over the past 12 months along with various sub-committee meetings. Cr McLaughlin is the current chair of NQROC. Service Level Agreement executed with TEL & summary report received on outcomes.	
EXC8	<i>Provide administrative support to the Mayor and Elected Members to assist in undertaking civic duties including the provision of support to arrange citizenship ceremonies.</i>	5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	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.	100% performance development objectives met on performance reviews.  100% satisfaction with citizenship ceremonies.	Effective support has been provided to the Mayor and CEO by executive support staff.  Citizenship ceremonies were conducted throughout the financial year. Council provided written comment to the Federal Govt. review of the Citizenship Code with particular reference to proposed changes relating to the timing of ceremonies.	



### Media and Communications

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
MC01	Develop and issue media releases and posts to Council website informing the community on Council events and projects.	5.1.2. Be responsive and proactive in providing information in the public interest	Number of media releases.  Visits to Council 'Latest News' website page	120 media releases per year.  10% increase in visits.	43 Media Releases in Q4. This brings the total for the year to 180.  External visits to Council's Latest News website page: April: 1,151 May: 1,430 June: 1,664 <b>TOTAL for Q4: 4,245</b> Increase of 217% from Q1	
MC02	Produce and manage Council promotional materials, external and internal publications for all Council Departments.	5.1.5. Deliver Council messages in accordance with Council's Style Guide in all Council communication	Prepare Annual Report and Budget document by deadlines.  Prepare staff newsletter on quarterly basis.	100% compliance with statutory obligations.  One staff newsletter produced quarterly.	Budget Document prepared by deadline.  Staff newsletters released in July, November and March. Next Staff Newsletter due to be released by end of July 2019.	
MC03	Manage, monitor and promote Council's social media platforms as an effective community engagement tool.	5.1.4. Improve digital platforms to improve access to information	Growth rate across all platforms.	10% growth across all platforms.	Burdekin Shire Council Facebook likes increased by 3.4% (to 4,378 likes). Burdekin Shire Council Instagram increased by 25.2% (to 477 followers).  Sweet Days, Hot Nights Facebook increased by 36.4% (to 1,420 likes). Sweet Days, Hot Nights Instagram increased by 40.3% (to 195 followers).	
MC04	Develop and implement a Council-wide Social Media Strategy.	5.1.3. Communicate Council intent and decisions to the community using effective messaging tools	Usage of social media based on strategy	Strategy developed and adopted by 31 December 2018.	Previously reported that the strategy (Social Media Better Practice Guidelines) was presented at Council workshop in March, and the revised Social Media Policy was adopted at Council Meeting on 26 March 2019.	
MC05	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	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 two business days of enquiry.	More than 90% of request for media support were responded to in the stipulated time frame.	









### Economic Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
ED1	<i>Engage and empower individuals and local businesses to develop the Burdekin economy.</i>	2.1.1. Acknowledge the contribution of individuals and business to developing the Burdekin economy	Individuals and businesses are showcased across various economic development activities.	20 businesses showcased annually across four economic development activities.	Partnered with the Ayr and Home Hill Chambers of Commerce to run a Shop Window Competition as part of Queensland Small Business Week and <i>Sweet Days Hot Nights Festival</i> . 31 Local businesses engaged to provide services for the <i>Sweet Days Hot Nights Festival</i> . 4 local growers mentioned during the North Queensland Agricultural Market and Supply Chain Study launched.	●
ED2	<i>Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people.</i>	2.1.3. Promote employment and training opportunities to retain young people	Attendance and delivery of events to promote employment/training opportunities	One event delivered and two events attended annually.	No progress to report this quarter. Targets achieved in previous quarters throughout the year.	●
ED3	<i>Encourage and empower individuals and local businesses to participate in digital technology workshops/forums.</i>	2.2.1 Facilitate the provision of information to encourage a digitally connected business community to enable <del>communities</del>	Increase in local businesses digital presence.	10% increase across all local businesses.	Partnered with Australian Small Business Advisory Service to deliver Digital Technology Workshop on 9/4/19 and 4/6/19.	●
ED4	<i>Promote funding opportunities available to businesses for research and development.</i>	2.2.2 Encourage business to invest in research and development	Funding opportunities are identified and appropriate businesses are advised.	100% of funding opportunities flagged with businesses.	Promoted all funding programs that had been announced to chambers of commerce, relevant businesses and organisations via email, EDM's, media releases and social media. Met with NQ Livestock Industry Agency to continue to promote Disaster Grants available.	●
ED5	<i>Host industry breakfasts/mentoring sessions to encourage development and expansion of existing business and to encourage start-up and small businesses.</i>	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	Attendance numbers at industry breakfasts and mentoring sessions.	2% annual increase in attendance.	Hosted North Queensland Agricultural Market and Supply Chain Study launch on 7/6/2019. Attended by 90 people. Hosted Fly-in event at the Ayr Aerodrome to promote new fuel facility. Attended by 30 people.	●

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ED6	Review and adopt new <i>Economic Development Strategy</i> .	2.4.1 Review and implement an Economic Development Strategy	Economic Development Strategy adopted by Council.	30 April 2019.	Executed funding agreement with Federal Government Building Better Regions Fund to develop Burdekin Economic Development Strategy. Request for Quotations close on 19/7/19. Consultant will then be engaged to prepare the strategy by end of last quarter 2019.	
ED7	Co-ordinate pre-lodgement meetings with Planning and 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.	Held 5 meetings during the quarter with developers/investors for potential projects in the district.	
ED8	Provide support for Ageing in Place pilot project being undertaken by Economic Development Queensland (EDQ).	2.5.2 Consider future facilities required for an ageing population	Development Management Agreement entered into with Economic Development Queensland.	31 October 2018.	Project will not be proceeding as business case not supported by EDQ board.	
ED9	Collaborate with Townsville Enterprise Pty Ltd. (TEL) to identify, promote and implement Economic Development opportunities for the Burdekin region.	2.2.3. Support the development and expansion of existing business 2.2.4. Support projects and initiatives that encourage start-up and small business 2.3.1. Support business and industry networks 2.3.2. Assist in building an entrepreneurial culture in the Burdekin	Number of collaborative initiatives conducted with Townsville Enterprise.  Number of activities undertaken by Townsville Enterprise Pty Ltd (TEL) in accordance with service level agreement.	2 collaborative initiatives conducted annually.  Activities outlined in service level agreement are delivered by TEL.	Hosted launch for the North Queensland Agricultural Market and Supply Chain Study. Attended by 90 people. Hosted TEL Knowledge Exchange Workshop on 14/5/19. Attended by 13 businesses.	








### Tourism

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
TOU1	Undertake development of a new mobile Visitor Information Centre in Plantation Park	3.3.1. Encourage increased use of community spaces and facilities 3.3.4. Welcome visitors to the Burdekin	Project completed on time & within budget.  Increase in visitation to Visitor Information Centre.	Completion by 30 June 2019 and within Works for Queensland project funding.  10% increase in visitation once operational.	Continued with development of a new mobile Visitor Information Centre in Plantation Park. Building and site works are well advanced, project expected to be completed in August 2019.	
TOU2	Continue membership of Townsville Enterprise and 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.	5% increase in visitor numbers and tourism product.	Supported Townsville Enterprise Knowledge Exchange Workshop on 14/5/19. Attended by 13 businesses.	
TOU3	Provide support to the Visitor Information Centres in Ayr and Home Hill including upgrade of IT equipment at the Centres.	2.2.5. Encourage and support the development of tourism product 3.2.1. Promote and encourage community participation and volunteerism within community organisations 3.2.2. Build capability of individuals working with community organisations 3.3.4. Welcome visitors to the Burdekin	Visitor numbers and satisfaction.  Number of tourism products that promote the Burdekin investigated and assessed.	5% increase in visitor numbers.  Five tourism products assessed bi-annually.	Monthly volunteer notices distributed. Regular visits to the centres undertaken. Volunteer Famil held on 15/4/19 - Charlie's Hill & Wunjunga. Celebrated Volunteers Week on 22/5/2019 with morning tea at Q Street Grill.	
TOU4	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.	Represented Townsville North Queensland at the Brisbane Caravan and Camping Expo from 5-8 June 2019.	
TOU5	Promote the Burdekin as a business and lifestyle destination.	3.3.2. Highlight the benefits of living, working and playing in the Burdekin	Number of promotional opportunities identified and pursued.	Two opportunities per quarter.	Promoted Burdekin in Townsville Enterprise Agribusiness Forum program on 10/4/2019.	
TOU6	Source and develop new advertising opportunities to market 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.	Two new opportunities identified annually.	Represented Townsville North Queensland at the Brisbane Caravan and Camping Expo from 5-8 June 2019.	



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TOU7	Update online presence including the Tourism Website and Calendar of Events and Tourism Social Media Platforms.	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	New website is developed with improved content & functionality.  Number of hits and likes on sites.	5% increase in hits and likes on sites.	Provided website developer with information for new destination website. Development of website delayed to first quarter of 2019/20 financial year. Visit Burdekin - 3.6% increase in Facebook likes and 6.7% increase in Instagram likes. <i>Sweet Days Hot Nights Festival</i> - 36.4% increase in Facebook likes and 40% increase in Instagram likes. Reach has also increased across all platforms - Visit Burdekin - 89,000 people - <i>Sweet Days Hot Nights Festival</i> - 362,000 people..	
TOU8	Undertake projects identified in the Burdekin Tourism Strategy.	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	Number of action items completed within timeframes.	100% completion.	Continued to progress priority projects included in the strategy including - Destination Website The Burdekin Bucket List - 101 Things to do and Self guided tours..	
TOU9	Host the 2019 Regional Visitor Information Centre (VIC) Volunteers Conference.	3.3.4. Welcome visitors to the Burdekin	Coordination of VIC Volunteers Conference.	Number of volunteers that attend and the amount of local product showcased.	Conference successfully conducted. No further updates required.	
TOU10	Support the staging of the Australian Fishing Championships - Barra Series in the Burdekin	3.3.3. Encourage creative and cultural pursuits that enhance the community identity	Level of promotion received from participation in the championships.  Number of short videos developed for tourism promotional use.	Value of exposure received as a fishing destination.  Completion of two videos for tourism promotion.	Received final footage captured. Burdekin Round aired on : 11/5/19 on TEN Bold. 12/5/19 on Ten Bold, 18/5/19 on TEN HD. Audience numbers over the 3 episodes was 245,000 people.	
TOU11	Develop 'Sweet Days Hot Nights Festival' as a destination event for the Burdekin.	3.3.3. Encourage creative and cultural pursuits that enhance the community identity 3.3.4. Welcome visitors to the Burdekin	Attendance numbers at the event.  Feedback from sponsors of event.	5% increase in level of external visitation to the event.  80% positive feedback from sponsors.	<i>Sweet Days Hot Nights Festival</i> held from 30/5 - 1/6. Over 6000 people attended the 3 events. Waiting on survey results and infographics from Tourism and Events Queensland. 31 local businesses and organisations engaged for the festival.	










### Corporate Governance




Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
G1	Implement Improvements to Council's Delegation Registers and Supporting Systems.	5.3. Commitment to continuous improvement, customer service and accountability 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Implement agreed actions from internal audit focusing on delegations register within agreed timeframes.	Delegation Registers updated within one month of Local Government Association of Queensland updates.  Operational Standard developed and adopted by the Senior Leadership Group by 30 August 2018.	The delegation register review project is on track and progressing well. The Local Government Association Queensland (LGAQ) delegation service have provided 2 updates during this financial year and the relevant amendments have been applied to Council's delegation registers and notification has been provided to relevant officers.	
G2	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.  Prompt entry of complaints into the Customer Request Management system.	90% of complaints closed within one month of receipt.	6 administrative action complaints received during the 4th quarter. One complaint withdrawn by complainant. Of the five remaining complaints, all have been finalised. 100% of complaints were formally acknowledged within the accepted timeframes. 60% of complaints were finalised within one month of receipt. 40% of complaints were finalised within 2 months of receipt.	
G3	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 Public Interest Disclosure criteria.  Comprehensive training provided to all staff and councillors.  Effective management, investigation and referral of any Public Interest Disclosure matters.	100% of complaints assessed against Public Interest Disclosure criteria.	All complaints have been assessed in accordance with the Public Interest Disclosure Criteria.  The Senior Governance Officer and Governance Support Officer have attended a number of webinars hosted by the Queensland Ombudsman's Office pertaining to Public Interest Disclosure requirements.	



Operational Plan Burdekin Shire Council  
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G4	<i>Manage Council's Policy review- Monitor and update Council's Policy Register including assisting with updating existing policies and developing new policies</i>	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.	Council's policy register and published policies is 100% up to date. Monthly reminders are sent to policy owners ahead of each review date for policies. Currently Council has 60 policies- 54 of which are current and up to date. 1 policy is overdue for review and a further 5 have been put "on hold" awaiting further information. Of the 54 current policies, 5 are approaching their review date within the next quarter.	
G5	<i>Oversee the completion of energy efficiency initiatives for Council Administration Building, Burdekin Memorial Hall and Jones Street Depot.</i>	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Completion of projects.	31 March 2019.	Installation of 100kW Grid Connect Solar Panel System for Chambers/Administration building completed mid June. System switched on 25 June 2019.	
G6	<i>Effectively manage Council's Aerodrome including management of leases and upgrade of electricity networks to improve marketability.</i>	3.3.1. Encourage increased use of community spaces and facilities	Finalise design, tender process and construction of new electricity network for Ayr Aerodrome.	30 June 2019.	All aerodrome leases are up to date. Renewal of 2 leases finalised.	
G7	<i>Ensure the optimal use of public land through Council's lease program.</i>	3.3.1. Encourage increased use of community spaces and facilities	Up to date leases.	100% of leases are up to date.	Leases currently being processed: 3 renewals, 1 surrender. Leases finalised: 4.	
G8	<i>Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.</i>	5.1.2. Be responsive and proactive in providing information in the public interest	Open provision of appropriate information Number of applications processed.	100% of applications processed accurately.	1 application processed under Right to Information Act.	
G9	<i>Facilitate the review and update of Local Laws where necessary.</i>	5.3.3. Adhere to the governance framework and public reporting systems	Changes made to local laws to reflect changes to legislation or community need.	100% compliance with agreed timeframes and methodology.	No changes to Local Laws.	
G10	<i>Coordinate Council's Insurance Program to manage risks associated with Council operations and assets.</i>	5.3.3. Adhere to the governance framework and public reporting systems	Appropriate and timely insurance policies in place.	100% of insurance products reviewed.	Process for renewal of insurance policies for 2019/2020 completed. All insurance policies renewed to 30 June 2020.	

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G11	Coordinate and project manage Council's external funding applications.	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin 1.2.5. Provide sporting, recreational, parks, playgrounds and aquatic facilities that meet the needs of our community 5.3.2. Ensure Council's financial position is effectively managed	Funding opportunities identified and prioritised in a timely manner.  High quality funding applications submitted. Accurate and timely acquittal of grant funds.	100% of applications submitted on time.  100% of acquittals submitted accurately and on time	Six funding application were submitted within this quarter, with 4 approvals, 1 unsuccessful and 1 pending. There were fourteen grant acquittals submitted within this quarter in the required timeframes.	
G12	Co-Ordinate RADF (Regional Arts Development Funding) Program.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare. 3.3.3. Encourage creative and cultural pursuits that enhance the community identity	Ensure RADF funding supports local artists and arts and cultural activities, provides opportunities for participation in cultural and arts activities and contributes towards achieving locally determined and government priorities.	Appropriate support provided to applicants. Funds allocated in a fair and transparent manner. Acquittals received and processed in a timely manner.	Round 2 for the 2018-19 year was advertised. Seven projects totalling \$22,855 were approved. All funds of \$43,000 for the 2018-19 year were expended in the two funding rounds.	
G13	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	3.4.2. Support sporting organisations in providing opportunities for physical activity. 5.3.2. Ensure Council's financial position is effectively managed	Effective, fair and transparent administration of funds. Timely action taken to recover owed funds.	Appropriate support provided to applicants. Funds allocated in a fair and transparent manner. Acquittals received and processed in a timely manner.	No applications for interest free loans were received in the period. There are currently six active interest free loans. Invoices for these loans are issued in May each year and payments are due by 30 June. No recovery action was required during this quarter.	



### Customer Service Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
CS1	Review and update the five year Customer Service Strategy.	5.1. Strong engagement with the community	Completion of five year Customer Service Strategy.	31 March 2019.	Development of Council's Customer Service Strategy has been postponed pending completion and adoption of the Customer Service Charter. The review of the Customer Service Strategy will commence in the 2019/2020 year and has been including in the operational plan.	
CS2	Review and update the Customer Service Centre Charter	5.1. Strong engagement with the community	Completion of Customer Service Charter	31 March 2019.	Council's revised Customer Service Charter is nearing completion, with only design details to be finalised. Council's SLG and SSG groups have both endorsed the charter. Roll out of the revised charter will occur during the first quarter of 2019/2020 financial year.	
CS3	Conduct review of the Technology One Customer Request workflows and update as required.	5.1.3. Communicate Council intent and decisions to the community using effective messaging tools	Number of customer request workflows reviewed.  25% of workflows to be reviewed and updated each quarter.	30 June 2019.	Completed.  The review of all Customer Request Management (CRM) categories and responsible officers has been completed.  ICT have updated all CRM categories in Technology One CI.	
CS4	Maintain and deliver performance to achieve established Customer Service Delivery KPIs.  Capture statistical data on call answering performance for the Customer Service Centre and individual agents.	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Maintain service level of 80% of all calls answered within 20 seconds.  Record and measure abandonment rate of calls within the centre.  Record and measure average answer call rate.  Monitor incorrect call code allocation for error rate (Non-compliant)	Minimum 80% Service Level.  Abandonment rate less than 5%.  Achieve average call rate of less than 20 seconds.  Error rate to remain below 5%.	5945 calls received during Q4. Service level achieved 85.6% Abandonment Rate 2.9% Average call rate 12 seconds Error Rate 11.6%*  <b>Overall Statistics for the 2018/2019 Financial Year</b>  26,274 calls received for the financial year Service Level 81.58% Abandonment Rate 4.6% Average call rate 16 seconds Error Rate 7%*  * Due to recurring telephony system software issues, higher than normal error margins have been recorded this financial year. This figure is expected to improve with the rectification of those issues	

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CS5	<i>Produce monthly Customer Service Centre statistical reports for distribution to Senior Management.</i>	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Generate monthly reports to be completed within 10 days of the end of the month and sent to Senior Leadership Group on schedule.	12 Reports.	Completed.  12 Reports created and distributed.	
CS6	<i>Undertake a Community Customer Service satisfaction survey on Council Services.</i>	5.1. Strong engagement with the community	Comprehensive report with findings from Survey to go to Senior Leadership Group.	30 June 2019.	Partially Completed  The majority of surveys have been collated into reports and information given to the Executive Leadership Team for distribution.  The Water Waste Water survey is yet to be finalised.	









### Information and Communication Technology

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
ICT1	<i>Undertake the annual review of the ICT strategy, policies and plans to support Council's operational and future business needs</i>	1.5. Effectively employ technology 1.5.1. Support and improve Council's business performance through information and communication technologies 1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation 1.5. Effectively employ technology 1.5.1. Support and improve Council's business performance through information and communication technologies 1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation	Completion of the annual review for the ICT strategy and updated road map to reflect improvements and recommendations.  Number of ICT policies and operational standards reviewed and updated in accordance with the review schedule and as required to support new initiatives.	30 April 2019.  25% of policies and operational standards reviewed per quarter.	Recommendations from the 2017/2018 review were included in the 2018/2019 Operational and Capital projects.  Due to Council's transition to Technology One SaaS solution to enhance business processes and the customer experience and the decision to host Council's website externally the focus of ICT has considerably changed and a new ICT Strategy is required moving forward.  The review schedule and adoption dates for the three ICT Policies were reviewed and as the policies were current and less than 12 months (currently they have 24 month review schedules) old no further action was considered necessary.	
ICT2	<i>Ensure the ICT Governance and Risk Management Framework is supported and aligns itself with Council's ICT Strategy, Risk Registers and the current ICT architecture.</i>	5.3.3. Adhere to the governance framework and public reporting systems	Number of meetings held for the ICT Steering Committee.  Number of meetings held for the Information Security Committee.  Annual review of the ICT section risks within Council's Corporate Risk Register are updated and actions completed in line with documented mitigation measures.	Four meetings held annually.  Four meetings held annually.  Annual review completed by 30 April 2019.	A Management decision was made to encompass all ICT Governance committee's into the one ICT Steering Committee.  Two meetings were held during the financial year: November 2018 February 2019  The ICT section risks were reviewed and updated in the corporate risk register in August 2018. Documented additional mitigation controls were budgeted and completed.	

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ICT3	Ensure the effective management of Council's business systems and software.	1.5. Effectively employ technology 1.5.1. Support and improve Council's business performance through information and communication technologies 1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation 5.3.2. Ensure Council's financial position is effectively managed	ICT infrastructure and networks availability is maintained in accordance with approved service levels.  Business system availability is maintained in accordance with approved service levels  Percentage of business system sub-plans reviewed in accordance with the ICT disaster recovery Plan.  All disaster recovery sub-plans for new and upgraded business systems are developed and included on the testing schedule.  Undertake system testing as per the ICT Disaster Recovery Plan and testing schedule	95% or better up time during agreed operational hours  95% or better up time during agreed operational hours  100% of disaster recovery sub-plans for critical systems tested annually.  100% of all new systems implemented to have a disaster recovery plan and included on the testing schedule.  80% completion.	The uptime for Council's ICT infrastructure and networks was approximately 96.5% for the quarter due to the cut fibre-optic cable and approximately 99.0% overall for the year.  The uptime for all of Council's production business systems was approximately 96.5% or better for the quarter due to the cut fibre-optic cable and approximately 98.5% or better overall for the year.  Due to the cut fibre-optic cable, 100% of Council's ICT disaster recovery plans were tested/implemented during this quarter.  In progress. As-built documentation for new systems has been received and is being integrated into the current DR plans.  As above - 100% tested.	
ICT4	Ensure the effective delivery of ICT Projects in accordance with Asset management plans and budgetary requirements to support Council's ICT architecture.	1.5. Effectively employ technology 1.5.1. Support and improve Council's business performance through information and communication technologies 1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation 5.3.2. Ensure Council's financial position is effectively managed	Development of the capital projects work plan and successful completion of projects on time and within budget as per the schedule.  Development of the operational projects work plan and successful completion of projects on time and within budget as per the schedule. - End-user computers - Photocopiers/printers - Mobile devices	100% completion  100% completion	Thirteen (13) ICT Capital projects were budgeted for 2018/2019. Two came in under the capital threshold and removed from the capital program. A further nine capital projects (82%) have been completed and capitalised.  As at 30th June 2019 there were two remaining Camera Surveillance (CCTV) expansion projects. One has since been completed and the remainder dependent on completion of the Ayr Visitor Information Centre (VIC) and the Nature Based Playspace.  The end-user computer replacement project was within budget but was not completed on time due to supplier issues. The photocopier/printer replacement project was completed on time and within budget. No mobile devices were scheduled for replacement this year.	

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ICT5	<i>Introduce new technologies to support the ongoing improvement and functionality of Council's website to meet the needs of Council and the community.</i>	<p>5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback</p> <p>5.1.3. Communicate Council intent and decisions to the community using effective messaging tools</p> <p>5.1.4. Improve digital platforms to improve access to information</p>	<p>Development of a long-term website strategy and road-map</p> <p>Submission of a business case to support recommendations for a new platform for delivering web services to Council and the community.</p> <p>Implementation of the new platform on time and within budget.</p>	<p>31 January 2019.</p> <p>31 October 2018</p> <p>30 April 2019.</p>	<p>Council's websites are being migrated to a modern, local government focused content management system negating the need for a separate website strategy and roadmap. Instead, the strategy for Council's websites will be included in Council's overarching ICT Strategy.</p> <p>The implementation of the new hosted websites is running within budget. However, the timeframes for the completion of each website have been extended to allow further improvements to the visual design, usability and overall customer experience of our websites.</p>	
ICT6	<i>Provide effective customer support of Council's business systems and software.</i>	<p>1.5.1. Support and improve Council's business performance through information and communication technologies</p> <p>1.5.2. Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation</p>	Percentage of Help Desk requests responded to and resolved in accordance with agreed service levels.	85% of requests responded to and resolved in accordance with agreed service levels.	<p>The number of new requests created during Q4 was 569 and of those ICT completed 521 during the period for a completion rate of 91.56%.</p> <p>For the financial year 2299 new requests were created and the average quarterly completion rates for the 2018-2019 financial year was 92.36%.</p>	








## Human Resources

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
HR1	<i>Manage and Deliver Council's payroll- effectively and on time.</i>	5.4. Create a workplace that is regarded as an 'Employer of Choice'	Measure the accuracy and efficiency of the payroll system to ensure it reflects low incidence of error.  Number of payrolls within the quarter processed within acceptable time frame.	Less than 2% error margin.  100% of payrolls processed within pre determined timeframe (2pm Wednesday fortnightly).	6 pays completed for the Qtr.  26 successful pays completed for the 2018/2019 financial year.	
HR2	<i>Ensure remuneration and benefits for workforce are in line with new Industry Award and Certified Agreements (CA).</i>	5.4. Create a workplace that is regarded as an 'Employer of Choice'	All process, procedures, wage scales, penalties and allowances are updated in our HR Software to reflect the changes with the new Industry Award, IR Act and Certified Agreements (CA).	1 July 2018 or upon certification of Certified Agreement.	Completed	
HR3	<i>Review content and update statistical information for the quarterly workforce data reports.  Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.</i>	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Completion of review of the quarterly workforce management data statistics report and new report presented to Senior Leadership Group.  Workforce Data Reports completed on time and forwarded to the Senior Leadership Group for review.	31 January 2019.  Four quarterly reports.	Management agreed to 6 monthly workforce management reporting instead of Quarterly (approved January 2019).  Bi Annual Workforce Management Report was completed in February 2019 and forwarded to the SLG for review and distribution.	
HR4	<i>Undertake a full review of recruitment processes including all policies, procedures and forms from start to finish.</i>	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Completion of recruitment process review, and development of action plan.	31 March 2019.	Review of the Recruitment process has been completed and a number of enhancements have been identified.  Recruitment for all new positions and vacant position are now largely being managed using the new recruitment processes.  Final documentation is still to be completed and training to be provided to the wider Organisation.	
HR5	<i>Provide a framework for the management of work related injuries including the facilitation of workers compensation claims and return to work programs.</i>	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Review work practices for the management of workplace rehabilitation claims for continual improvement opportunities and support an early return to work from injury.	100% of all Workers Compensation claims recorded and statistics included in monthly Work Health and Safety Reports.  95% of Worker Compensation claims returned to work on suitable duties and then fully integrated back into the workforce.	Four new Workers Compensation claims for the quarter.  Total Workers Compensation Claims for 2018/2019 = 19 cases  Six (6) were Medical Treatment only Ten (10) were Lost Time/Suitable Duties One (1) is currently on Suitable Duties Two (2) Claims have been cancelled	



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HR6	<i>Manage employee leave accruals in accordance with Industrial Agreements.</i>	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Report to Senior Leadership Group quarterly on staff accruals and to Council in October and April of each year.  Annual leave balances to be monitored between seven and 10 weeks accrual and leave plans established.  Long service leave balances to be monitored between 13 weeks and 26 weeks accrual and leave plans established.	Four quarterly reports Two bi-annual reports.  100% of leave plans established for employees with excess leave accruals above acceptable leave balances.  90% of workforce to be under acceptable leave balances.	HR compile interim monthly reports for the SLG to help monitor leave balances, resignations, vacant positions and new appointments. Two monthly update reports have been completed for April and May 2019.  June 2019 is yet to be finalised.  The Bi- Annual Leave Report for Annual Leave and Long Service Leave was completed in April 2019 and adopted by Council on the 25th June 2019.  Two Bi-Annual Reports have been completed and adopted by Council for the 2018/2019 financial year.  11th December 2018 25th June 2019	
HR7	<i>Investigate and implement an effective Performance Development 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. Create a workplace that is regarded as an 'Employer of Choice' 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Approval of Performance Development Framework.  Creation of an implementation plan for the commencement of the new Employee Performance Development Program including consideration of ICT requirements.	31 December 2018.  31 March 2019	HR has been working on an Employee Review Framework and an Employee Experience Framework.  A "draft" all of Council BSC Planning and Performance Framework has been developed which encompasses the above documents into one all of Council framework. Finalisation of this framework is not expected until later this year (2019).	
HR8	<i>Provide Human Resource assistance and advice.</i>	5.4. Create a workplace that is regarded as an 'Employer of Choice' 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Development and maintenance of operational standards, processes and training that are consistent with relevant legislation.  Attendance at relevant HR workshops, networks and IR updates to ensure compliance.  Provide training information to help and assist Supervisors and employees in relation to these matters.	31 January 2019.  Attendance at two workshops/conferences on HR and performance development.  60% of employees at a Supervisory level to complete performance management training.	All relevant HR operational standards and processes have been reviewed and updated to reflect any legislative changes or requirements.  HR Staff have attended the a number of workshops, networks and IR updates during 2018/2019 financial year.  "Draft" BSC Planning and Performance Framework has been developed.	



### Safety and Quality

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
<b>Safety</b>						
SQ1	Ensure compliance with Council's Safety Management System.	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	Timely Completion Monthly Action Plans.  Completion of Workplace Hazard Inspections in accordance with the Hazard Inspection Matrix Schedule.  Lost time injury rates are recorded and monitored for trends.	90% completion by due date.  90% completion as per schedule.  Minimum of 10 monthly review and analysis via Monthly Report.	MAPS - Council achieved an overall on time completion of 92% achieved for the financial year.  Hazard Inspections - 94% completed as per schedule.  Review of the current hazard inspection schedule in consultation with coordinators and managers has been completed and a new hazard inspection schedule has been created for 2019/2020.  12 monthly reports completed with Lost Time Injury (LTI) review and analysis included. LTI frequency rate has tracked on a slow steady decline with the LTIFR at 19 lost time injuries per million hours worked.	
SQ2	Complete Annual audit of Safety Management System.	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 system audit of Council's Safety Management System.  Achievement of benchmark score required by Jardine Lloyd Thompson for certification.	30 April 2019.  70% - Bronze or better benchmark score.	This activity has been postponed. Local Government Workcare (LGW) auditors advised that the audit tool is undergoing significant changes to align with the National Audit Tool and ISO 45001 safety management system standard.  The full system audit has been postponed until the new audit tool is available, and outcome of Internal Audit for WH&S report is finalised.  LGW auditors have confirmed the next full system audit will be conducted on the 11th - 15th November 2019.  Due to the LGW audit tool changing the benchmarking scoring system and awards system is no longer being utilised. (i.e. no bronze, silver or gold.)	

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SQ3	Maintain fire safety compliance for Council workplace buildings classed as high occupancy 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 high occupancy buildings - Chambers - Library - Theatre - Memorial Hall - Showgrounds Hall - Multipurpose Shelter.	100% of emergency and evacuations plans are reviewed and updated by 30 June 2019.	85% Emergency and Evacuation plans are completed and evacuation drills have been conducted.  Council Chambers diagrams were successfully updated, and recent inspection by QFES fire service provided a successful outcome to the inspection.  Burdekin Theatre plan has been reviewed and awaiting fire evacuation instructional practice to capture any potential alterations prior to finalising plan.	
SQ4	Conduct health and wellbeing programs during October 2018 for Safe Work month.	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Delivery of Safe Work Month Program during October 2018.  Summary of activities and participation as part of the monthly report.	31 October 2018.  30 November 2018.	PBF (Paraplegic Benefit Fund) Australia were engaged to deliver five (5) safety awareness sessions and the life changing impacts of spinal cord injury. These sessions were positively received.  Safety and Quality Monthly Report for October 2018 was completed with summary of Safe Work Month. Reviewed and accepted by HS Committee.	
SQ5	Maintain asbestos compliance for buildings by undertaking asbestos condition assessments and updating asbestos registers for all Council workplace 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.	Completion of review and update of Asbestos Management Plan.  Completion of review of condition assessment and Asbestos Management Plan completed	31 December 2018.  31 December 2018	Review and update of AMP is completed.  Document to be transitioned into new style guide and format when being loaded into the new CMDS - Controlled Document Management System.  All asbestos condition assessment inspections have been completed with an overall total of 82 completed.	
<b>Quality</b>						
SQ6	Undertake audits to ensure continued certification of Council's Quality Management System.	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Completion of internal audits in accordance with the quality management system audit schedule.  External certification of Quality Management System.	90% completion as per schedule.  30 June 2019.	100% schedule achieved with 4 audits completed.  External Recertification of the Quality Management System by Certex successfully completed in April 2019. QMS certification extended to April 2022.	





### Training Activities




Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
TR1	<i>Develop and maintain the 2018/2019 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.</i>	5.2.3. Build effective leadership and management capability 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Number of qualification / skills training provided.  Provide monthly reports on training and development activities.	98% compliance.  12 reports completed and sent to management for review.	95.95% compliance. Authorised Persons now due for renewal June 2019.  12 x monthly reports completed and sent to Client Services manager.	
TR2	<i>Develop and implement a Corporate Professional Development Program.</i>	5.2.3. Build effective leadership and management capability 5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Corporate Skills register reviewed and updated and aligns with all current and new position descriptions.  Plan and co-ordinate Council's training schedule to ensure skill and legislative compliance requirements are met. Training schedule designed to meet Council's training requirements.  Number of reviews of position descriptions and training requirements updated to reflect all mandatory and desirable training	Review completed - December 2018.  Less than 5% of training overdue or expired.  10 position descriptions reviewed each quarter.	Skills Register reviewed weekly and updated.  4.05% expired in skills register. Waiting for employees to bring in new cards for scanning and saving on our system.  16 Position Descriptions were reviewed for this quarter.	
TR3	<i>Facilitation of traineeships, apprentices and work experience opportunities.</i>	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Submit LGAQ "bid" allocation for trainees in line with proposed budgetary limitations.  Number of apprentices engaged.  Number of work experience students engaged at Council each quarter.	Minimum of five traineeships.  Minimum of one apprentice.  Three work experience students per quarter.	2018/2019 LGAQ bid for subsidised Traineeships and Apprenticeship was successful.  The following were appointed in Jan 2019: 1 x Administration Trainee 2 x Library Trainees 1 x WWW Trainee 1 x Diesel Fitter Apprentice  Council hosted 9 work experience students for 4th quarter.	



### Local Disaster Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
LDMG1	<i>Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.</i>	3.5. Build a robust and resilient community 3.5.1. Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events.	Review 100% of plans and sub-plans.	30 June 2019.	<i>Burdekin Local Disaster Management Plan 2019 adopted by Burdekin LDMG - 10th May 2019</i>  <i>Burdekin Community Recovery Sub Plan 2019 - adopted by Burdekin LDMG - 10th May 2019.</i>  <i>All other Burdekin Sub Plans were reviewed and adopted October 2018.</i>  <i>All current Plans and Sub Plans now available on Council website.</i>	
LDMG2	<i>Facilitate Local Disaster Management Group meetings as identified in the Local Disaster Management Plan.</i>	3.5.2. Support the Burdekin Local Disaster Management Group to ensure effective decision making during disaster events	Minimum of seven meetings to be held per year.	Five meetings between October 2018 to April 2019. ("Wet" season)  Two meetings ("Dry" season)	<i>Burdekin LDMG meetings held:</i>  <i>17th August 2018</i> <i>14th September 2018</i> <i>14th October 2018</i> <i>23rd November 2018</i> <i>18th January 2019</i> <i>15th March 2019</i> <i>10th May 2019</i>  <i>Please note: Several LDMG meetings were also held in relation to the following events:</i>  <i>Tropical Cyclone Owen - December 2018</i> <i>Monsoonal Rain Event Jan/Feb 2019</i>	
LDMG3	<i>Participate in a Disaster Management exercise annually and/or disaster activations as required and evaluate response capability.</i>	3.5.2. Support the Burdekin Local Disaster Management Group to ensure effective decision making during disaster events 3.5.3. Partner with the District Disaster Management Group and the State Disaster Management Group.	Disaster Management Exercise or Activation - Meets all requirements on time and in an efficient and coordinated approach.	Minimum of one annual exercise undertaken and/or coordinated activation of a disaster event.	<i>Two Burdekin Local Disaster Management Group Activations were undertaken:</i>  <i>Tropical Cyclone Owen - December 2018</i> <i>Monsoonal Rain Event Jan/Feb 2019</i>	

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LDMG4	Coordinate systems that support disaster planning and preparedness.	3.5. Build a robust and resilient community	<p>Provision of training to Local Disaster Management Group members to meet the Queensland Disaster Management Framework training requirements</p> <p>Update and implement effective disaster management and response capability systems (Guardian Software and Emergency Dashboard).</p> <p>Maintain currency with software systems by attendance at Guardian User Group and Training workshops.</p> <p>Implement community education and awareness initiatives by attendance at Community functions - Water and Harvest Festivals, school programs, street stalls.</p>	<p>Overall 90% training completion across the Local Disaster Management Group core membership.</p> <p>100% of software updates installed and current version applied with less than 5% downtime of the Emergency Dashboard.</p> <p>100% attendance - Local Disaster Coordinator and Disaster Management Officer.</p> <p>Minimum of two Community engagement activities per year.</p>	<p>LDMG (members, advisors, deputies, etc) as at 24 Jun 19:</p> <ul style="list-style-type: none"> <li>•01 Mar 18 - qty 38</li> <li>•24 Jun 19 - qty 51. 34% increase.</li> </ul> <p>The Burdekin LDMG is 100% compliant against the QDMTF.</p> <p>The new "opt in" service for the Burdekin Emergency Dashboard is operational. This "opt in" service will allow members of the community to opt into "alerts" and receive emails or text messages. Burdekin is the first Disaster Dashboard to have this capability and worked closely with QITplus on its development.</p> <p>Both the LDC and DM Officer held stalls at the following Community Events:</p> <p>Burdekin Water Festival (September 2018) Home Hill Harvest Festival (November 2018)</p>	
LDMG5	Review of Community Recovery Plan and Priorities completed as a priority.	3.5. Build a robust and resilient community 3.5.2. Support the Burdekin Local Disaster Management Group to ensure effective decision making during disaster events	<p>Review and update of the Community Recovery Plan completed.</p> <p>Workshops and community engagement held with senior officers and community members.</p>	<p>30 November 2018.</p> <p>30 November 2018.</p>	<p>Burdekin Community Recovery Sub Plan reviewed and adopted by the Burdekin LDMG 10th May 2019.</p> <p>Community Recovery workshops postponed until the Burdekin Community Recovery Sub Plan was adopted by the LDMG. Workshops to be conducted prior to next Wet Season.</p>	
LDMG6	Flood Warning System (Queensland Reconstruction Authority Investment Plan) improvement installations completed on time and within budget.	3.5.1. Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events.	<p>Successful grant application.</p> <p>Appointment of contractor.</p> <p>Flood Warning System improvement installed and completed.</p>	<p>31 July 2018.</p> <p>30 September 2018.</p> <p>30 June 2019.</p>	<p>Due to lengthy approval processes this project has been delayed and has not met the target completion dates. Some progress has however, been made during this financial year.</p> <p>Current schedule of works for the project:</p> <ul style="list-style-type: none"> <li>- All approvals completed by 30th August 2019.</li> <li>- All equipment ordered and ready for install by 27th September 2019</li> <li>- All sites fully installed by 29th November 2019.</li> </ul>	

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LDMG7	Approve and manage all Local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.	3.5.1 Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster events.	Adopted budget for all 2018-2019 State Emergency Services operations.  Application for all State Emergency Services funding opportunities submitted on time.	1 July 2018.  Number of funding application submitted (approved/not approved).	All budgeting requirements for the State Emergency Services have been completed for OBUD, RBUD1 and RBUD2  Grant application submitted for this quarter: Queensland Reconstruction Authority - Queensland Disaster Resilience Fund - Requested funding of \$304,500 for emergency generators for water and sewerage operations (submitted April '19) Decision pending.  Grants successfully obtained for SES during 18/19 financial year total over \$53,000 over three separate projects including Remote Area Lighting System, Portable Jetties for Rita Island SES and Burdekin SES Headquarters Roof Replacement.	
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### Community Services

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
CD1	Review Council's Community Services Delivery Framework to ensure alignment with community needs.	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Review and report to Council.	30 April 2019	Community Development review and workshop conducted with Council. Draft Community Development framework to be presented to Councillors	
CD2	Facilitate and arrange community events.	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.	Community events to be conducted within agreed timeframes and budget.	Council carried out the inaugural Burdekin Cultural Fair on Friday 31 May 2019 as part of the 'Sweet Days Hot Nights' festival- the event was affected by rain, however numbers were still pleasing and feedback from stall holders was highly positive. A highly successful Men's Wellness Event was held on Sunday 23 June 2019. Annual Fast Track event was held on 27-28 April 2019.	
CD3	Coordinate sport and recreation forums and workshops.	3.2.2. Build capability of individuals working with community organisations	Number of forums/workshops held.	Increase in number of forums/workshops	No Department National Parks Sport and Racing workshops held. The department is currently in review and all workshops are on hold.	
CD4	Provide the community with access and improved services to cultural venues through the efficient management of the Burdekin Theatre, Burdekin Memorial Hall, Ayr Showgrounds Hall.	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.	Increase in number of events. Increase in number of attendees at events.	There were 66 events in the April to June period, an increase of 25 over the January to March period. Total attendees for the final quarter was 13,464.	
CD5	Provide financial and in-kind support to recognised community events through Community Assistance Program.	3.2.3. Support key community events	Number of events/organisations supported and amount of financial & in-kind resources provided.	Provide financial and in-kind support to local events.	Financial support has been provided throughout the financial year in accordance with Council's adopted Community Assistance Policy and agreed grant rounds. No grant rounds fell in the Q4 period.	
CD6	Facilitate and provide ongoing support for the Burdekin Youth Council and organise regional youth events.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Meetings attended and support provided.	10 Youth Council meetings held annually. One Regional Youth Event run annually.	Monthly Youth council meetings held. Fast Track event held 27-28 April 2019	
CD7	Facilitate and provide ongoing support for Seniors.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Coaching and facilitation on an ongoing basis toward delivering identified objectives of the Burdekin Senior Advisory Group.	Members feedback and achievement of objectives.	Planning for Seniors Week Luncheon 19 August 2019. COTA (Council on Ageing) Queensland grant submitted for Seniors Week. BSAG meeting held in June.	

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CD8	Provide ongoing support for identified 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 Burdekin Community Association and Burdekin Neighbourhood Centre and other welfare groups.	Within budget.	Annual Council donations paid to BCA, BNC and Giru School of Arts.	
CD9	Adopt and deliver Burdekin 10 Year Sport & Recreation Plan.	3.1.3. Encourage equitable access to facilities 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	Delivery ANZAC Park Precinct Master Plan	30 April 2019	Consultant presentation to ANZAC Park Master Plan Committee. Three options workshopped with Council. Modified concept to be bought back to Council by consultant.	
CD10	Identify and deliver community programs or activities that achieve outcomes for the Burdekin Residents.	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback	Source funding and partner to deliver key community events/programs - Women's Week - Get Out Get Active - Volunteers Expo  Conduct Health and Fitness Expo  Extension of Burdekin Be Active Trail completed.	Funding sourced, number of events/programs delivered, attendance figures.  30 June 2019  30 June 2019	Coutts park outdoor exercise equipment installed.  Men's Wellness event 23 June 2019 funding partnership with Evolution Mining.  Planning for Lexus Melbourne Cup Burdekin Tour 26 July 2019 in conjunction with Victoria Racing Club and Evolution Mining.	



### Library Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
L01	<i>Review of Library Management System to ensure efficiency and appropriateness to needs.</i>	3.3.1. Encourage increased use of community spaces and facilities	Review completed and recommendations made for upgrade of existing Library Management System or move to new Library Management System.	Fourth quarter.	Review completed and recommendation to move to new system	
L02	<i>Engage with the community at all levels through events and regular programs throughout the year and where possible in partnership with other agencies.</i>	3.3.1. Encourage increased use of community spaces and facilities	Run special events such as Children's Book Week.  Conduct: storytelling sessions school holiday activities messy play days library visits	At least eight special events run per year.  Weekly activities.	Leigh Hobbs and James Phelan authors special event with school visits and workshops as part of Library & Information Week 20-26 May 2019. Pop-up library at Burdekin Cultural Fair 31 May 2019. Weekly early literacy programs run regularly.	
L03	<i>Prepare collection development guidelines for the Local History Collection.</i>	3.3.1. Encourage increased use of community spaces and facilities	Guidelines prepared.	Fourth quarter.	Collection Development Guidelines completed.	
L04	<i>Offer technology training to the community.</i>	3.3.1. Encourage increased use of community spaces and facilities	Provide technology learning sessions.	At least eight sessions provided for seniors	8 sessions were conducted this quarter.	
L05	<i>Develop a plan to increase usage of the Ideas @ 108 space.</i>	3.3.1. Encourage increased use of community spaces and facilities	Increase use of technology provided in Ideas @ 108 space.	Increased number of technology sessions provided.	Library has increased number of technology sessions compared to last year. The library manager and the community outreach services coordinator have facilitated the delivery of the SET (Seniors Embracing Technology) program along with Telstra's 'Tech Savvy Seniors' program.	
L06	<i>Update the Current Burdekin Library Strategic Plan incorporating community consultation.</i>	3.3.1. Encourage increased use of community spaces and facilities	Update five year Strategic Plan.	30 June 2019.	Draft Strategic Library Plan has been completed and will be circulated for further community feedback	







### Financial Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
<b>Council Budgets</b>						
FM1	Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.	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	Presentation of Council budgets by agreed timeframes.	Presented to Council by 30 June 2019.	First Revised budget was approved by Council on 23/10/18. The Second Revised Budget 18/19 approved by on the 9th April. The Original Budget 19/20 was adopted by Council on the 25th June.	
FM2	Report actual performance against budget to Council monthly.	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	Preparation of monthly reports by the Council meeting agenda deadline each month.	Monthly.	March, April and May reports submitted and approved by Council within deadlines.	
<b>Annual Financial Reporting including external audit</b>						
FM3	Prepare and deliver proposed annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.	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	Presentation of Financial Statements within the agreed external audit plan timeframes.  Accurate proposed Financial Statements can be measured based on audit committee and external auditor queries.	As per the agreed external audit plan.	2019 Shell Financial Statements were presented to the audit committee on 8th May. The auditors suggested minor changes to the statements.	
FM4	Coordinate external audit of Burdekin Shire Council as required by Queensland Audit Office.	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Feedback from external auditor on performance of audit process.	As per the agreed external audit plan.	Interim audit week of 20th May- no significant deficiencies identified in internal controls.	

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<b>Returns to external bodies</b>						
FM5	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 Department of Local Government, Racing and Multicultural Affairs target date  Accuracy can be measured by queries from the department.	31 October 2018.	Completed 26 October 2018.	
FM6	Coordinate and submit 10 year financial forecast to Local Government Department	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 by the target date.	31 August 2018.	Completed 7 September 2018. Revised deadline for this forecast was set by the Department as 14 September (not 31 August)	
FM7	Prepare and lodge all necessary statutory/legislative returns	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	Returns to be lodged by the target dates.	30 June 2019.	The BAS returns were completed within agreed timeframes. The annual FBT return was submitted to ATO on 16 May 2019.	
<b>Prominent Organisational Tasks within Financial Services Area</b>						
FM8	Maximise recovery of outstanding sundry debtors.	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Review of aged debtors particularly those in 60 and 90 days	Level of outstanding debtors in 60 and 90 days.	Outstanding debtors are monitored and followed up promptly.  As at 30 June the total outstanding was \$662,420 :  60 days \$461 90 days \$7,824	
FM9	Monitor and maintain corporate financial systems for user operability.	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	User support provided in a timely manner.	Annual surveys.	Support provided to users on an ad hoc basis. Continuing to review user training requirements.	

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FM10	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 5.3.2 Ensure Council's financial position is effectively managed	Borrowing repayments paid by due date and new loans drawn down by agreed target dates.	Quarterly	Quarterly repayments of QTC loan have been paid on time.	
FM11	Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office.	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	Timeliness of response to Queensland Audit Office requests and results of audits if applicable.	Ad hoc as required.	No additional external audits undertaken by Queensland Audit Office.	





### Rates Section Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
R1	<i>Maintain the property and rating database to ensure a high level of accuracy.</i>	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Number of instances of errors brought to the attention of Council.	Less than 10 instances.	All maintenance completed in a timely manner within set timeframes with nil errors.	
R2	<i>Issue timely and accurate rates and charges notices.</i>	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Notices issued within agreed timeframes. Number of instances of inaccurate notices issued.	Issued by 30 June 2019. Less than 10 instances of inaccurate notices.	90 Supplementary Rates Notices issued on 24 May 2019 with no amendments required. 55 Supplementary Rates Notices issued on 28 June 2019 with no amendments required. All notices were issued within agreed timeframes.	
R3	<i>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.</i>	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Compare the rate arrears percentage as at 30 June 2019 to previous financial years.	Continually lowering rate arrears as a percentage of the rate levy with a target of less than 5%.	The nett rate arrears as at 30 June 2019 was 2.42% compared with 2.78% as at 30 June 2018.	
R4	<i>Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.</i>	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.	Claims and payments duly submitted.	All claims and payments submitted within required time frames.	





### Expenditure Services Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
EXP1	<i>Administer accounts payable and contract register.</i>	5.3.2. Ensure Council's financial position is effectively managed	Invoices to be paid within 30 days from EOM in weekly, fortnightly and monthly payment runs.	Invoices not paid within 30 days to be less than 10%.	3911 invoices processed in Q4 with less than 1% of invoices not paid within 30 days.	
EXP2	<i>Maximise earnings on cash holdings.</i>	5.3.2. Ensure Council's financial position is effectively managed	Interest earnings - Rates sourced from various institutions to ascertain best rate for period of investment.	Level of earnings.	Average interest to 30 June 2019 - 2.41%. Interest earned to Q4 2018/2019 - \$1,711,666.25 compared with interest earned to Q4 2017/2018 of \$1,686,131.91	
EXP3	<i>Administer financial delegations.</i>	5.3.2. Ensure Council's financial position is effectively managed	Update of Financial Delegations Register.	Actioned within five working days of receiving notification.	All changes to Financial Delegation Register have been made within acceptable timeframes	
EXP4	<i>Preparation of Approved Contractors Listing (tenders) applications for private hire and traffic control providers for the period 1 October 2018 to 30 September 2019.</i>	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Collate and update private hire and traffic control information for database and continued maintenance of databases throughout year.	28 September 2018 and accuracy of information.	No reported errors in database. Received four amendments to truck hire rates and one amendment to plant in Q4 - all approved by Manager Operations	



### Administration and Records Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
AR1	<i>Provide support and coordination of Council's statutory meetings and provide accurate and timely minutes of meetings.</i>	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 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Accurate, complete and timely minutes published to website.	Within 10 days of each statutory Council meeting.	100% of Council's statutory meeting minutes are completed accurately and published on Council's Website within the legislative timeframe of 10 consecutive days.	
AR2	<i>Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.</i>	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 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Completion of registration of all correspondence into the records management system within 48 working hours of receipt.	80% completion within set timeframes.	100% of incoming correspondence has been classified and registered into CiAnywhere and tasked to the responsible officer(s) within two business days of receiving the document.	
AR3	<i>Develop and implement a Recordkeeping Policy.</i>	5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Development of policy to align with Queensland Government Enterprise Architecture Policy and Information Management Policy Framework.	30 June 2019.	A Records Governance Policy was developed and reviewed by Council at a Workshop on 6 November 2018 and adopted on 27 November 2018.	

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AR4	<i>Deliver systematic ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.</i>	5.4.2 Provide suitable training and development opportunities to meet organisational and service delivery needs 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	All new employees receive one-on-one Recordkeeping training.  All employees undertake regular refresher training on Recordkeeping Awareness by completing Take 5's via the LearnConnect Portal.  Ensure User Guides and training documents on Records Portal are current.  Provide appropriate advice and guidance to ensure Council is aware of the value of its records and how this relates to their obligations and responsibilities as an employee.	100% of new employees receive awareness training as part of their induction.  100% of new employees using the records management system are trained within three months of employment.  95% completion rate. Target date 30 June 2019.  Regular training and support offered to 100% of employees.  Details of support and training provided to be listed and registered into CI Anywhere.	100% of new employees have received recordkeeping awareness training as part of their initial induction.  100% of ECM Users have received ECM CiAnywhere System training and one-on-one recordkeeping training within three months of commencement with Council.  Two Take 5 Modules were distributed to staff for completion - CiAnywhere (February) and Recordkeeping (March).  Training documents, user guides and useful tips are reviewed regularly and easily accessible to staff on the Records Portal on Council's Intranet Page.  Ongoing advice, guidance, support and training is readily available to staff as required in addition to initial training upon commencement and provided to staff on a daily basis. 100% of requests by staff are completed and registered into ECM CiAnywhere system.	
AR5	<i>Ensure Compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.</i>	5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Number of records disposed/archived each year.	70% of records archived within four months of delivery to Records team.	12 boxes of paper-based corporate records were disposed.  90% of records were archived within four months of delivery.	
AR6	<i>Deliver Integral Administrative services to support the efficient operation of the organisation including preparation of Council's Fees and Charges, Coordinating Building Security and Cleaning Contract, Maintaining Stationery and Furniture Supplies and Coordinating Council's Newspaper Advertising.</i>	5.4.1 Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Relevant documents prepared in an accurate and timely manner.  Adoption of Fees and Charges by Council.  Timeliness and accuracy of relevant orders placed within budget.	Contracts reviewed and renewed in accordance with renewal schedule.  30 June 2019.  Orders placed within two days or requests.	The Cleaning Contract is currently under tender and will be awarded to commence in July 2019.  Fees and Charges were reviewed by Management and adopted by Council on 14 May 2019.  Stationery order is placed weekly with additional department requests included in weekly order.  Coordinate Council's advertising for Townsville Bulletin Publications and Burdekin Advocate Classified Publications 100% achieved.	





### Operations- Works

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
<b>Operations</b>						
OPW1	<i>Completion of Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.</i>	1.1. Infrastructure for future needs 1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.2. Management and maintenance of community assets	Assessment of Works Completed at end of financial year, including dollar value.	85% at 30 June 2019.	Expenditure at June 30 is \$6,200,419 or 91.5% of the budget \$6,776,197.	
OPW2	<i>Achieve a Compliment to Complaint Ratio of 5:1 for Operational Responsiveness and Departmental Conduct.</i>	5.1. Strong engagement with the community 5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3. Commitment to continuous improvement, customer service and accountability	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.	Compliment to complaint ratio of 5:1.	Three compliments received in the fourth quarter bringing the full year aggregated total to 23 compliments and one complaint recorded.	
OPW3	<i>Attend to maintenance matters raised in customer request system within required timeframe.</i>	1.2. Management and maintenance of community assets 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities 5.3. Commitment to continuous improvement, customer service and accountability	90% of requests completed within timeframe.	30 June 2019.	89.1% of all requests received during the financial year were completed within the agreed timeframes. (This figure was impacted by the February rain event and subsequent delays to service delivery)	
OPW4	<i>Implement Reseal Program as per budget.</i>	1.1. Infrastructure for future needs 1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.2. Management and maintenance of community assets	Assessment of works completed at end of financial year including dollar value.	100% at 30 June 2019.	Reseal program completed prior to June 30.	






### Water and Waste Water

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
WW1	<i>Develop a real time reporting system to measure operational compliance with Burdekin Shire Council Customer Service Standards - Water Wastewater.</i>	1.2.3 Plan to protect the integrity of key community assets and buildings 1.4. Securing and managing water resources 1.4.2. Increase water supply network reliability	Successful testing and implementation.	30 June 2019	This activity has been marked as inactive. Migration to Technology 1 Cloud based solutions will require a new report to be developed for this purpose. Existing Technology 1 Property and Rating platform is unable to be utilised for this purpose.	
WW2	<i>Attend to maintenance matters raised in customer request system within required timeframe.</i>	1.2. Management and maintenance of community assets 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities 5.3. Commitment to continuous improvement, customer service and accountability	90% of requests completed within timeframe.	30 June 2019	92% of customer requests completed within timeframe.	
WW3	<i>Water Quality to be monitored and benchmarked against Australian Drinking Water Guidelines.</i>	1.4. Securing and managing water resources 1.4.3. Improve water quality	Benchmark water quality test result data against Australian Drinking Water Guidelines Health and Aesthetic Guidelines.	100% compliance.	100% regulatory compliance in the period. Council, in conjunction with the Water Supply Regulator, continues to manage PFAS issues related to detections in four water supply bores at Nelsons Lagoon.	
WW4	<i>Implement Drinking Water Quality Management Plan Audit - Improvement Opportunities.</i>	1.4. Securing and managing water resources 1.4.2. Increase water supply network reliability 1.4.3. Improve water quality	Implementation of 50% of identified opportunities for improvement from the 2017 Regular Audit Report - Burdekin Shire Council Drinking Water Quality Management Plan.	30 June 2019	Six of ten opportunities for Improvement identified in the DWQMP Audit implemented.	
WW5	<i>Undertake detailed analysis of current metering technologies and develop business case to support water meter replacement program.</i>	1.4. Securing and managing water resources 1.4.1. Enhance water security 1.4.2. Increase water supply network reliability	Review undertaken and report to Council with recommendations on future direction.	30 June 2019	Analysis of current metering technologies available has been undertaken. 2019/2020 budget provides for the commencement of a meter replacement program.	



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WW6	<i>Develop and implement a Smoke Detection and Inflow Investigation program in the sewage reticulation network.</i>	1.2. Management and maintenance of community assets 1.2.3. Plan to protect the integrity of key community assets and buildings 1.4. Securing and managing water resources	Develop documentation, undertake public consultation and awareness activities and commence implementation of program in identified target areas.  Program developed and works undertaken.	30 June 2019.	Smoke detection and inflow investigation program commenced in April 2019. A media release was placed in the Council Connections page in the Burdekin Advocate on April 3, 2019 and individual properties impacted by the program received advance notifications by letter drop at least 48 hours in advance.	
WW7	<i>Implement a leak detection program in the water supply network to increase network reliability, reduce demand and minimise non-revenue water losses.</i>	1.2. Management and maintenance of community assets 1.2.3. Plan to protect the integrity of key community assets and buildings 1.4. Securing and managing water resources	Leak detection program implemented to reduce water loss through network.	30 June 2019.	Training in the use of the Leak detection equipment occurred in June 2019 and implementation of the leak detection program commenced immediately.	
WW8	<i>Achieve a Compliment to Complaint Ratio of 2:1 for Operational Responsiveness and Departmental Conduct.</i>	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3. Commitment to continuous improvement, customer service and accountability	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.	2:01.	Four compliments received in reporting period. Aggregated total of six compliments received year to date with no complaints recorded.	



### Purchasing and Stores

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
PS1	Manage stores inventory at optimal levels.	5.3. Commitment to continuous improvement, customer service and accountability 5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems	2.5% reduction in dollar value of stores inventory compared to previous financial year.	30 June 2019.	Inventory value held in stores at 30 June 2018 equalled \$749,240. Inventory value held in stores at 30 June 2019 equalled \$530,493 which is a 41% reduction on previous financial year. It should be noted that the result is skewed somewhat by the fact that no Tudehope's gravel has been manufactured and bought onto stock due to the impact of the monsoon event and persistent follow up rain preventing access to the gravel pit.	
PS2	Participate in North Queensland Regional Organisation of Councils Procurement Group.	5.2.2. Develop co-operative and collaborative partnerships on matters of regional, state and national importance 5.3. Commitment to continuous improvement, customer service and accountability 5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems	Attendance at quarterly meetings and report to Council on opportunities identified for aggregated procurement arrangements within North Queensland Regional Organisation of Councils.	Report to Council by 30 June 2019.	Burdekin Shire hosted the first quarterly Procurement Group meeting in September 2018. The December meeting at Charters Towers was cancelled at the last minute and the meeting scheduled for the 31/01/2019 was cancelled by Townsville City Council due to the weather event. TCC were to reschedule the January meeting and advise. Feedback has been sought on the future of this group.	
PS3	Control inventory of Personal Protective Equipment.	5.3.2. Ensure Council's financial position is effectively managed	2.5% reduction in value turnover of personal protective equipment issues compared to previous financial year.	30 June 2019.	An 8% or \$2,600 increase in turnover of PPE was recorded for the financial year. Analysis of the data indicates that the take up of the new lightweight and ventilated hi-vis safety shirts is the main contributor. All other areas are in line with expectations. Control measures for replacement of PPE remain active. Baseline value of PPE turnover may have been realised.	



### Parks and Gardens

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
PG1	<i>Undertake maintenance of Shire Parks and Gardens, Cemeteries and Public Conveniences and attend to maintenance matters raised in customer request systems by required timeframe.</i>	1.2. Management and maintenance of community assets 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities 1.2.5. Provide sporting, recreational, parks, playgrounds and aquatic facilities that meet the needs of our community 3.4. Provision of public space 3.4.1. Encourage active communities through the provision and maintenance of recreational facilities	90% of requests completed within timeframe.	30 June 2019.	88.3% of customer requests closed out within allocated timeframe. The 1.7% target versus actual differential equates to seven customer requests actioned outside of target over the full year. The monsoonal weather event and unavailability of tree services contractors inhibited response times in some instances.	
PG2	<i>Achieve a Compliment to Complaint Ratio of 5:1 for Departmental Operational Responsiveness and Departmental Conduct.</i>	5.1. Strong engagement with the community 5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3. Commitment to continuous improvement, customer service and accountability	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.	Six compliments and one complaint received in the period. Aggregate of 15 compliments received in the full year with one complaint recorded. The complaint received can be attributed to the impacts of flooding at Plantation Park.	
PG3	<i>Develop a Burdekin Shire Council Greenscaping Policy to provide a strategic framework for the planting of trees, shrubs and grasses within public open spaces (including streets) managed by Council.</i>	4.1. Balancing the needs of the community and the environment 4.1.1. Attain a sustainable economic balance between positive environmental outcomes and ongoing development 4.1.3. Protect and enhance the natural environment	Adoption of policy.	31 December 2018.	Draft policy presented to Council for comment and feedback with amendments incorporated into the draft document. Proposed 'greenscaping' treatments require alignment with road hierarchy to complete the draft policy before being presented to Council for adoption.	











### Technical Services







Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
TS1	<i>Develop capital project prioritisation framework</i>	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Development of framework.	30 September 2018.	Prioritisation tool complete and in use	
TS2	<i>Produce capital tracking program and establish Project Control Group.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets 5.3.3. Adhere to the governance framework and public reporting systems	Production of program and establishment of Project Control Group.	30 September 2018.	Project Control Group (PCG) established with capital tracking process developed and in use.	
TS3	<i>Produce five year Works Implementation Program for years 2019 - 2024.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.4.4. Prioritise upgrades and improvement to the drainage systems	Adoption of works implementation program including commitment to the first two years.	First two years by 28 February 2019 with remaining three years by 30 June 2019.	Two years complete with asset renewal project identified for remaining three years	
TS4	<i>Produce Annual Works Program and review monthly.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.4.4. Prioritise upgrades and improvement to the drainage systems	Monthly reviews.	30 June 2019.	Works program developed and reviewed regularly as part of the capital tracking program and Project Control Group	
TS5	<i>Commence development of a Transport Network Strategy.</i>	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	50% completion of strategy.	30 June 2019.	Development of draft functional structure for road and path assets. This has been reviewed by Council and will be used to further develop ongoing capital and maintenance strategies.	
TS6	<i>Commence development of a Stormwater Strategy.</i>	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	50% completion of strategy.	30 June 2019.	Preliminary work completed on criticality ratings for stormwater networks. Further development of this strategy to be completed in future years	

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TS7	Submit environmental authority annual report to Department of Environment and Science.	5.3.3. Adhere to the governance framework and public reporting systems	Submission by due date.	22 November 2018.	Submitted by due date	
TS8	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.	1 October 2018.	Annual data submitted	
TS9	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 1.3.2. Cooperate with state and federal government to enhance the transport network	Claims for funding to meet target	30 June 2019.	Program complete. 100% of funds received.	
TS10	Complete Roads to Recovery Program in accordance with Australian Government requirements.	1.1.1. Plan, build and maintain infrastructure that enhances community assets 1.3.2. Cooperate with state and federal government to enhance the transport network	Meet regular reporting requirements and manage works program to ensure 100% expenditure by target date.	30 June 2019.	Program complete. 100% of funds received.	
<b>Design Office</b>						
TS11	Detail design/brief/project scope for 2018-2019 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.	90% complete by 31 December 18.	Approx. 60% of projects completed to December 2018. Under target due to works program and scope changes. Resources diverted to completion of high priority water supply project.	
TS12	Detail design/brief/project scope for 2019-2020 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.	70% complete by 30 June 2019.	70% complete by 30 June 2019	



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TS13	Produce reseal program for 2018-2019.	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin.	Completion of program development.	30 September 2018.	Program development completed in January.	
TS14	Produce reseal program for 2019-2020.	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin.	Completion of program development.	30 June 2019.	Preliminary selection of roads complete. Final inspection and detail designs to be completed by August 2019. Resources redirected to BSRIT flood damage assessments and applications.	
TS15	Respond to applications within Design Office responsibility (e.g. Infrastructure in road reserve).	5.1.1. Continue and enhance community engagement processes that enable greater community participation and	Number of applications received.	90% completed within relevant agreed targets.	238 Customer Requests - 58% within target 1042 applications - 99% within target Total 1280 - 91% within target	
<b>Asset-Management</b>						
TS16	Complete asset inspections in accordance with inspection program	1.2.1. Implement the Asset Management Strategy	Compliance with asset inspection program	31 March 2019.	Programmed inspections completed prior to 31 March 2019. Reinspection of selected assets completed in April.	
TS17	Co-ordinate inspections of building assets.	1.2.1. Implement the Asset Management Strategy 1.2.3. Plan to protect the integrity of key community assets and buildings	Number of buildings inspected prior to engagement of independent valuers	30% completed by 31 December 2018.	Comprehensive revaluation of the Buildings and Other Structures class rescheduled to be completed in 2020. Building ownership reviewed with final list of buildings provided to Facilities Management for programming of Council inspections prior to independent review in January 2020.	
TS18	Facilitate valuations and revaluations of Council assets.	1.2.1. Implement the Asset Management Strategy	Revaluation to be completed by due date required by auditors.	30 April 2019.	Land and Improvements and Other assets classes postponed to May 2019 due to inability of independent valuers to complete inspections due to flooding event in February/March. Valuations of all other classes completed by 30 April 2019.	

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TS19	<i>Develop defect management process for road drainage infrastructure and sewerage manholes.</i>	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 categories included in defects module in works and assets.	30 June 2019.	Defect management configured for road culverts and drainage manholes. Ongoing improvement and training to continue in 2019/20.	
TS20	<i>Develop Asset Management Roadmap to demonstrate ongoing asset management program.</i>	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	Council adopts Asset Management Roadmap	31 March 2019.	Roadmap developed with improvement areas identified and prioritised. Asset Management Steering Committee and individual working groups established. Roadmap has been workshopped with Council and will be formally presented to Council at a future ordinary meeting for adoption.	
<b>Plant-Management</b>						
TS21	<i>Update Council's 10 year Fleet Replacement program and implement the first year of adopted plan.</i>	5.3.2. Ensure Council's financial position is effectively managed	Program developed and included in 10 year financial plan.	31 March 2019 90% of replacements delivered by 30 June 2019.	Fleet replacement program updated. 90% of replacements delivered by 30 June 2019. 40 items ordered with 38 delivered. Outstanding trailer and body fabrication due to late decision to proceed and complexity of final design.	
<b>Recoverable Works</b>						
TS22	<i>Coordinate Burdekin Shire Rivers Improvement Trust annual works program.</i>	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 2018-2019 Burdekin Shire Rivers Improvement Trust projects.	30 June 2019.	Minor works completed for BSRIT. Annual program postponed due to state government approval process. Extensive engineering and administration works undertaken following flooding in Burdekin and Haughton Rivers.	
TS23	<i>Deliver RMPC contract in accordance with contract requirements within budget.</i>	5.2.2. Develop co-operative and collaborative partnerships on matters of regional, state and national importance	Contract obligations fulfilled within budget.	30 June 2019.	2018/19 RMPC Contract complete under budget. Additional work completed following flood monsoonal event in Feb/March 2019.	
<b>GIS</b>						
TS24	<i>Upgrade Council's mapping software and datasets to accommodate the change in datum to GDA2020.</i>	1.5.1. Support and improve Council's business performance through information and communication technologies	Maintain currency with spatial changes undertaken by the Queensland Government and other external agencies.	30 June 2019	Data transitioned to new datum. Awaiting upgrade to new version of ArcGIS.	









## Planning and Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
<b>Development Administration</b>						
PD1	Ensure that the Planning and Development Department delivers customer driven and outcome focussed initiatives 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	Level of improved productivity and performance.	90% Planning and Development budget estimates are within +/- 5% of operating budget actuals excluding unknown variations.  100% development permits are issued in accordance with relevant legislation, policies, Development Assessment Rules and all other adopted standards.  90% of Planning and Development related customer requests are responded to within two business days.	Approx 95% budget estimates have been within +/- 5% of operating budget actuals. Expenditure on Materials and Services have been slightly down when compared to budget estimates. (i.e. greater than 5% variance)  At the completion of 2018/2019 100% of development permits have been issued in accordance with relevant legislation, policies, DA rules and all other adopted standards.  At the completion of 2018/19 in excess of 90% of P & D related customer requests have been responded to within two business days.	
PD2	Provide for the needs of the community by delivering appropriate land use outcomes including development approvals that are considered sustainable, achievable and cost effective.	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	Number of development applications assessed in accordance with statutory and policy timeframes.	90% of development applications determined within 20 business days from commencement of the decision stage.  100% of development applications considered by development assessment officers within five business days of being properly made.  85% of development related customer requests responded to within two business days.	Target met: 90% of development applications have been determined within 20 business days from commencement of the decision stage.  Target met: 100% of development applications have been considered by development assessment officers within five business days of being properly made.  Target met: 90% of development related customer requests have been responded to within two business days.	
<b>Town-Planning</b>						
PD3	Continue drafting the new Planning Scheme in accordance with requirements of The Planning Act 2016 to ensure: Community expectations are met; State interests are satisfied; and an adequate supply of serviced land to	2.4.4 Support development, diversification, sustainability and expansion of the economic base 2.5.1. Review land supply and uses as required to meet community and business needs	Progress on development within agreed timeframes.	30 June 2019.	Draft <i>Planning Act 2016</i> Planning Scheme submitted for first state interest review on 21 June, 2019. As at 30 June, 2019 adopted timeframes are in accordance with Section 18 notice.	




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PD4	<i>Provide input and technical support to facilitate the drafting and completion of the QCoast2100 project - Coastal Hazard Adaptation Strategy (Phases 1 &amp; 2).</i>	4.1.3. Protect and enhance the natural environment 4.2.1. Develop and implement planning policy to adapt to the impacts of climate change on the community	Identified outcomes associated with the Coastal Hazard Adaption Strategy (Phases 1 & 2) either implemented or incorporated into relevant strategic objectives of Council.	50% of identified tasks are implemented within first 12 months of project completion.	Target met: CHAS Phases 1 & 2 have been completed. Further funding for Phases 3-8 has been approved by the LGAQ. Project commenced and due for completion 31 December, 2019	
PD5	<i>Provide Development Assessment Services which ensure: - land uses comply with the Planning Act 2016, Planning Scheme, Council Policies applicable standards and conditions of approval; - assess development applications; and - undertake land use compliance inspections.</i>	2.4.4. Support development, diversification, sustainability and expansion of the economic base 5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Level of compliance within agreed assessment timeframes	90% of development applications determined within 20 business days from the commencement of the decision stage.  100% of development applications considered by the development assessment team within five business days of being properly made.  90% of development related customer requests responded to within two business days.  100% of randomised review of 12 development approvals comply with relevant standards.  90% of survey plans endorsed within 20 business days of being properly made.	Target Met: In excess of 90% of development applications have been determined within 20 business days from the commencement of the decision stage.  Target met: 100% of development applications were considered by the development assessment team within five business days of being properly made.  Target met: Approximately 95% of development related customer requests have been responded to within two business days.  Target met: 100% of randomised review of 12 development approvals comply with relevant standards.  Target met: 100% of survey plans endorsed within 20 business days of being properly made.	
PD6	<i>Encourage and promote pre-lodgement meetings with developers to facilitate economic growth opportunities for the Burdekin Shire.</i>	2.4.2. Promote pre-lodgement meetings with developers to facilitate industry investment in the Burdekin Shire	Number of pre-lodgement meetings and implementation of actions.	100% of action items identified as part of pre-lodgement discussions are actioned within two business days of meeting and completed within 20 business days.	All identified actions during pre-lodgement meetings during 2018/2019 were actioned within 2 business days.	
PD7	<i>Ensure all new developments are assessed against provisions contained within Council's adopted Local Government Infrastructure Plan (LGIP).</i>	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Number of Infrastructure Charges Notices issued with relevant development approvals.	100% of charges imposed by an Infrastructure Charges Notice are collected prior to commencement of a new use associated with any Development Permit issued.	Target met: All infrastructure charges levied have been collected during 2018/19 prior to commencement of use associated with any Development Permit issued.	








Plumbing						
PD11	<p><i>Deliver Plumbing Services to:</i></p> <ul style="list-style-type: none"> <li>- ensure development complies with the Plumbing and Drainage Act, standards, Council Policies and conditions of approvals;</li> <li>- provide plumbing and drainage advice;</li> <li>- assess plumbing and drainage applications;</li> <li>- undertake inspections of plumbing and drainage works;</li> <li>- undertake a backflow prevention device testing regime; and</li> <li>- offer a service to design on-site effluent design systems.</li> </ul>	<p>3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs</p> <p>5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations</p>	<p>All new plumbing installations that are not 'notifiable works' are carried out in accordance with the <i>Plumbing and Drainage Act 2002</i>.</p> <p>Backflow prevention devices testing program is continually audited.</p> <p>Requests for on-site effluent design are carried out in an efficient manner within acceptable timeframes.</p>	<p>95% of plumbing and drainage related customer requests responded to within two business days.</p> <p>100% registered backflow prevention devices inspected annually.</p> <p>90% of plumbing and drainage applications determined with a compliance permit within 10 business days from commencement of the decision stage.</p> <p>90% of effluent disposal designs completed within 10 business days of request.</p>	<p>Target met: 95% of plumbing and drainage related customer requests responded to within two business days.</p> <p>Target Met: All registered backflow prevention devices have had annual inspections carried out.</p> <p>Target met: In excess of 90% of plumbing and drainage applications have been issued a compliance permit within 10 business days from commencement of the decision stage.</p> <p>Target met: all requested effluent disposal designs have been completed within 10 business days.</p>	
Facilities Management						
PD12	<p><i>Develop and implement appropriate facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.</i></p>	<p>1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities</p> <p>1.2.3 Plan to protect the integrity of key community assets and buildings</p>	<p>Condition assessments carried out on all relevant Council buildings and building maintenance requests are lodged and processed in accordance with adopted policy.</p>	<p>75% of all relevant Council buildings have condition assessments carried out.</p> <p>100% of Building Maintenance Requests (BMRs) responded to within two business days.</p>	<p>On target: Condition assessments are continuing to be carried out. New review to commence next year in conjunction with asset management principles.</p> <p>Target met: 100% Building Maintenance Requests were responded to within two business days.</p>	
PD13	<p><i>Develop and implement a Building Maintenance Program.</i></p>	<p>1.2.1. Implement the Asset Management Strategy</p> <p>1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities</p> <p>1.2.3. Plan to protect the integrity of key community assets and buildings</p>	<p>Quarterly reviews undertaken to ensure consistency with Asset Management Strategy.</p>	<p>100% of triggered buildings are to be assessed and included in Building Maintenance Program.</p> <p>Development of strategic programs that enhance Council assets and facilities through the delivery of a 0 - 5 year plan for maintenance.</p> <p>Investigate electronic condition assessment software to allow more efficient auditing to occur.</p>	<p>Target met: 100% of triggered buildings have been assessed and included into maintenance program.</p> <p>The development of strategic programs has not yet commenced.</p> <p>An investigation into adopting electronic condition assessment software has not commenced.</p>	

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PD14	Ensure all existing service contracts are reviewed regularly to ensure any identified cost savings and efficiencies are implemented.	1.2.3. Plan to protect the integrity of key community assets and buildings	All Facilities Management service contracts reviewed and any cost savings are implemented, maintained and renewed when due.	100% of all service contracts are reviewed and renewed on or before expiration.  Undertake staff training initiatives to improve knowledge of efficient and effective contract management principles.	Target met: All service contracts have been reviewed and renewed on or before expiration.  Staff have undertaken training during 2018/19 to ensure continual improvement on contract management principles.	
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### Animal Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
AM1	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	Animal CRMs for Year = 1,032 Completed within target = 82% Completed outside target = 17% Open outside target = 1%	
AM2	Maintain Council's animal holding facility.	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Facility cleaned daily with animal containers disinfected prior to reuse. Drop off cages checked twice per day on work days and once on other days. Animals relocated to offsite pound facility within 24 hours.	Facility cleaned daily and inspected twice on work days and once on other days e.g. weekends and public holidays.	Facility cleaned daily and inspected twice on work days and once on other days e.g. weekends and public holidays.  All animals relocated within 24 hours or next business day.	
AM3	Manage animal pound with a focus on rehoming of animals.	5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations	Animals kept in the pound for maximum of three clear business days.	75% of animals leave the pound within four days.	527 animals were impounded during the year. 91% left the pound in 4 days or less. 86% were rehomed or returned to owner.	
AM4	Participate and promote community events such as Pet Day Out to promote responsible animal ownership.	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Pet Day Out event held.  Amount of information on responsible pet ownership via media agencies provided.	Pet Day Out event publicised and undertaken.  Four animal management topics provided to media.	Pet Day Out renamed as Pet Fair and held on 16 June 2019. Articles included discount microchipping, registration reminder, pet care and looking after pets in heatwave conditions.	







### Environment and Health

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
EH1	<i>Undertake regulatory inspections of licensed premises and investigate nuisance complaints (e.g. public health, environmental protection).</i>	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Inspections undertaken with effective consultation and followed up where required.  Inspections undertaken within agreed timeframes.  Complaints inspected.	30 June 2019.  100% completed.  100% inspected.	100% inspections were achieved during 18/19 financial year. 118- Regular inspections. 18-New/Transfer Food Premises inspections. 27- Temporary/Mobile Food Vans inspections at Water Festival and Palm Creek Festival. 62- reinspections were undertaken under <i>Food Act 2006</i> . 2 High Risk Personal Appearance Services and 1 Environmental Relevant Activity inspections were carried out. 132 CRM requests were received and 107 (86%) were completed within target.	
EH2	<i>Undertake awareness activities in relation to food hygiene requirements and licensing requirements. Conduct Food Safety and Hygiene training.</i>	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	Number of newsletters and training opportunities provided.	Two newsletters produced by June 2019.  Two food safety and hygiene training conducted by 30 June 2019.  Achieve 80% satisfaction rate in evaluation after the training.	2 newsletters produced - What's Eating Burdekin.  2 food safety hygiene training sessions held with 100% satisfaction rate from evaluation feedback forms.	
EH3	<i>Participate and promote Community Environmental Health Events. (e.g. Great Northern Clean Up Day, Food Safety Week, Waste and Recycling Week).</i>	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Number of events conducted.  Events run on time and within budget.  Community feedback.	Two events by 30 June 2019.  80% satisfaction rate in evaluation forms.  Two media releases covering the event, participation and achievements.	National Tree Day - July 2018. Great Northern Clean Up - Oct 2018. Clean Up Australia day with Tangaroa Blue - March 2019. Reef blitz clean up day with Conservation Volunteers Australia - April 2019. 4 Kindergarten educational sessions.  Media releases associated with each event.	
EH4	<i>Administration of licences such as for food businesses, accommodation and other prescribed activities.</i>	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Food license renewals completed.  Accommodation license renewals and other prescribed activities completed.	All renewals sent by 31 May 2019.  Unpaid licenses/permit followed up by 31 August 2019.	All renewals were sent out by 31 May 2019.  Follow ups completed.	



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EH5	<i>Inspect and enforce permits under local laws - Rental accommodation, Caravan Parks, Camping Grounds.</i>	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Inspections undertaken within agreed timeframes.	100% of complaints investigated within adopted time frame.  100% of premises inspected by 30 June 2019.	22 inspections and 10 reinspections were conducted from 1 July 2018 to 30 June 2019 achieving 100% inspection rate.	
EH6	<i>Conduct water quality testing drinking water and public swimming pools.</i>	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Water quality testing undertaken within agreed timeframes.	100% legislative compliance.	18 water tests were undertaken for all licensed food premises and approvals under Local Laws for premises with nonpotable water supply. 12 CRMs were received and processed for private residences. Monthly swimming pool tests undertaken.	



### Natural Resources

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
NR1	<i>Undertake aquatic weed control in Riparian Management Agreement participating waterways in shire.</i>	4.1.3. Protect and enhance the natural environment	Timeliness of riparian agreements are current and sending of invoices.  Treatments/activities undertaken at systems under a Riparian Management Agreement.  Quality of aquatic weed control.	Issue Riparian Management Agreements invoices by 28 February 2019.  Minimum of three treatments/activities undertaken at systems under a Riparian Management Agreement.  Aquatic weed under control to be at low to medium scattered growth in participating waterways.	Riparian Management agreement invoices were sent out in March 2019 and followed up. All creek systems under RMA agreement have been treated and maintained at a med-low infestation. Boom installation at strategic locations have reduced boat time and reduced dispersal of waterweeds. 6 booms installed in the creek systems in total - 4x Sheepstation Crk; 1x Plantation Crk; 1x Saltwater Crk. The advantage of the booms is that weeds do not travel through the creek system with the water flow and do not create new infestations. The boat hours is made up of following weed infestations around the creeks and lagoons which is sometimes restricted by water levels.	
NR2	<i>Liase 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.	Coastal Management Sediment Erosion Control Project for Feral Pigs- Milestone achieved. Participated in the Regional Pest Management Strategy 2020-2025 with other local government and NQDT.	
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	Implement Council Reef Guardian Action Plan 2018-2019.  Completion of Milestone Report on 2017-2018 action plan.  Participate in regional Great Barrier Reef Marine Park Authority (GRMPA) meetings quarterly. Participate and support other Reef Guardian stakeholders in community like	Action Plan implemented by 30 September 2018.  Milestone report to be completed by 31 October 2018.  Participation in two workshops with relevant stake holders.	Reef Guardian Plan is current to June 2020. Action Plan implemented. 2017-2018 Highlights Report submitted to GRMPA in September 2018. Community involvement - 4 Kindy talks; participation on Future Leaders Eco Challenge (FLEC) day for schools organised by GRMPA; participated in Reefblitz clean up with Conservation Volunteers and Tangaroa Blue in March 2019 at Alva Beach.	
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	Completion of annual review meeting.  Implementation of actions specified in the Biosecurity Plan.	30 November 2018.  100% actions completed	Shire biosecurity plan was reviewed in November in consultation with stakeholders. No major changes were required. Operational plan report was presented to Council and stakeholders in February.	

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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	Level of assistance with landholders to develop biosecurity plans.  Review existing plans within agreed timeframes.	Inspect 50% of the total property Biosecurity Plans by 30 June 2019.	After review and consultation with landowners, there are 136 biosecurity plans currently active and inspections have been completed for 93. 5 pig trap hire requests 6 requests for 1080 baiting. 1 quickspray hire request received this financial year.	
NR6	<i>Undertake animal and plant pest reduction activities.</i>	4.1.3 Protect and enhance the natural environment	Number of landholders participating and amount of bait used for the program.  Amount of bait used, number of landholders requests.  Nurseries and home nurseries inspected every six months.  Number of participants in the project and the number of pigs and dogs killed/destroyed.  Develop and implement proactive pig control project plan.	Weed control activities as described in Shire Biosecurity Plan. Department of Main Roads funding expended for roadside weed treatment.  Two inspections of each nursery and home nursery  100% compliance with baiting program.	Declared weed spraying undertaken on 34 Shire road reserves with 18,850 litres used to target Grader Grass, Parthenium, Belly Ache Bush and other declared plants.  Inspections conducted at 3 commercial nurseries & 2 home nurseries.  569 pigs & 8 feral dogs killed by 34 participants in the aerial shooting program.  35 landholders participated in 1080 baiting with 2,077 5 kgs of meat & 408 5 kgs of grain/fruit used over an area of 110,001 Ha. Unable to determine exact number of feral dogs killed through 1080 program.	
NR7	<i>Manage Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy.</i>	4.1.3 Protect and enhance the natural environment	Effective administration and distribution of subsidies.	Keep records and ensure sustainable use through tools e.g. photos.	Herbicide - \$78,347 landowner contributions against budget of \$72,000; \$122,475 expenditure against budget of \$120,000. 70 landowners participated.  Wild Dog Control - 4 landowners participated at a cost of \$1,371. Wild Dog Bounty paid \$4,017 for 129 dingoes and 16 wild dog/foxes.	
NR8	<i>Surveillance and monitoring for new threatened pests as identified in Biosecurity Plan and legislation in the shire.</i>	4.1.3 Protect and enhance the natural environment	Yearly surveillance of waterways completed.  Training conducted for emergency response procedures for identified threats.	30 June 2019.  30 June 2019.	Surveillance was carried out for the following species as per notifications from Biosecurity Queensland, Charters Towers Regional Council and Townsville City Council - White Ball Acacia; Siam Weed; Sagittaria; Giant Rat's Tail; Gamba Grass.	
NR9	<i>Pilot trial bioherbicide for defined plants in Biosecurity Plan in association with research institutes, State government and other stake holders.</i>	4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Meet the criteria specified by the provider of the bioherbicide.	One new pilot study performed.	Bioherbicide capsule trial - no physical changes observed after 2 years. UU moth acting on Parkinsonia are active and been trialled on four properties in shire.	



### Vector Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
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 Plan implemented.  Known breeding sites treated.	30 September 2018.	Mosquito Management Plan 2018-20 adopted Aug 2018. Mosquito monitoring and treatment continued for over 100 sites across the Shire. Treatments for infestations included; aerial treatment, slow release pellets, briquettes and chemical spray.  Surveillance and treatment activities were intensified in line with seasonal requirements including additional man hours and Teknar in relation to the flooding event early in 2019..  Light trapping to help identify which mosquitoes are present and the location of breeding sights has been carried out in various parts of the Shire.	





### Caravan Parks

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
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.	New management contract awarded for Burdekin Cascades Caravan Park, commences 1 July 2019. Both parks are being well maintained and presented. Overall revenue decrease of 3.4% compared to 2017-18. Ayr experienced a 10.4% revenue decline whilst Home Hill recorded a 32% increase in revenues.	
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	Level of promotion undertaken of both caravan parks. New brochure developed for caravan parks.	Four promotional activities including advertising and promotion at caravan shows undertaken	Both parks are advertised in Caravanning Qld Directory for 2019. Ad placed in Caravanning Australia Summer Edition released in December 2018. Advertising in Yellow pages, Bountiful Burdekin and part of the Star Rating system for accommodation through Qld Tourism Industry Council. New brochure delayed due to repairs at one of the parks.	



### Swimming Pools

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
SP1	<i>Finalise scope of works for landscaping improvements at Millaroo Swimming Pool.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets	New shelter installed.	31 December 2018.	Workshop discussions 2 April 2019 to follow up on local expectations.	
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.	While Home Hill Pool was closed in April for core testing of concrete structure Managers undertook painting and cleaning of pool and surrounds. Compliments have been received recognising the work undertaken. Grounds and facilities at Ayr Pool have been well maintained by Managers.	
SP3	<i>Monitor and maintain Ayr, Clare, Home Hill and Millaroo Pools.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Annual site inspections undertaken and required work completed.	Site inspection undertaken by 31 August 2018. Maintenance items actioned.	Regular inspections are undertaken throughout the year and maintenance items attended as identified.	
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.	No request for funding received.	
SP5	<i>Install new scum gutter to Ayr Pool.</i>	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Work completed in accordance with Tender.	1 September 2018.	Target revised due to tender recall. Work on new scum gutter commenced in May 2019, at 30 June 2019 work was 85% complete.	








### Waste Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2018-2019 Target	Comments	
WM1	<i>Review the North Queensland Waste Recycling and Reduction Program and implement recommendations.</i>	4.1.5. Continually improve waste management practices	North Queensland Waste Recycling and Reduction Program review completed and adopted by Council.	30 June 2019.	Project deferred to 2019/20 as waiting for finalisation of State governments QLD Waste Strategy and NQ Waste Infrastructure Plan. NQWRRP have now engaged a Project Manager to deliver the project. Now called NQ Waste Strategy. Timeframe July 2019 to July 2020 - extended timeframe due to local government elections in March 2020.	
WM2	<i>Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards.</i>	4.1.5. Continually improve waste management practices	Achievement of standards listed in the collection service specification.	Minimum standards achieved.	6 performance measures identified with contractor, 5 performance measures have met target, 1 performance measures under target marginally (response to missed service).	
WM3	<i>Undertake management of kerbside collection including customer service requests.</i>	4.1.5. Continually improve waste management practices	Customer requests resolved within agreed timeframes.	80% of customer requests, within agreed timeframes.	Waste CRMs for Year = 1,076 Completed within target = 98% Completed outside target = 2% Open outside target = 0%	
WM4	<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	Customer requests resolved within agreed timeframes.	80% of customer requests, within agreed timeframes.	Illegal Dumping CRMs for Year = 53 Completed within target = 94% Completed outside target = 6% Open outside target = 0%	







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WM5	<i>Supervise waste management sites to ensure compliance with conditions of the Environmental Authority for Kirknie Landfill, Ayr Transfer Station, Giru Transfer Station and Home Hill Transfer Station: - develop and implement an internal audit and inspection program; - develop operators manuals including updated management procedures.</i>	4.1.5 Continually improve waste management practices	Number of complaints/compliments received regarding waste management facility operations (Council Processes and Operator Performance).  Compliance with Internal inspection and audit program.  Compliance with audits conducted by Department of Environment and Heritage Protection.	100% compliance.  100% compliance.	2 Complaints and compliments received in relation to the operation of Council's waste facilities.  1 internal audit undertaken in preparation for the DES inspections.  1 DES inspection undertaken in July 2018 with 3 alleged non-compliances and 3 areas of concern, 4 of these items were ongoing from the 2017 site inspection. All but one of these actions have been closed out.	
WM6	<i>Develop an updated environmental monitoring program for the Giru Landfill (Cromarty), and work to implement within budget amounts. This plan will include groundwater and surface water monitoring and the installation of a new groundwater bore.</i>	4.1.5 Continually improve waste management practices 4.1.6 Promote the adoption of environmental best practice by Council, residents and business	Environmental monitoring program developed.  New groundwater bore installed.  Environmental monitoring program implemented.	30 June 2019.  30 September 2018  30 June 2019.	Environmental monitoring program completed in December 2018. New groundwater monitoring bore was installed in May 2019.	
WM7	<i>Implement the Legacy Landfill groundwater monitoring program including engaging a suitably qualified consultant to review the data every 2 years.</i>	4.1.6 Promote the adoption of environmental best practice by Council, residents and business	Groundwater monitoring program implemented.  Complete biannual groundwater monitoring for Council Legacy Landfill Sites.  Complete review and update monitoring program if required.	30 June 2019.  30 June 2019.  30 June 2019	Council has implemented the monitoring program with monitoring undertaken biannually since 2017.  Council plans to engage a suitably qualified consultant to undertake a review of the data in the first quarter of 2019/2020	
WM8	<i>Implement the Kirknie Landfill environmental monitoring program groundwater, surface water and landfill gas - including installation of new groundwater monitoring bores and landfill gas piezometers.</i>	4.1.5 Continually improve waste management practices 4.1.6 Promote the adoption of environmental best practice by Council, residents and business	Environmental monitoring program implemented.  New groundwater monitoring wells and landfill gas piezometers installed.  Annual compliance assessment and report including update of monitoring program completed if required.	Quarterly.  31 July 2018  30 June 2019.	Council has implemented the new monitoring program with quarterly monitoring undertaken.  The new groundwater monitoring bores and landfill gas piezometers were installed in August 2018  Following implementation and review of the 3 year investigation period, an annual assessment of compliance should be conducted (2020/2021).	
WM9	<i>Update environmental authority to reflect current activities. This will include engaging consultants to complete environmental impact assessments for the Home Hill and Ayr Transfer Stations.</i>	4.1.5 Continually improve waste management practices	Approval for Material Change of Use development approval obtained.	28 February 2019.	Project to be deferred to 2019-20. The Environmental Protection Regulations have recently been amended to take effect on 1 July 2019 which will change the ERA's and thresholds for Ayr and HH Transfer Stations. Council is waiting for information from DES to confirm if there is any automatic transition. Impact of proposed green waste hardstands will impact Environmental Authorities.	



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WM10	Implement Kirknie Landfill Weed Management Plan.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Reduction in the percentage cover of weeds species across landfill site.	30 June 2019.	Council continued with spraying, mechanical removal of weeds and slashing of the site. A controlled burn of the site has been rescheduled for November 2019. These works have significantly reduced the percentage cover of weed species across the site.	
WM11	Construct second bin bay and complete asphalt seal at the Home Hill Transfer Station.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Completion of works.	30 June 2019.	The upgrades to the Home Hill Transfer station were completed in June 2019.	
WM12	Complete Kirknie Landfill Capital Works Projects: - Construct a resource recovery hardstand (green waste and scrap metal) and sediment pond - Upgrade and expand existing sediment pond - Construct additional access roads - Install new concrete slab and relocate battery storage shed from the Ayr Transfer Station - Construct a new waste oil storage shed and slab.	1.1.1. Plan, build and maintain infrastructure that enhances community assets 4.1.5. Continually improve waste management practices 4.1.6. Promote the adoption of environmental best practice by Council, residents and business.	Completion of works.	30 June 2019.	Resource recovery hardstand (scrap metal and greenwaste) and sediment pond was completed in March 2019.  Upgrade and expansion of existing sediment pond completed in June 2019. The clean water drain associated with this project will be completed in 2019/2020.  The additional access roads will be completed in 2019/2020.  The combined battery and oils storage shed was completed in June 2019.  Additional capital works completed for the Waste Levy Ready Project included: -Install new solar power system (April 2019) -Security fencing upgrades (June 2019) -Construction resource recovery area (June 2019) -Solar security camera installation (June 2019)	
WM13	Complete Home Hill Transfer Station Capital Works Projects: - Install a new drum muster cage - Construct a resource recovery hardstand (green waste and scrap metal) and sediment pond.	1.1.1. Plan, build and maintain infrastructure that enhances community assets 4.1.5. Continually improve waste management practices 4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Completion of works.	30 June 2019.	Drummuster cage upgraded in December 2018  Greenwaste Hardstand -Significant work to plan and design the resource recovery hardstand has been undertaken and the design and monitoring plan has been completed and approved. Works to be completed in 2019/2020	

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## 6 ENVIRONMENTAL AND HEALTH SERVICES

### 6.1 Separation of Camping Areas from Boat and Trailer Areas at Boat Ramps

#### Document Information

##### Referring Letter No:

**File No:** 709

**Name of Applicant:** N/A

**Location:** Cromarty Creek Boat Ramp, Morris Creek Boat Ramp, Plantation Creek Boat Ramp and Wallace's Landing

**Author and Title:** Ms. Linda Govan – Co-ordinator Environment and Health

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#### Executive Summary

Under Council's *Local Law and Subordinate Local Law No. 4 (Local Government Controlled Areas and Roads) 2012* camping is permitted at boat ramps for 4 days in a 14 day period. This proposal is to clearly separate the campers from the traditional and expected use of boat ramps and provide adequate signage advising of the same. The main boat ramps used for camping are Cromarty Creek Boat Ramp, Morris Creek Boat Ramp, Plantation Creek Boat Ramp and Wallace's Landing.

#### Recommendation

That Council agrees in principle to:

- a) the separation of boat and trailer parking from camping areas with the associated signage and markings to clearly define the areas as per the attached maps; and
- b) the enforcement strategy of a verbal warning prior to an infringement notice being issued.

#### Background Information

During the cooler months there is an increase in the number of campers staying for lengthy period of times at the boat ramps which may limit the area available for car and boat trailer parking. The four busiest boat ramps for camping also have a compostable toilet and include Cromarty Creek, Morris Creek, Plantation Creek and Wallace's Landing.

#### Customer Requests

Council has received 16 customer requests in relation to illegal camping at boat ramps since 2015, 14 have been at the four prioritised for defining the separation of use. These include: Cromarty – 1 in 2015, Morris Creek - 2 each in 2015, 2016, 2018 and 1 to date in 2019, Plantation Creek – 1 in 2016, 2 each in 2017 and 2018 and Wallace's Landing – 1 in 2019. The other location was Hell Hole with two requests in 2018 and related to a return visit from the same person.

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The nature of the requests included – staying outside the four days, blocking the shelters, causing a mess, discharging effluent/emptying cassettes onto the ground, insufficient/blocking access to trailer parking and blocking access to pontoon.

When investigating the requests Council officers would at times meet resistance from the campers as there are no signs to back up the local law requirements.

### Proposal

As per the attached plans a multifaceted approach will be used to support the shared use by boat owners and the campers.

1. Clearly define areas for parking cars and boat trailers from area for campers;
2. Develop signs advising of the general restrictions for camping in the area;
3. Develop a sign to give advice as to the conditions of use for the area as a campsite, as specified in Council's Local Law.
4. Enforcement strategy consisting of verbal warning followed by an infringement notice, issued by an authorised officer

Draft signs and information on the method used to delineate the two uses will be provided separately to Council.

### **Link to Corporate/Operational Plan**

#### Corporate Plan

- 1.2.3 Plan to protect the integrity of key community assets and buildings.
- 3.1.3 Encourage equitable access to facilities

### **Consultation**

Council has discussed this matter in previous workshops, most recently on 16 July 2019. Council has also received 2 letters from travellers to Plantation Creek which were tabled at the Council meeting on 14 August 2018.

### **Legal Authority or Implications**

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012, Schedule 2 (11) provides that camping is only permitted at certain boat ramps if –

- a) During any 14 day period, the person undertakes the activity for a maximum of 4 days; and
- b) The person only releases grey water or other waste water into a waste disposal facility which is approved for the purpose; and
- c) The person does not erect or put up a structure for the purpose of drying clothes; and
- d) The person undertaking the activity maintains the area in a clean and sanitary condition; and
- e) The person ensures that the activity does not cause a nuisance, annoyance, disturbance or inconvenience to other persons using the area for camping purposes.

### **Policy Implications**

N/A

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## **Financial and Resource Implications**

Estimates for signage and delineation to be provided to Council for further consideration.

### **Report Prepared By:**

Ms. Linda Govan - Coordinator Environment and Health

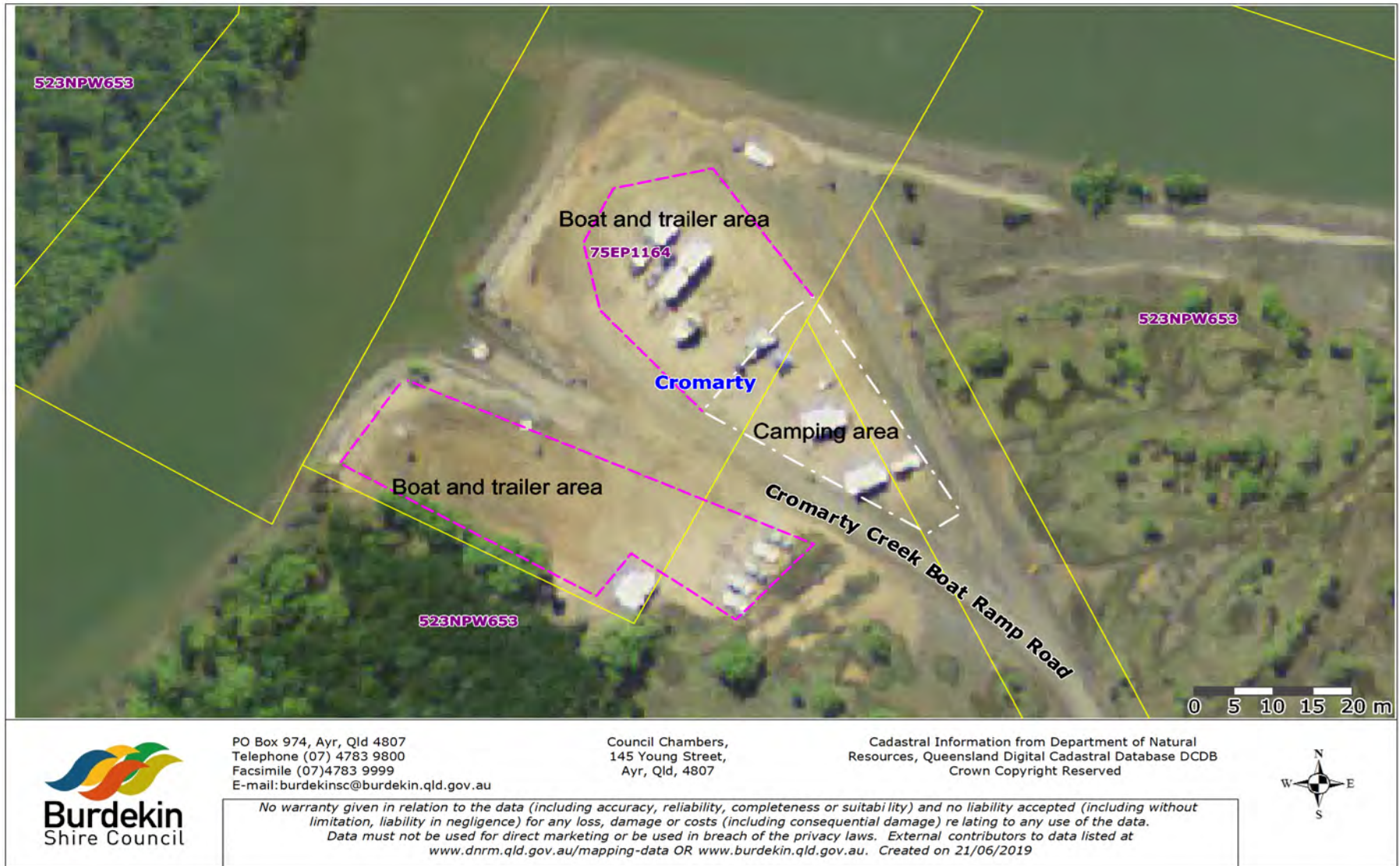
### **Report Authorised By:**

Mr. Nick Wellwood - Director of Infrastructure, Planning and Environmental Services

## **Attachments**

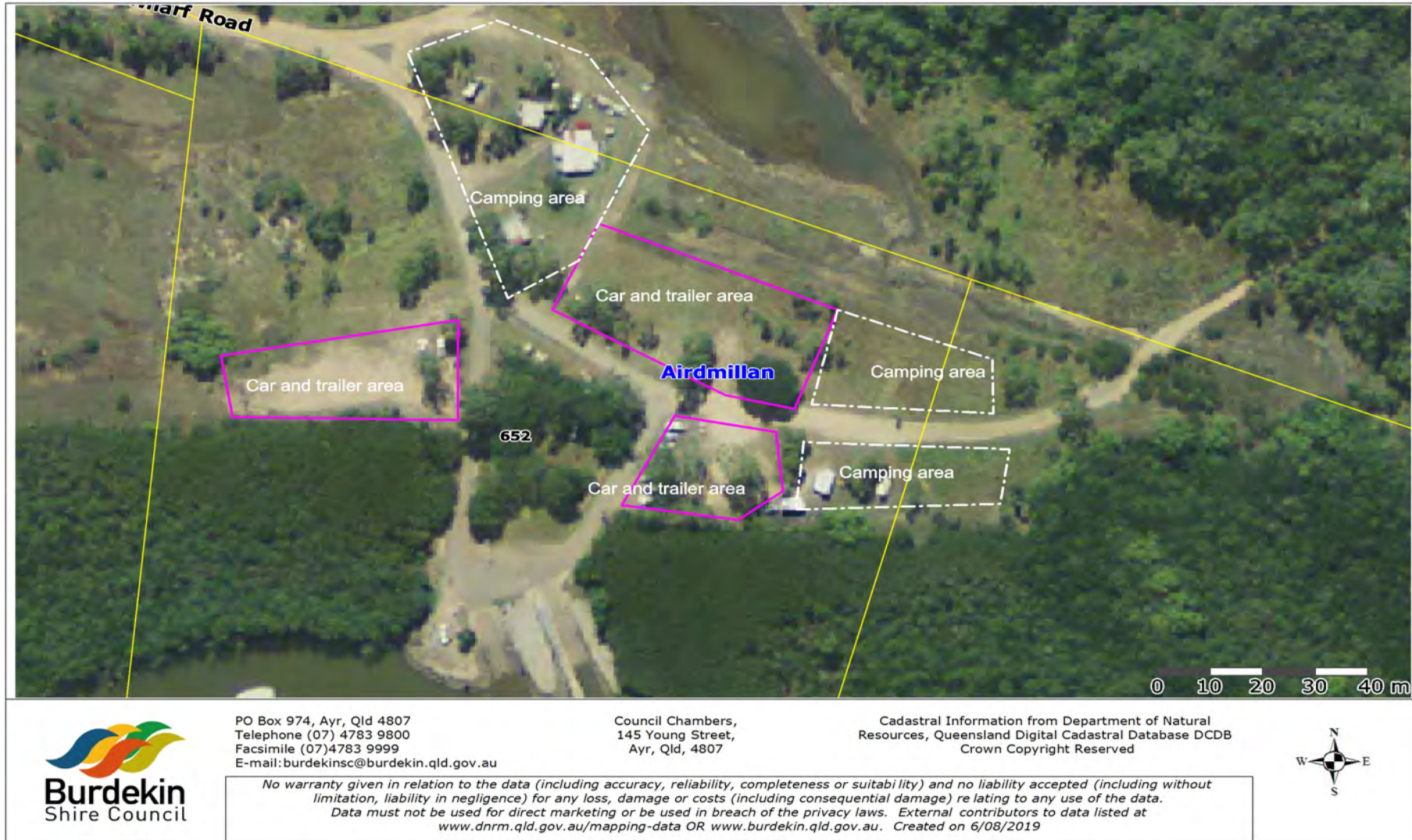
1. Maps of boat ramps identifying separate areas

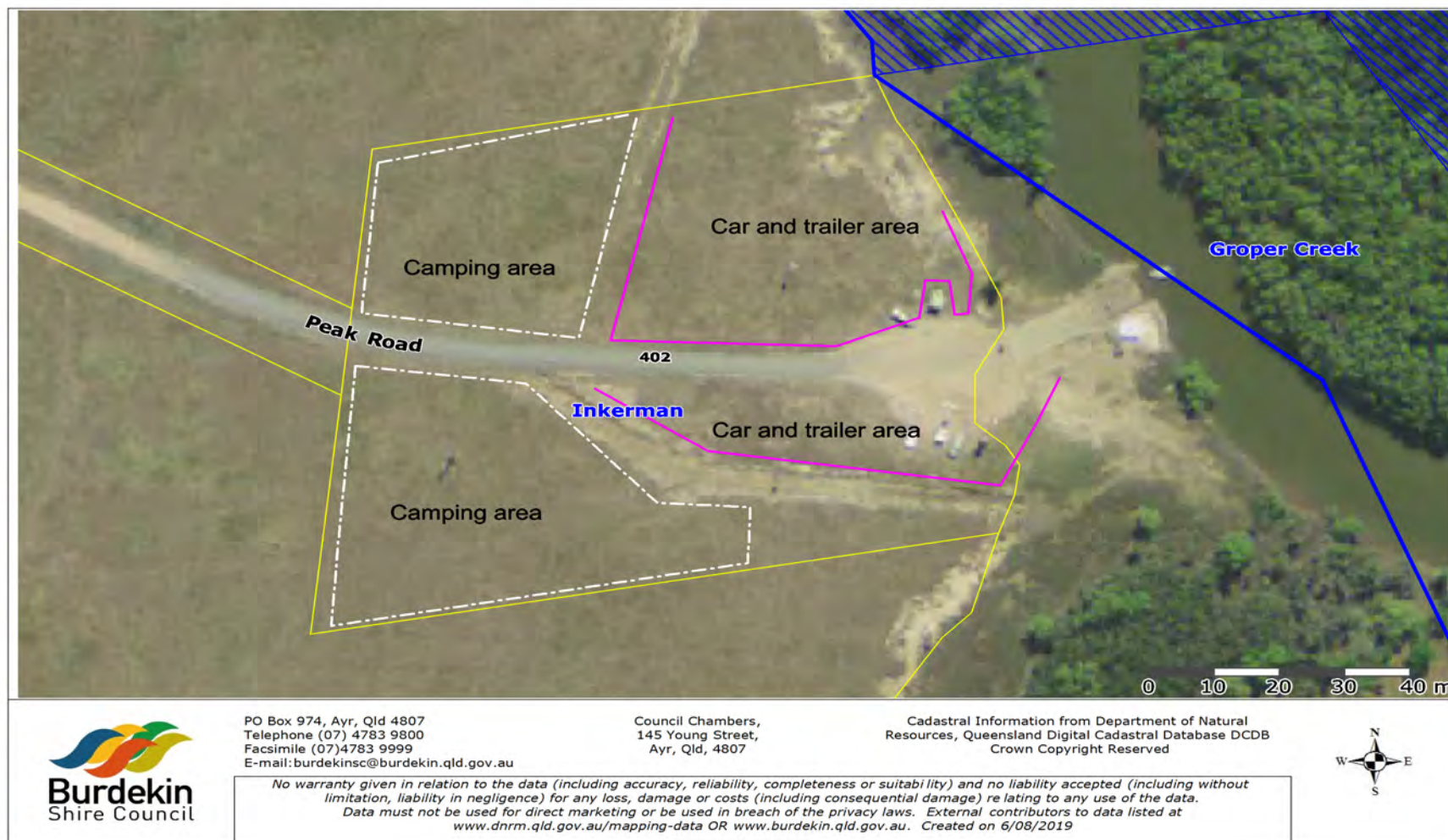














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## **7 CLIENT SERVICES**

## **8 FINANCIAL & ADMINISTRATIVE SERVICES**

## **9 OPERATIONS**

## **10 TECHNICAL SERVICES**

### **10.1 Use of Unmanned Aerial Vehicles (Drones) Policy**

#### **Document Information**

**Referring Letter No:** N/A

**File No:** 2038

**Name of Applicant:** Burdekin Shire Council

**Location:** Burdekin Shire

**Author and Title:** Mr. Kevin Byers – Manager Technical Services

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#### **Executive Summary**

This report seeks Council's consideration and adoption of the Use of Unmanned Aerial Vehicles (Drones) Policy. This Policy is to ensure that Council's unmanned aerial vehicles will only be used for the purpose for which they are intended, and that management and operation complies with relevant legislation.

#### **Recommendation**

That Council adopts the Use of Unmanned Aerial Vehicles (Drones) Policy as attached to this report.

#### **Background Information**

Unmanned Aerial Vehicles (Drones), are increasingly capable and adaptable across a range of tasks that are performed by local governments. When used appropriately, drones have the capacity to perform a variety of tasks which can contribute to efficiencies and cost savings for Council. To ensure the use of drones by Council is well managed, the Unmanned Aerial Vehicles (Drones) Policy has been developed in consultation with relevant staff and key stakeholders. The objective of the policy is to ensure the use of drones is managed in

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accordance with Safety and Privacy legislative requirements and CASA's Standard Operating Conditions.

**Link to Corporate/Operational Plan**

N/A

**Consultation**

Council discussed this policy at a workshop on Tuesday 6 August 2019, during which Councillors were invited to provide feedback and suggestions.

**Legal Authority or Implications**

This policy's requirements are in accordance with the safety principles established within the Civil Aviation Safety Authority's Standard Operating Conditions (SOCs)

*Civil Aviation Safety Regulation 1998*

**Policy Implications**

This is a new policy that will be added to Council's Policy Register and published to Council's website. It is to be used in consideration with Burdekin Shire Council's Camera Surveillance Policy, Information Security Policy and Records Governance Policy.

**Financial and Resource Implications**

N/A

**Report Prepared By:**

Mrs. Rebecca Stockdale- Senior Governance Officer

**Report Authorised By:**

Mr. Nick Wellwood – Director of Infrastructure Planning and Environmental Services

**Attachments**

1. Use of Unmanned Aerial Vehicles (Drones) Policy

Policy Type	Corporate
Function	Plant, Equipment and Stores
Policy Owner	Director Infrastructure, Planning and Environmental Services
Policy Contact	Manager Technical Services
Review Schedule	12 months
Resolution No.	<a href="#">Enter Resolution Number</a>

### 1. Purpose

The purpose of this policy is to ensure that all legislated requirements for the use of the Burdekin Shire Council owned and operated unmanned aerial vehicle (UAV) technology is applied and adhered to by Council officers and conducted in a safe manner.

### 2. Scope

This policy applies to the use of a Council owned and operated UAVs used to:

- conduct regular inspections of Council owned/managed infrastructure and assets.
- capture photo or video footage of Council owned/managed infrastructure and assets.
- survey the progress of Council construction projects.
- capture photo or video footage of Council construction projects.
- survey disaster affected areas and locations.
- capture photo or video footage of disaster affected areas
- capture photo or video footage that may be used for community awareness, marketing, reporting or promotional purposes.

### 3. Exceptions

This policy does not cover the use of drones for activities considered as camera surveillance. The use of drone for surveillance is controlled through the Burdekin Shire Council Camera Surveillance Policy and can only be undertaken by licensed commercial operators.

This policy also does not cover any potential engagement of licensed commercial drone operators to perform other activities, such as media and marketing material for the region or events.

### 4. Definitions

**'Aviation Reference Number (ARN)'** is the customer reference number issued by CASA to individual people or organisations for the administration of pilots, engineers and operators to obtain any form of licence or certification from CASA.

**'CASA'** Civil Aviation Safety Authority.

**'Incident Controller'** is the person from a responsible agency that has overall control during a public safety operation or disaster related situation. These agencies can include

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but not limited to Queensland Police Service or Queensland Fire and Rescue Service.

**Populous area'** means an area with a sufficient population density that if a fault in, or failure of, the UAV poses an unreasonable risk to the life, safety or property of a person in the area who is not connected with the operation

**UAV'** – unmanned aerial vehicle

**Visual line of sight - VLOS'** means keeping the UAV in visual line of sight at all times unaided (except for prescription glasses or sunglasses) without the use of binoculars, telescopes or zoom lenses i.e. not flying the UAV into clouds or fog, behind trees, buildings or other (even partial) obstructions.

## 5. Objectives

The objective of the policy is to ensure the use of UAVs (drones) is managed in accordance with the legislative requirements and CASA's Standard Operating Conditions.

## 6. Policy Statement

Burdekin Shire Council will only operate a drone with a weight less than 2kg under the Civil Aviation Safety Authority's Standard Operating Conditions (SOCs).

Council will;

- Maintain an aviation reference number (ARN)
- Provide the required notification to CASA prior to the intended activity
- Operate within the CASA standard operating conditions (SOC)
- Utilise drone software to plan and record the flight details (flight log)
- Ensure the drone is maintained as per manufacturer recommendations
- Provide training to appointed personnel to operate the drone safely
- Maintain operator competency with regular flight time requirements

### 6.1 Use of Unmanned Aerial Vehicles (UAVs) for Council Infrastructure Inspections

UAVs will increase the efficiency and safety of Council's operational activity, where physical access by person to a specific location is restricted by factors such as distance, danger, height or difficult terrain.

The safety of Council staff conducting inspections of infrastructure and services is a priority and the use of a UAV (drone) will enable the inspector to view the asset from a safe location.

Prior to flight operations, populous areas will be identified, and these identified locations will be avoided as part of the flight path.

Flight paths should be determined so that the drone does not operate over private property, and where possible the pilot should avoid filming people and/or private property.

### 6.2 Use of Unmanned Aerial Vehicles on Council Construction Sites

During the various phases of a construction project, the design office may utilise the drone to provide an evaluation of the progress, status and geospatial data of the project.

Drone use is prohibited whilst any construction activity is in progress or there are persons



on the construction site.

#### 6.3 Use of UAV During Times of Disaster

The Local Disaster Coordinator may request recorded footage of disaster affected areas to evaluate the extent of the effects for the disaster and assist with planning and coordination of recovery efforts, such as the extent of flood inundation in particular areas.

The operation of drones for disaster management purposes will occur from within Council owned or managed land and will only be used to survey the extent of the disaster situation. In circumstances where Burdekin Shire Council Local Disaster Management Group is not the lead agency for the response, the Local Disaster Coordinator will be responsible for seeking permission from the Incident Controller of the relevant agency.

#### 6.4 Drone Footage

Flight planning will include the outline of what footage will need to be captured for the activity. Drone footage will be managed in accordance with the Council's Information Security Policy, Privacy Policy and Records Governance Policy.

### 7. Principles

The policy requirements are in accordance with the safety principles established within the Civil Aviation Safety Authority's Standard Operating Conditions (SOCs);

- maintaining a visual line of sight
- flight height does not exceed 120m above ground level
- daytime operations only
- do not operate within 30m of people not associated with activity
- do not operate over populous areas
- do not operate in a prohibited or restricted area
- do not fly within 5.5km of a controlled aerodrome with an operating control tower
- do not fly in an area of public safety concern without approval from incident controller
- operate only 1 drone per pilot at any one time.

### 8. Legislation

*Civil Aviation Safety Regulation 1998*

*Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019*

*Advisory Circular AC 101-10 v1.3 - Remotely piloted aircraft systems – operation of excluded RPA*

### 9. Related Documents

Document Title	Description
Camera Surveillance Policy	Council Policy pertaining to use of camera surveillance systems
Information Security Policy	Council Policy regarding the framework for the governance of information within Council
Records Governance Policy	Council Policy regarding the framework for the governance of recordkeeping within Council.
Privacy Policy	Council Policy pertaining to requirements of the <i>Information Privacy Act 2009</i>

### 10. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
0.1	Draft		N/A	00/00/0000
0.2	DRAFT	Rebecca Stockdale	N/A	23/07/2019

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## **11 PLANNING & DEVELOPMENT**

## **12 COMMUNITY DEVELOPMENT**

## **13 ECONOMIC DEVELOPMENT**

### **13.1 Burdekin Economic Development Strategy**

#### **Document Information**

**Referring Letter No:** 1543055

**File No:** 277

**Name of Applicant:** Burdekin Shire Council

**Location:** Burdekin Shire

**Author and Title:** Mrs. Eliza Lovell – Economic Development Co-ordinator

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#### **Executive Summary**

Burdekin Shire Council was successful in obtaining grant funding through the Building Better Regions Fund – Community Investment Stream and a contribution from Business Council of Australia and Burdekin Shire Council to undertake the development of a new Economic Development Strategy. This provides Council with the opportunity to establish a new vision and framework for promoting and facilitating economic development activity across the region.

The broad objectives of this Economic Development Strategy include:

- Increased employment opportunities
- New industry development
- Growth and retention of existing business
- Attraction of new residents

Council advertised request for quotations to engage the services of a suitably qualified and experienced consultant to develop a five-year Burdekin Economic Development Strategy. The strategy is to be thoroughly researched based on data and trends and one that is practical, factual and visionary and that will outline the strategic direction, comparative advantages for Council to plan, promote, facilitate and co-ordinate economic development opportunities and key actions for the period 2019/20 to 2025. It is envisaged that the consultant will identify the top three to five key outcomes and clearly articulate the actions needed to be undertaken to see these outcomes come to fruition.

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## **Recommendation**

That Council approves to engage SC Lennon & Associates Pty Ltd to develop a five-year Burdekin Economic Development Strategy for the amount of \$52,000.00(exc. GST).

## **Background Information**

Burdekin Shire Council wishes to engage a consultant to develop a five-year Economic Development Strategy. The document will be used to assist Council set the direction for economic development through to 2025. Council has an Economic Development Team and will reinvigorate the Economic Action Group to work in collaboration with the consultant.

It is expected that the consultant will provide to Council, amongst other factors, the following components:

- a) Research to provide a clear current position within framework of national, state and regional priorities, identify trends and opportunities, and conduct an audit of infrastructure across the shire.
- b) Stakeholder engagement activities with business, industry representatives and other key stakeholders.
- c) Produce three reports that will include:
  - I. High level summarised report for external distribution
  - II. Detailed internal report for Burdekin Shire Council use
  - III. Implementation/action plan

Council advertised requests for quotations to develop the strategy with 11 submissions received. These submissions were reviewed by a panel of three members and a shortlist of four potential consultants developed. Telephone interviews and background checks were undertaken for the top four companies and it was recommended by the panel to appoint SC Lennon and Associates Pty Ltd.

## **Link to Corporate/Operational Plan**

2.4.1 – Review and implement an Economic Development Strategy

## **Consultation**

Discussions have been held with Council's Chief Executive Officer and Economic Development Coordinator as well as representatives of the Business Council of Australia.

## **Legal Authority or Implications**

N/A

## **Policy Implications**

N/A



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## **Financial and Resource Implications**

All expenses will be funded from the Economic Development Budget, funding from the Federal Government – Building Better Regions Fund and Business Council of Australia contribution.

### **Report Prepared By:**

Mrs. Eliza Lovell - Economic Development Co-ordinator

### **Report Authorised By:**

Mr. Terry Brennan - Chief Executive Officer

## **Attachments**

N/A

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## **14 NOTICES OF MOTION**

## **15 CORRESPONDENCE FOR INFORMATION**

Tabled Separately

## **16 GENERAL BUSINESS**

## **17 CLOSED MEETING ITEMS**

**17.1 Confidential Meeting Report – Request for General Rate Remission – Returned and Services League of Australia (Queensland Branch)**

**17.2 Confidential Meeting Report – Ayr Industrial Estate Expansion**

## **18 DELEGATIONS**

