



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 12 November 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.

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

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



Burdekin Shire Council

TUESDAY 12 NOVEMBER 2019

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	3
2	DECLARATIONS OF INTEREST	3
3	MINUTES AND BUSINESS ARISING	3
3.1	Ordinary Council Meeting Minutes - 22 October 2019	3
3.2	Burdekin Shire Road Safety Advisory Committee Meeting - 28 August 2019	18
3.3	Burdekin Senior Advisory Group Meeting Minutes - 16 October 2019	25
3.4	Local Disaster Management Group Meeting Minutes - 18 October 2019	30
3.5	Community Grants Program Panel Meeting Minutes - 29 October 2019	36
4	REPORTS	38
4.1	Council Workshops - October 2019	38
5	GOVERNANCE	40
5.1	Proposal from Burdekin PCYC and Burdekin Academy to "Swap" Venues	40
5.2	Q1 Report - Operational Plan 2018/2019	48
6	ENVIRONMENTAL AND HEALTH SERVICES	92
6.1	2019-2020 Budget Allocation for Weighbridge Cameras at Kirknie Landfill	92
7	CLIENT SERVICES	93
8	FINANCIAL & ADMINISTRATIVE SERVICES	94
8.1	Market Research Results - Six Monthly Rating	94
9	OPERATIONS	96
9.1	Adoption of Council's Sewerage Inspection Program - November 2019 - February 2020	96



Burdekin Shire Council

9.2	Report to Council on Adoption of a Code of Operations Cemeteries	100
9.3	Tender Submissions Received for ACL/19/001 - Pre- Qualified Suppliers for Hire of Wet and Dry Plant and Equipment and ACL/19/002 - Traffic Control Providers	114
10	TECHNICAL SERVICES	119
11	PLANNING & DEVELOPMENT	119
11.1	Ayr Industrial Estate Expansion	119
11.2	Change Application, Minor Change to Development Approval Renewable Energy Facility (Solar Farm) off Keith Venables Road, Upper Haughton (Lot 1 on SP313057)	122
12	COMMUNITY DEVELOPMENT	140
12.1	Home Hill Parks Master Planning	140
13	ECONOMIC DEVELOPMENT	142
14	NOTICES OF MOTION	142
14.1	Councillor Ted Bawden - Notice of Motion - Burdekin Shire Council's Drug and Alcohol Operational Standard	142
15	CORRESPONDENCE FOR INFORMATION	142
16	GENERAL BUSINESS	142
17	CLOSED MEETING ITEMS	142
17.1	Confidential Report – Sale of Land – Rates Arrears	142
18	DELEGATIONS	142
		143

1 PRAYER

2 DECLARATIONS OF INTEREST

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 22 October 2019

Recommendation

That the minutes of the Ordinary Council Meeting held on 22 October 2019 be received and confirmed.



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 22 October 2019

COMMENCING AT 9:00AM



Burdekin Shire Council

TUESDAY 22 OCTOBER 2019

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	1
3.1	Ordinary Council Meeting Minutes - 8 October 2019	1
4	REPORTS	2
4.1	Council Meeting Dates - December 2019 and January 2020	2
4.2	Monthly Financial Report for Period Ending 30 September 2019	2
5	GOVERNANCE	2
5.1	Annual Report 2018/2019	2
5.2	Revised Audit Committee Charter	3
6	ENVIRONMENTAL AND HEALTH SERVICES	4
7	CLIENT SERVICES	4
8	FINANCIAL & ADMINISTRATIVE SERVICES	4
8.1	First Amended Budget for 2019/2020	4
9	OPERATIONS	5
10	TECHNICAL SERVICES	5
11	PLANNING & DEVELOPMENT	5
12	COMMUNITY DEVELOPMENT	5
13	ECONOMIC DEVELOPMENT	5
14	NOTICES OF MOTION	5
15	CORRESPONDENCE FOR INFORMATION	5
15.1	Request for membership - AgForce Queensland Farmers Limited	5



Burdekin Shire Council

15.2	Acknowledgement to Staff - Queensland Audit Office - External Audit 2019 Closing Report	5
19	LATE REPORT	6
19.1	TBSC/19/013 - Request for Quotation for the Supply and Delivery on One (1) Loader	6
19.2	TBSC/19/014 - Request for Quotation for the Supply and Delivery of One Motor Grader and GCS Equipment	6
16	GENERAL BUSINESS	7
16.1	Community Telephone Survey - Market Research on Six Monthly Rating - Councillor Liessmann	7
16.2	Footpath Works Prioritisation - Councillor Liessmann	7
14	NOTICES OF MOTION	7
14.1	Councillor Bawden - Council's Drug and Alcohol Operational Standard	7
16	GENERAL BUSINESS	8
16.3	Approval Leave of Absence - Councillor Goddard - 4 November to 13 November 2019	8
16.4	Request for Council Approval - Invitation by Evolution Mining for Councillor Perry to attend Melbourne Cup Event to be held on 5 November 2019	8
16.5	Request the Council Approval - Attendance of Councillor McLaughlin at the State Council of River Trust Annual General Meeting to be held on 24 October 2019 in Brisbane	8
17	CLOSED MEETING ITEMS	9
17.1	Confidential Report - Request for Exemption of Water Charges - Mount Kelly Rural Fire Brigade	9
18	DELEGATIONS	10

ATTENDANCE

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

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor – Director Corporate and Community Services
Mrs. K. Olsen - Manager Financial and Administrative Services (Part)
Mr. K. Byers - Manager Technical Services (Part)
Ms. F. Smith – Financial Accountant Reporting (Part)

Minutes Clerk – Ms. G. Biffanti

Apologies: Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services

1 PRAYER

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

2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

3 MINUTES AND BUSINESS ARISING

3.1 Ordinary Council Meeting Minutes - 8 October 2019

Recommendation

That the minutes of the Ordinary Council Meeting held on 8 October 2019 be received and confirmed.

Resolution

Moved Councillor Goddard, seconded Councillor Perry that the recommendation be adopted noting the amendments on page nine change from Mrs. McLaughlin to Councillor McLaughlin.

CARRIED

4 REPORTS

4.1 Council Meeting Dates - December 2019 and January 2020

Executive Summary

The Council's ordinary meeting cycle is normally varied during the December/January period each year to accommodate the absence of Councillors and key staff due to personal and leave commitments over this period. It is proposed to hold only one ordinary Council meeting in December 2019 and also one meeting in January 2020. The workshop meeting cycle will also be varied during this period.

Recommendation

That the normal Council Ordinary Meeting cycle is varied in December 2019 and January 2020 with only one meeting being held in each month on the following dates:

- Tuesday 10 December 2019
- Tuesday 21 January 2020

and the Workshop Meeting cycle also be varied during this period.

Resolution

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

CARRIED

4.2 Monthly Financial Report for Period Ending 30 September 2019

Recommendation

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

Resolution

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

CARRIED

5 GOVERNANCE

5.1 Annual Report 2018/2019

Executive Summary

Under the *Local Government Regulation 2012* Council is required to prepare an annual report for each financial year. The 2018/2019 Annual Report has been compiled to fairly

represent Council's achievements throughout the financial year that contribute to meeting the strategic intents outlined in the adopted Corporate Plan 2017-2022.

This year, the report follows the same format as the 17/18 report, and displays all statutory information in a logical, sequential manner making this information easier to locate in the final report. The Annual Report also includes the general purpose financial statements, the current year financial sustainability statement and the long-term financial sustainability statement as well as a community financial report which all demonstrate Council's stable financial position.

Recommendation

That Council adopts the Annual Report 2018/2019 as tabled.

Resolution

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

It was noted that Council wished to acknowledge and thank all staff involved in the preparation of the Annual Report for 2018/2019 and in particular new Media and Communication Officer Mr. Nathan Toll and Senior Governance Officer Mrs. Rebecca Stockdale.

CARRIED

9.23am Mrs. K. Olsen and Ms. F. Smith entered the meeting.

5.2 Revised Audit Committee Charter

Executive Summary

The *Local Government Act 2009* requires Council to establish an audit committee. The Audit Committee plays an advisory role and offers independent assurance regarding the integrity of Council's financial documents, the internal audit function and risk management framework. The Audit Committee have recently conducted a review of the Audit Committee Charter with consideration to the change to an external contractor for the provision of internal audit services. The previous charter referenced the Quality and Safety Coordinator.

As this position is no longer responsible for the internal audit function, the appropriate amendments have been made to the charter. Additionally, the revised charter includes the amended remuneration rate applicable from 1 July 2019 in accordance with the provision for an annual adjustment in line with the determination by the Councillor Remuneration Tribunal. No other changes have been made to the Charter. The Charter is now presented to Council for formal adoption.

Recommendation

That Council adopts the revised Audit Committee Charter 2020 as attached to this report.

Resolution

Moved Councillor Woods, seconded Councillor Liessmann that the recommendation be adopted, noting some minor additional amendments to the composition of the other non-voting attendees section of the Charter.

CARRIED

6 ENVIRONMENTAL AND HEALTH SERVICES

7 CLIENT SERVICES

8 FINANCIAL & ADMINISTRATIVE SERVICES

8.1 First Amended Budget for 2019/2020

Executive Summary

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed a budget revision for 2019/20 and the next two financial years.

Management has completed a review of the 2019/20 budget based on results to the end of September and estimated transactions for the remainder of the financial year. The first amended budget includes capital carryover projects and funding.

An amended budget for the 2019/20 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30 June 2020 as tabled be adopted.

Resolution

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

CARRIED

9.34am Mrs. K. Olsen and Ms. F. Smith left the meeting.

9 OPERATIONS

10 TECHNICAL SERVICES

11 PLANNING & DEVELOPMENT

12 COMMUNITY DEVELOPMENT

13 ECONOMIC DEVELOPMENT

14 NOTICES OF MOTION

15 CORRESPONDENCE FOR INFORMATION

15.1 Request for membership - AgForce Queensland Farmers Limited

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council advise AgForce Queensland Farmers Limited that it will decline the offer of Corporate Membership, as Council advocacy initiatives are co-ordinated through the Local Government Association of Queensland (LGAQ,) and the LGAQ has an existing association with AgForce Queensland on advocacy issues of joint interest to both organisations.

CARRIED

15.2 Acknowledgement to Staff - Queensland Audit Office - External Audit 2019 Closing Report

Council congratulated the CEO and all Staff on their contribution to an excellent result on the Annual Audit Report for 2018/2019 Financial Year.

19 LATE REPORT

19.1 TBSC/19/013 - Request for Quotation for the Supply and Delivery on One (1) Loader

Executive Summary

The *Local Government Regulation Queensland 2012* requires Council to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000 ex GST per financial year. The purchase of Wheel Loader including scale equipment is in this category.

Quotations were called for the supply and delivery of one Wheeled Loader with scale equipment (TBSC/19/013) closing on Wednesday 2 October 2019. Three prequalified Suppliers under the Local Buy Contract NPN 2.15 were invited to offer quotations.

The quotations were assessed by Council officers with the preferred supplier being CJD Equipment.

Recommendation

That Council awards Contract TBSC/19/013 – Supply and delivery of one Volvo L70F Loader, attachments and Loadrite scale equipment to CJD Equipment.

Resolution

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

CARRIED

9.48am Councillor Woods left the meeting.

19.2 TBSC/19/014 - Request for Quotation for the Supply and Delivery of One Motor Grader and GCS Equipment

Executive Summary

The *Local Government Regulation Queensland 2012* requires Council to invite written tenders for large-sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000 ex GST per financial year. The purchase of the Motor Grader including laser equipment is in this category.

Quotations were called for the supply and delivery of one Motor Grader with laser equipment (TBSC/19/014) closing on Wednesday 2 October 2019. Three prequalified Suppliers under the Local Buy Contract NPN 2.15 were invited to offer quotations with only two responses received.

The quotations were assessed by Council officers with the preferred supplier being Hastings Deering.

Recommendation

That Council awards Contract TBSC/19/014 – Supply and delivery of one Caterpillar 12M Motor Grader with Trimble laser equipment and Universal Total Station to Hastings Deering.

Resolution

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

CARRIED

9.52am Councillor Woods re-entered the meeting.

16 GENERAL BUSINESS

16.1 Community Telephone Survey - Market Research on Six Monthly Rating - Councillor Liessmann

Councillor Liessmann advised that some ratepayers had approached him with concerns about the efficacy of the Telephone Survey being conducted to establish community views on sixth monthly rating. Mr. O'Connor explained the market research approach utilised by independent firm 'MarketFacts'; and displayed the survey script used by MarketFacts staff to complete the survey. A report on the market research findings is expected in November.

16.2 Footpath Works Prioritisation - Councillor Liessmann

Councillor Liessmann questioned the methodology staff used to prioritise footpath renewal works across the Shire for the Works for Queensland Program believing there should be a broader geographic spread of the works. Councillor Liessmann was advised that staff utilised sound asset management principles which amongst other thing, took into account asset use and condition, and risk management principles to prioritise capital projects.

14 NOTICES OF MOTION

14.1 Councillor Bawden - Council's Drug and Alcohol Operational Standard

Councillor Bawden advised that it was his intention to move the following motion at the 12 November 2019 Ordinary Council Meeting.

Proposed Motion:

That Council sets a 0.00% Blood Alcohol Concentration and illicit drug limit for all employees, elected members, contractors, subcontractors or any other person whilst on official Council duty.

16 GENERAL BUSINESS

16.3 Approval Leave of Absence - Councillor Goddard - 4 November to 13 November 2019

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Councillor Goddard be granted an approved leave of absence from 4 November to 13 November 2019.

CARRIED

16.4 Request for Council Approval - Invitation by Evolution Mining for Councillor Perry to attend Melbourne Cup Event to be held on 5 November 2019

Councillor Perry advised she had received an invitation from Evolution Mining to attend the Melbourne Cup with the company providing her free entry to the event. She will meet all other costs to attend the event.

Resolution

Moved Councillor Woods, seconded Councillor Goddard that Council approves the attendance of Councillor Perry to attend the Melbourne Cup with entry to the event as the guest of Evolution Mining on 5 November 2019 at no expense to the Council.

CARRIED

16.5 Request the Council Approval - Attendance of Councillor McLaughlin at the State Council of River Trust Annual General Meeting to be held on 24 October 2019 in Brisbane

Resolution

Moved Councillor Liessmann, seconded Councillor Woods that Council approves the attendance of Councillor McLaughlin at the State Council of River Trust Annual General Meeting in Brisbane on 24 October 2019 with the State Council of River Trust meeting her costs to attend.

CARRIED

Council Meeting opened to Public

Resolution

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

CARRIED

17 CLOSED MEETING ITEMS

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

Resolution

Moved Councillor Perry, 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;

For the purpose of discussing:

1. Confidential Report – Request for Exemption of Water Charges – Mount Kelly Rural Fire Brigade

CARRIED

10.37am Meeting adjourned for Morning Tea.

10.37am Mr. K. Byers left the meeting.

11.00am Meeting resumed.

11.00am Mrs. K. Olsen entered the meeting.

17.1 Confidential Report - Request for Exemption of Water Charges - Mount Kelly Rural Fire Brigade

Background Information

In a letter dated 30 August 2019, the Mount Kelly Rural Fire Brigade requested Council waive all existing and future water charges associated to the property their station is located on, being 78 Mount Kelly Drive, Mount Kelly.

The *Local Government Act 2009* provides guidelines to determine which land is exempt from rating or when concessions may be granted and the power to levy rates and charges.

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 Perry, seconded Councillor Bawden that the Council advise the Mount Kelly Rural Fire Brigade that it does not support their request to waive the 2018/19 and 2019/20 water access charges and subsequent water access and consumption charges on the property located at 78 Mount Kelly Drive, Mount Kelly.

CARRIED

18 DELEGATIONS

There being no further business the meeting closed at 11.10am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 12 November 2019.

MAYOR

3.2 Burdekin Shire Road Safety Advisory Committee Meeting - 28 August 2019

Recommendation

That the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 28 August 2019 be received and confirmed.

Burdekin Shire Road Safety Advisory Committee Meeting

Held on 28 August 2019 at 8:30am

Council Administration Building – Ernie Ford Board Room

1. Attendance

Core Members

Councillor Ted Bawden	Councillor	Burdekin Shire Council
Councillor Tony Goddard	Chairman	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	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 – Core Members

Senior Constable Brett Elton	Road Unit	Queensland Police Service - Ayr
------------------------------	-----------	---------------------------------

Advisors

Mr. David Jackson	President	Home Hill Chamber of Commerce
Constable Dean Wellington	Officer	Queensland Police Service – Home Hill
Mr. Peter Luke	Cane Supply Manager	Wilmar Sugar

Apologies – Advisors

Mrs. Barbara Stockdale	Transport and Main Roads Project Officer	Burdekin Shire Council
Ms. Beverly Gorman	Road Safety Officer	Department of Transport and Main Roads
Mr. Brett Maguire	Officer in Charge	Queensland Ambulance Services
Ms. Nicole Smart	Senior Engineer (Civil)	Department of Transport and Main Roads
Mrs. Rebecca Grogan	Housing and Community Support Services Coordinator	Burdekin Community Association

Minutes Clerk – Miss. N. Loizou

2. Minutes Received

MINUTES OF THE BURDEKIN SHIRE ROAD SAFETY ADVISORY COMMITTEE MEETING HELD ON 22 MAY 2019

Moved Councillor Bawden, seconded Mr. Jackson that the flying minutes of the Burdekin Road Safety Advisory Committee Meeting held on Wednesday 28 August 2019 be accepted. Noting the amendments to section 6.2.2 2, 27 February 2019 and section 6.1 from 22 May 2019.

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

3.1 Business Arising out of Minutes

Item 6.1 – “Concern around vehicles turning right into IGA and crossing double lines”

Mr. Riseley advised of an error in the ‘Action Items from Minutes of Meeting – 22 May 2019’ Section 6.1.

The status column lists updates for the above matter *Concern around vehicles turning right into IGA and crossing double lines*, as well as for a second matter raised by the same committee member at the RSAC Meeting of May 2019. This second matter was in regard to *Concerns raised regarding vehicle parking bays on the eastern side of Eighth Avenue, Home Hill and the depth of the guttering posing a hazard to vulnerable road users*. The heading for the Section 6.1 Action does not list the second matter or refer to it and it is not listed anywhere else in the Action Items. This second matter is recommended to be entered as its own separately numbered action to ensure this matter is followed up on.

Item 6.1.2 – “Concerns raised regarding vehicle parking bays on the eastern side of Eighth Avenue, Home

Hill and the depth of the guttering posing a hazard to vulnerable road users”

Mr. Riseley advised the following; Conducted investigation and enquiries and advised Eighth Ave pavement between CH: 101.3 – CH: 101.7 was constructed in its present arrangement in around 2005 within Project 5/10K/30. Review of ‘Issued for Information Only’ Cross Section Drawings of 2004 identified some isolated sections on the eastern side of Eighth Avenue appearing to have crossfalls of between 6% to 9% at the parallel parking areas adjacent to the kerb. The Austroads Guide to Road Design Part 3: Geometric Design, Section 4.3.5 Shoulder Crossfalls states – for parallel parking generally require crossfalls to be flatter than 6%

Advised the committee there is a maintenance package scheduled for this location in either Mar / Apr 2020 (or 2021) but the scope includes only the through lanes and it is a remove and replace (not overlay). Advised TMR has no capital project work in this location in the foreseeable future that also involves full kerb to kerb pavement work and unfortunately TMR can offer no resolution on this issue. As parking is within the jurisdiction of Burdekin Shire Council it was recommended if sections of parallel parking on Eighth Avenue are considered unsafe due to crossfall they may need to be referred to the council for review and management. Suggested perhaps vulnerable road users could park in a local side street off the eastern side of Eighth Avenue just beyond the throat where it is generally flat and level and safely walk to their intended location.

Item 6.6 – “School Pickup and Drop of Zones in Brandon. Concerns with location being placed on private property”

No further action has been taken in relation to this issue.

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

4. Correspondence for Information

4.1 Road Safety Week Flyer

Councillor Goddard advised staff that it is Road Safety Week and that a morning tea will be held at the Visitor Information Centre, Plantation Park on 28 August 2019.

5. Reports for Consideration

5.1 NIL

6. General Business

6.1 Mr. Kevin Byers - Review of Transport and Main Roads proposed speed change and associated wide centreline treatment – Bruce Highway (Brandon-Ayr)

Mr. Byers advised staff that the 100km zone on the highway between Brandon and Ayr does not comply with relevant legislation as it is only 2km in distance. Mr. Byers mentioned that a proposal has been made to reduce the speed to 80km/hr, with each lane to be widened by 0.5m from the centre line.

6.2 Mr. Kevin Byers - Review of Transport and Main Roads proposed safety upgrades including signage, pavement marking and guardrail – Bruce Highway (Home Hill – Brandon)

Mr. Byers and Mr. Riseley mentioned the proposed safety upgrades to both strips of road entering the townships of Brandon and Home Hill. This proposal included widening the road to a width of 3m on each side, and red markings to be put on the road when entering both townships. This is to ensure that people are aware that the speed limit has been reduced and that they need to slow down.

Mr Byers also advised staff that due to safety reasons the trees on the Bruce Highway, Rositors Hill adjacent to Henry’s Mango’s will need to be removed due to the trees growing approximately 0.5m inside the barrier.

6.3 Mr. Kevin Byers – Additional Roundabout Signage – Don West Toyota Roundabout

Mr. Byers advised that additional signage is needed on the roundabout near Don West Toyota to advise drivers that there is a roundabout approaching and to reduce speed.

6.4 Mr. Kevin Byers – Proposed Road Words – McDonalds Ayr

Mr. Byers advised that there will be some changes to the road conditions in relation to parking near McDonalds Ayr. Mr. Stockdale advised officers that Council's line markers have been asked to place 15 minute car parking signage on several parking bays out the front of local stores along this strip.

6.5 Senior Sergeant Steve Barton – Update of Crash Data

Senior Sergeant Barton presented data on the road crash data analysis for the past 3 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:

There was 21 crashes in the last three month and of those :

- 14 Ayr Division, 4 Giru Division, 3 Home Hill Division
- 13 Non-injury, 7 Injury and 1 Fatality (Townsville Region)
- 2-3 Fail to give way
- Most occurring between 12 noon and 4pm to 8pm
- Monday, Wednesday, Friday and Sunday

6.6 Senior Sergeant Steve Barton - 'No Standing' Zone Drysdale Street, Brandon

Mr. Barton also 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.

6.7 Senior Sergeant Steven Barton - Hedge on Traffic Island Edwards Street, Ayr

Mr Barton also reported that the height of the hedge on the traffic island in front of St Francis School is too high and obstructing the view of drivers travelling inbound on Edwards Street, Ayr. He advised that the roundabout needs to be trimmed.

6.8 Mr. Kevin Riseley – Update of Haughton River Floodplain Update and Burdekin Bridge Closure

There have been some minor delays in relation to onsite electrical work by Ergon Contractors. The schedule has been revised to enable these minor delays to be pulled back. The rest of the project works are currently running to schedule. A Temporary CCTV will be installed in the near future at the intersection with Bruce Highway and Hodel Road Intersection to monitor project and other heavy vehicles and cane haul out truck movements in and out of Hodel Road. This camera will also be used to review construction progress.

The 80km/h speed zone signage with 'Road Work' supplementary plates installed from Mailman through the Haughton River Floodplain Project had initially received complaints as some road users thought outside of construction hours this speed limit should / does not apply. The reasons for the 80km/h speed zone have been explained (roadside hazards close to the travel lanes etc) and now the level of complaints have reduced. It appears voluntary speed compliance by road users through the project site is good.

The Infrastructure Group (TIG) - Principal Contractor has proposed a temporary closure of the Shirbourne Road intersection to the Bruce Highway to assist with construction work in this location. The period proposed is between November to December 2019. This time period has been selected in an attempt to reduce any impacts on local cane harvesting / haul out activities. This TIG proposal has been put to the Burdekin Shire Council for consideration in the first instance and is not finalised.

6.9 Mr. Kevin Riseley – 10K Bruce Highway – Burdekin Bridge (Maintenance Work – Bridge Closure 18/08/2019)

The recent overnight closure of the Burdekin Bridge at Home Hill was necessary to allow the removal of one of the bridge link beams (beam that connects two spans) to check for internal corrosion. This link beam – one of 17 others (10 bridge individual spans; therefore 18 link beams total) installed about 10 years ago was inspected and topped up with anti-rusting agent and reinstalled the same night. This work

undertaken is strategically important and is conducted every 5 to 10 years.

TMR Community Engagement Team would like to pass on a big thank you to the Burdekin Shire Council for publicising this maintenance closure on both the council website and Facebook page to help get the message out. The assistance is acknowledged and appreciated.

6.10 545 – Ayr-Dalbeg Road & Liebrecht Road Intersection – Flag Light Installation (SRS)

This SRS project is undergoing final design at present. It is understood the intersection flag light will be installed before the end of this financial year.

6.11 548 Woodstock-Giru Road – Signage & Line Marking Upgrades

Signage & Line Marking improvements were recently conducted (late 2018) along the Woodstock-Giru Road. New High Impact TC warning signage has been installed at the one lane bridges – Seven Mile Creek & Walkers Creek. In addition, new Call Point Signage has been installed to cover Double Creek, Spring Creek and Black Gully. Other minor signage and line marking work was also conducted to ensure compliance with the current MUTCD – Part 2 Supplement (Bridges & Structures).

6.12 Mr. Peter Luke – Wilmar to Conduct Audit on Railway Crossings

Mr. Luke advised that Wilmar will be conducting a full audit on the safety of railway crossings due to recent concerns surrounding some lines, in particular the railway crossing on Groper Creek Road, Groper Creek.

6.13 Mr. Peter Luke – Overhead Pole McDesme Crossing

Mr. Luke advised staff that the overhead pole at McDesme Crossing will be replaced after the crushing as it does not currently comply.

6.14 Mr. Glen Stockdale – Intersection of Lynch and Mackenzie Streets, Ayr

Mr. Stockdale reported that there are concerns that the cane on a neighbouring property is being grown outside the approved allotment. He advised that once the cane had been cut in the area Council will conduct a full review of the site.

7.0 Mr. Glen Stockdale – Burke and Mackenzie Streets Ayr Intersection

Mr. Stockdale mentioned that there have been some concerns raised in relation to the Burke and Mackenzie Street Intersection. Mr. Stockdale advised staff that Council are looking at installing signage to inform drivers that there is a stop sign ahead.

7.1 Mr. Glen Stockdale – Prioritisation of Young Street Ayr and Coronation Street Ayr

Mr. Stockdale reported that there have been some concerns raised in relation to the intersection of Young Street Ayr and Coronation Street Ayr. He advised that signage will be installed within this area to thoroughly ensure road users understand the conditions of this section of road.

There being no further business, the meeting closed at 9:44am.

The next meeting will be held on Wednesday 27 November 2019 at 10:30am.

Cr. T. Goddard
Chairman

ACTION TABLE

ACTION ITEMS FROM MINUTES OF MEETING – 22 AUGUST 2018

6.4	<p>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.</p> <p>28/11/2018 – Letter received from Mr. Dale Last MP - Issues being raised by constituents are summarised as:</p> <ol style="list-style-type: none"> 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. 	Mr. K. Byers and Mr. G. Stockdale	<p>TO BE COMPLETED BY 27 NOVEMBER 2019</p> <ol style="list-style-type: none"> 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 7. Design has been approved by Council
------------	---	--	---

ACTION ITEMS FROM MINUTES OF MEETING – 27 FEBRUARY 2019

4.1	Correspondence was received regarding truck parking lane and access to Burdekin Rugby Union Club.	Mr. K. Byers	<p>28/08/2019 – UPDATE - COMPLETED BY 27 NOVEMBER 2019</p> <ol style="list-style-type: none"> 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 been drawn up for a new access point. 4. Drawings have been completed and were presented at Council Workshop. 5. Glen to liaise with Rugby Union Club to discuss when the project will be started. Council to complete the widening of the road.
------------	---	---------------------	--

ACTION ITEMS FROM MINUTES OF MEETING – 22 MAY 2019

6.1.1	Concern around vehicles turning right into IGA and crossing double lines.	Mr. K. Riseley	<p>28/08/2019 – UPDATE – COMPLETED</p> <ol style="list-style-type: none"> 1. 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.
6.1.2	Eighth Avenue, Home Hill. Concern raised by a committee member representing the elderly about vehicle parking bays on Eighth Ave on the eastern side with deep guttering.	Mr. K. Riseley	<ol style="list-style-type: none"> 1. Mr Riseley to follow up with Glenn Vaughan from TMR in relation to the maintenance project and provide an update at the next meeting. 2. Mr. Riseley advised a TMR maintenance package is scheduled for this location in either Mar / Apr 2020 (or 2021) but the scope includes only the through lanes and it is a remove and replace (not overlay). TMR has no capital project work in this location in the foreseeable future that also involves full kerb to kerb pavement work and unfortunately TMR can offer no resolution on this issue. As parking is within the jurisdiction of Burdekin Shire Council it was recommended if sections of parallel parking on Eighth Avenue are considered unsafe due to crossfall they may need to be referred to the council for review and management.
6.5.1	Upgrade to the Bruce Highway road section of McDesme crossing through to Dalbeg Road turnoff.	Mrs. B. Stockdale	<p>28/8/19 – UPDATE – COMPLETED</p> <ol style="list-style-type: none"> 1. Mr Riseley to follow up with Glenn Vaughan from TMR in relation to this project and provide an update at the next meeting. 2. Mr Riseley advised this issue is in relation to isolated sections of pavement failure at the overtaking lanes and has been identified and prioritised by TMR maintenance.

6.5.2	Black Spot Funding Applications close on 28 July 2019	Mr. K. Riseley and Mrs. B. Stockdale	28/8/19 – UPDATE – COMPLETED 1. Council to submit two project applications for both intersections at Bower and Drysdale Streets, Ayr, and Parker and Macmillan Streets, Ayr. 2. Application has been submitted for Bower and Drysdale Street.
6.6	School Pickup and Drop of Zones in Brandon. Concerns with location being placed on private property.	Mrs. B. Stockdale	28/8/19 – UPDATE – COMPLETED 1. Mrs. Stockdale to liaise with Trans North Bus Company to find an alternative pick up and drop of zone for school kids. 2. No further action has been taken.
ACTION ITEMS FROM MINUTES OF MEETING – 28 AUGUST 2019			
6.1	Review of Transport and Main Roads proposed speed change and associated wide centreline treatment – Bruce Highway (Brandon-Ayr)	Mr. K. Byers	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Council and TMR to finalise project.
6.2	Review of Transport and Main Roads proposed safety upgrades including signage, pavement marking and guardrail – Bruce Highway (Home Hill – Brandon)	Mr. K. Byers	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Council to further investigate issues
6.3	Additional Roundabout Signage – Don West Toyota Roundabout	Mr. K. Byers	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Council to place additional signage on Don West Toyota Roundabout
6.6	‘No Standing’ Zone Drysdale Street, Brandon	Senior Sergeant Steve Barton	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Mr Stockdale advised that his team will investigate the issue.
6.7	Hedge on Traffic Island Edwards Street, Ayr	Senior Sergeant Steve Barton	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Hedge to be trimmed
6.9	Wilmar to Conduct Audit on Railway Crossings	Mr. P. Luke	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Wilmar to investigate sites and complete full audit on railway crossings
6.10	Overhead Pole McDesme Crossing	Mr. P. Luke	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Wilmar to replace overhead pole at McDesme crossing after crushing season finishes.
7.1	Prioritisation of Young Street Ayr and Coronation Street Ayr	Mr. G. Stockdale	TO BE COMPLETED BY 27 NOVEMBER 2019 1. Council to add additional signage to Young Street, Ayr and Coronation Street, Ayr

3.3 Burdekin Senior Advisory Group Meeting Minutes - 16 October 2019

Recommendation

That the minutes of the Burdekin Senior Advisory Group Meeting held on 16 October 2019 be received and adopted.

Burdekin Shire Council

Minutes – Burdekin Senior Advisory Group Meeting held on 16 October 2019

Held at John Hy Peake Room
The meeting commenced at 10.10am

- CLAUSE 1 ATTENDANCE**
Cr. Ted Bawden (Chairperson)
David Cornwell
Melissah Lammon
Cr. Uli Liessmann
Dr. Brian Glover
Graham Andersen
John Rowan
Rosalea Walters
- APOLOGIES –** Glenis Cislowski
-

- CLAUSE 2 WELCOME**
- Chairperson, Cr. Ted Bawden welcomed everyone to the meeting and introduced new Burdekin Senior Advisory Group member, Rosalea Walters and Cr. Uli Liessmann.
-

- CLAUSE 3 MINUTES RECEIVED**
- Moved Mr David Cornwell, seconded John Rowan that the Minutes of the Burdekin Senior Advisory Group Meeting held on 19 June, 2019 be received.
-

- CLAUSE 4 REVIEW OF 2019 SENIORS WEEK LUNCHEON**
- Dr. Brian Glover provided very positive feedback about the Burdekin Seniors Week Luncheon stating the quantity and quality of the food and entertainment by Jeni Borellini was outstanding. Mrs. Melissah Lammon also noted that she received very positive feedback from many people that attended the luncheon. The group recommend to host the event the same next year (2020). Mrs. Melissah Lammon will book the Theatre Foyer for Monday, 17 August 2020.
-

CLAUSE 5

GENERAL BUSINESS

5.1 Footpaths in Queen Street

Mrs. Melissah Lammon provided copies of photos to the group that were taken by Mr. Graham Andersen. Graham expressed concerns regarding the cleanliness of the footpaths particularly in front of the Commercial Tavern and other nearby eating areas where the footpaths are in a dirty state (refer to Appendix A). Cr. Uli Liessmann advised that Home Hill and Giru also have the same issues with dirty footpaths. Members also expressed concerns that visitors will not want to eat at our local eateries if the footpaths leading into their shops are dirty and unpleasant looking. Mrs. Melissah Lammon will lodge a customer service request on behalf of the Burdekin Senior Advisory Group members to have the footpaths cleaned.

5.2 Greenery

Discussion were held regarding the lack of greenery around town in particular no greenery in some of the round-a-bouts. As a result of discussions, the group would like to recommend some low-level pots be installed on the concrete round-a-bouts. The group are also interested in finding out what is happening with the Street Scaping plan as part of the Council Strategic plan.

5.3 No rubbish bins at East End Centre

Rosalie Walters advised there are no rubbish bins on the footpath of the East End Centre. After discussions, the group would like to make a recommendation to Council to install some bins at the East End Centre.

5.4 Signage in Young Street

John Rowan advised he has received feedback from various people in the community with regards to the limited signage in Young Street directing people to the Bruce Highway when heading to Townsville. John noted that people follow the 'Townsville' sign located in Young Street (near the post office) but then there is no sign to direct them to turn right and as a result, people are currently driving to the very end of Young Street and turning right at the T intersection (where the cane is) only to realise that you can't turn left onto the highway anymore. The group would like to make a recommendation to Council to install a direction sign directing people to turn right at the corner of Young and Gordon Street or a previous street.

Meeting closed: 11.30am

Meeting Minutes taken by Melissah Lammon

NEXT MEETING – Wednesday, 11 December 2019 at 10.00am in the John Hy Peake Meeting Room.

ACTION ITEMS

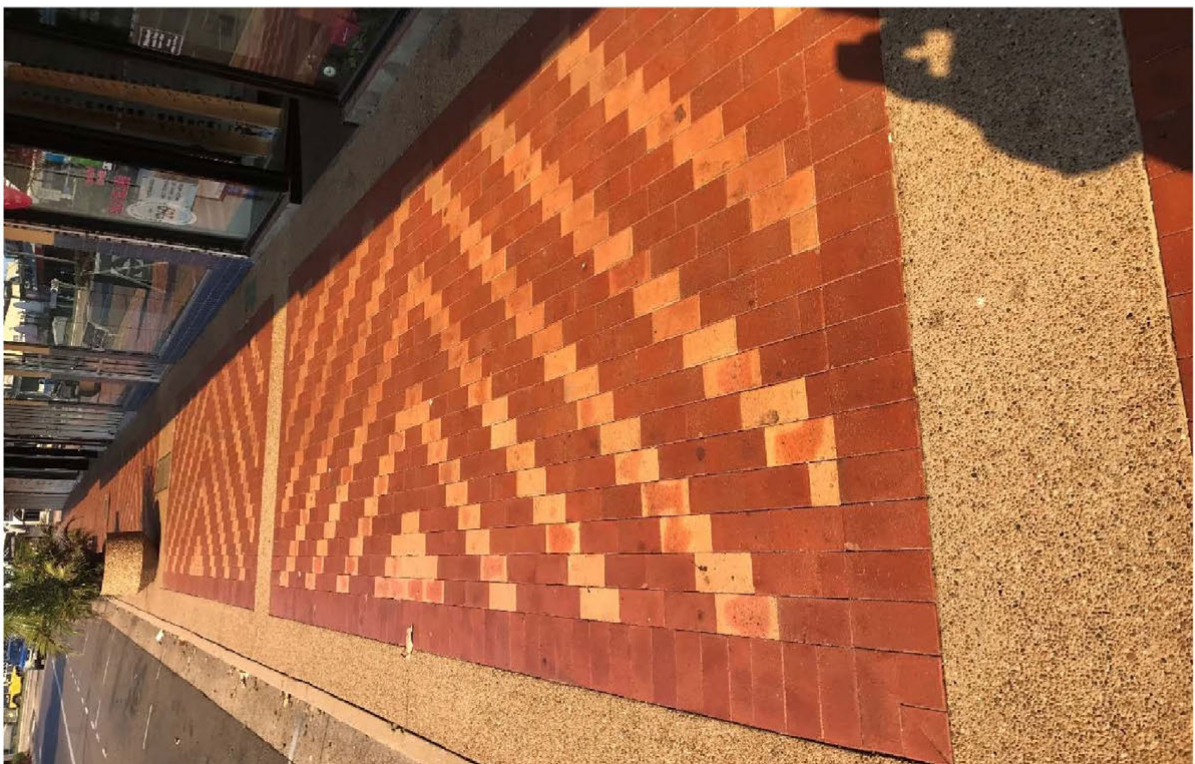
Action required	Person/s responsible	Status
Organise Sgt. Steve Barton as a Guest Speaker to attend BSAG meeting	Melissah Lammon	
Organise Jim Collins as a Guest Speaker to attend BSAG meeting	Melissah Lammon	

APPENDIX A

Photo of footpath in front of Commercial Tavern – Queen Street, Ayr



Photo of footpath taken near Sibby Saitta building – Queen Street, Ayr



3.4 Local Disaster Management Group Meeting Minutes - 18 October 2019

Recommendation

That the minutes of the Local Disaster Management Meeting held on 18 October 2019 be received and adopted.

Burdekin Shire Council

Minutes – Local Disaster Management Group Meeting

Held on 18 October 2019 at 12.00pm
Council Chambers – 145 Young Street, Ayr

1. Attendance

Core Members

Councillor Lyn McLaughlin	Mayor – Chairperson	Burdekin Shire Council
Ms. Eileen Robinson	Local Disaster Coordinator	Burdekin Shire Council
Mr. Nick Wellwood	Director Infrastructure, Planning and Environmental Services	Burdekin Shire Council
Mr. Kevin Byers	Manager Technical Services	Burdekin Shire Council
Mr. Shane Great	Deputy Local Disaster Coordinator	Burdekin Shire Council
Ms. Debra Cochran	Welfare – Chief Executive Officer	Burdekin Community Association
Senior Sergeant Steven Barton	Officer in Charge	Queensland Police Service – Ayr
Mr. Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
Mr. Steven Knight	Area Commander of Southern Command	Queensland Fire and Emergency Services
Mr. Robert Sutcliffe	Local Controller	State Emergency Service

Core Member Apologies

Ms. Linda Govan	Coordinator Environment and Health Projects	Burdekin Shire Council
Mr. Wayne Saldumbide	Manager Operations	Burdekin Shire Council

Advisors

Mr. Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Mr. Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Mr. Warren Francis	Disaster Management Officer	Burdekin Shire Council
Councillor John Woods	Deputy Chairperson	Burdekin Shire Council
Councillor Tony Goddard	Councillor	Burdekin Shire Council
Mr. Chris Patrick	Cultural Venues Manager	Burdekin Shire Council
Mr. Wally Ford	Theatre Technician Memorial Hall	Burdekin Shire Council
Mr. David Cornwell	Manager Community Services	Burdekin Shire Council
Mrs. Tracey Hobbs	Service Coordinator	Burdekin Centre for Rural Health, Burdekin Community Association
Mrs. Rebecca Grogan	Housing and Community Support Services Coordinator	Burdekin Community Association
Mr. Brett Whitebread	Senior Community Recovery Officer	Department of Transport and Main Roads
Mr. Craig Calton	Liaison Officer	Department of Transport and Main Roads
Mrs. Colleen Harris	Representative	Energy Queensland
Mr. Matthew Oar	Representative	Energy Queensland
Mrs. Deanna Murray	Workplace Health and Safety Officer	Lower Burdekin Home for the Aged – Ayr and Home Hill
Mrs. Melissa Mellet (Telephone)	Emergency Management Liaison Officer	NBN Co.
Mrs. Joanne Beadle (Telephone)	Representative	GIVIT
Mrs. Tracey Gabiola	Director of Nursing (Acting)	Queensland Health – Ayr
Sergeant Ryan McGrath	Officer in Charge	Queensland Police Services – Giru
Constable Jason Robertson	Officer	Queensland Police Services – Home Hill
Mr. Martin Thomas	Acting Officer in Charge	Queensland Ambulance Services
Mrs. Rosemary Menkens	Station Manager	Radio 97.1
Mrs. Katrina McIntosh	Representative	Salvation Army
Mrs. Kristi Sutcliffe	Group Leader	State Emergency Service – Clare and

Mr. John Winn	Deputy Local Controller	Queensland Fire and Emergency Services
Mr. Lionel Tappenden	Member	State Emergency Services
Mr. Vince Papale	Member	Volunteer Marine Rescue – Burdekin
Mr. Peter Luke	Cane Supply Manager	Volunteer Marine Rescue – Burdekin
		Wilmar
Advisor Apologies		
Mr. Nathan Toll	Media and Communications Officer	Burdekin Shire Council
Mrs. Janai Giddy	Deputy Disaster Management Officer	Burdekin Shire Council
Mrs. Sharon Galenao	Senior Advisor	Department of Communities, Disability Services and Seniors
Mr. Mark Biffanti	Area Manager	Energy Queensland
Mr Jim Collins	Representative	Lower Burdekin Home for the Aged
Mr. Michael Caspanello	Representative	Lower Burdekin Water Board
Mr. Brenton Webb	District Officer	Queensland Police Services – DDMG
Mr. James Stuart	Emergency Management Coordinator	Sunwater
Minutes Clerk – Miss. N. Loizou		
2. Minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 15 March 2019		
2.1 Moved Senior Sergeant Steve Barton seconded Ms. Debra Cochran that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on 10 May 2019 be received as a true and correct record.		
CARRIED		
3. Business Arising out of Minutes		
NIL		
4. Correspondence for Information		
4.1 1557305 - Request for Acceptance – Burdekin Falls Dam Emergency Action Plan – Notification Map Updates		
4.2 1557306 – Confirmation of Acceptance Burdekin Falls Dam Emergency Action Plan – Notification Map Updates		
4.3 1556594 – District Disaster Management Group 2020 Annual Conference and Exercise		
4.4 1556314 – Request for Meeting – Discussion of Motion 56 – Transitioning State Emergency Services		
4.5 1542563 – Community Recovery – North West Queensland District Human and Social Debrief – overview of North and Far North Queensland Monsoonal Weather Event		
4.6 1562035 – Volunteering Queensland – EV Crew Communique – October 2019		
5. Agency Reports		
5.1 Mr Robert Sutcliffe – State Emergency Services		
1. The recent weekend at the Dam with Volunteer Marine Rescue Crew and Queensland Water Police was a success.		
2. Have recently received a few enquiries about people joining Burdekin SES Group.		
3. SES training is still held on Monday nights.		
4. Mr. Sutcliffe mentioned that there are approximately 32-40 members in the Burdekin SES.		
5.2 Councillor Tony Goddard – Burdekin Shire Council		
1. Thanks of appreciation to Eileen Robinson, Warren Francis and Andy Pethybridge for the recent training that was provided to all Councillors and Senior Management. This particular training was in relation to the Community Recovery Plan and Sub-Plans – Overview and Discussion.		

5.3 Ms. Debra Cochran – Burdekin Community Association

1. Currently updating the Community Recovery and Recovery Hub Lists.
2. In the process of getting the generator serviced and tested under full load.
3. Senior Management Group is currently going through the Service User Priority List.
4. Ensuring that the service users are prepared for disaster and have an action plan in place.

5.4 Mr. Steven Knight – Queensland Fire and Emergency Services

1. We are now entering into the hotter months QFES will be monitoring fire areas, specifically near Hughenden and Richmond.
2. On 7 October 2019 QFES attended a fire at Pioneer Mill, Brandon.

5.5 Mr. Andy Pethybridge – Queensland Fire and Emergency Services

1. Please refer to the attached report
2. Regional SES Awards were held in the Burdekin on Saturday 12 October 2019, where a few Burdekin Residents were presented with awards as listed below. Councillor McLaughlin added that the award ceremony was very well attended, and passed on her thanks and appreciation to everyone that was involved with the event.

Award Recipients

Meritorious Medals 10-year:

- Don Bailey
- Kristi Sutcliffe

Meritorious Medal 20-year clasp:

- Sandra Stucas

Meritorious Medal 25-year clasp:

- Rosemarie Winn

Meritorious Medal 30-year clasp:

- John Winn

National Medal 25 years clasp:

- Paul Haller

5.6 Mr. Brett Whitebread – Department of Transport and Main Roads

1. Department of Transport and Main Roads are in the process of finalising the Continuity Network Response Plan.
2. In the process of training two new liaison officers with Burdekin's contact being Craig Calton.
3. Getting ready to be a part of the Are You Ready Expo

5.7 Mr. Vince Papale – Volunteer Marine Rescue – Burdekin

1. The automated weather channel is now live and operational (VHF Channel 05). Anyone with a VHF Marine Radio can access this channel.
2. Looking to upgrade channel 80 VHF repeater which in an emergency will act as a secondary communication system.
3. New Executive Committee has been elected with David Papale as the new President and Steve Wilson as the new Vice President.
4. Would like to commend Rob Sutcliffe and Kristi Sutcliffe for all their hard work over the weekend at the Burdekin Dam which proved to be a success. It has been identified that there is huge potential for both SES Group and Volunteer Marine Rescue to work closer together in the future.

5.8 Mrs. Rosemary Menkens – Sweet FM Radio 97.1

1. The radio station Sweet FM 97.1 now has the equipment to broadcast a live event provided that there is mobile phone access.

5.9 Mr. Peter Luke – Wilmar

1. Would like to acknowledge the hard work that the Queensland Fire and Emergency Services initially took in relation to the recent fire at Pioneer Mill as this was instrumental with getting the company back on track.

5.10 Sergeant Ryan McGrath – Queensland Police Services – Giru

1. Would like to pass on many thanks and appreciation to the Giru SES Group who was also activated with regards to the recent fire at Pioneer Mill.

2. Currently liaising with community members to get their feedback in relation to the resupply of goods during the recent flood events to ensure that improvements can be made in the case of another natural disaster. Councillor McLaughlin mentioned that Council are currently updating their re-supply fact sheet and once completed a copy will be accessible to the public services to use.

5.11 Mrs. Colleen Harris – Energy Queensland

1. Both Energex and Ergon have recently attended many fires around the state in particular within the Burdekin Region with Cane Fires being the main cause of issues. This is due to the fires burning electricity poles and creating network disruptions.
2. The Emergency Response Team continues to monitor and respond to emergencies and events across the state.
3. Formal training has now begun for key staff in relation to the AIIMS Framework.
4. Key staff attended desktop exercises in August and September for Emergency Management Teams and Functional Groups to test and refine processes.
5. The Works Programs continue with asset inspections, maintenance and litigation projects to ensure the network is prepared.

5.12 Mrs. Katrina McIntosh – The Salvation Army

1. Trained our first response team that is based in the Burdekin Region.
2. The recovery team have their own Mobile Office and equipment in if an event occurs. This will allow response staff to deploy the office in the case of an emergency.

5.13 Mrs. Joanne Beadle – GIVIT

1. Very busy dealing with three disasters which include the Central Queensland Fire (November 2018), recovery from the recent flooding monsoon and the four fires from the South East Queensland Area.

5.14 Mrs. Melissa Mellet – NBN Co.

1. Noted that they will be in attendance at the Are you Ready Expo – 16 November 2019.
2. Reported that she has replaced Mr. Marcello Massi – former Emergency Management Liaison Officer.
3. Have updated and finalised their 24hour contact list to be issued to all members.

6. Deputy Local Disaster Coordinator Update

6.1 Mrs. Eileen Robinson – Burdekin Shire Council

1. Are You Ready Expo -16 November 2019 – 3pm Plantation Park

1. Mrs. Robinson would like to thank all who have been involved with the preparations for the 2019 Are You Ready Expo to be held on 16 November 2019 at Plantation Park. Mrs. Robinson reported that from Monday a major public advertising campaign will be rolled out in the Burdekin Shire promoting the event.

2. Community Recovery Workshops

1. First workshop was held on 11 October 2019. Mrs. Robinson would like to thank all the Chairs and Coordinators who attended along with Andy Pethybridge from QFES for facilitating the workshop and to Kristy Beavington from Queensland Reconstruction Authority for participating.
2. Next step is to update the information collated at the workshops and organise further Community Recovery Workshops with Council and suggested members. These workshops will be conducted on Thursday 28th and Friday 29th November 2019.
3. Community Recovery is an important part of any disaster event and these workshops will ensure our community is well placed moving into the 2019/2020 Wet Season.

3. Burdekin Volunteer Marine Rescue – Northern Training SAREX

1. Mrs. Robinson would like to pass on her thanks and appreciation to the Volunteer Marine Rescue Burdekin group for the invitation to attend the Northern Training SAREX. She reported that the SAREX Exercise was executed without fault and the three scenarios given to participants were undertaken with enthusiasm, support and strong leadership from all.

4. SES SAREX Training – Burdekin Falls Dam – October 2019

1. Almost 40 volunteers from Charters Towers SES, Townsville SES, Burdekin SES, Queensland Water Police and Volunteer Marine Rescue – Burdekin took part in the SAREX training exercise at the Burdekin Falls Dam on the weekend of 5 to 7 October 2019.
2. It was a huge success, with all groups working closely together and refining their skills in search patterns and navigation under the supervision of the Queensland Water Police who are responsible for search and rescue coordination.
3. It was great to see all agencies working together and to know that in the case of a disaster we have a valuable community resource. Mrs. Robinson would like to pass on her thanks to all agencies involved with the event.

5. Townsville District Disaster Management Plan

1. The 2019-2020 Townsville DDMP has been endorsed and is now public. Council had input into this plan and information regarding the Burdekin Region has been updated and is current.

6. Department of Communities, Disability Services and Seniors – Northern Region

1. Have provided an overview of the North and Far North Queensland Monsoonal Weather Event - January/February 2019.

7. Queensland Fire and Emergency Services – Northern Regional Office

1. The Queensland Fire and Emergency Services have provided Council with fact sheets and general information regarding Neighbourhood Safer Places which form the last resort places in a bush fire. These fact sheets are available on the QFES website.
2. The Burdekin LDMG has been monitoring the current High Fire Danger situation over the past month and information has been forwarded to Council and Core LDMG members for information only.

8. QIT Plus – Guardian Steering Committee and Future Direction Conference

1. The QIT Plus conference was held in the Burdekin in 3 to 4 September 2019.
2. The conference showcased:
 - New features of Guardian IMS
 - Evacuation Centre Operations, Smart Forms, Dashboards and Charts
 - Reporting Functions
 - Mobile Applications
 - Surveys and Mapping
 - Session regarding development of new ideas and nominations for a new Future Steering Committee Group
 - There were several presentations from Councils around the State, presenting on past activations and best practice within their LG areas.

7. General Business

NIL

There being no further business the meeting closed at 1:03pm.

The next meeting will be held on 15 November 2019.

CHAIRPERSON

3.5 Community Grants Program Panel Meeting Minutes - 29 October 2019

Recommendation

That the minutes of the Community Grants Program Panel Meeting held on 29 October 2019 be received and adopted.

Burdekin Shire Council

Minutes – Community Grants Program Panel Meeting held on 29 October 2019

Held at Ernie Ford Boardroom

The meeting commenced at 3.10pm

CLAUSE 1

ATTENDANCE

Mr David Cornwell – Chairman
Cr John Bonanno
Mrs Janice Horan
Cr Uli Liessmann
Mr Tano Buono
Mrs Kiera Durrant
Mrs Sara Smith – Minutes Clerk

Apology for Absence

Mayor Lyn McLaughlin

CLAUSE 2

CONSIDERATION OF FUNDING APPLICATIONS RECEIVED IN THE OCTOBER ROUND (ROUND 2)

Applicant	Project	Requested Funding	Requested In-kind Support	Recommended Funding	Recommended In-kind Support
Burdekin Netball Association	2020 Carnival expenses	\$5,000.00	\$318.00	\$1,500.00	\$318.00
Burdekin Football Juniors	Elite Level Football Program	\$5,000.00		\$0.00	
Burdekin Marine Rescue	Upgrade to access road at headquarters – road base		\$5,000.00		\$0.00
Burdekin Race Club Inc.	Burdekin Growers Race Day expenses	\$5,000.00	\$3,268.45	\$1,500.00	\$3,268.45
Rotary Club of Ayr	RYDA Project		\$500.00		\$500.00
Burdekin Junior Eisteddfod Inc.	Burdekin Junior Eisteddfod	\$4,000.00		\$3,000.00	
Burdekin Art Society	Burdekin Festival of Arts	\$2,000.00		\$2,000.00	
Burdekin Brass Band Inc.	Annual Support	\$3,000.00		\$2,500.00	
Burdekin Junior Rugby League	Upgrade to access road & bins for Shane Muspratt Cup	Unknown	\$318.00	\$0.00	\$318.00
Ayr Surf Life Saving Club	Take the Floor	\$3,243.00		\$1,000.00	

The meeting resolved to recommend funding of the Community Grants Program as listed above for Round 2 of the 2019/20 funding year.

There being no further business, the meeting closed at 4.22pm.

Mr David Cornwell
CHAIRMAN

4 REPORTS

4.1 Council Workshops - October 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

Executive Summary

The Council conducted workshops on 1 and 29 October 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 1 and 29 October 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 1 and 29 October 2019. This represented a departure from our normal meeting cycle due to a number of council representatives attending conferences during the third week of October including the LGAQ annual conference in Cairns.

The workshops covered a range of policy and operational issues and included presentations from external parties. A brief summary of the issues discussed at the workshops is outlined below:

1 October 2019

- Request for Waiver of Water Access Charge – Mount Kelly Rural Fire Brigade
- Evolution Mining Shared Value Project Proposal
- 2019/20 Road Reseal Program

-
- Miscellaneous car park issues in Ayr CBD
 - Queen Street footpath – Kerbing & Drainage review
 - Burdekin Theatre Refurbishment – Consultation
 - National Redress Scheme for Institutional Child Sexual Abuse
 - Update on Pacific Hydro road maintenance matter
 - Council meeting dates – December/January

29 October 2019

- Possible Sale of Land action for properties
- Presentation on draft North Queensland Regional Plan
- Edmund Rice Education Australia Youthplus Flexi Schools
- Burdekin Theatre website overview
- Customer Service survey results
- Home Hill Parks Master Plan scope
- Proposed Scope for Sensory Place Space – Plantation Park
- Update on amendments to Local Government Act – Belcarra 2 legislation

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

1. N/A

5 GOVERNANCE

5.1 Proposal from Burdekin PCYC and Burdekin Academy to "Swap" Venues

Document Information

Referring Letter No: N/A

File No: 638

Name of Applicant: Burdekin PCYC, Burdekin Academy Inc and Burdekin Fitness Hall Inc

Location: Burdekin Fitness Hall – Wickham Street, Ayr
Multi-Purpose Hall – Ayr Showgrounds

Author and Title: Mrs. Vicki Walker – Governance and Property Officer

Executive Summary

Council is requested to consider:

1. Information provided on the proposal put forward by the Burdekin Academy Inc and Burdekin PCYC for the two organisations to “swap” venues – Burdekin Academy Inc to relocate to the Multi-Purpose Hall at the Ayr Showgrounds – Burdekin PCYC (boxing) to relocate to the Burdekin Fitness Hall (formerly Ayr Gymnastics Hall) in Wickham Street, Ayr.
2. Request from PCYC that the trustee lease over the Multi-Tenant Service Centre in Macmillan Street, Ayr be renewed for a 10 year+ term when it expires on 31 March 2020. Previous leases had a term of five years.

Recommendation

That Council:

1. Terminates its management agreement with the Queensland Police-Citizens Youth Club for the use of the Multi-Purpose Hall at the Ayr Showgrounds acknowledging that this agreement is due to expire on 31 March 2020;
2. Offers no objection to Burdekin PCYC entering into a hire agreement with Burdekin Fitness Hall Inc for the purpose of relocating its boxing activities;
3. Enters into a Trustee Lease with Burdekin Academy Inc. for a term of five years over the Multi-Purpose Hall at the Ayr Showgrounds subject to, but not limited to:
 - a) the usual terms and conditions set by Council and the Department of Natural Resources, Mines and Energy;
 - b) Additional conditions as agreed upon by Council and the lessee in relation to the use of the hall, building maintenance, and in particular the availability of the

hall during the Burdekin Annual Show and in the event of a disaster.

4. Applies the exception under Section 236(1) (b) (ii) of the *Local Government Regulation 2012* to allow the disposal of a valuable non-current asset (Multi-Purpose Hall – Ayr Showgrounds) other than by tender or auction.
5. Agrees to the renewal of the Trustee Lease held by the Queensland Police-Citizens Youth Club over the Multi-Tenant Service Centre (Macmillan Street, Ayr) for a term of 10 years subject to the existing terms and conditions.

Background Information

Councillors have been briefed on a proposal put forward by Burdekin Academy Inc and Burdekin PCYC for the two organisations to “swap” venues. It is proposed that Burdekin Academy relocates to the Multi-Purpose Hall at the Ayr Showgrounds and Burdekin PCYC relocates its boxing activities to the Burdekin Fitness Hall (Ayr Gymnastics Hall).

During discussions with Councillors it was confirmed the preferred course of action to accommodate this proposal would be as follows:

- Burdekin Academy Inc to enter into a management agreement with Council for the use of the Multi-Purpose Hall at the Ayr Showgrounds. (Current management agreement with PCYC which expires on 31 March 2020 would be terminated).
- Ayr Gymnastic Club Inc (renamed Burdekin Fitness Hall Inc) to surrender its lease over the Burdekin Fitness Hall.
- PCYC to enter into a new Trustee Lease with Council over the Burdekin Fitness Hall.

The Council’s preferred course of action was provided to all parties for comment.

PCYC responded as follows:

- PCYC wants to relocate boxing to the Burdekin Fitness Hall.
- PCYC prefers management agreements as with the Multi-Purpose Hall.
- PCYC is keen to work in with other occupants of the Burdekin Fitness Hall.
- PCYC is only interested in the main hall space (not the whole of the building) which is more than sufficient for boxing.

After discussions with its committee members, Burdekin Fitness Hall Inc provided the following advice:

- Burdekin Fitness Hall Inc would prefer to maintain the lease with Council over the hall until its expiry and operate with hirers in accordance with current arrangements.
- The organisation currently has hire agreements with Les Wellington’s Power Lifting (weightlifting) and Lower Burdekin Gymnastics Academy (Burdekin Academy Inc) for a set amount each week to cover the hall’s expenses for the year such as rates, insurance and electricity.
- The weightlifters utilise the side section of the hall for their equipment as well as a small section at the back of the hall with the set-up of hand weights and some small fitness machines.

- The Gymnastics Academy at present utilises the main part of the hall which was once a basketball court.
- Both clubs share use of the reception/kitchen area and the toilets.
- As the Gymnastics Academy is wanting to relocate to the Multi-Purpose Hall at the Ayr Showgrounds its hire space will become vacant and Burdekin Fitness Hall Inc would be happy to have PCYC Boxing hire that space under a hire agreement.
- Burdekin Fitness Hall Inc believes this will be in the best interests for the hall and its current and new members.

Burdekin Academy Inc is willing to enter into an appropriate management agreement or Lease with Council for the use of the Multi-Purpose Hall at the Ayr Showgrounds.

Relocating Lower Burdekin Gymnastics/Burdekin Academy Inc to the Ayr Showgrounds Multi-Purpose Hall was a recommendation from the 10 Year Sport and Recreation Plan to increase use of the Multi-Purpose Hall.

Also during consultation to develop the draft Anzac Park Master Plan there was discussion around the proposal for PCYC and Burdekin Academy Inc to swap venues.

Council sought advice from the Department of Natural Resources, Mines and Energy on the possibility of a Trustee Lease being approved over the multi-purpose hall (as an alternative to a management agreement).

The response from the department indicated that favourable consideration would be given to a formal application for a Trustee Lease over the building.

The Trustee Lease conditions would need to stipulate the lessee's responsibilities in relation to:

- Building Maintenance – refer attached list extracted from the management agreement currently held with PCYC.
- Burdekin Annual Show – The facility must be made available free of charge to the Ayr Pastoral Agricultural & Industrial Association Inc for a period of two weeks for the Burdekin Annual Show.
- Place of Refuge – In a state of emergency whether due to cyclonic weather conditions or any other cause, the facility becomes a Place of Refuge and the following will apply:
 1. The management of the facility will immediately pass from the Lessee to the Disaster Management Group and the Lessee will take all steps necessary to clear and store all moveable equipment within the facility as soon as possible after notice that the facility is to be passed to the Disaster Management Group.
 2. The Disaster Management Group will manage the facility in accordance with the Qld Public Shelters Operational Guidelines or otherwise as appropriate for the duration of the emergency.
 3. The Disaster Management Group will advise when the emergency has passed and management of the facility will revert to the Lessee.

-
4. No compensation is payable to the Lessee for any loss of revenue for the period the facility is under the management of the Disaster Management Group.
 5. Council will return the facility to the Lessee in a clean and tidy state and any damage which may have occurred during the period of the emergency shall be recorded and repaired by Council at its cost.

Burdekin Academy Inc

Burdekin Academy Inc. is a not for profit corporation registered under the *Queensland Fair Trading Incorporations Act 1991*. A Statutory Declaration has been provided by Burdekin Academy Inc confirming this fact and stipulating that the organisation undertakes sporting and fitness activities as a not-for-profit incorporation to provide the community with a centre for recreation, fitness and play.

The Academy is registered with Gymnastics Australia as governing body to undertake all gymnastics and cheer programs in a safe and professional manner.

Current activities include:

GYMNASTICS

- Gymfun – Recreational Class 4-8 years
- Level 1-3 – Competitive Class 6-16 years
- Ninjas – Recreational Class 4-9 years
- Boys Level 1-3 – Competitive Class 6-16 years
- Team Gym – Recreational Class 9-16 years
- Freestyle Gymnastics – Recreational Class 9-18 years
- Birthday Party Classes – 4-12 years
- School Gymnastics – 5-16 years
- All Ability Gymnastics – 5-16 years

CHEERLEADING

- Mini Cheer – Recreational Class 5-9 years
- All Star Cheer – Competitive Class 10-18 years

The move to the new location could potentially increase class sizes and offer the opportunity to offer some new classes to the community.

The larger space would also provide the opportunity to hold a Gymnastics Australia sanctioned event. Clubs from Mackay, Rockhampton, Cairns, Townsville, Mount Isa, Hughenden and Whitsundays would be invited to participate.

In dealing with this matter Council must comply with the procedures for disposal of a valuable non-current asset as set out in the *Local Government Regulation 2012*.

Request from PCYC for longer Lease Term over Multi-Tenant Service Centre – Macmillan Street, Ayr

Councillors have previously been briefed on this request, that the preferred term for the renewal of the Trustee Lease was 10 years to align with the PCYC's preferred leasing terms.

Link to Corporate/Operational Plan

3.3.1 Encourage increased use of community spaces and facilities

3.4.2 Support sporting organisations in providing opportunities for physical activity

Consultation

Queensland Police-Citizens Youth Welfare Association, Burdekin Fitness Hall Inc, Burdekin Academy Inc, King and Company – Solicitors, and Department of Natural Resources, Mines and Energy.

Legal Authority or Implications

Local Government Regulation 2012

Division 4 Exceptions for valuable non-current asset contracts

236 Exceptions for valuable non-current assets contracts

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or action if -
 - (b) the valuable non – current asset is disposed of to –
 - (i) a government agency; or
 - (ii) a community organization; or

Policy Implications

N/A

Financial and Resource Implications

Lease preparation and registration costs are the responsibility of the lessee.
Staff resource allocation for preparation of lease documentation.

Report Prepared By:

Mrs. Vicki Walker – Governance and Property Officer

Report Authorised By:

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

Attachments

1. Maintenance Plan for Multi-Purpose Hall – Ayr Showgrounds

Multi-Purpose Hall – Ayr Showgrounds

Maintenance Plan

Responsibility	Examples of repairs and maintenance details	Responsible Party	Timeframes
1. Buildings: External maintenance (Footprint of the building only)	Structural defects repair Repainting, re-roofing etc. External area General maintenance Gutter Cleaning Removal of graffiti from external surfaces of the Centre Door handles and locks Plumbing Incident safety and security for non-cyclonic events and subject to cause of event.	Council LESSEE LESSEE Council Council LESSEE LESSEE	Ongoing As required As required Annually or as required Immediately when required Annual check and replacement as required 24 hours after event
2. Buildings: Internal maintenance	Touch up paint General Repair and maintenance Windows Door frames Door handles and locks Plumbing and Appurtenances (maintenance only) Cleaning and supervision against deliberate acts of vandalism Internal graffiti and vandalism to fittings Air-conditioning – Repair & ongoing maintenance downstairs office space only Air-conditioning – Replacement Incidents – safety and security for non-cyclonic events and subject to cause of event. Repainting, floor coverings, curtains/blinds (10 year rotation)	LESSEE LESSEE Council LESSEE Council	As required Immediately when required Immediately when required Monthly As required Rectify and/or address immediately and document each incident as soon as possible after is occurred Every 10 years

Maintenance Plan

3. Plumbing	Blocked/faulty toilets Drainage maintenance Washers/leaks etc Blocked cisterns External water supply maintenance including external taps and pump station Storm water maintenance	LESSEE Council	Immediately Monthly Immediately Immediately Annual As required
4. Grounds	Mowing and maintenance	Council	Fortnightly
5. Sanitary Bins and Sharps Removal	Installation and payment of rental	LESSEE	Ongoing
6. Fire Extinguisher & Fire Equipment Testing	Replacement and maintenance	Council	At commencement date and replaced as required
7. Rodents, Vermin and Pests	Treatment of buildings and structures annually	LESSEE	Annually
8. Rubbish	Provision of sufficient bins Rubbish removal	Council	At commencement date Weekly bin collection
9. Electricity	All installation and connection Fees Payment of all charges Testing and tagging of all electrical equipment	LESSEE	All installation and connection fees at commencement As due Annually
10. Lighting	Replacement of bulbs, starters etc to a maximum height of 2.0m External Lighting to a maximum height of 2.0m	LESSEE	Replacement of bulbs as required As required
11. Hot Water Systems and Zip Heaters	Repair and maintenance Replacement at end of economic life	LESSEE Council	Ongoing As required
12. Gates, Fences and Window Grids	Repair and maintenance Replacement at end of economic life	Council Council	Ongoing for repair As required
13. Signs (including notice boards)	Installation, maintenance and repairs (subject to Council approval)	LESSEE	At commencement and annual maintenance

Maintenance Plan

14. Consumables	Supply of toilet paper, hand towels, cleaning products and cleaning equipment Replacement of cleaning equipment at the end of economical life	LESSEE	Ongoing As required
15. Designated Cyclone Shelter Maintenance	Regular maintenance of cyclone doors, bolts, padlocks and keys Replacement of applicable equipment at the end of economical life	Council Council	Monthly inspections and repairs as required As required
16. Equipment	Installation Service, repair maintenance and replacement	Council/LESSEE LESSEE	At commencement date Annually or as required
17. Improvements - anything added to the building e.g. fans	Construction and installation Repair, service and maintenance Repair of any inherent or structural defects Replace at end of economical life	Council LESSEE Council Council	On or before the commencement date Annually or repair as required As required As required

5.2 Q1 Report - Operational Plan 2018/2019

Document Information

Referring Letter No: N/A

File No: 418

Name of Applicant: N/A

Location: N/A

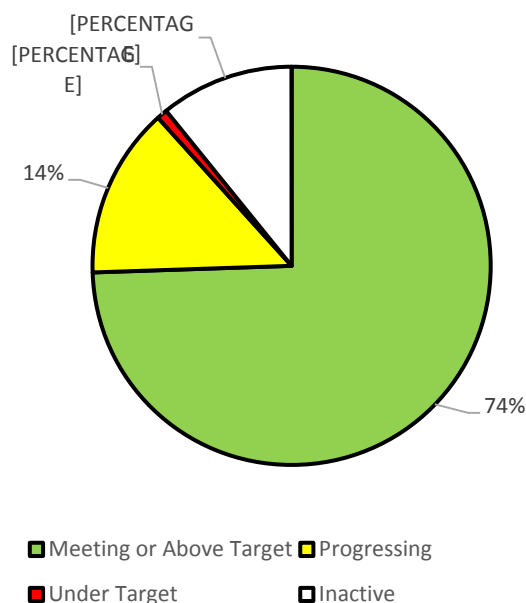
Author and Title: Mrs. Rebecca Stockdale – Senior Governance Officer

Executive Summary

The Q1 report for the Operational Plan 2019/2020 provides a fair representation of Council's performance during the period 1 July 2019 to 30 September 2019. The Operational Plan sets out the agreed activities for each section and department of Council and includes measurement statements and targets for each activity. Comments have been provided against each activity to reflect the progress towards achieving the activity within the first quarter. Of the 231 agreed activities within the Operational Plan, 172 activities are meeting or above target with 32 activities progressing. 25 activities are "inactive" or not yet due to commence and a further two activities are under target. The comments provided in the attached report provide further clarification and detail pertaining to each activity.

At the end of first quarter:

- 172 activities meeting or above target (74%)
- 32 Activities Progressing (14%)
- 25 Inactive (11%)
- 2 Under Target (1%)



Same time last financial year (2018/2019) for comparison

At the end of first quarter:

- 157 activities meeting or above target (71%)
- 38 Progressing (17%)
- 23 Inactive (10%)
- 4 Under Target (2%)



Recommendation

That Council adopts the Q1 report for the Operational Plan 2019/2020 as attached to this report.

Background Information

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

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 Q1 report. The Q1 report was discussed with Councillors at a workshop on 5 November 2019.

Legal Authority or Implications

Section 174 Local Government Regulation 2012

174 Preparation and adoption of annual operational plan

- (1) A local government must prepare and adopt an annual operational plan for each financial year.
- (2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.

-
- (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.
- (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.
- (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

Policy Implications

N/A

Financial and Resource Implications

Activities within the Operational Plan must be completed 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

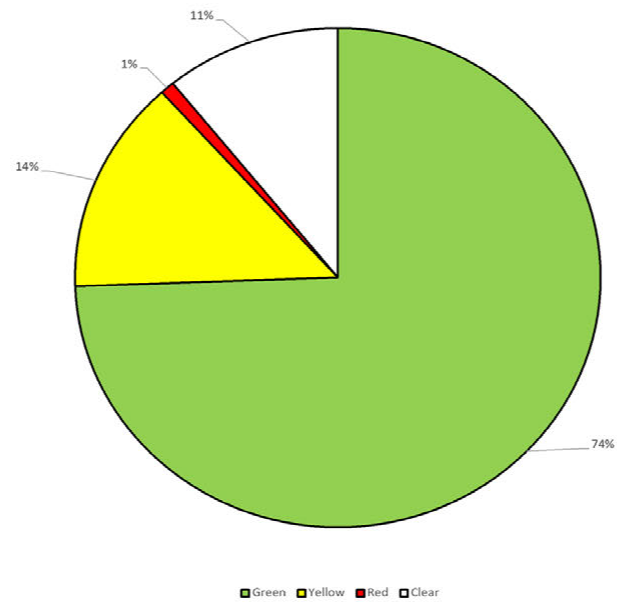
1. Q1 Report – Operational Plan 2019/2020

Operational Plan Q1 Report

2019/2020



Traffic Light Score Card Q1 19/20





Executive Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
EXC1	Undertake effective planning and coordination of Council programs and operations through senior leadership group.	5.2.3. Build effective leadership and management capability	Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG) Level of planning and coordination of Council operations across Departments.	Meetings held on at least a monthly basis. Effective coordination of Council activities delivered.	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services;		Meetings of the ELT are held on a 2 to 3 week cycle whilst the SLG is meeting on a monthly basis. This assists with the planning & coordination of activities across the Council.	
EXC2	Initiate improvements to organisational culture through development of a strategy to improve customer service and employee wellbeing.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Form working group to assist with development of strategy. Adoption of strategy. Develop Action Plan.	Working group formed by 30 September 2019. 31 March 2020. 30 June 2020	Chief Executive Officer; Director of Corporate and Community Services;	Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group;	Work has commenced on the development of a strategy following the recent adoption of the Customer Service charter. An internal working group is proposed to be established by the end of October.	
EXC3	Manage risks effectively through ongoing enhancements to 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	Provision of regular updates to Audit Committee. Review and update of Council's Operational and Strategic Risk Registers. Provision of staff training in use of ERM framework to manage risks. Complete review of Business Continuity Plan and associated sub-plans.	Provision of updates at least twice per year. Annual review of all Risk Registers completed by 31 March 2020. Staff identified and training provided by 31 December 2019. Review completed by 30 June 2020.	Director of Corporate and Community Services; Senior Governance Officer;	Senior Leadership Group; Risk Management Committee;	Regular updates have been provided to the Audit Committee on ERM matters. A review of the strategic risk register has been completed & reviews of the operational risk registers are currently in progress. Training has been provided to staff in the use of the ERM framework. The Business Continuity Plan has been subject to significant review and revision. All sub-plans have also been reviewed & a desk top exercise is planned for one of our key operational areas.	
EXC4	Commence preparations for negotiation of new Enterprise Bargaining agreement covering the Council workforce.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Preliminary planning completed to enable commencement of negotiations.	Planning completed by 30 June 2020.	Chief Executive Officer; Director of Corporate and Community Services; Human Resources Coordinator;		No action to date as current EB runs until April 2021. Planning to be progressed in final quarter of financial year.	
EXC5	Develop and maintain effective regional partnerships through membership of North Queensland Regional Organisation of Councils (NQROC), Townsville Enterprise Ltd (TEL) and other relevant regional bodies.	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. Key outcomes identified in Service Level Agreement with Townsville Enterprise.	Attend meetings of North Queensland Regional Organisation of Councils (NQROC) and sub-committees. 30 September 2019.	Chief Executive Officer;	Economic Development Coordinator;	Council has participated in all NQROC meetings and sub committee meetings over the quarter. New Service Level agreement has been executed with TEL for 2019/20 financial year.	
EXC6	Undertake induction and training activities for councillors following the 2020 quadrennial election.	5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy	Appropriate induction and training activities are provided	Initial training activities completed by 30 June 2020.	Chief Executive Officer; Director of Corporate and Community Services;	Senior Governance Officer;	No progress to report, will be undertaken in the second half of the financial year.	
EXC7	Provide administrative support to the Mayor and Elected Members to assist in undertaking civic duties including the provision of support to arrange citizenship ceremonies.	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.	Executive Secretary; Executive Support Officer;		Effective support has been provided to the Mayor and CEO. Citizenship ceremonies are held as required. Recent ceremony conducted.	



Media and Communications

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
MC01	Develop and issue media releases including posting releases 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.	30 per quarter.	Media and Communications Officer;	Senior Leadership Group.	Vacancy in Media Officer role over the quarter has reduced the number of media releases prepared. New officer has recently commenced.	
MC02	Facilitate the production of Corporate Publications including Quarterly Staff Newsletters, the Annual Report and Annual Budget Documents.	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.	Media and Communications Officer;	Senior Leadership Group.	Preparation of the Annual Report is currently under way. Budget document will be prepared in final quarter to meet requirements. Staff newsletter was produced during the quarter.	
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	Number of unique "news items" published to Council's social media platforms. Quarterly reports provided to Council advising the rate of engagement with "news items" across all Social Media Platforms.	50 unique "news items" per quarter. Quarterly reports.	Media and Communications Officer;	Director of Corporate and Community Services; Senior Leadership Group.	Despite vacancy in media officer role for part of the quarter, posts to social media platforms have been occurring, with responsibility shared between various officers. Quarterly report to be prepared following the end of the first quarter.	
MC04	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.	Media and Communications Officer;	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group.	Response rate to media enquiries has been maintained within the performance benchmark, with Director Corporate & Community Services dealing with media enquiries until new officer commenced.	



Economic Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
ED1	Encourage and support individuals and businesses to better participate in regional economic development initiatives.	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.	Economic Development Coordinator;	Chief Executive Officer; Senior Leadership Group; Economic Action Group;	Promoted Manufacturing Hub opportunities to local manufacturers. Regional Hub Director met with four local manufacturers to further discuss the opportunities/support available for their sector. Supported Growcom in hosting a Growers Forum regarding the Next Gen Food Manufacturing Hub.	
ED2	Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people. Investigate employment and training options through the Regional Skills Investment Program.	2.1.3. Promote employment and training opportunities to retain young people	Attendance and delivery of events to promote employment/training opportunities.	In compliance with funding program guidelines, one event delivered and two events attended annually.	Economic Development Coordinator;	Chief Executive Officer; Senior Leadership Group; Economic Action Group; RSIS Project Officer	Council advertised the Regional Skills Investment Program coordinator position on two occasions, however, a suitably qualified candidate was unable to be appointed. Following discussions with the State Government it was agreed to terminate the agreement and the funds returned to the department.	
ED3	Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.	2.2.1 Facilitate the provision of information to encourage a digitally connected business community to enable competitiveness	Increase in local businesses digital presence.	10% increase in business attendance at digital information and/or training workshops.	Economic Development Coordinator;	Chief Executive Officer; Senior Leadership Group; Economic Action Group;	Partnered with Australian Small Business Advisory Service to deliver Digital Technology workshops on 7/8/19 and 4/9/19.	
ED4	Promote funding opportunities available to businesses for research and development.	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.	Economic Development Coordinator;	Chief Executive Officer; Senior Leadership Group; Economic Action Group;	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	
ED5	Host industry breakfasts/mentoring sessions to encourage development and expansion of existing business and to encourage start-up and small businesses.	2.2.3. Support the development and expansion of existing business 2.2.4. Support projects and initiatives that encourage start-up and small business	Attendance numbers at industry breakfasts and mentoring sessions.	2% annual increase in attendance.	Economic Development Coordinator;	Chief Executive Officer; Senior Leadership Group; Economic Action Group;	Hosted Burdekin Industry Breakfast on 11/9/19. Presentations by Townsville Manufacturing Hub, Evolution Mining and SC Lennon & Associates - Burdekin Economic Development Strategy. Attended by 50 people.	
ED6	Undertake the development of a new Economic Development Strategy.	2.4.1 Review and implement an Economic Development Strategy	Economic Development Strategy adopted by Council.	31 December 2019.	Economic Development Coordinator;	Senior Leadership Group; Economic Development Coordinator; Economic Action Group;	Council appointed SC Lennon and Associates Pty Ltd to develop the Burdekin Economic Development Strategy. Consultants visited the Burdekin on 10/9/19 and held meetings with Council. Focus Group and presented at Burdekin Industry Breakfast on 11/9/19.	
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	When requested, pre-lodgement meetings are successfully facilitated effectively.	100% of requested Prelodgement meetings are facilitated effectively.	Economic Development Coordinator;	Senior Leadership Group; Economic Development Coordinator; Economic Action Group;	No progress to report this quarter.	
ED8	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.	Two collaborative initiatives conducted annually. Activities outlined in service level agreement are delivered by TEL.	Economic Development Coordinator;	Chief Executive Officer;	Attended TEQ Conversations with Industry facilitated by Townsville Enterprise on 4/9/19. Continued to progress activities outlined in the service level agreement.	
ED9	Market and promote industrial estate opportunities to potential developers/investors.	2.5.1 Review land supply and uses as required to meet community and business needs 2.4.4 Support development, diversification, sustainability and expansion of the economic base.	Number of marketing/promotional activities undertaken	Four initiatives completed annually.	Economic Development Coordinator;	Chief Executive Officer; Director of Infrastructure, Planning and Environmental Services; Manager of Planning and Development	Awaiting finalisation of land purchases and initiating development approval processes to commence marketing and promotional activities.	
ED10	Promote opportunities at the Ayr Aerodrome to potential developers/investors.	2.5.1 Review land supply and uses as required to meet community and business needs. 2.4.4 Support development, diversification, sustainability and expansion of the economic base.	Number of initiatives undertaken.	Two initiatives conducted annually.	Economic Development Coordinator;	Chief Executive Officer; Director of Corporate and Community Services; Manager of Planning and Development.	No progress to report this quarter.	



Tourism





Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
TOU1	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.	Tourism Officer;	Economic Development Coordinator;	Attended TEQ Conversations with industry facilitated by Townsville Enterprise on 4/9/19. Promoted event to all local operators. Sent two EDM's to Business Membership database and six EDM's to Industry and Tourism database.	
TOU2	Provide support to the Visitor Information Centres in Ayr and Home Hill.	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.	Tourism Officer;	Economic Development Coordinator;	Volunteer workshop held on 19/7/19 on customer service and event promotion and faml held on 21/8/19 at Ayr VIC for official opening Presented volunteers with new shirt and name badge. Numbers for first quarter down slightly but September saw an increase once the new VIC opened. Tourism Officer met with 6 accommodation providers in the district to facilitate discussion on enhancing the level of tourism activity in the shire.	
TOU3	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.	Tourism Officer;	Economic Development Coordinator;	No opportunities available in this quarter.	
TOU4	Promote the Burdekin as a business and lifestyle destination. Source and develop new advertising opportunities to market Burdekin tourism and lifestyle e.g. Qld on Show, Qld Country Week, Regions2.	3.3.2. Highlight the benefits of living, working and playing in the Burdekin	Number of promotional opportunities identified and pursued.	Four opportunities annually.	Tourism Officer;	Economic Development Coordinator;	Partnered with Ayr and Home Hill Chambers of Commerce to promote the Burdekin in Townsville Chamber of Commerce Annual Magazine. Supported Red Engine Media to include Burdekin locations in an NRL TV Campaign.	
TOU5	Enhance online presence including the destination website, destination events calendar 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	Website maintained with current information Number of hits and likes on sites.	5% increase in hits and likes on sites.	Tourism Officer;	Economic Development Coordinator;	3% increase in FB page likes in this reporting period. 96,948 impressions in this reporting period. 7% increase in followers on Instagram. 22,835 impressions in this reporting period.	
TOU6	Continue to implement project and activities outlined 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 of selected activities.	Tourism Officer;	Economic Development Coordinator;	Mobile VIC project complete. Destination website is in design phase. The Burdekin Bucket List 101 things to do has been created in consultation with volunteers and will be launched with the website.	
TOU7	Develop virtual reality experience/visitor app to enhance visitor experience.	3.3.3. Encourage creative and cultural pursuits that enhance the community identity	Virtual reality/visitor app developed and promoted.	Completion of project and number of downloads/visitors that access the experience.	Tourism Officer;	Economic Development Coordinator;	Initial exploration meeting was held with consultant and project plan supplied for consideration.	
TOU8	Continue to 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.	Tourism Officer;	Economic Development Coordinator;	Held workshop with relevant Sweet Days Hot Nights Festival event officers. Workshop facilitated by event specialist, Wendy Lacey (Team Lacey Consulting) to explore opportunities to further develop the festival.	
TOU9	Develop style guide/strategy for tourism and wayfinding signage.	3.3.1 Encourage increased use of community spaces and facilities; 3.3.4 Welcome visitors to the Burdekin	Develop style guide/strategy	Completion of style guide/strategy by 31 December 2019.	Tourism Officer;	Economic Development Coordinator;	Commenced collating examples of style guides/strategies to prepare request for quotation document.	



Corporate Governance

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
CG1	Develop and implement an integrated Planning and Governance Framework to better align Council's Corporate Plan, Operational Plan, Budget and Branch Unit Plans.	5.3. Commitment to continuous improvement, customer service and accountability 5.3.1. Demonstrate open and transparent leadership 5.3.3. Adhere to the governance framework and public reporting systems	Develop draft framework. Council adoption of framework. Training and awareness delivery. New suite of corporate planning and reporting documents fully implemented.	30 September 2019 31 December 2019 30 March 2020 30 June 2020	Director of Corporate and Community Services;	Senior Governance Officer; Senior Leadership Group;	Integrated Planning and Governance Framework is in draft stages, slightly behind target.	
CG2	Commence review of Council's advisory committee structure to optimise community input into council decision making.	3.1. Safe, healthy, inclusive and socially engaged communities	Develop and deliver scope of review project to Council for consideration and adoption. Conduct workshop session with Council to provide feedback on the review existing advisory committees. Develop first draft of new governance framework for Council advisory committees.	30 September 2019 31 May 2020 30 June 2020	Director of Corporate and Community Services;	Manager Community Services; Senior Governance Officer;	Review approach developed and endorsed during this quarter. Information session held with key officers within Council to gain feedback and raise awareness of the review process to be undertaken. Project on track.	
CG3	Co-ordinate Council's Complaints Management System in accordance with the adopted Complaints Management Policy and Process and facilitate the provision of information to external authorities (QAC, Queensland Ombudsman, Queensland Police etc) as required.	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. Provision of timely and accurate information to external authorities as required.	100% compliance with Council's adopted Complaints Management Process.	Senior Governance Officer;	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group; Executive Secretary;	Two administrative action complaints were received during this quarter. Both matters were fully resolved with the customer within a matter of days.	
CG4	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. 100% of new employees to receive PID awareness in induction training. 95% of all employees to receive refresher PID training 100% of identified PIDs to be handled in accordance with Council's PID Policy and Procedure.	Senior Governance Officer;	Senior Leadership Group;	100% of complaints received have been assessed against the PID Act. Target met for PID awareness for all new employees Public Interest Disclosure Training to be delivered later in the year. Fraud and Corruption Control Training delivered this quarter which included a reminder to all staff about Council's Public Interest Disclosure Program. 100% of identified PIDs handled in accordance with Policy.	
CG5	Develop and implement a review schedule for Council's Operational Standards and Policy Documents to ensure they are relevant and address emerging issues.	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	Operational Standards reviewed and updated as necessary. New Operational Standards are identified and developed by relevant officers and approved by ELT. Policy and Operational Standard registers maintained accurately. New policies developed and adopted in response to identified need and/or changes to legislation or Australian Standards.	85% of Operational Standards are reviewed, updated and adopted by 30 June 2020. 100% of Council Policies that are due for review, are reviewed within the agreed timeframes.	Senior Governance Officer;	Senior Leadership Group; Governance Support Officer;	50% of Council's Operational Standards have been reviewed and updated. A schedule has been developed for the remaining 50% of Operational Standards to ensure they are updated in a timely manner. Of Council's 60 current policies, nine are due for review and update and five are approaching their review date. 81 % of policies are currently reviewed and up to date.	
CG6	Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.	5.1.2. Be responsive and proactive in providing information in the public interest	Open provision of appropriate information. Number of applications processed.	100% of applications processed accurately.	Director of Corporate and Community Services;	Governance and Property Officer;	One application and one internal review processed under Right to Information Act 2009.	
CG7	Manage Council's Property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.	3.3.1. Encourage increased use of community spaces and facilities	Ensure leases and other projects relating to Council's property portfolio are effectively managed.	100% of leases up to date.	Director of Corporate and Community Services;	Governance and Property Officer;	Leases currently being processed. Two renewals. Leases finalised: one. All aerodrome leases up to date.	
CG8	Coordinate Council's Insurance Program to manage risks associated with Council's operations and assets.	5.3.3. Adhere to the governance framework and public reporting systems	Appropriate and timely insurance policies in place.	100% of insurance products reviewed.	Director of Corporate and Community Services;	Governance and Property Officer;	All insurance policies renewed to 30 June 2020.	
CG9	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.	Director of Corporate and Community Services; Grants and Property Officer;	Senior Leadership Group;	Eight funding applications were submitted within this quarter, with one approval, one unsuccessful and six pending. There were twelve grant acquittals submitted within this quarter in the required timeframes.	

Operational Plan Burdekin Shire Council
2019/2020

CG10	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.	Grant funds allocated in accordance with the agreed funding criteria. Acquittals received and processed in a timely manner.	Grants and Property Officer;	Grants and Property Officer;	Council's 2019-20 RADF Application to Arts Queensland was approved during the period. Funds of \$43,431 will be available for two funding rounds in 2019-20.	
CG11	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	3.4.2. Support sporting organisations in providing opportunities for physical activity. 3.3.2. 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.	Grants and Property Officer;	Administration and Records Coordinator;	One application for an interest free loan was received in the period. There are currently seven active interest free loans. Invoices for these loans are issued in May each year with payment due by 30 June. Follow up action was required on one outstanding payment during this quarter.	
CG12	Support the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Annual Audit Plan for 2020/21 reviewed and endorsed by Audit Committee Completion of Internal Audit Program for 2019/20.	June 2020 Audit Committee Meeting 30 June 2020.	Director of Corporate and Community Services; Senior Governance Officer;	Senior Leadership Group;	Not due to commence. The internal audit program is being implemented according to the adopted schedule. An internal audit report for Work Health and Safety was tabled at the Audit Committee Meeting in August 2019 and endorsed by the audit committee. An internal audit report for Council's Risk Management Framework was tabled at the September Audit Committee Meeting and endorsed by the committee.	
CG13	Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.	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 updated as required. Implement agreed Fraud and Corruption Control Implementation Plan actions within agreed timeframes.	Plan is up to date and reflects applicable legislative and regulatory frameworks. 30 June 2020.	Director of Corporate and Community Services;	Senior Leadership Group; Senior Governance Officer;	The Fraud and Corruption Control Plan 2019-2021 was adopted by Council in April 2019. A Number of initiatives from the plan are being implemented to reduce Council's Risk to Fraud and Corruption. Council's Code of Conduct was updated and adopted in early 2019 with mandatory training being delivered to all employees. Fraud and Corruption Awareness Sessions were delivered to over 95% of employees during the months of August and September. Internal audit has not identified any fraudulent activity. A number of recommendations from internal audit to improve fraud and corruption controls have been implemented.	



Customer Service Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
CS1	Deliver professional customer service assistance to internal and external customers.	5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	<p>Capture statistical data on call answering performance for the Customer Service Centre and individual agents and record in Management reports within 10 days of end of month.</p> <p>Maintain service level of 80% of all calls answered within 20 seconds.</p> <p>Record and measure abandonment rate of calls within the centre.</p> <p>Record and measure average answer call rate.</p> <p>Monitor incorrect call code allocation for error rate (Non-compliant).</p>	<p>Reports provided monthly to Management (SLG)</p> <p>Minimum 80% Service Level.</p> <p>Abandonment rate less than 5%.</p> <p>Achieve average call rate of less than 20 seconds.</p> <p>Error rate to remain below 5%.</p>	Manager Client Services	Customer Service Centre Coordinator; Customer Service Officers;	<p>Monthly Reports provided - July, August and September 2019</p> <p>80.53%</p> <p>4.36%</p> <p>16.6 seconds</p> <p>7.66% (This figure is slightly raised due to additional workloads during reporting period. Error rates for the majority of customer service officers were within target.)</p>	
CS2	Facilitate participation in a professional development and training program for Customer Service Officers.	5.3. Commitment to continuous improvement, customer service and accountability 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	<p>Development of the Professional Development and Training Program specific to Customer Service Officers.</p> <p>Implement a training schedule that supports the PD&T program for Customer Service Officers without impacting on service levels to internal or external customers.</p>	<p>January 2020</p> <p>10% completion of schedule by 30th June 2020</p>	Manager Client Services	Customer Service Centre Coordinator; Customer Service Officers;	<p>Ongoing - Research has begun and feedback is being evaluated</p> <p>Ongoing - Once implemented then the training framework will be rolled out to all Customer Service Staff.</p>	



Information and Communication Technology

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
ICT1	Facilitate the operation of Council's ICT steering committee to ensure information and communication technology applications, projects and programs are managed effectively.	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 5.3.3. Adhere to the governance framework and public reporting systems	Facilitation of ICT Steering Committee Meetings. Implementation of agreed actions from ICT Steering Committee Meetings. Annual review of the ICT section risks within Council's Corporate Risk Register.	4 meetings. 100% of action items implemented within agreed timeframes. 30 April 2020.	ICT Coordinator,	Director of Corporate and Community Services; Manager Client Services; Senior Leadership Group; ICT Steering Committee; Information Security Committee; Information and Communication Technology Team;	The 1st meeting of the ICT Steering Committee for 2019/2020 was held on 18th July 2019. The next meeting is scheduled for Monday 14th October 2019. Emails have been sent to all participants requesting that they update their actions prior to our next meeting (14th October 2019) and for agenda items and topics. 100% - ICT completed all action items they are responsible for within the agreed timeframes. The ICT section of the corporate Risk Register was reviewed on 19th August 2019.	
ICT2	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	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 availability is maintained in accordance with approved service levels. 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 - Camera Surveillance	98% Service Level. 100% completion by 30th June 2020. 100% completion by 30th June 2020.	ICT Coordinator,	Director of Corporate and Community Services; Manager Client Services; ICT Steering Committee; Information Security Committee; ICT Administrators;	The availability (service level) of all Council's ICT infrastructure, except our Technology One business systems, was 100% during the period. The availability of our Technology One services was 96.795% due to planned downtime during the transition to the Technology One Cloud. The 2019/2020 capital projects have been assigned to ICT officers but have not been started due to other major ICT projects including the Technology One Cloud transition and the migration of Council's websites to the LGAQ platform during Q1. Work to commence in November. The 2019/2020 operational projects have been assigned to ICT officers but have not been started due to other major ICT projects including the Technology One Cloud transition and the migration of Council's websites to the LGAQ platform during Q1. Work to commence in November.	
ICT3	Provide Corporate systems software and applications that meet the current and future needs of the organisation.	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	Lead the successful transition of the Technology One Software applications from on-premise to Cloud. Support Senior Management in the development of a Technology One Road Map towards Technology One CIA. ICT Corporate Software is maintained, upgraded and managed in accordance with organisational requirements and service levels.	30th September 2019 - cloud transition completed. Road Map developed and approved by 30th April 2020.	Manager Client Services,	Director of Corporate and Community Services; Manager Financial & Administrative Services; Manager Client Services;	Council core IT systems were transitioned to the cloud over the weekend of 14 & 15 September, in accordance with the transition plan. Council went "live" with the new Technology One CLOUD based application on 16th September 2019. Initial meetings with Technology One have been organised to start the next step of the transition and develop a road map moving forward. Workshop planned Quarter 2 to discuss business requirements for mobility roll out.	
ICT4	Provide IT helpdesk services to internal customers, including timely resolution of customer requests.	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	Help Desk requests responded to and resolved in accordance with agreed service levels.	95% compliance.	ICT Coordinator,	Information and Communication Technology Team;	The number of new requests created during Q1 was 860 and of those ICT completed 733 during the period for a completion rate of 85.23%. The completion rate fell below target for this quarter due to 1) a significant increase (over 50%) in the number of requests during the period resulting from the Technology One Cloud transition and Council website migration projects, and 2) major ICT staff involvement implementing and supporting the projects both pre and post go-live.	
ICT5	Complete upgrade of Council's intranet platform including implementation of CDMS (Controlled Document Management System).	1.5.1. Support and improve Council's business performance through information and communication technologies	CDMS (Controlled Document Management System) operational. New intranet platform operational.	30 August 2019. 30 June 2020.	Manager Client Services,	ICT Coordinator,	In consultation with the Director Corporate and Community Services, the scope of the CDMS project has been revised to 1) clarify what documents are "controlled" and will be put in the CDMS; and 2) to provide a repository for "uncontrolled" documents. Planning and implementation of the new intranet platform will commence following completion of the CDMS.	



Human Resources

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
HR1	Ensure Payroll is processed in a timely manner and is compliant with all relevant legislation, policies and procedures.	5.4. Create a workplace that is regarded as an 'Employer of Choice'	Payroll completed fortnightly in agreed timeframes.	100% of payrolls processed within pre determined timeframe (2pm Wednesday fortnightly).	Human Resources Coordinator	Human Resources Officer	100% compliant - 7 payrolls completed in the first quarter.	
HR2	Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Annual workforce leave entitlement report provided to Senior Management. Establishment of regular reporting on workforce statistics including: age, gender, background and skills. Completion of monthly HR reports.	May 2020. Two reports completed (1st July 2019 and 1st January 2020). 12 reports.	Human Resources Coordinator	Human Resources Officer	September 2019 - Annual Leave and Long Service Leave report finalised and distributed to ELT and SLG. Emails sent to staff with outstanding balances requesting leave plans. 1 x HR report finalised with data from July and August 2019.	
HR3	Provide a framework for the management of work related injuries including the facilitation of workers compensation claims and return to work programs.	5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	All workers compensation claims recorded and managed in accordance with Council policies and procedures. Successful facilitation of all worker's compensation claims to ensure employees return to work on suitable duties or are fully integrated back into the workforce.	100%. 100% compliance with agreed return to work plans.	Human Resources Coordinator	Human Resources Officer Senior Leadership Group.	Four (4) new Workers Compensation Claims lodged. By the end of September 2019 no claims were ongoing and all employees had returned to full duties.	
HR4	Investigate and implement an effective Performance Development Program to enhance Operations and provide support and feedback to personnel.	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	Adoption of the Performance Development Framework by Management. Development of an implementation and training plan for the Employee Performance Development Program.	1st September 2019. 1st November 2019.	Human Resources Coordinator	Director of Corporate and Community Services Human Resource Officer	The SLG Performance Development Framework has been developed and the SLG template for Performance Development reviews have been completed. Meetings have been held to discuss the KPI's of the Performance Development Reviews for all SLG members.	
HR5	Manage Council's human resources functions including employee relations, compliance, compensation and benefits, and all other employee related matters.	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	Successful facilitation of all employee related matters. Recruitment completed within agreed timelines and new operational guidelines. Development of a Leadership program at a Supervisor level.	100%. 100%. 1st March 2020.	Human Resources Coordinator	Human Resources Officer	100% Development of the new Draft Recruitment Operational Standard has been completed. Feedback is being sought from the ELT and will be implemented as soon as complete. Ongoing - Supervisor/Coordinator Training has been investigated and quotations received. Training will be rolled out and coordinated within the next quarter.	



Safety and Quality

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
Safety								
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	Completion of Workplace Hazard Inspections in accordance with the Hazard Inspection Matrix Schedule. All Operational Standards for the Safety Management System (SMS) are maintained and reviewed within the Controlled Document Management System (CDMS). Conduct safety audits for specific processes as per Health and Safety Plan. Completion of external system audit of Council's Safety Management System. Achievement of benchmark score required by Jardine Lloyd Thompson for certification.	90% completion as per schedule. 95% of SMS Operational Standards reviewed within set review schedule. Minimum of two audits per quarter. November 2019. 70% - Bronze or better benchmark score.	Safety and Productivity Coordinator	Safety and Productivity Coordinator	New training program for Skytrust has been developed to provide instruction on conducting inspections. Inspection schedule has been delayed to allow for structured training and instruction on hazard inspection module of Skytrust. Schedule will be assigned to appropriate staff by end of November 2019. Migration of the safety documentation into CDMS commenced and will be completed by end of October 2019. As part of migration documents are being reviewed and updated, and the review schedule set for each document. Proposed audit schedule contained within Annual Plan which is currently in draft format and due to be finalised and sent to ELT for review October 2019. External system audit dates have been changed at the request of the LGW auditor. New dates confirmed for May 2020. As per advice received from LGW, the national self-insurer audit criteria and scoring tool has changed the previous utilised LOW benchmark scores and awards scheme. Under review by LGW, and no replacement scheme advised.	
SQ2	Develop a Safety Awareness Program and Plan designed to improve Council's safety culture and knowledge of safety values amongst the workforce.	5.4. Create a workplace that is regarded as an Employer of Choice 5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees 5.2. An organisational culture that embraces our values	Plan completed and approved by CEO. Safe Work Month Activities implemented. Approved plan implemented within agreed timeframes.	30 September 2019. 31 October 2019. Fully implemented by 30 June 2020.	Safety and Productivity Coordinator	Safety and Productivity Coordinator	Plan currently in draft and requires additional development and feedback from SLG to meet organisational requirements. Draft to be circulated for feedback to the SLG and all feedback considered and included in the final draft prior to distribution to the ELT for final review. Estimated time frame by end of next quarter. Safe Work Month Plan 2019 has been completed and distributed to the SLG for comment and adoption. Four activities have been planned for October 2019. These are: • Drug and Alcohol awareness session incorporating the release of the drug and alcohol operational standard (9 sessions). • Strong Spine system training incorporating effective postures, activity preparation through stretches and lifting postures, and techniques (9 sessions). • Chain of Responsibilities awareness by TMR for heavy vehicle operators and person loading and scheduling work (1 session). • Safety BBQ and motivational Safety Advocate from WHSQ (2 sessions) N/A	
SQ3	Manage and facilitate the effective use of Council's Safety Software System - Skytrust.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs 5.4.4. Implement an effective health and safety management system 5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Percentage of Incident Reports recorded in Skytrust. All Hazard Inspection Report templates are customised for each area and available in Skytrust. Skills register is complete and operational in Skytrust.	100% of incident reports captured in Skytrust. 1st September 2019. 1st January 2020.	Safety and Productivity Coordinator	Safety and Productivity Coordinator Safety & Quality Advisor Senior Leadership Group Senior Supervisors Group	Incident reports are still predominately being completed by field based staff in paper format. Historical incidents for 2019 and the above paper based incident reports are being entered into Skytrust by the Safety section. Generic hazard inspection checklists are ready for upload, with some customisation on specific hazard inspections checklists requiring consultation prior to finalising. All inspection schedules will be released as training is conducted. As outlined in SQ1 this will be undertaken by end of November 2019. Initial discussion and scoping of task with the Training section outlining potential paths and benefits has been conducted. Mapping and planning to commence in November 2019.	
Quality								
SQ4	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. Maintain certification through a successful audit of the Quality Management System.	Minimum of two internal audits per quarter. April 2020.	Safety and Productivity Coordinator	Internal Audit Staff	Proposed audit schedule contained within Annual Plan which is currently in draft format and due to be finalised and sent to ELT for review October 2019. Audit planning with external agency to commence in January 2020.	



Training Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
TR1	Develop and maintain the 2019/2020 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated	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 5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs 5.4.3. Maintain Council's commitment to ensure a safe and healthy work environment for all employees	Number of qualification / skills training provided. Provide quarterly reports on training and development activities. Skills register is complete and operational in Skytrust.	98% compliance. Quarterly reports completed and sent to Management for review. 1st January 2020	Human Resources Coordinator	Human Resource Officer Safety and Productivity Coordinator	Currently 4.27% expired. (95.73% compliance). In-progress - Confined Space and Working at Heights courses on hold until after Water Meter Reading (mid-November); various expired Driver Licences awaiting staff to send copies, Authorised Persons refresher courses have been sent to staff, awaiting completion. Quarterly report to be prepared by 16/10/2019. A trial of Construction Cards to be entered into Skytrust at a later date.	
TR2	Coordinate Council's Corporate Training and Employee Professional Development Initiatives.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council	Ensuring value for money by adhering to Council's Training and Development Operational Standard and Travel Expenses Operational Standard. Corporate (non compulsory) training and professional development opportunities identified and raised with management.	100% of training and travel expenses compliant with operational standards. 100% of agreed Corporate Training and Professional Development opportunities successfully facilitated by HR.	Human Resources Coordinator	Human Resource Officer	All training and travel expenses are in accordance with Operational Standards – any deviations have been approved by Management.	
TR3	Facilitation of traineeships, apprentices and work experience opportunities.	5.4.1. Develop a cost-effective, adaptable and capable workforce to implement the vision for Burdekin Shire Council 5.4.2. Provide suitable training and development opportunities to meet organisational and service delivery needs	Submit LGAG "bid" allocation for trainees in line with proposed budgetary limitations. Number of apprentices engaged. Effectively engage and report on the number of work experience students engaged at Council each quarter.	Minimum of five successful traineeships appointed. One apprentice appointed annually. Number of work experience students to be included in the quarterly report.	Human Resources Coordinator	Human Resources Officer	Council has submitted a "bid" for the 2020 Traineeship and Apprenticeship program through LGAG and to date we have not received confirmation for our requested number of positions. For the 2020 year Council has increased its bid to 6 Trainees and 1 Apprentice (increasing from last year of 4 trainees and 1 apprentice). Council currently employs: 4 x Diesel-Fitting Apprentices 1 x Line-Marking Trainee 4 x Administrative Trainees 13 Work Experience Students were accommodated from July – September 2019.	



Local Disaster Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
LDMG1	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	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.	100% of plans and sub-plans reviewed.	30 June 2020.	Local Disaster Coordinator	LDMG Members, Relevant Council Officers and External Agencies. Disaster Management Officer;	Report sent to IGEM and the Townsville DDMG - Disaster Management Assessment Process for 2018 - 2020 (16th September 2019 and again on the 8th October 2019). Due to the monsoonal rain event in Jan/Feb 2019 a full review is not required and a summary of activations, exercises and reviews has been forwarded.	
LDMG2	Coordinate systems that support disaster planning and preparedness.	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.	Provision of training to Local Disaster Management Group members to meet the Queensland Disaster Management Framework training requirements. Successful upgrade and implementation of Guardian IMS 2019. Provision of training on the upgraded Guardian IMS for all key users. Implement community education and awareness initiatives by attendance at Community functions - Water and Harvest Festivals, school programs, street stalls.	Overall 90% training completion across the Local Disaster Management Group core membership. October 2019 95% Key personnel trained by 1st January 2020 Minimum of two Community engagement activities per year.	Local Disaster Coordinator	LDMG Members, Relevant Council Officers and External Agencies	September 2019 - 100% compliance achieved in accordance to the Queensland Disaster Management Framework training requirements. October 2019 - Guardian IMS has been deployed to "key" personnel and DM Computers (LDMG). Guardian IMS Masterclass Training scheduled for 15th and 16th October 2019. Key user group training for Guardian IMS scheduled for 29th, 30th and 31st October 2019. Are you READY - Cinema advertising to commence at the Burdekin Delta Cinemas from 1st November 2019 to 31st May 2020. Are you READY Expo - planning underway and finalisation of events to be completed by 18th October 2019 - Are you READY Expo scheduled for Saturday 16th November 2019.	
LDMG3	Education and training for Key personnel regarding the Community Recovery Plan, Priorities and Strategies.	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	Conduct workshops for the Community Recovery Plan with relevant stakeholders.	1st January 2020.	Local Disaster Coordinator	LDMG Members, Relevant Council Officers and External Agencies	Community Recovery Workshops scheduled for the 11th October 2019 and Community Recovery Workshops scheduled for the 28th and 29th November 2019. Community Recovery Exercise scheduled for December 2019.	
LDMG4	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.	Flood Warning System upgrade installed and completed.	30th November 2019.	Local Disaster Coordinator	Design Office Coordinator; Design Office Staff; External Agencies;	Quotations have been sent out and closing date is 29th October 2019. Works are scheduled to be completed by 1st May 2020.	
LDMG5	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 2019 - 2020 State Emergency Services operations. Application for all State Emergency Services funding opportunities submitted on time.	30th June 2020. Number of funding application submitted (approved/not approved).	Local Disaster Coordinator	LDMG Members, Relevant Council Officers and External Agencies	2019/2020 SES budget submitted and approved. 2019/2020 RBUD1 budget estimates and forecasts completed.	



Community Services

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
CD1	Finalise and implement 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	Report to Council.	31 December 2019.	Director of Corporate and Community Services.	Manager Community Services;	Workshop with Council and with Community Development staff undertaken. Draft Community Services Delivery Framework to be presented to Council.	
CD2	Identify and facilitate relevant community events, activities and programs.	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback	Successfully host events and increase attendance numbers. Source funding and partner to deliver key community events/programs - Women's Week - Get Out Get Active - Volunteers Expo Extensions of Burdekin Be Active Trail completed.	Community events to be conducted within agreed timeframes and budget. Funding sourced, number of events/programs delivered, attendance figures.	Manager Community Services;	Community Development Team;	Melbourne cup tour of Burdekin 26 July in conjunction with Victorian Racing Club, Evolution Mining. Cup luncheon held in Burdekin theatre for 160 members of the public.	
CD3	Coordinate and facilitate 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.	Manager Community Services.	Community Development Team;	No Department National Parks Sport and Racing workshops held. The department is currently in review and all workshops are on hold.	
CD4	Build capacity and resilience of local sport and recreation and community organisations through the provision of 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.	Manager Community Services;	Community Development Team;	Community Grants program Round one - \$16,500 of funding and \$9998 of in-kind support to seven community organisations.	
CD5	In consultation with relevant stakeholders, develop a Youth Strategy for activities and inclusivity.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Youth Strategy developed and adopted by Council.	30 June 2020.	Manager Community Services;	Community Development Team;	In planning stage	
CD6	Facilitate and provide ongoing support for the Burdekin Youth Council and provide appropriate regional youth events.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Facilitate the review of the Youth Council Terms of Reference Meetings attended and support provided. Deliver youth events. In conjunction with the Burdekin Youth Council, develop a Youth Activities Strategy.	December 2019 10 Youth Council meetings held annually. One Regional Youth Event run annually. Youth Activities Strategy adopted by Council by 30 June 2020.	Manager Community Services;	Community Development Team;	Monthly Youth Council meetings held. Planning commenced for FastTrack event in early 2020	
CD7	Continue to foster partnerships with community welfare organisations within the Shire including the Burdekin Community Association and Burdekin Neighbourhood Centre to ensure a co-ordinated community approach.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Manage targeted donations and in-kind support to Burdekin Community Association and Burdekin Neighbourhood Centre and other welfare groups.	Within budget.	Manager Community Services;	Community Development Team;	Annual donation to BCA presented at BCA AGM 24 September 2019.	
CD8	Continue to implement the 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	Investigate and implement any identified opportunities for improving communication by forming a locally based club support program. Investigate 'apps' based communication solution as recommended in the sport and recreation plan.	30 June 2020.	Manager Community Services;	Community Development Team;	Liaison with Burdekin Show Committee to investigate alternate arrangements for office location in Show Grounds	
CD9	Facilitate the finalisation of the ANZAC Park Precinct Master Plan and progress implementation of key initiatives.	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	ANZAC Park Precinct Master Plan adopted by Council. Timeline for implementation of key initiatives developed.	31 December 2019. 30 June 2020.	Manager Community Services.	Customer Service Officers;	Draft ANZAC Park Precinct Master Plan completed for community feedback period, commencing 9th October to 25th October 2019.	
CD10	Conduct an analysis of possible barriers to participation within the community including potential transport barriers, access barriers, communication barriers and the community's perception of personal safety and local crime.	3.1.8. Facilitate partnerships to improve crime prevention	Report provided to Council with recommendations to address possible barriers.	31 December 2019.	Manager Community Services;	Community Development Team;	In planning stage.	



Cultural Venues

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
CV1	Facilitate a diverse range of events, shows and activities at each of the Council-owned Cultural Venues through the provision of high quality services to meet the needs of the community.	3.3.1. Encourage increased use of community spaces and facilities	Patron and client satisfaction survey. Reported Quarterly-Number of each of the following event types including approximate patronage: Private Hire Domestic (weddings/parties etc) Private Hire Arts/Cultural (touring shows/dance concerts/Eisteddfods) Purchased Shows (shows purchased by Cultural Venues) Council run public events (motivational speakers/industry breakfasts etc) Council supported internal use (Workshops/training/ SSG) Offsite Technical Support (sound, lighting etc at private and public events)	1 per year. Quarterly reports due: 30 September 2019, 31 December 2019, 31 March 2020, 30 June 2020.	Cultural Venues Manager;	Manager Community Services;	To commence implementation of Patron Client Survey annually at end of each year in November. To avoid duplication, quarterly reports will be provided to Council with the reports from the Cultural Advisory Group Meetings. Additional information will be included in the next report to Council to ensure consideration of the performance measurements requested. 56 events held during the quarter attracting 14,073 attendees.	
CV2	Undertake consultation and planning for refurbishment of the Burdekin Theatre.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Draft refurbishment plan adopted by Council.	30 January 2020.	Director of Corporate and Community Services;	Manager Client Services; Manager Technical Services; Cultural Venues Manager; Facilities Management Coordinator; Design Office Coordinator;	Consultant engaged (GHD Townsville) first key stakeholders sessions have been conducted (1 October) awaiting concept drawings.	
CV3	Commence implementation of key initiatives identified in the Ayr Showgrounds Master Plan in line with budget and resource allocation and external funding opportunities.	3.3.1. Encourage increased use of community spaces and facilities	Council supported management body for Ayr Showgrounds re-established. Assist in the identification of and application for external funding to address facilities upgrades.	31 December 2019. 30 June 2020.	Manager Community Services;	Cultural Venues Manager;	Staff are in regular contact with show society representatives to effectively manage the showgrounds. Liaison with Burdekin PCYC and the Burdekin Academy Inc (gymnastics) in relation to future use of the Multipurpose Hall at the showground continues. A total of \$240,000 has been secured through the Works for Queensland 2019-2021 program to continue the upgrade to the electrical infrastructure at the showgrounds.	
CV4	Conduct a review of programs at cultural venues facilities to ensure alignment with current community expectations.	3.3.1. Encourage increased use of community spaces and facilities. 3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Revised program developed to reflect current community needs and expectations.	Events tailored to current community expectations. Increase in diversity of attendees at events.	Manager Community Services;	Cultural Venues Manager; Cultural Facilities Team;	All programming for all Cultural Venues is planned during the actual year for the following years ahead. Community Service Obligation (CSO) and program a diverse schedule of events to satisfy the CSO and patrons needs.	



Library Activities



Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
L01	Implement new Library Management (software) System.	3.3.1. Encourage increased use of community spaces and facilities	New Library Management System implemented effectively and on time.	30 June 2020.	Library Services Manager.	Library Staff (All).	Responses received from three vendors are being assessed	
L02	Implement key initiatives from the Library Strategic Plan.	3.3.1. Encourage increased use of community spaces and facilities	Deliver programs including: Children's Book Week celebrations Regular storytelling sessions School holiday activities Messy play days Library visits (school or kindy visits to library).	At least eight special events run per year. Weekly activities.	Library Services Manager.	Library Staff (All).	2 x school holiday programs, Children's Book Week, Seniors Week and Science Week activities held and monthly messy play sessions. Weekly Storytime and Baby Rhymetime sessions held as well as regular day care visits and participation in Under 8's activities at Clare State School	
L03	Develop a digitisation plan for library history collection.	3.3.1. Encourage increased use of community spaces and facilities	Plan prepared and adopted by Council.	30 June 2020.	Library Services Manager.	Library Staff (All).	Audit of local history collection begun	
L04	Offer seniors' technology training to the community.	3.3.1. Encourage increased use of community spaces and facilities	Provide technology learning sessions.	At least eight sessions provided for.	Library Services Manager.	Library Staff (All).	Seniors Embracing Technology sessions held monthly. Planning for sessions at Home Hill has begun.	



Financial Management Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
Council Budgets								
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 2020.	Manager Financial & Administrative Services;	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group; Financial Management Team;	First budget revision commenced in September and will be presented to Council in October.	
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.	Manager Financial & Administrative Services; Financial Management Team;	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group; Financial Management Team;	The monthly financial reports have been presented each month in agreed timeframes.	
Annual Financial Reporting including external audit								
FM3	Prepare and deliver draft 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.	Manager Financial & Administrative Services; Financial Accountant Systems;	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group; Financial Management Team;	The annual financial statements were prepared within the agreed external audit plan timeframes. The QAO signed the audit report on the 26th September 2019 with an unmodified report. There were no new audit matters from the final audit.	
FM4	Facilitate external audit of Burdekin Shire Council as required by and in cooperation with the Queensland Audit Office (QAO) and their contracted auditor Crowe Horwath.	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.	Manager Financial & Administrative Services; Financial Accountant Systems;	Financial Management Team;	External audit for the 2019 Financial Statements was completed per the agreed audit plan and excellent feedback was received from the auditors Crowe and QAO.	
Returns to external bodies								
FM5	Coordinate and complete the annual 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 2019.	Manager Financial & Administrative Services; Financial Accountant Systems;	Financial Management Team; Senior Leadership Group;	This will be completed in the next quarter	
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 2019.	Manager Financial & Administrative Services; Financial Accountant Systems;	Financial Management Team;	The 10 year financial forecast was lodged with QTC on the 6th September after receiving a weeks extension. Council does not intend to borrow this financial year.	
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 2020.	Financial Accountant Reporting.	Financial Management Team; Expenditure Services Staff;	The following statutory returns/information have been completed in the quarter within agreed timeframes: - Taxable Payments Annual Report (TPAR) - State Wide Information Management (SWIM) - financial information - Old Public Libraries Statistical Return - financial information - BAS Returns monthly	
Prominent Organisational Tasks within Financial Services Area								
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.	Finance Officer; Financial Accountant Systems;	Manager Financial & Administrative Services; Financial Management Team;	Balances of outstanding debtors as at 30 September 2019: 60 days \$1,039.00 90 days \$2,956.53	

Operational Plan Burdekin Shire Council
2019/2020

FM9	Administer existing and new external and internal loan borrowings.	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	Borrowing repayments paid by due date and new loans drawn down by agreed target dates.	Quarterly.	Manager Financial & Administrative Services;	Manager Financial & Administrative Services; Financial Management Team;	No new borrowings this financial year. Quarterly payment on existing loan paid by due date.	
FM10	Co-ordinate/provide information for external audit projects undertaken 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	Timeliness of response to Queensland Audit Office requests and results of audits if applicable.	Ad hoc as required.	Manager Financial & Administrative Services; Financial Accountant Systems;	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services; Senior Leadership Group; Financial Management Team;	None for the quarter	



Rates Section Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
R1	Maintain the property and rating database to ensure a high level of accuracy.	5.3.2. Ensure Council's financial position is effectively managed. 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Number of instances of errors brought to the attention of Council.	Less than 10 instances.	Revenue Coordinator	Rates Officers;	All maintenance completed in a timely manner within set timelines, nil errors.	
R2	Issue timely and accurate rates and charges notices.	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 2020. Less than 10 instances of inaccurate notices.	Revenue Coordinator	Rates Officers;	9,237 annual rate notices issued 02/08/19 1 notice required a pension rebate amendment 1 notice required a garbage bin adjustment	
R3	Maximise recovery of overdue rates and charges and implement an updated Rate Recovery Policy with an emphasis on more timely follow up action on overdue rates from Reminder Notices through to Sale of land for Arrears of Rates.	5.3.2. Ensure Council's financial position is effectively managed 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Compare the rate arrears percentage as at 30 June 2020 to previous financial years.	Less than 5%.	Revenue Coordinator	Rates Officers;	10% arrears of nett rates as at 30 September 2019 compared with 9.39% as at 30 September 2018.	
R4	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	3.1.5. Develop in partnership with the community plans and processes to mitigate the impacts of a disaster 3.5.1. Co-ordinate and facilitate disaster planning and preparedness to reduce the impact of disaster	Returns and payments submitted in accordance with State Government requirements.	Claims and payments duly submitted	Revenue Coordinator	Rates Officers;	All claims and payments submitted within required time frames.	
R5	Undertake community consultation to gauge preferences regarding rating cycle options. (12 monthly vs 6 monthly)	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.1.4. Improve digital platforms to improve access to information 5.3.2. Ensure Council's financial position is effectively managed	Provide a report with recommendations to Council detailing responses received from community consultation regarding bi annual rating cycle.	Completed by 31 May 2020.	Revenue Coordinator	Rates Officers; Media and Communications Officer;	Quotations sought from experienced, independent market research consultants to undertake telephone survey. Market Facts were awarded the contract and the telephone survey will be conducted in October 2019.	
R6	Develop a plan highlighting budget, tools and systems required to implement six monthly rating.	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	Provide a report with recommendations to Council detailing budget implications of implementation of bi annual rating.	Completed by 30 June 2020.	Revenue Coordinator	Rates Officers;	No action undertaken this quarter. Waiting on results from the telephone survey prior to preparing report to Council.	
R7	Investigate all implications of initiating electronic service of rates notices.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business 5.1.4. Improve digital platforms to improve access to information 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and	Provide a report with recommendations to Council detailing performance and budget implications of implementing electronic service of rates notices.	Completed by 30 June 2020.	Revenue Coordinator	Rates Officers;	Undertaken several meetings with suppliers providing electronic service of rates notices. Currently in the process of obtaining quotes for this service.	



Expenditure Services Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
EXP1	Administer accounts payable and contract register.	5.3.2. Ensure Council's financial position is effectively managed	Invoices to be paid within 30 days from EOM in weekly, fortnightly and monthly payment runs.	Invoices not paid within 30 days to be less than 10%.	Expenditure Services Officers;	Authorised Purchasing and Requisitioning Officers;	2972 invoices processed in Q1 with less than 1% of invoices not paid with 30 days.	
EXP2	Maximise earnings on cash holdings.	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.	Manager Financial & Administrative Services;	Expenditure Services Staff;	Average interest to 30 September 2019 - 2.06%. Interest earned in Q1 2019/2020 - \$275,595.00 compared with interest earned at Q1 2018/2019 of \$302,903.62.	
EXP3	Administer financial delegations.	5.3.2. Ensure Council's financial position is effectively managed	Update of Financial Delegations Register.	Actioned within five working days of receiving notification.	Expenditure Services Officers;	Expenditure Services Staff; Manager Financial & Administrative Services;	All changes to Financial Delegation Register have been made within acceptable timeframes.	
EXP4	Preparation of Approved Contractors Listing (tenders) applications for private hire and traffic control providers for the period 1 October 2019 to 30 September 2020.	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.	30 September 2019 and accuracy of information.	Expenditure Services Officers;	Manager Operations; Manager Technical Services; Safety & Quality Advisor;	109 Private Hire and 6 Traffic Control applications received and being evaluated through Vendor Panel. As at 30 September 45 Private Hire and 4 Traffic Control Provider applications deemed non-conforming. Finalisation of acceptance letters and invitations to Vendor Panel Enterprise Supplier Lists (Stage 2 for compliance purposes) still in progress.	



Administration and Records Activities

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
AR1	Provide support and coordination of Council's statutory meetings and provide accurate and timely minutes of meetings.	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	Accurate, complete and timely minutes published to website.	Within 10 days of each statutory Council meeting.	Administration and Records Coordinator;	Executive Support Officer;	100% of Council's statutory meeting minutes are completed accurately and published on Council's Website within the legislative timeframe of 10 days.	●
AR2	Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.	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	Completion of registration of all correspondence into the records management system within 48 working hours of receipt.	95% completion within set timeframes.	Administration and Records Coordinator;	Administration and Records Coordinator; Administration Officer - Administration; Trainee Administration Officer;	95% of incoming correspondence has been classified and registered into ECM and tasked to the responsible officer(s) within two business days of receiving the document.	●
AR3	Develop and implement Operational Standards - Records Governance.	5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Development of Operational Standard in a timely manner to support staff in adhering to legislative obligations in relation to Council's Records Governance Policy.	31 March 2020.	Administration and Records Coordinator;	Administration and Records Coordinator; Corporate Records Staff;	Still in development stage.	●
AR4	Deliver systematic ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.	5.4.2 Provide suitable training and development opportunities to meet organisational and service delivery needs 5.4.3 Maintain Council's commitment to ensure a safe and healthy work environment for all employees	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 2020. Regular training and support offered to employees. Details of support and training provided to be listed and registered into Ci-Anywhere.	Administration and Records Coordinator;	Administration and Records Coordinator; Corporate Records Officer;	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. Not progressed in this quarter. 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	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Number of records disposed/archived each year.	70% of records archived within four months of delivery to Records team.	Administration and Records Coordinator;	Administration and Records Coordinator; Administration Officer - Administration; Corporate Records Officer;	38 boxes of paper-based corporate records were disposed. 100% of records were archived within four months of delivery.	●
AR6	Deliver integral administrative services to support the efficient operation of the organisation including coordinating building security and cleaning contract, maintaining stationery and furniture supplies and coordinating Council's newspaper advertising.	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. Timeliness and accuracy of relevant orders placed within budget.	Contracts reviewed and renewed in accordance with renewal schedule. Orders placed within two days of requests.	Administration and Records Coordinator;	Administration Officer - Administration; Corporate Records Staff;	The Cleaning Contract has been awarded and expires 30 June 2021. 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.	●
AR7	Review and implement Council's records file structure and classification schedule.	5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Review and implement in a timely manner to ensure staff utilise the correct and current function when registering a document.	31 March 2020.	Administration and Records Coordinator;	Corporate Records Officer	Still in development stage with new functionality in ECM becoming available in the next quarter.	●



Operations- Works

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
Operations								
CPW1	Implement Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.	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.	Overseer - Works;	Director of Infrastructure, Planning and Environmental Services; Manager Operations; Manager Technical Services; Works Overseer;	Total roadworks and drainage capital expenditure to 30 September 2019 - \$1.958M 28% of original budget allocation.	
OPW2	Achieve a Compliment to Complaint Ratio of 5:1 for Operational Responsiveness and Departmental Conduct.	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.	Overseer - Works;	Manager Operations; Supervisor - Works; Administration Officer - Works;	Three compliments against one complaint received in the recording period. Currently achieving compliment to complaint ratio of 3:1.	
OPW3	Attend to maintenance matters raised in customer request system within required timeframe.	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 2020.	Overseer - Works;	Works Supervisor Administration Officer - Works;	Report on target achievement at 31 August 2019 reflects a 93.8% achievement rate for customer requests completed within timeframe. Report to 30 September unable to be generated due to Technology 1 Cloud transition.	
OPW4	Achieve a satisfactory external audit of the road maintenance performance contract from the Department of Transport and Main Roads.	1.2. Management and maintenance of community assets 1.3. Safe and effective transport networks	95% compliance against Key Performance Indicators.	31 March 2020.	Senior Works Administration Officer; Supervisor - Main Roads - Works;	Works Overseer; Administration Officer - Works;	First bi-annual audit by Transport and Main Roads conducted 6 August, 2019 with 98.2% result achieved.	
OPW5	Implement Reseal Program as per budget.	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 2020.	Overseer - Works; Technical Officer Design;	Manager Operations; Manager Technical Services; Asset Management Group; Supervisor - Works;	Reseal program is yet to commence for this financial year. Selection of streets for Urban program has been completed and workshopped with Council.	



Water and Waste Water

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
WW1	Attend to maintenance matters raised in customer request system within required timeframe.	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 2020.	Manager Water and Waste Water	Field Supervisor- Water & Waste Water; Water Quality Compliance Officer; Work Health and Safety Compliance Officer; Administration Support Officer- Operations	Report on target achievement at 31 August 2019 reflects a 94.9% achievement rate for customer requests completed within timeframe. Report to 30 September unable to be generated due to Technology 1 Cloud transition.	
WW2	Achieve a Complaint to Complaint Ratio of 2:1 for Operational Responsiveness and Departmental Conduct.	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.3. Commitment to continuous improvement, customer service and accountability	Analysis of customer requests received in the financial year to measure number of complaints received for quality of work and conduct of staff versus complaints received.	2.01.	Manager Water and Waste Water	Manager Operations; Field Supervisor- Water & Waste Water; Administration Support Officer- Operations	No complaints or complaints received in the recording period.	
WW3	Water Quality to be monitored and benchmarked against Australian Drinking Water Guidelines.	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.	Water Quality Compliance Officer	Director of Infrastructure, Planning and Environmental Services; Manager Operations; Manager Water and Waste Water;	Ongoing monitoring of PFAS levels in raw and treated water confirm compliance with ADWGL. Capital works to develop additional water supply bores in the Town of Ayr currently in progress as part of broad strategy to meet water demand.	
WW4	Complete Implementation of Drinking Water Quality Management Plan Audit - Improvement Opportunities.	1.4. Securing and managing water resources 1.4.2. Increase water supply network reliability 1.4.3. Improve water quality	Implementation of remaining identified opportunities for improvement from the 2017 Regular Audit Report - Burdekin Shire Council Drinking Water Quality Management Plan.	30 June 2020.	Water Quality Compliance Officer; Manager Water and Waste Water;	Director of Infrastructure, Planning and Environmental Services; Manager Operations; Field Supervisor- Water & Waste Water;	Target has been assigned to WWW Treatment Coordinator. Target date for completion June 30, 2020.	
WW5	Commence Stage One of smart water meter replacement program.	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.	31 December 2019.	Manager Water and Waste Water; Supervisor - Water & Waste Water; Water Quality Compliance Officer; Trade Waste / Administration Officer;	Director of Infrastructure, Planning and Environmental Services; Manager Technical Services; Manager Water and Waste Water; Manager Design Office; Water Quality Compliance Officer;	Not commenced at September 30	
WW6	Complete Stage One of leak detection program (Trunk Mains) in the water supply network to increase network reliability, reduce demand and minimise non-revenue water losses.	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 on trunk main (transmission) network to reduce water loss.	30 June 2020.	Manager Water and Waste Water; Supervisor - Water & Waste Water;	Director of Infrastructure, Planning and Environmental Services; Manager Technical Services; Manager Water and Waste Water; Manager Design Office	Two major leaks detected to date with repairs completed.	
WW7	Develop sewerage reliability/ resilience strategy.	1.4.5. Improve water and sewerage network reliability through planned infrastructure upgrades	Report presented to council for consideration.	31 December 2019.	Manager Water and Waste Water; Supervisor - Water & Waste Water;	Director of Infrastructure, Planning and Environmental Services; Manager Technical Services; Manager Water and Waste Water; Water Quality Compliance Officer;	Development of treatment plant asset registers including condition assessments of civil, mechanical and electrical assets has commenced. Development of reliability/resilience strategy target date to be revised to 31 March 2020 to include input from WWW Network and Treatment Coordinators.	
WW8	Design and Construct South Ayr Chlorine Gas Dosing Conversion.	1.4. Securing and managing water resources 1.4.3. Improve water quality	For Construction Design Completed; Construction and commissioning completed.	30 June 2020.	Manager Water and Waste Water; Supervisor - Water & Waste Water;	Director of Infrastructure, Planning and Environmental Services; Water Quality Compliance Officer;	Project deferred as part of first budget revision. Emergent capital works to implement Stage 1 of strategic plan to deal with PFAS has been assigned priority.	



Purchasing and Stores

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
PS1	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 2020.	Purchasing & Stores Supervisor;	Manager Operations; Expenditure Services Staff;	Group has been inactive since January/February 2019 flooding caused cancellation of scheduled meeting. Enquiries lodged as to suitable date to reconvene.	
PS2	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 2020	Purchasing & Stores Supervisor;	Stores Clerk; Stores Attendant;	Target measured at June 30.	
PS3	Integrate a new data entry/ recording system for store functions.	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.	Significant reduction of paper sheets with the introduction of computerised electronic issue sheets for supervisor validation.	30 June 2020.	Purchasing & Stores Supervisor;	Stores Clerk; Stores Attendant; Supervisor - Parks; Supervisor - Water & Waste Water; Supervisor - Works; Overseer - Works; Parks Coordinator; ICT Coordinator;	Target inactive at September 30. Target reliant on completion of Technology 1 transition to the cloud project. Investigations can commence in next reporting period.	
PS4	Facilitate the implementation of the Silver upgrade to Council's procurement platform, Vendor Panel.	1.5. Effectively employ technology 5.3.2. Ensure Council's financial position is effectively managed	Upgrade implemented, key stakeholders engaged and informed of benefits, key procurement processes transitioned to vendor panel (silver).	31 December 2019.	Director of Corporate and Community Services;	Senior Leadership Group; Purchasing & Stores Supervisor; Administration Officer - Works; Financial Management Team;	Public Information Session held at Burdekin Theatre on June 6, 2019. Approved contractor listings for traffic control and wet and dry plant hire have been recently completed in Vendor Panel. Council tenders and quotations being undertaken utilising the Vendor Panel procurement platform. Public Marketplace function established, being utilised and expanding.	



Parks and Gardens




Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
PG1	Undertake maintenance of Shire Parks and Gardens, Cemeteries and Public Conveniences and attend to maintenance matters raised in customer request systems by required timeframe.	1.2. 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 2020.	Parks Coordinator;	Supervisor - Parks;	Report on target achievement at 31 August 2019 reflects a 95.7% achievement rate for customer requests completed within timeframe. Report to 30 September unable to be generated due to Technology 1 Cloud transition.	
PG2	Achieve a Compliment to Complaint Ratio of 5:1 for Departmental Operational Responsiveness and Departments' Conduct	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	Parks Coordinator;	Manager Operations; Supervisor - Parks;	Three compliments received in the recording period. No complaints.	
PG3	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.	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 March 2020.	Manager Operations;	Parks Coordinator; Administration Officer - Works; Supervisor - Parks;	Consideration of adopted road hierarchy to be incorporated into DRAFT Greenscaping Policy. Council will have opportunity to consider at future workshop.	
PG4	Review and implement new Code of Operations for Cemeteries	4.1.1. Attain a sustainable economic balance between positive environmental outcomes and ongoing development 5.3. Commitment to continuous improvement, customer service and accountability 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Adoption of Code of Operations	30 June 2020.	Manager Operations;	Manager Operations; Supervisor - Parks; Customer Service Officers; Administration Officer - Works;	Code of Operations was discussed with Council at workshop Tuesday 16 July, 2019 DRAFT Code of Operations sent to local and regional Funeral service providers and stonemasons on 11 September, 2019 requesting feedback by 30 September, 2019. Feedback has been collated and report to Council being prepared for adoption.	



Technical Services

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
TS1	Develop and monitor Annual capital delivery program.	1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Development of program and number of monthly meetings to track progress.	Program developed by 31 July 2019. Minimum of 10 monthly progress meetings.	Director of Infrastructure, Planning and Environmental Services;	Project Control Group	Program developed. Monthly meetings held with stakeholders.	●
TS2	Develop three year Roadworks and Drainage capital works program.	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 program.	31 March 2020.	Manager Technical Services;	Manager Operations; Design Office Coordinator;	Development in progress	○
TS3	Development of a Transport Network Strategy.	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Development of prioritisation guidelines.	31 May 2020.	Manager Technical Services;	Manager Operations; Design Office Coordinator;	Development of draft functional structure for road and path assets. Review of Road Maintenance service levels currently underway to align with new hierarchy.	●
TS4	Development of a Stormwater Strategy.	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Development of prioritisation guidelines.	31 May 2020.	Manager Technical Services;	Manager Operations; Design Office Coordinator;	Preliminary work completed on criticality ratings for stormwater networks. Further development of this strategy to be completed in 2020.	●
TS5	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. Prioritisation of construction projects to achieve 100% expenditure.	100% of TIDS funding claimed by 30 June 2020.	Manager Technical Services;	Works Department;	Two projects in 2019/20 program. Brown Road well advanced. Fiveways Road roundabout awaiting finalisation of resumptions.	●
TS6	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.	100% of Roads to Recovery funding claimed by 30 June 2020.	Manager Technical Services;	Asset Management Group; Works Department;	95% complete by 30 September 2019	●
TS7	Deliver outcomes identified by the Burdekin Road Safety Advisory Committee.	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	Recommendation from advisory group are reviewed by management to determine an appropriate implementation plan.	100% of recommendations reviewed within 3 months.	Manager Technical Services;	Asset Management Group; Works Department;	Two outstanding items to be completed by Council remaining at August 2019 meeting	●
Design Office								
TS8	Undertake detail designs for roadworks and drainage projects for future year construction program.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Completion of detail designs as listed in capital works program.	80% of detail designs completed by 31 May 2020.	Design Office Coordinator;	Technical Officer Design;	Approximately 25% complete by 30 September 2019.	●
TS9	Produce preliminary three year reseal program commencing 2020/2021.	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of program development.	31 March 2020.	Design Office Coordinator;	Technical Officer Design;	Program development commenced. On track for March completion	●
TS10	Produce final reseal program for 2020/2021	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of program development.	31 May 2020.	Design Office Coordinator;	Technical Officer Design;	To be completed following development of three year program	○
TS11	Detail designs of 2020/2021 reseals.	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of detail designs included in 2020/21 reseal program.	80% completed by 30 June 2020.	Design Office Coordinator;	Technical Officer Design;	To be completed following development of final 2020/21 program	●
TS12	Respond to applications within Design Office responsibility (e.g. Infrastructure in road reserve).	5.1.1. Continue and enhance community engagement processes that enable greater community participation and feedback 5.1.3. Communicate Council intent and decisions	Number of applications received.	90% completed within relevant agreed targets.	Design Office Coordinator;	Technical Officer Design;	41 Customer Requests - 41% within target 414 applications - 98% within target Total 455 - 93% within target	●
Asset Management								
TS13	Complete asset inspections in accordance with inspection program.	1.2.1. Implement the Asset Management Strategy	Compliance with asset inspection program.	31 March 2020.	Manager Technical Services	Asset Management Coordinator Asset Management Staff	2019/20 Inspections in progress. On track to meet target	●
TS14	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 inspection by independent valuers.	80% completed by 31 January 2020.	Asset Management Coordinator;	Building Inspector; Facilities Management Coordinator;	Inspections in progress Approx. 30% complete by 30 September 2019	●
TS15	Complete internal desktop review of Transport and Drainage asset classes.	1.2.1. Implement the Asset Management Strategy	Review to be completed by Council officers by due date required by auditors.	30 April 2020.	Manager Technical Services	Asset Management Coordinator Asset Management Staff	On track to meet target	●
TS16	Complete desktop review of bridges and major culverts, land and improvements and other assets by independent valuer.	1.2.1. Implement the Asset Management Strategy	Review to be completed by due date required by auditors.	30 April 2020.	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Independent valuers engaged	●
TS17	Complete comprehensive revaluation of Water and Sewerage asset classes.	1.2.1. Implement the Asset Management Strategy	Revaluation to be completed by due date required by auditors.	30 April 2020.	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Quotations for independent valuers close 11 October 2019.	●
TS18	Implement defect management process for selected infrastructure asset categories.	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.	One asset category live by 30 June 2020.	Manager Technical Services	Asset Management Coordinator Asset Management Staff	Sewerage manholes selected as priority category for development of Technology One defect management. Work to recommence after completion of annual asset valuations	●
TS19	Completion of Asset Management Roadmap tasks.	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	Three elements to be completed.	31 May 2020.	Director of Infrastructure, Planning and Environmental Services;	Manager Technical Services; Asset Management Coordinator;	Work currently underway on asset condition assessments, mobility, asset criticality and service levels. Currently on track to complete three elements by 31 May 2020	●
Plant Management								








Operational Plan Burdekin Shire Council
2019/2020





TS20	Update Council's 10 year Fleet Replacement program and implement the first year of adopted plan	5.3.2. Ensure Council's financial position is effectively managed	Program developed and included in 10 year financial plan.	31 March 2020 90% of replacements delivered by 30 June 2020.	Manager Technical Services	Workshop Superintendent.	Acquisition and disposal program developed. Currently on track to meet target.	
Recoverable Works								
TS21	Assist Burdekin Shire Rivers Improvement Trust to develop an annual works program including flood damage rectification projects.	4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Support provided for the design of the Burdekin Shire Rivers improvement Trust's 2019-2020 works projects.	20 June 2020.	Design Office Coordinator.	Manager Technical Services	Extensive support provided to BSRIT following 2019 flooding. Assistance includes submissions for funding and restoration works on Haughton and Burdekin Rivers.	
TS22	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	5.2.2. Develop co-operative and collaborative partnerships on matters of regional, state and national importance	Contract obligations fulfilled within budget.	30 June 2020.	Manager Technical Services	Senior Works Administration Officer	Approximately 12% complete at 30 September 2019 with major works to be completed in second and fourth quarters. Currently meeting all requirements of the contract.	



Planning and Development

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
Development Administration								
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.	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.	Manager Planning and Development; Director of Infrastructure, Planning and Environmental Services;	All Planning and Development Staff;	Target met. 100% of development permits have been issued in accordance with rules and regulations. 95% of customer requests 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.	Manager Planning and Development; Director of Infrastructure, Planning and Environmental Services;	All Planning and Development Staff	Target met. 100% DA's determined within 20 business days from commencement of decision stage. 100% of DA's considered by officers within 5 business days of being properly made. 90% of customer requests responded to within two business days.	
Town Planning								
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 accommodate demand for growth is made available.	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.	Commence public consultation within 60 days of State Interest Check. New scheme to be adopted within 60 days of State Government approval.	Manager Planning and Development; Director of Infrastructure, Planning and Environmental Services;	All Planning and Development Staff;	Finalising 1st state interests check before consultation commences.	
PD4	Provide input and technical support to facilitate the drafting and completion of the QCoast2100 project - Coastal Hazard Adaptation Strategy (Phases 3 - 8).	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 deliverables associated with the Coastal Hazard Adaptation Strategy (Phases 3 - 8) either implemented or incorporated into relevant strategic objectives of Council.	100% CHAS Phases 3-8 deliverables received and endorsed prior to February 2020.	Director of Infrastructure, Planning and Environmental Services; Manager Planning and Development;	Senior Planning Officer; Planning Assistant;	Phase 3 of CHAS close to completion.	
PD5	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.	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 5 business days of being properly made. 90% of development related customer requests responded to within 2 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.	Director of Infrastructure, Planning and Environmental Services; Manager Planning and Development;	Senior Planning Officer; Planning Assistant;	All five identified compliance tasks are being met.	

PD6	Encourage and promote pre-lodgement meetings with developers to facilitate economic growth opportunities for the Burdekin Shire.	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.	Manager Planning and Development;	Planning Assistant; Senior Planning Officer;	All actions identified as part of pre-lodgement discussions have been addressed within 2 business days.	
PD7	Ensure all new development projects are fully compliant with development conditions imposed.	5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Select five major projects and carry out an audit to ascertain compliance with development conditions imposed.	100% of selected projects check for compliance with all development conditions included as part of the Development Permit issued and rectification notices issued if necessary.	Manager Planning and Development;	Planning Assistant; Senior Planning Officer;	No major projects have been assessed during this period	
PD8	Ensure all new developments are assessed against provisions contained within Council's adopted Local Government Infrastructure Plan (LGIP).	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.	Manager Planning and Development;	Planning Assistant; Senior Planning Officer;	100% infrastructure charges collected. (2* \$2500 for road trunk on rural subdivision (DA's))	
Building								
PD9	Undertake a Building Certification service within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations.	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	Number of assessments conducted within adopted standards.	80% of all properly made Development Applications - Building Works are assessed and a permit issued within five business days.	Manager Planning and Development;	Facilities Management Coordinator; Building Certifier; Building Inspector;	Target currently being met.	
PD10	Deliver sustainable development outcomes through the provision of outcome focused, customer-driven services to ensure the protection of community health, safety and amenity.	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	All building related development is designed in accordance with the Queensland Development Code and other associated building control standards and complies with adopted Council policy.	90% of line variation applications are decided upon within five business days. 95% of building related customer requests are responded to within two business days. 95% of applications for 1% Annual Exceedance Probability Flood Certificates are decided upon with five business days.	Manager Planning and Development;	Building Certifier;	100% of building line variations have been decided upon within 5 business days. 95% of customer requests have been responded to within two business days. 100% of flood certificates requested have been responded to within five business days.	
PD11	Ensure all new and existing swimming pools comply with current pool fencing legislation.	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	All new swimming pool installations have compliant pool fencing in accordance with pool safety legislation. All existing swimming pools continue to have compliant pool fencing in accordance with pool safety legislation.	100% of all new pools erect compliant fencing (e.g. temporary) before filling in excess of 300mm. 100% of all permanent fencing to be compliant within three months from temporary pool fence inspection date. 100% of all pool safety certificates issued within two business days of inspection being carried out.	Manager Planning and Development;	Building Certifier; Building Inspector; Facilities Management Coordinator; Administration Assistant Planning and Development;	All new and existing swimming pool installations have been assessed to ensure compliance with pool safety legislation. 100% of all pool safety certificates issued within 2 business days of inspection being carried out.	
Plumbing								
PD12	Deliver Plumbing Services to: - ensure development complies with the Plumbing and Drainage Act, standards, Council Policies and conditions of approvals; - provide plumbing and drainage advice; - assess plumbing and drainage applications; - undertake inspections of plumbing and drainage works; - undertake a backflow prevention device testing regime; and - offer a service to design on-site effluent design systems.	3.1.4 Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs 5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations	All new plumbing installations that are not 'notifiable works' are carried out in accordance with the Plumbing and Drainage Act 2002. Backflow prevention devices testing program is continually audited. Requests for on-site effluent design are carried out in an efficient manner within acceptable timeframes.	95% of plumbing and drainage related customer requests responded to within two business days. 100% registered backflow prevention devices inspected annually. 90% of plumbing and drainage applications determined with a compliance permit within 10 business days from commencement of the decision stage. 90% of effluent disposal designs completed within 10 business days of request.	Manager Planning and Development;	Plumbing Inspector;	All new plumbing related applications have been carried out in accordance with identified timelines.	
Facilities Management								

PD13	Develop and implement appropriate facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.	1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities. 1.2.3. Plan to protect the integrity of key community assets and buildings.	Condition assessments carried out on all relevant Council buildings and building maintenance requests are lodged and processed in accordance with adopted policy.	80% of all relevant Council buildings have condition assessments carried out by June 2020. 90% of Building Maintenance Requests (BMRs) responded to within two business days.	Manager Planning and Development; Facilities Management Coordinator;	Building Maintenance; Asset Management Group;	Completion of condition assessments on target. 100% BMR's responded to within two business days.	
PD14	Develop and implement a Building Maintenance Program.	1.2.1. Implement the Asset Management Strategy 1.2.2. Apply a prioritised and planned system to upgrade and enhance existing facilities. 1.2.3. Plan to protect the integrity of key community assets and buildings.	Quarterly reviews undertaken to ensure consistency with Asset Management Strategy.	80% of triggered buildings are to be assessed and included in Building Maintenance Program. Development of strategic programs that enhance Council assets and facilities through the delivery of a 0 - 5 year plan for maintenance. Investigate electronic condition assessment software to allow more efficient auditing to occur.	Manager Planning and Development; Facilities Management Coordinator;	Building Maintenance;	All identified targets are being met. Buildings are being assessed weekly and strategic planning is being developed.	
PD15	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.	Manager Planning and Development; Facilities Management Coordinator;	Building Maintenance;	No service contracts due this quarter. Facilities Coordinator attending project/contract management training 17 October	
PD16	Coordinate and manage major facilities management projects as required and in line with agreed strategic outcomes.	1.2.3. Plan to protect the integrity of key community assets and buildings	Project Plans identified and drafted with appropriate project management resources for all major projects.	80% of major building projects have project plans completed.	Manager Planning and Development; Facilities Management Coordinator;	Building Maintenance;	Target currently being met.	



Animal Management/Compliance





Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
AM1	Enforce animal management legislation and local laws including: animal management, illegal camping on Council land, and overgrown properties.	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Requests responded to within adopted timeframes. Feedback on effectiveness of out of hour patrol rosters to target straying animals. Effective use of second animal management vehicle.	80% of requests responded to within adopted timeframes. Implement out of hours patrol roster.	Coordinator - Environment and Health;	Technical Officer Environment and Health; Compliance and Investigations Officer; Compliance Officer	84% (estimated) of requests responded within timeframes. (Reporting options are unavailable at the moment following move to Cloud. 10% of the 320 CRMs received in animal management were randomly checked to obtain estimate.) Out of hours patrols are undertaken when needed. No identified times this period. Second vehicle has not been received as yet.	
AM2	Maintain Council's animal pound.	5.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs.	Maintain cleanliness and functionality of pound and care for impounded animals.	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.	Coordinator Environment and Health;	Technical Officer Environment and Health; Compliance and Investigations Officer; Compliance Officers;	Facility cleaned daily and inspected twice on work days and once on other days e.g. weekends and public holidays. Animals were relocated off site within 24 hours.	
AM3	Operate the animal pound with a focus on rehoming animals, where suitable i.e. where health and temperament allows.	5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations	Animals impounded for maximum of three clear business days. Conducting inspections of suitable foster carers for Burdekin Pet Rescue so animals can be cared for until rehomed. Rehoming of animals after three days to suitable members of the public.	75% of animals leave the pound facility within four days. 75% of animals, where suitable, are rehomed. Annual inspections of approved foster carer facilities undertaken.	Coordinator Environment and Health;	Technical Officer Environment and Health; Compliance and Investigations Officer; Compliance Officers;	90% of animals left the pound within 4 days. 82% of animals were returned to their owner or rehomed. Annual inspections of foster carers have not commenced but are due to be completed by 31 December 2019.	
AM4	Participate and promote community events such as Pet Day Out to promote responsible animal ownership.	5.1.1. Support projects and activities to improve public safety and health through strategic partnerships	Pet Day Out event held. Animal management and responsible pet ownership articles released in media, including social media. Subsidised desexing program implemented as per guidelines. Discounted microchipping events to be held throughout the year. Plan and deliver school visits as resources allow.	Pet Day Out event publicised and undertaken. Four animal management topics covered in media. De-sexing applications approved in accordance with guidelines. Three discounted microchipping events held.	Coordinator Environment and Health;	Technical Officer Environment and Health; Compliance and Investigations Officer; Compliance Officers;	Pet Day Out proposed for 4th quarter. Article on registration renewal in July 2019. Story on rehoming of animals in paper. Subsidised desexing program - 4 applications approved in accordance with guidelines. Next microchipping event to be held prior to end of the year.	
AM5	Remove abandoned vehicles from road reserves and Council areas	5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations	Abandoned vehicles are removed from local government roads and areas and dealt with in accordance with legislation and procedures.	80% of requests responded to within adopted time frames.	Co-Ordinator - Environment and Health;	Technical Officer Environment and Health; Compliance and Investigations Officer; Compliance Officers;	8 requests received during quarter - 67.5% completed within timeframes.	



Environment and Health

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
EH1	Undertake regulatory responsibilities under State legislations: Food Act 2006, High Risk Personal Appearance Services, Public Health Act 1. Processing and issuing new licenses 2. Regular annual inspections 3. Enforcement as per risk matrix in strategy to achieve compliance. 4. Annual renewal of licenses	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	1. All the legislative timeframe and requirements are met with new applications. 2. At least one inspection is carried out for each licensed premises. 3. Education and working with the licensee and enforcement steps are followed as per the standard procedure. 4. Renewal notice sent as per legislative timeframes and licenses renewed	New license approved within 20 working days. 100% inspected and non-compliance identified as per standard procedure. Annual renewal notices sent by Apr 30; license issued by 30 August.	Senior Environmental Health Officer;	Cadet Environmental Health Officer; Environmental Health Officer; Administration Officer Support	All renewals issued and licenses renewed by 30 August 2019. 30 Food inspections conducted. No new premises were approved in this quarter. 7 food related complaints were received and resolved in first quarter. Twilight Food market(21 Temporary stalls) and Burdekin Water Festival (26 Temporary Food stalls) inspections were conducted in first quarter.	●
EH2	Support planning and building departments with the approvals which have legislative over reach with Environmental Health	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Provide timely environmental and health support assessment and conditions to planning applications.	Advice and information provided within specified time.	Senior Environmental Health Officer;	Cadet Environmental Health Officer; Environmental Health Officer;	4 MCU applications - Advice and information provided on time.	●
EH3	Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	Resolve complaints within specified time frames.	80% complaints resolved within specified time frame.	Senior Environmental Health Officer;	Coordinator Environment and Health; Cadet Environmental Health Officer; Environmental Health Officer;	34 local laws and nuisance related complaints were received in first quarter and resolved.	●
EH4	Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws 1. Processing and issuing new approvals 2. Regular annual inspections 3. Enforcement as per risk matrix in strategy to achieve compliance. 4. Annual renewal of approvals	3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and advisory programs	1. All the legislative timeframe and requirements are met with new applications. 2. At least one inspection is carried out for each licensed premises. 3. Education and working with the licensee and enforcement steps are followed as per the standard procedure. 4. Renewal notice sent as per legislative timeframes and licenses renewed	New license approved within 20 working days. 100% inspected and non-compliance addressed as per standard procedure. Annual renewal notices sent by May 30; license issued by 30 August.	Senior Environmental Health Officer;	Cadet Environmental Health Officer; Environmental Health Officer; Administration Officer Support	All renewals for approvals under local laws sent out by 30 June 2019. All approvals renewed and approvals issued by 31 August 2019. 10 approval inspections were conducted in this quarter.	●
EH5	Community education and awareness activities.	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	1. Current and relevant information available on website each year. 2. Conduct training sessions on food legislation for licensees each year. 3. Provide informative newsletters to license holders. 4. Participate and promote environmental health events (e.g. Great Northern Clean Up Day, Food Safety Week, Plastic Free July).	1. Information reviewed and updated on website six monthly. 2. Two food safety and hygiene training sessions conducted by 30 June 2020. Achieve 90% satisfaction rate in evaluation after the training. 3. Two newsletters produced by 30 June 2020. 4. Three events conducted per year. Events run on time and within budget. Community feedback.	Senior Environmental Health Officer;	Coordinator Environment and Health; Cadet Environmental Health Officer; Environmental Health Officer;	Information reviewed and updated for new website. One Food Safety Hygiene training conducted in July. Two kindly talks on waste and sustainability. National Tree Day event in July. Participated in Plastic Free July event. Community was encouraged to participate through the pledge wall in libraries customer service areas.	●
EH6	Maintain Council's status as a Reef Guardian Council.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Implement the Council Reef Guardian Action Plan 2017-20 and completion of report on 2018-19 action plan. Participate and support other Reef Guardian stakeholders in community. Promotion of Reef Guardian status to community.	Report completed by 30 September 2019. One community event promoting reef guardian status by 30 June 2020.	Senior Environmental Health Officer;	Senior Environmental Health Officer; Cadet Environmental Health Officer; Environmental Health Officer;	Draft milestone report completed. Participation and presentation at Reef Guardian Networking meeting in August.	●
EH7	Conduct water quality testing of drinking water and public swimming pools.	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Water quality testing completed within agreed timeframes and standards.	Monthly testing of Council swimming pools. Private testing completed within agreed timeframes.	Senior Environmental Health Officer;	Cadet Environmental Health Officer; Environmental Health Officer;	Council swimming pool water testing conducted every month for this quarter for Home Hill pool. Balance of the pools water testing started in September on monthly basis. Two water sample requests received and water testing carried out.	●
EH8	Undertake continuous improvement initiatives to improve work efficiency and/or customer outcomes.	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Identify and implement projects or system improvements to increase efficiency.	One project or system improvement. - Standing/Litterant Vehicle policy.	Manager Environmental & Health Services	Coordinator Environment and Health; Senior Environmental Health Officer; Cadet Environmental Health Officer; Environmental Health Officer;	Effectiveness of food sanitizer in achieving the Food Act compliance was carried out this quarter. Initiated temporary home approval process and templates to ensure systematic and consistent approach to the approval process. Participation in National Food Safety Pilot (Food Safety- Queensland Health - Environmental Health) - 6 month project in studying culture change in food safety with respect to egg use in cafes. Four participants from Burdekin Shire.	●
EH9	Develop a dune protection management plan for areas of the Shire including Beachmount/Wunjunga and Alva. Plan to address repair/protection measures, fencing, signage, traffic movement, camping, etc.	1.2.3 Plan to protect the integrity of key community assets and buildings. 4.1.3 Protect and enhance the natural environment.	Completion and Council adoption of a dune protection management plan.	Management Plan developed and adopted by 30 June 2020.	Manager Environmental & Health Services	Coordinator Environment and Health; Senior Environmental Health Officer; Cadet Environmental Health Officer; Environmental Health Officer;	Preliminary discussions with Our Coast Our Lifestyle contractor to determine if management plan can be a variation to their project.	●






Operational Plan Burdekin Shire Council
2019/2020

EH10	Develop a strategic plan for the Environment and Health Section.	5.1.3 Communicate Council intent and decisions to the community using effective messaging tools. 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Completion and Council adoption of strategy.	Strategic plan developed and adopted by Council by 30 June 2020.	Manager Environmental & Health Services	Coordinator Environment and Health; Senior Environmental Health Officer; Cadet Environmental Health Officer; Environmental Health Officer;	Work commenced on strategic plan and guidelines.	
EH11	Review and implement the agreed management action items from Internal Audit regarding Food and Accommodation Licensing.	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Consideration and implementation of management agreed recommendations from internal audit review.	Implement the recommendations by 30 June 2020.	Manager Environmental & Health Services	Coordinator Environment and Health; Senior Environmental Health Officer; Cadet Environmental Health Officer; Environmental Health Officer;	Implemented agreed management action items. 1 inspection audit per month per EHO. Peer review of all written communications. Updating existing templates and developing review schedule.	
EH12	Develop Flying Fox Statement of Management Intent and/or guidelines to assist future treatments and community understanding.	5.1.3 Communicate Council intent and decisions to the community using effective messaging tools. 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Development and Council adoption of a Statement of Management Intent and/or guidelines.	31 December 2019.	Manager Environmental & Health Services	Coordinator Environment and Health; Senior Environmental Health Officer;	Draft Flying fox Statement of Management Intent developed.	
EH13	Undertake review of camping on Council lands including Comfort Stop and boat ramps.	1.2.3 Plan to protect the integrity of key community assets and buildings. 3.3.1 Encourage increased use of community spaces and facilities.	Review completed and amendments made to Local Laws if required.	31 December 2019.	Manager Environmental and Health Services	Coordinator Environment and Health	Report to Council and in principle agreement on treatment at 4 boat ramps - further advice to follow on implementation. Traffic and signage plan for HH Comfort Stop in progress.	



Natural Resources

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
NR1	Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire. Find innovative methods to control weeds to meet the obligation as a Reef Guardian Council. Encourage more landholders to participate in RMA program.	4.1.3. Protect and enhance the natural environment	Ensure Riparian Management Agreements are current. Sending invoices on time. Appropriate and agreed treatments/activities undertaken at systems under a Riparian Management Agreement. Investigation into new methods of aquatic weed control.	Issue Riparian Management Agreements invoices for the current financial year by 28 February 2020. Minimum of three treatments/activities undertaken at systems under a Riparian Management Agreement. Aquatic weed under control to be maintained at low to medium scattered growth in participating waterways. Identification of new methods of aquatic weed control.	Coordinator - Environment and Health; Senior Environmental Health Officer;	Pest Management Officer; Environmental Health Project Officers	Short term resource shortage has impacted on delivery of works. Total review of the Riparian Management program carried out. Draft RMA agreement with Lower Burdekin Water and NQ Dry Tropics developed and in progress. Existing RMA sites risk categorised and standard risk matrix developed. Aerial boat spray and ground spraying treatments undertaken in the RMA systems as per priority identified using matrix. Aquatic weed control has been targeting reduction of high to medium infestations to reduce it down to medium to low infestations. Preparation for Diatomix trial has commenced.	●
NR2	Liaise and partner with natural resource groups such as the North Queensland Dry Tropics to protect and enhance environmentally sensitive areas such as wetlands and wildlife corridors.	4.1.4. 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 current agreements.	Coordinator - Environment and Health; Senior Environmental Health Officer; Coordinator Waste Services;	Pest Management Officer; Environmental Health Project Officers	Participating in aquatic weed control with NQ Dry Tropics and Lower Burdekin Water.	●
NR3	Monitor, review and implement the yearly action plan in the Shire Biosecurity Plan 2016-19. Develop in consultation with stakeholders a new Shire Biosecurity Plan 2020-2025 and align with the financial year.	4.1.3. Protect and enhance the natural environment	Completion of annual review meeting. Implementation of actions specified in the Biosecurity Plan 2016-19. Develop a new Shire Biosecurity Plan 2020-25.	Annual review meeting completed by 30 November 2019. Yearly Action Plan report for 2019 calendar year to be submitted to Council by Feb 2020. Develop and present the new Biosecurity Plan 2020-25 for Council's adoption by March, 2020.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	Yearly action plan due for submission to Council in January 2020. Initial work started on new Biosecurity Plan which will align with financial year rather than calendar year.	●
NR4	Undertake property inspections and liaise with landholders to develop property biosecurity plans to reduce the impact of pest plants and animals in the Shire.	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 2020.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	41 Biosecurity Plans inspected and completed with landholders since June 2019. Number of current plans (within 2 years) = 102. Number of plans to be renewed = 64.	●
NR5	Undertake animal pest reduction activities.	4.1.3. Protect and enhance the natural environment	Number of landholders participating and amount of bait used for the program. Number of participants in the project and the number of pigs and wild dogs destroyed. Participate in coordinated baiting with the neighbouring local government.	Animal pest control activities as described in Shire Biosecurity Plan. 100% compliance with baiting program.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	Co-ordinated baiting to start mid-October to coincide with neighbouring shires. Since July 2019 - 1014Kg of meat has been injected for wild dog control over an area of 60,719 Hectares.	●
NR6	Undertake plant pest reduction activities	4.1.3. Protect and enhance the natural environment	Undertaking weed control activities as provided in the budget. Regular inspection of commercial and home nurseries.	Complete weed control activities as described in Shire Biosecurity Plan. Two inspections of each commercial nursery and home nursery. Expend Department of Main Roads funding for roadside weed treatment. Participate in weed control projects with other stakeholders.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	Short term resource shortage has impacted on delivery of works. Minor road side weed inspections, spraying and hand pulling of declared weeds through out the shire.	●
NR7	Participation in current projects with external stakeholder - North Queensland Dry Tropics. 1. Aerial shooting for pigs. 2. Control of woody weed around Saltwater Creek.	4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas	Achieve annual milestones of the project within the budget.	One aerial shoot per year. Six Property Biosecurity Plans developed and inspected annually.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	Feral pig shoot scheduled in November/December. Sprayed prickly acacia at Saltwater Ck area as a part of a NQ Dry Tropics project.	●
NR8	Manage Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy.	4.1.3 Protect and enhance the natural environment	Effective administration and distribution of subsidies.	Applications administered within agreed timeframes. Percentage of budget expended.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	Enquiries and distribution of the subsidies effective and continuing. 19 Herbicide subsidy requests processed in first quarter. One wild dog control assistance application received. No bounties for the period.	●
NR9	Surveillance and monitoring for new threatened pests as identified in Biosecurity Plan 2016-19 and legislation in the shire.	4.1.3 Protect and enhance the natural environment	Ongoing surveillance of waterways completed. Inspections of each nursery and home nursery's. Liaison and act on instruction from Biosecurity Queensland.	30 June 2020 Two inspections per year.	Coordinator Environment and Health; Senior Environmental Health Officer	Pest Management Officer	All waterways surveyed for aquatic weeds in September 2019. Ongoing surveillance daily whilst operator is spraying aquatic weeds.	●

NR10	<i>Pilot trial bioherbicide for defined plants in Biosecurity Plan in association with research institutes, State government and other stakeholders.</i>	4.1.4 Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas.	Number of pilot trials instigated. Meet the criteria specified by the provider of the bioherbicide.	One new pilot study performed.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	No new bioherbicides available from Biosecurity Queensland	
NR11	<i>Undertake continuous improvement initiatives to improve work efficiency and/or customer outcomes.</i>	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Identify and implement projects or system improvements to increase efficiency such as: 1. Grader grass strategy and work plan. 2. ArcGIS pilot webtool trial detailing aquatic weed management information. 3. Pilot trial of biological growth enhancer to control aquatic weed infestation.	1. Grader Grass strategy and plan developed in consultation with stakeholders by 31 December 2019. 2. ArcGIS pilot webtool trial available on website by June 2020. 3. Pilot trial of biological growth enhancer to control aquatic weed infestation completed by 31 December 2019.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Grader Grass strategy put on hold due to current resource shortage and other priorities. Arc GIS webtool for aquatic weed data capture is being developed and will be trialled over next quarter. Pilot trial of Diatomix will start in October.	
NR12	<i>Deliver community education programs and community awareness activities regarding pest and weed management.</i>	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	1.Current and relevant information available: on website. 2. Conduct workshop on pest management. 3. Two informative newsletter to the landholders. 4. Social media - Weed of the month	1. Information reviewed and updated on website six monthly. 2. One workshop conducted by 30 June 2020 3. Two newsletters/media release produced by June 2020.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Council website updated in August 2019. Working toward a trapping workshop for wild dogs in January / February 2020.	
NR13	<i>Undertake preventative measures as proposed in the Burdekin Bushfire mitigation plan.</i>	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships.	1. Attend meetings hosted by local and regional QFES. 2. Coordinate with different stakeholders and Council departments to mitigate the risk on identified Council properties.	1. Attendance at least one meeting per annum. 2. Complete works recommended from mitigation plan.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Attendance at meeting with Alva Beach Rural Fire Brigade 30 September. Works currently planned for reinstatement of fire breaks in the Alva Beach area in October 2019.	
NR14	<i>Develop a strategic plan for the Land Protection Section including biosecurity and vector functions.</i>	5.1.3 Communicate Council intent and decisions to the community using effective messaging tools. 5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Completion and Council adoption of strategy.	Strategic plan developed and adopted by Council by 30 June 2020.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officer	Draft Land Protection Strategy being developed .	



Vector Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
VM1	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Shire Mosquito Management Plan.	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships.	Implementing the Mosquito Management Plan and treatment of known breeding sites.	All known breeding sites treated at least fortnightly.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officers	All known breeding sites checked twice weekly and treated with larvicide where necessary on foot, quadbike and helicopter.	●
VM2	Proactive larvicide control during adverse weather conditions e.g. extreme flooding events (not part of Mosquito Management Plan).	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships.	Identifying adverse weather events and developing appropriate response.	Response dependent on weather conditions.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officers	Some proactive slow release solid larvicide administered in key areas.	●
VM3	Undertake continuous improvement initiatives to improve work efficiency and/or customer outcomes.	5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.	Identify and implement projects or system improvements to increase efficiency.	Light trapping and identifying mosquitoes in residential backyards.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officers	Light trapping in public places with focus on 4 sites. Mosquitoes identified and recorded.	●
VM4	Community education and community awareness activities.	3.1.1. Support projects and activities to improve public safety and health through strategic partnerships.	Provision of appropriate information via website and other media channels.	1. Information reviewed and updated on website six monthly. 2. Two newsletters/media release produced by 30 June 2020.	Coordinator Environment and Health Senior Environmental Health Officer	Pest Management Officers	Information on the council website reviewed in August 2019. Media release issued 27/9/2019.	●



Caravan Parks

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
CP1	Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.	5.3.3. Adhere to the governance framework and public reporting systems.	Customer satisfaction. Maintaining both caravan parks to optimize customer satisfaction and occupancy levels. Revenue generated.	Positive feedback from visitors to the caravan parks. Revenue generated in excess of previous year.	Coordinator Environment and Health	Environmental Health Officer;	Both caravan parks are being well maintained and presented. Positive comments have been made on social media sites.	
CP2	Promote the caravan parks in local, state and national outlets and publications.	2.2.3. Support the development and expansion of existing business.	Promotion undertaken of both caravan parks through multiple sources/outlets. Improved website developed.	Four promotional activities undertaken. Updated website developed.	Coordinator Environment and Health	Environmental Health Officer; Economic Development Coordinator; ICT Coordinator	Advert for 2020 Caravan Parks Directory has been booked as has advert for Bountiful Burdekin.	



Swimming Pools






Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
SP1	Administer the management contracts for the Ayr and Home Hill Pools.	5.3.3. Adhere to the governance framework and public reporting systems	Customer satisfaction. Maintaining both pools to optimize customer satisfaction and patron levels. Monitor statistics for Ayr Pool usage in winter months.	Positive feedback from users of the facilities. Facilities are maintained in accordance with the contract specifications.	Coordinator Environment and Health	Building Maintenance	Grounds and facilities well maintained by Managers in accordance with contract.	
SP2	Monitor and maintain Ayr, Clare, Home Hill and Millaroo Pools.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Site inspections undertaken and any required work completed. Implement a maintenance program for pool equipment.	Biannual site inspections. Maintenance items addressed as identified. Maintenance program commenced.	Coordinator Environment and Health	Building Maintenance	Home Hill Pool was closed for 2 days due to a break in the pipe from the bore. Re-opening to Ayr Pool was delayed to 7 September due to extra repair work undertaken on expansion joints. Release of pool vacuums for Clare and Millaroo Pools delayed.	
SP3	Provide support to Giru Pool.	3.3.1. Encourage increased use of community spaces and facilities	Support and liaison with local management committees.	Respond to request as required.	Manager Environmental & Health Services		No request for support received.	
SP4	Install new scum gutter to Ayr Pool.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Work completed in accordance with Tender.	1 September 2019.	Coordinator Environment and Health	Building Maintenance, Design Office	Work was completed including additional joint seals and pool operational by 7 September 2019.	
SP5	Undertake preliminary investigations into realigning the length of the Home Hill Pool from 55 yards to 50 metres.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Prepare, seek and evaluate quotations for detailed design and costing.	31 December 2019.	Coordinator Environment and Health	Project Engineer	Request for quotation released and awarded. Consultants are currently working on proposal for Council.	



Waste Management

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2019/2020 Target	Responsible Officer	Participating Officers	Comments	
WM1	Review and update the North Queensland Waste Reduction and Recycling Plan and implement recommendations.	4.1.5. Continually improve waste management practices	North Queensland Waste Reduction and Recycling Strategy and Burdekin Shire Council Action Plan updated and adopted by Council.	30 June 2020.	Coordinator Waste Services;	Environmental Health Project Officers Project Officer Waste Services;	Consultant engaged by Townsville City Council on behalf of NQROC and project kick off meeting held in September 2019.	
WM2	Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards.	4.1.5. Continually improve waste management practices	Achievement of standards listed in the collection service specification. Number of complaints/complaints received regarding kerbside collections (Council processes and contractor performance)	Minimum standards achieved.	Coordinator Waste Services;	Project Officer Waste Services; Environmental Health Officer;	6 performance measures identified with contractor. 5 performance measures have met target. 1 performance measure under target marginally (response to missed service).	
WM3	Undertake management of kerbside collection including customer service requests.	4.1.5. Continually improve waste management practices	Customer requests resolved within agreed timeframes.	90% or more of customer requests actioned within agreed timeframes.	Coordinator Waste Services;	Environmental Health Officer; Project Officer Waste Services;	No reporting available	
WM4	Investigate complaints under Waste Reduction and Recycling Act 2011 (e.g. illegal Dumping) and develop an illegal dumping reduction strategy.	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. Completion of the Strategy. Implementation of actions identified in the strategy where budgeted for.	90% or more of customer requests actioned within agreed timeframes. 30 June 2020. Targeted clean-up of at least one illegal dumping site.	Coordinator Waste Services	Project Officer Waste Services; Environmental Health Officer;	No reporting available. Illegal Dumping Strategy planned for 4th quarter. Council has applied for grant funding for clean up of Alva beach. Council has undertaken clean up works at Rifle Range Road.	
WM5	Supervise waste management sites to ensure compliance with conditions of the Environmental Authority for Kirnie Landfill, Ayr Transfer Station, Giru Transfer Station and Home Hill Transfer Station.	4.1.5. Continually improve waste management practices	1 - Number of complaints, complaints received regarding waste management facility operations (Council Processes and Operator Performance). 2 - Compliance with audits conducted by Department of Environment and Science 3 - Develop internal inspection and audit program (templates and schedule) 4 - Compliance with internal inspection and audit program. 5 - Develop operators manuals and update procedures for all sites. 6 - Compliance with operators manuals and procedures. 7 - Implement recycling services for problem wastes - gas bottles, paints, chemicals and EPIRBs. 8. Undertake an independent audit of the systems and practices in place at Landfill and Transfer Station.	3.1 100% compliance. 31 December 2019. 100% compliance. 31 December 2019. 100% compliance. A least 2 new recycling services implemented. 31 December 2019.	Coordinator Waste Services	Environmental Health Officer; Project Officer Waste Services;	1 - No reporting available 2 - 1 compliance audit undertaken in July 2019. The audit covered the Kirnie Landfill and Giru Transfer Station. DES advice that there is no evidence of non-compliance with the Waste Reduction and Recycling Act 2011. DES advice still to be received re: EPA and Environmental Authority compliance. 3 - To be developed in the 3rd quarter 4 - Templates yet to be developed 5 - Operator checklist developed however the manual is yet to be finalised 6 - Manual yet to be finalised 7 - Council has implemented collections of gas bottles and fire extinguishers in this quarter. 8 - Consultant engaged to conduct independent audit.	
WM6	Implement environmental monitoring programs: - Cromarty Landfill (groundwater) - Legacy Landfill Sites (groundwater) - Kirnie Landfill (groundwater, surface water and landfill gas) - Ayr and Home Hill Transfer Stations Greenwaste runoff (surface water)	4.1.5. Continually improve waste management practices 4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Complete monitoring and reporting as detailed in the monitoring programs. Record and analyse monitoring data and revise monitoring programs if required.	Quarterly monitoring and reporting undertaken (Cromarty and Kirnie) Biannual monitoring and reporting undertaken (Legacy Landfill) Quarterly monitoring and annual reporting (Ayr and Home Hill Transfer Stations)	Coordinator Waste Services	Environmental Health Officer; Project Officer Waste Services;	Cromarty and Kirnie monitoring undertaken in July 2019. Legacy Landfill monitoring has been undertaken quarterly due to exceedances of trigger levels for some parameters. The last round of monitoring was undertaken in July 2019. The first round of monitoring will be undertaken in December 2019 following the completion of the greenwaste hardstand pads.	
WM7	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.	4.1.5. Continually improve waste management practices	Completion of the environmental impact assessments. Development approval obtained and environmental authority amended.	31 December 2019.	Coordinator Waste Services	Environmental Health Officer; Project Officer Waste Services;	The RFO for these works will be released in October 2019.	
WM8	Implement Kirnie 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.	50% reduction of weed cover.	Coordinator Waste Services;	Environmental Health Officer; Project Officer Waste Services;	Council has cleared the vegetation across 50% of the site. To investigate seeding these areas which will help prevent weed species re-establishing across the site.	

Operational Plan Burdekin Shire Council
2019/2020

WM9	Complete Kirkie Landfill Capital Works Projects - Undertake levelling and drainage works across the old landfill trench areas. - Install 2 new Groundwater monitoring bores. - Construct sumps in leachate ponds. - Complete Cell 2 batter repairs.	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.	31 December 2019.	Coordinator Waste Services;	Environmental Health Officer; Project Officer Waste Services; Works Overseer;	Leveling and drainage works 75% complete 2 new groundwater monitoring bores installed in September 2019 Yet to engage a contractor for the construction of sumps in leachate ponds Cell 2 batter repairs will not be completed until the leachate sumps are completed.	
WM10	Implement the Site Investigation Remediation and Validation Report and complete associated civil works and develop an aftercare management plan at Luxton Street, Giru legacy landfill site.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Implement a Site Based Management Plan and complete civil works required. Develop an aftercare management plan for the site.	31 December 2019 31 December 2019	Manager Environmental & Health Services	Manager Technical Services; Manager Operations;	Plans finalised for capping and civil works proposed for site. Estimate to be prepared and submitted to Council for approval to proceed.	
WM11	Undertake a Council generated waste audit.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business 4.1.5. Continually improve waste management practices	Completion of audit and implementation of actions to improve waste management practices and recycling across various Council work functions.	Reduction in the tonnage of waste sent to landfill from business as usual activities. Increase in the level of recycling across Council work functions.	Manager Environmental & Health Services Coordinator Waste Services;	Environmental Health Officer; Project Officer Waste Services;	Audit planned for 3rd or 4th quarter	
WM12	Develop Waste Management Strategy.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business 4.1.2. Support community education programs that contribute to improved environmental and community outcomes 4.1.5. Continually improve waste management practices 4.1.3. Protect and enhance the natural environment	Completion and Council adoption of the strategy.	30 June 2020.	Coordinator Waste Services	Environmental Health Officer; Project Officer Waste Services;	Development of draft strategy planned for 3rd or 4th quarter.	
WM13	Audit of Councils Waste Management System including review of: - Operational processes; - Business processes; and - Infrastructure.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business 4.1.2. Support community education programs that contribute to improved environmental and community outcomes 4.1.5. Continually improve waste management practices 4.1.3. Protect and enhance the natural environment	Completion of the Audit and implementation of actions where budget is allocated.	31 December 2019.	Coordinator Waste Services	Environmental Health Officer; Project Officer Waste Services;	Council has engaged a consultant and the audit is scheduled for November 2019.	

6 ENVIRONMENTAL AND HEALTH SERVICES

6.1 2019-2020 Budget Allocation for Weighbridge Cameras at Kirknie Landfill

Document Information

Referring Letter No: N/A

File No: 783, 1888, 2008

Name of Applicant: N/A

Location: Kirknie Landfill

Author and Title: Mr. Dan Mulcahy – Manager Environmental and Health Services

Executive Summary

Council's existing weighbridge cameras are inadequate and use outdated technology. The images captured do not clearly show vehicle registrations or capture vehicle loads. It is recommended that the weighbridge cameras and associated hardware and software be replaced to allow for accurate capture of vehicle registration and waste type data.

Recommendation

That Council approves the amendment of the 2019-20 Budget by including a capital allocation of \$7,000 to cover the purchase and installation of four new weighbridge cameras and associated hardware and software updates.

Background Information

Council has three existing analogue cameras and an analogue recorder. These cameras are integrated with the Kirknie Landfill weighbridge software Tipsite and were installed in 2012. The lenses on the number plate capture cameras are damaged and no longer capture clear photos of the number plates. The overhead camera which allows the operator to view the load only captures a small section of the weighbridge. This means that a large majority of the images do not show the type of waste contained in the loads.

Tipsite was advised that the cameras currently installed went out of production in 2016 so it is not possible to replace the lenses. To replace the existing cameras with a like for like analogue model would not provide value for money for Council as we would be installing outdated technology.

Tipsite was provided a quote for four replacement digital cameras (IP Cameras), a digital network video recorder (NVR) and the Tipsite IP Capture Module (software update). This includes two bollard cameras for capture of the number plate upon entry and exit from the site and two overhead cameras to capture the full length of the weighbridge for waste type data. Council's IT department has confirmed that the proposed cameras are the same brand used for video surveillance installations at other Council sites.

As the cameras are to be integrated with the Tipsite System and involve updates to the Tipsite software, Tipsite would be considered sole supplier for these works.

At a previous meeting held on 25 June 2019 Council resolved, in accordance with the *Local Government Regulation 2012*, Section 235 (a), that it is satisfied there is only one supplier, being TipSite Systems Pty Ltd, who is reasonably available to provide the modifications to existing waste management software required to implement the State government waste levy.

Burdekin Air Conditioning will be engaged to install the hardware as they have completed similar installations for Council in recent times and are one of Council's pre-qualified suppliers.

Link to Corporate/Operational Plan

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

1.5.2 Deliver reliable, innovative and effective ICT solutions to enable Council's business transformation

Consultation

Discussions with Council's IT department to ensure the proposed hardware is good quality and the quoted price is comparable to other providers.

Legal Authority or Implications

With the implementation of the Waste Levy (*Waste Reduction and Recycling (Waste Levy) Amendment Act 2019*), Council is required to capture accurate records of type of waste delivered and the details of the vehicle used to deliver the waste the site.

Policy Implications

N/A

Financial and Resource Implications

A new capital expenditure can be funded from savings to the existing 2019-20 capital budget in the waste area.

Report Prepared By:

Mr. Dan Mulcahy – Manager Environmental and Health Services

Report Authorised By:

Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services

Attachments

N/A

7 CLIENT SERVICES

8 FINANCIAL & ADMINISTRATIVE SERVICES

8.1 Market Research Results - Six Monthly Rating

Document Information

Referring Letter No: N/A

File No: 1061

Name of Applicant: N/A

Location: N/A

Author and Title: Mrs. Kim Olsen – Manager Financial and Administrative Services

Executive Summary

Market Facts (Qld) undertook market research in October 2019 on Council's behalf to gauge community sentiment towards the introduction of six-monthly rating.

The informed response to the market research was that 72% of respondents indicated a preference to stay with annual rating.

Recommendation

That based on the results of the market research undertaken, Council continue to rate on an annual basis for the 2020/21 financial year.

Background Information

In September, Council sought quotations from experienced, independent market research consultants to gauge community sentiment towards the introduction of six-monthly rating. Market Facts (Qld) were commissioned to undertake the market research.

Market Facts (Qld), in conjunction with the council jointly developed the survey instrument that was used to undertake the research. Included in the questionnaire were firstly, Top-of-Mind responses to the proposal of going to a six-monthly rating system, further into the questionnaire examples of the pros and cons of changing to the six-monthly rating system were provided and then an informed response to the proposal was sought. Survey fieldwork was undertaken from 4 to 23 October 2019. An appropriate sample size across rating categories was used to ensure a 95% confidence level which is well within the bounds of accepted market research practice.

The initial response received to the proposal indicated that 59% of respondents had a preference to pay rates annually. The main reasons given for the preference for annual rating was they were "Happy with the current system" and "Only want to pay once per year". The respondents who preferred six-monthly rating indicated "More manageable/able to budget/easier to pay smaller amount" and "Easier to afford" were the main reasons for opting for six-monthly rating.

For those respondents who indicated they saw disadvantages with the six-monthly rating system, 90% indicated that it would “Probably end up more expensive with printing and posting”.

Participants were then given some examples of the Pros and Cons of changing to a six-monthly rating system. Following this information, they were asked “Considering the Pros and Cons, and after your feedback to us, would you change your opinion on the six-monthly rating system?”. Just over 82% of respondents indicated that they would not change their opinion on the six-monthly rating system even after considering the pros and cons. However, 39% of respondents who initially responded in favour of six-monthly rating changed their opinion. This could be considered the informed response. The informed responses resulted in 72% of respondents indicating a preference to stay with annual rating.

Other information was gathered during the market research which provides some insight into Council's ratepayers. 85% of respondents indicated that they paid their rates in one lump sum whilst 59% of respondents advised they were aware of Council's Hardship Policy. Almost two-thirds of respondents indicated that the electronic delivery of rate notices was not an option they would consider.

Link to Corporate/Operational Plan

5.1.1 Continue and enhance community engagement processes that enable greater community participation and feedback.

5.3.5 Improve methods of service delivery to the community based on innovation, feedback and review processes.

Consultation

Results of Market Research workshopped with Councillors on 5 November 2019.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

N/A

Report Prepared By:

Mrs. Kim Olsen – Manager Financial and Administrative Services.

Report Authorised By:

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

Attachments

1. N/A

9 OPERATIONS

9.1 Adoption of Council's Sewerage Inspection Program - November 2019 - February 2020

Document Information

Referring Letter No: N/A

File No: 763

Name of Applicant: Burdekin Shire Council

Location: Burdekin Shire

Author and Title: Mr. Reg Norman – Asset Management Coordinator – Technical Services

Executive Summary

Council undertakes an annual sewerage inspection program as part of a five-year rolling plan to monitor ongoing performance of Council's network of 2583 sewerage manholes. As entry to private properties may be a necessary part of the inspection program, Council is requested for formally authorise the program.

Recommendation

That Council adopts the proposed Sewerage Inspection Program proposed to operate between the hours of 7.00am – 5.00pm, Monday to Friday, between 26 November 2019 and 25 February 2020.

Background Information

In accordance with requirements of the *Local Government Act 2009* and the *Water Supply, Safety and Reliability Act 2008*, a Council resolution is required to authorise entry to private properties in particular locations to allow authorised persons from Council to undertake inspections of sewerage infrastructure.

Link to Corporate/Operational Plan

Corporate Plan

1.1.1 - Plan, build and maintain infrastructure that enhances community assets

1.1.3 - Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure

Consultation

Manager and staff, Water & Sewerage,
Manager Technical Services
Director Infrastructure Planning & Environmental Services
Customer Service

Legal Authority or Implications

Local Government Act 2009; Local Government Regulation 2012 Water Supply, Safety and Reliability Act 2008

Policy Implications

Asset and Service Management Policy (2018)

Financial and Resource Implications

Inspections carried-out by authorised Asset Inspector and authorised officer(s) from the Water and Wastewater Department.

Report Prepared By:

Mr. Reg Norman – Asset Management Coordinator

Report Authorised By:

Mr. Kevin Byers – Manager Technical Services

Attachments

1. *Extract of Section 133 and 134 – Authorised Inspections from Queensland Local Government Act (2009)*

Partial Extract of Section 133 and 134 - Local Government Act, 2009

Authorised Inspection Program – for the purposes of inspecting sewerage manholes, grouting and lids.

Local Government Act, 2009

Section 133. Entering property under an approved inspection program

- (1) An authorised person may enter a property (other than a home on the property) without the permission of the occupier of the property, at any reasonable time of the day or night, under an approved inspection program.
- (2) An approved inspection program is a program, approved by a local government, under which an authorised person may enter and inspect properties in the local government area to ensure the Local Government Acts are being complied with.

Example of an approved inspection program—

a program to ensure that swimming pools are fenced in accordance with a local law

- (3) The local government must give, or must make a reasonable attempt to give, the occupier of the property a notice that informs the occupier of the following—
 - (a) the local government's intention to enter the property;
 - (b) the reason for entering the property;
 - (c) an estimation of when the property will be entered.

Example—

A local government may give the notice to an occupier of a property by dropping a flyer in the letterbox for the property.

- (4) The local government must give, or make a reasonable attempt to give, the notice to the occupier within a reasonable time before the property is to be entered.
- (5) The authorised person—
 - (a) must, as soon as the authorised person enters the property, inform any occupier of the property—
 - (i) of the reason for entering the property; and
 - (ii) that the authorised person is authorised under this Act to enter the property without the permission of the occupier; and
 - (b) may enter a budget accommodation building on the property only to monitor compliance with the Building Act, chapter 7.

Section 134. Approving an inspection program

- (1) A local government may, by resolution, approve the following types of inspection programs—
 - (a) a systematic inspection program;
 - (b) a selective inspection program.

-
- (2) A systematic inspection program allows an authorised person to enter and inspect all properties, or all properties of a certain type, in the local government area.
 - (3) A selective inspection program allows an authorised person to enter and inspect those properties in the local government area that have been selected in accordance with objective criteria specified in the resolution.
 - (4) The resolution must state—
 - (a) the purpose of the program; and
 - (b) when the program starts; and
 - (c) for a systematic inspection program that allows a type of property to be entered and inspected—a description of the type of property; and
 - (d) for a selective inspection program—the objective criteria for selecting the properties to be entered and inspected; and
 - (e) the period (of not more than 3 months or another period prescribed under a regulation) over which the program is to be carried out.
 - (5) The local government must give the public notice of the approval of an inspection program, at least 14 days, but not more than 28 days, before the approved inspection program starts.
 - (6) The notice must be published—
 - (a) in a newspaper that is circulating generally in the local government area; and
 - (b) on the local government's website.
 - (7) The notice must state the following—
 - (a) the name of the local government;
 - (b) the purpose and scope of the program, in general terms;
 - (c) when the program starts;
 - (d) the period over which the program is to be carried out;
 - (e) that the public may inspect a copy of the resolution that approved the program at the local government's public office until the end of the program;
 - (f) that a copy of the resolution that approved the program may be purchased at the local government's public office until the end of the program;
 - (g) the price of a copy of the resolution that approved the program.
 - (8) The price of a copy of the resolution that approved the program must be no more than the cost to the local government of making the copy available for purchase.
-

9.2 Report to Council on Adoption of a Code of Operations Cemeteries

Document Information

Referring Letter No: N/A

File No: 395

Name of Applicant: N/A

Location: N/A

Author and Title: Mr. Wayne Saldumbide – Manager Operations

Executive Summary

The Code of Operations Cemeteries presented for adoption as part of this report is a comprehensive guide reflecting current operational standards at cemeteries owned and operated by Burdekin Shire Council and replaces the previous Code of Operations adopted by Council on the 4 April 2017.

The document identifies procedures and processes to be followed by Council staff, bereaved families, funeral directors and stonemasons when undertaking activities within the Ayr and Home Hill cemeteries.

The major points of difference between the tabled version and previous version are the ability to surrender unoccupied plots and be compensated for same, additional rigour and evidentiary requirements related to interments and exhumations and clarification of the maximum number of interments per plot in each section of the cemeteries.

Recommendation

It is recommended that Council adopt the Code of Operations Cemeteries as tabled.

Background Information

The Burdekin Shire Council Code of Operation Cemeteries is reviewed on a bi-annual basis or as legislation requires. This version of the code also incorporates recommendations for improvements suggested by the Queensland Ombudsman's office.

The Code of Operations Cemeteries has been developed to reflect current operations at both the Ayr and Home Hill Cemeteries recognising the broad diversity of relationships and cultures. The code provides the framework for Council and its officers to provide a flexible, caring and responsive approach to families mourning the loss of a family member.

The code reflects appropriate service standards to meet community needs, details procedures for interment and stipulates standards for construction of memorial graves, mausoleums and vaults. The code also specifies standard sizes of plaques, vases and other

memorial mementos and how they may be placed within the Burdekin Shire Council cemeteries, columbarium's and memorial walls.

The major points of difference between the tabled version and previous version are the ability to surrender unoccupied plots and be compensated for same, additional rigour and evidentiary requirements related to interments and exhumations and clarification of the maximum number of interments per plot in each section of the cemeteries.

Link to Corporate/Operational Plan

Community Priorities as identified in the Corporate Plan through previous community consultation and ongoing feedback from the community, has identified the encouragement of better use of community facilities and the provision of safe and inclusive public space.

Key Strategic Areas

1 Infrastructure

1.2 Management and maintenance of community assets;

1.2.3 Plan to protect the integrity of key community assets and buildings

3 Social Wellbeing

3.1 Safe, healthy, inclusive and socially engaged communities

3.1.3 Encourage equitable access to facilities

5 Organisational Sustainability

5.3 Commitment to continuous improvement, customer service and accountability

5.3.4 Undertake regulatory responsibilities in accordance with state regulations

Consultation

A Draft Code of Operations Cemeteries was e-mailed to local and regional funeral directors and stonemasons on 11 September, 2019 requesting feedback on the document by 30 September, 2019.

Verbal feedback was received from one local funeral director.

Consultation and discussion with Townsville City Council staff also occurred intermittently during the process.

Councillors were given the opportunity to review the Code of Operations Cemeteries at a Council Workshop held on Tuesday 16 July, 2019. Suggested changes and any recommendations taken from the meeting have been incorporated into the Code of Operation Cemeteries.

Recommendations for improvements to the code from the Queensland Ombudsman's office have also been incorporated.

Legal Authority or Implications

Burdekin Shire Council Subordinate Local Law No 1.09 (Operation of Cemeteries) 2012 and Subordinate Local Law No 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012

Policy Implications

N/A

Financial and Resource Implications

Implementation of new administrative processes will require additional work on the part of Council staff and funeral directors in the provision and recording of information proving the relationship of the bereaved party to the deceased.

The additional information is considered essential in providing certainty for Council when administering the interment process. It ensures additional rigour is placed on the process to reduce the likelihood of challenges by aggrieved parties in the future.

The additional administrative effort will be recognised when considering fees and charges for this service.

Report Prepared By:

Mrs. Kiera Durrant – Works Administration Officer

Report Authorised By:

Mr. Wayne Saldumbide – Manager Operations

Attachments

1. PGC-OSD-0001 Code of Operations Cemeteries – Revision 2

Code of Operations Cemeteries



1. Contents

1. Objective	3
2. Definitions.....	3
3. General	3
4. Standard Conditions	4
5. Monumental Cemetery	6
6. Lawn Cemetery	6
7. Lawn Cemetery Plaques, Vases and other Mementos.....	7
8. Columbarium's.....	8
9. Columbarium Plaques, Vases and Photo's.....	8
10. Our Little Darlings Memorial Wall	9
11. Memorials and Monuments.....	9
12. Exhumations.....	10
Responsibilities	11
Related Documents.....	11
Document History and Version Control.....	11

1. Objective

- 1.1 To provide appropriate service standards to meet community needs at Council operated cemeteries.
- 1.2 Ensure a consistent approach to the operation of cemeteries managed and maintained by Burdekin Shire Council.
- 1.3 This Code of Operations details the procedures for interment, standards for construction of memorial graves, mausoleums and vaults. It also specifies a standard for placement of plaques, vases and other memorial memento's in the Burdekin Shire Council cemeteries, columbarium and memorial walls.

2. Definitions

- 2.1 Council – This refers to the Burdekin Shire Council
- 2.2 Council Employees – refers specifically to employees within the Operations Department, Parks and Gardens Section and Customer Service centre as specified within this document.
- 2.3 Right of Burial – The right to inter into a burial plot
- 2.4 Right of Burial Certificate – Is a legal document and permits the right to be buried in a particular grave and the right to authorise the burial of others in the grave (up to the number permitted in that grave as determined by Council) Right of Burial Certificate Holder – the person/s, who is nominated on the Right of Burial Certificate for a specific grave. The Right of Burial Holder is the only person/s who can authorise an interment into the grave. Consent is also required from the right of burial holder or the Applicant on the Interment Consent Application Form to carry out work at a gravesite. (Appendix 3 – Permit to Carry out Works at a Gravesite Form)
- 2.5 Applicant – the person nominated by the family to authorise the interment and carry out work at a gravesite.
- 2.6 Interment – The act or ritual of interring or burying
- 2.7 Interment Consent Application Form – See Clause 3.7 (Appendix 2 – Interment Consent Application Form)
- 2.8 Statutory Declaration – as described in Queensland Legislation - Oaths Act 1867

3. General

- 3.1 Burdekin Shire Council manages the Ayr and Home Hill Cemeteries.
- 3.2 The principles within this document apply to all individuals, organisations, businesses and council staff who enter a cemetery under Council's control.
- 3.3 This document is supplementary to Burdekin Shire Council Subordinate Local Law No 1.09 (Operation of Cemeteries) 2012 and Subordinate Local Law No 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012 and the Local Laws will prevail to the extent of any inconsistency.
- 3.4 Choosing a burial plot, Columbarium niche or position on the "Our Little Darlings" wall can be organised by the family through Council's Customer Service Centre or a Funeral Director.
- 3.5 Fees for burial plot and columbarium niche reservations and services provided are set out within Council's Fees and Charges, which are available on Council's website or by contacting Council Customer Service Centre. These fees and charges are reviewed annually.

- 3.6 Council will allow the surrender of vacant reserved plots in its cemeteries. The applicant will be required to produce a receipt for the original reservation and the refund will be the amount of the original purchase price less a \$25 administration fee. If no receipt is provided the applicant must complete a Statutory Declaration confirming their relationship to the deceased and confirm they are the rightful person to receive the refund. The refund will be based on the fees and charges for the year of the reservation (or closest relevant year as per Council records) less a \$25 administration fee.
- 3.7 Council applies Cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemetery and to contribute to the ongoing maintenance of the Cemetery.
- 3.8 An Interment Consent Application Form must be completed and lodged with Council's Customer Service Centre, a minimum of two working days prior to the interment.
- 3.9 An applicant must provide a statutory declaration as evidence of the wishes of the deceased and their immediate family to inter, exhume or carry out works at a gravesite when proof of relationship to the deceased cannot be determined from current legislative documentation (birth certificate, death certificate etc.)

4. Standard Conditions

- 4.1 All funeral services and interments are to be coordinated by a Funeral Director and shall take place between the hours of 9.00am and 5.00pm weekdays. Interments and graveside services outside of these times, on weekends or Public Holidays can be negotiated with Council and may incur additional fees as set out within Council's Fees and Charges.
- 4.2 Procurement of approved plaques, vases and other memorial mementos is to be through a Funeral Director, Monumental or Stone Mason.
- 4.3 A minimum of two working days' notice is requested to allow sufficient time for grave preparation to be organised and completed. In circumstances where a burial is required on shorter notice due to religious beliefs, council will make every effort to enable this to occur.
- 4.4 Council can accommodate a maximum of 2 interments at each cemetery per day.
- 4.5 Cemetery plot sizes are:
- | | |
|--------------------|-------------------------------------|
| Lawn Section | 3.0 x 1.50 m (inc. concrete plinth) |
| Monumental Section | 3.05 x 1.525 m |
| Infant Section | 1.20 x 0.60 m |
- Grave depths prepared for burials are:
- | | |
|---------------------------|--------|
| Infant / Still Born depth | 1.20 m |
| Single depth | 1.37 m |
| Double depth | 1.83 m |
- Vaults
- | | |
|--------------|--------|
| Single Depth | 0.70 m |
| Double Depth | 1.58 m |

- 4.6 The maximum number of interments permitted in a plot shall be:
- Infant Plot - One (with the exception of twins interred within the same coffin);
 - Lawn Plot - Two burials (first interment must be at double depth) and two below ground interment of ashes;
 - Monumental Plot - Three burials. First must be at double depth, second at single depth and third interment in single depth vault and two below ground burials of ashes;
 - Headstones on monumental plots may include columbarium niches to accommodate additional interments.
- 4.7 There have been instances arise where the first interment has not reached the required depth of 1.83 metres. In this case Council will need to confirm if a second interment can attain the required depth to accommodate a second interment. In the event a second interment occurs and does not reach the required depth, Council will seal the grave with a concrete floor within 24 hours to comply with Queensland Work Health and Safety Laws. Additional charges shall apply
- 4.8 Preparation of plots – Council Cemetery staff will prepare grave sites. The preparation includes:
- Excavation of grave and installation of aluminium shoring
 - Assist with the set-up of Funeral Director supplied lowering devices as requested
 - Erect pedestrian exclusion barriers
 - Assist with the set-up of chairs and marquees, for graveside services as requested by a Funeral Director.
- 4.9 Funeral Directors are required to supply lowering devices. Council does not accept any responsibility for any maintenance or repairs to such devices. Council will take every care with the Funeral Director's equipment including lowering devices, lifting straps, shade tents and chairs.
- 4.10 Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. This must occur at least 15 minutes in advance of the commencement of an interment or graveside service. Once handed over by Cemetery staff, the site becomes the responsibility of the Funeral Director as their "Place of Work".
- 4.11 The Funeral Director must remain on site and be present during the grave side service at all times
- 4.12 The Funeral Director must supervise and assist families throughout the duration of a traditional funeral service.
- 4.13 The Funeral Director's responsibility for the site concludes when the last family members and the Funeral Director's employees leave the site. At this point the site is handed back to Council staff.
- 4.14 Council staff will endeavour to backfill a plot as soon as possible after the departure of the family and the removal of the Funeral Director's equipment to ensure the safety of Cemetery patrons.
- 4.15 In the event of a reopening, it becomes the families' responsibility to engage a Monumental or Stone Mason to have any structure removed a minimum of 24 hours prior to the graveside service or interment to allow the gravesite to be prepared.

- 4.16 Participation by Council staff in the actual interment process is not permitted; this includes Council staff carrying the casket from the funeral vehicle during a service.
- 4.17 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements. Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, AS4204-1994 Headstones and Cemetery Monuments, AS4425-1996 Above Ground Burial Structures.

5. Monumental Cemetery

- 5.1 Reservations for interment plots can be made through Council Customer Service Centre or a Funeral Director.
- 5.2 Details of Council fees and charges for reservations, internments, erection of headstones, monuments etc. can be obtained by visiting Council's website, by calling Burdekin Shire Council's Customer Service Centre on 4783 9800 or through a Funeral Director.
- 5.3 Graveside services and internments coordinated by a Funeral Director on behalf of the family require a minimum lead time of two working days.
- 5.4 Interment of ashes in the Monumental Section can be coordinated on behalf of the deceased's family through Council's Customer Service Centre, Council Cemetery Sexton or a Funeral Director. A minimum lead time of two working days is requested.
- 5.5 No work is to be carried out in the Burdekin Shire Council Cemeteries without the approval of Council in writing. Should any unauthorised work be carried out, Council reserves the right to undertake what actions it sees fit without notice, and reserve the right to recover all costs incurred from the responsible person/s.
- 5.6 Reopening of graves is only permitted after a period of 12 months has lapsed since the first interment.
- 5.7 Pumping out of water prior to interments from excavated plots will be the responsibility of Council.

6. Lawn Cemetery

- 6.1 Reservations of burial plots is not available in the Lawn Cemeteries.
- 6.2 Interment in the Lawn Cemeteries must be facilitated by a Funeral Director through Burdekin Shire Council's Customer Service Centre.
- 6.3 Details of Council fees and charges for interments are available on Council's website, by calling Burdekin Shire Council's Customer Service Centre on 4783 9800 or through a Funeral Director.
- 6.4 Interment of ashes in the Lawn Section can be coordinated on behalf of the deceased's family through Council's Customer Service Centre, Council Cemetery Sexton or a Funeral Director. A minimum lead time of two working days is requested.
- 6.5 Graveside services and interments coordinated by a Funeral Director on behalf of the family require a minimum lead time of two working days.
- 6.6 Reopening of graves is only permitted after a period of 12 months has lapsed since the first interment
- 6.7 Pumping out of water prior to interments from excavated plots will be the responsibility of Council.

7. Lawn Cemetery Plaques, Vases and other Mementos

- 7.1 At least one (1) standard size plaque is to be installed on each burial plot.
- 7.2 All Lawn Cemetery plaques are to be:
- Rectangular in shape manufactured from Bronze or Granite
 - Bronze plaques will measure 380mm by 280mm with a minimum thickness of 10mm
 - Granite plaques will measure 380mm by 280mm with a minimum thickness of 12mm
 - Have a flat back
 - Possess a single background colour
 - A maximum of two (2) standard sized plaques are permitted per burial plot
- 7.3 All Lawn Cemetery vases are to be:
- Manufactured in bronze
 - A maximum of 150mm high and a maximum of 60mm outside diameter
- 7.4 Each burial plot in the Burdekin Shire Council Lawn Cemeteries shall be entitled to a maximum of two (2) standard flower vases.
- 7.5 No plaques, vase or memorial is permitted beyond the boundary of a burial plot.
- 7.6 Council is responsible for the installation of approved plaques and vases. No other plaques, vases or memorials are permitted.
- 7.7 Removal of plaques and vases for refurbishment is the responsibility of the Right of Burial Holder or Applicant. Council does not accept responsibility for any damaged incurred during the removal of plaques or vases.
- 7.8 Reinstallation of refurbished plaques and vases is to be undertaken by Council.
- 7.9 Decorative vases and other mementos placed at the burial plot, other than those approved by this code, shall be removed by Cemetery staff after observation of a respectful mourning period to enable regular maintenance activities to continue.
- 7.10 All photographs are to be contained within or be mounted on the deceased person's plaque. All such memorial photographs shall be installed by Council.
- 7.11 No other memorial photographs are permitted.
- 7.12 It is the responsibility of the "Right of Burial Holder" or a person authorised by "Right of Burial Holder" to:
- Arrange for the order and supply and installation of any plaques, vases and memorial photos through a Funeral Director
 - Obtain all necessary approvals for the use of Military emblems and provide a copy of such authority to Council
- 7.13 Should a plaque or memorial be provided without the express authority of the Right of Burial Holder or the Applicant then Council reserves the right to remove same. Council will accept no responsibility for any damage incurred to remove any such plaque. Notice will be given to the person who owns the unauthorised plaque to collect same.

- 7.14 Should a plaque or vase not meet the specifications contained in this Code of Operations then the plaque and or vases may be removed and returned to the responsible person with details of the non-compliance.
- 7.15 No other memorial, vase or decoration is to be erected at burial sites or installed on beams in the Ayr and Home Hill Lawn Cemeteries.
- 7.16 A plaque shall be provided for all deceased persons within six (6) months of the interment. Council will allow the placement of a temporary recognition marker for a period of up to six months from the date of interment, to allow for the procurement of an approved plaque.
- 7.17 Flowers (real or artificial) are to be placed in standard flower vases provided for each burial plot. Glass flowers are strictly prohibited.
- 7.18 Council staff, after observing a respectful mourning period, may remove and dispose of flowers (real or artificial) if they are no longer considered attractive or present a workplace health and safety risk.
- 7.19 Council does not accept responsibility should a plaque, vase or any memorial photograph on the plaque, be damaged by an act of vandalism or the operation of irrigation systems.

8. Columbarium's

- 8.1 Long term reservations for interment niches can be made through Council's Customer Service Centre or a Funeral Director.
- 8.2 Interment of ashes in Columbarium's can be coordinated by a Funeral director or in direct consultation with Council's Cemetery Sexton
- 8.3 Interment of ashes in a columbarium in conjunction with a committal ceremony will require a minimum lead time of one day.
- 8.4 A columbarium ashes urn is to be a maximum of D215mm x W110mm x H85mm in size.

9. Columbarium Plaques, Vases and Photo's

- 9.1 Columbarium plaques shall be:
- Rectangular in shape manufactured from Bronze
 - Measure 152mm by 114mm with a minimum thickness of 10mm unless multiple reservation exists, then Council may approve a larger plaque
 - Be fitted with mounting brackets top and bottom
 - Have no more than one background colour
- 9.2 Columbarium vases shall be:
- Manufactured in either bronze or stainless steel
 - A maximum of 100mm high and maximum 35mm outside diameter
 - Shall be a dark brown painted or polished stainless steel finish
- 9.3 Council is responsible for the installation of approved plaques, vases and photographs. No other plaques, vases or memorials are permitted.

- 9.4 Removal of plaques, vases and photographs for refurbishment is the responsibility of the Right of Burial Holder or the Applicant. Council does not accept responsibility for any damage incurred during the removal of plaques or vases.
- 9.5 Reinstallation of refurbished plaques, vases and photographs is to be undertaken by Council.
- 9.6 Each Columbarium Niche shall be entitled to install a maximum of one (1) standard flower vase, which shall be positioned beside the plaque where practicable.
- 9.7 Each Columbarium Niche shall be entitled to install a maximum of one (1) memorial photograph, which shall be erected beside the plaque where practical. The maximum size for a memorial photograph is to be specified by the maximum space available between niches.

10. Our Little Darlings Memorial Wall

- 10.1 Consecutive placement of plaques will occur on the "Our Little Darlings Memorial Wall"
- 10.2 Each reservation shall be entitled to install a maximum of one (1) standard flower vase, which shall be positioned beside the plaque where practicable.
- 10.3 Each reservation shall be entitled to a maximum of one (1) memorial photograph, which shall be erected beside the plaque where practicable.
- 10.4 Council is responsible for the installation of approved plaques, vases and photographs. No other plaques, vases or memorials are permitted.
- 10.5 All "Our Little Darling Memorial Wall" plaques shall:
- Be rectangular in shape
 - Measure 200mm high by 240mm wide with a minimum thickness of 10mm for bronze
 - Measure 200mm high by 240mm wide with a minimum thickness of 12mm for granite
 - Have no more than one background colour
- 10.6 "Our Little Darling Memorial Wall" vases shall be:
- Manufactured in either bronze or stainless steel
 - A maximum of 100mm high and maximum 35mm outside diameter
 - Shall be a dark brown painted or polished stainless steel finish
- 10.7 Removal of plaques and vases for refurbishment is the responsibility of the Right of Burial Holder. Council does not accept responsibility for any damage incurred during the removal of plaques or vases.
- 10.8 Reinstallation of refurbished plaques and vases is to be undertaken by Council.

11. Memorials and Monuments

- 11.1 All memorials and headstones must be constructed by a licensed Builder, Monumental or Stone Mason (who has provided council with evidence of a current public liability insurance policy) and must comply with the Australian Standard AS4204-1994 Headstones and Cemetery Monuments and AS4425-1996 Above Ground Burial Structures. Failure to comply may result in a request to remove unauthorised works.
- 11.2 A Permit to Carry out Work at a Gravesite (Appendix 3) must be completed and approved prior to the erection of all new monuments, headstones and upgrade works.

- 11.3 The fee for a Permit to Carry out Work at a Gravesite can be found in Council's Fees and Charges or by contacting the Council Customer Service Centre. Once a permit has been paid for and approved, it will be issued to the applicant.
- A Permit to Carry out Work at a Gravesite will only be issued with consent from the Right of Burial holder or the Applicant on the Interment Consent Application Form.
- 11.4 A family can request to erect a monument on a historical plot in honour of the deceased person by completing a Permit to Carry out Work at a Gravesite application form and providing proof of relationship to the deceased and evidence of the wishes of the immediate family.
- 11.5 Maintenance of any monumental grave, vault, monument, headstone, plaque or marker in the Cemetery shall be the responsibility of the Right of Burial Holder.
- 11.6 Opening of vaults, crypts or mausoleums is to be co-ordinated by the Right of Burial Holder with a suitably qualified Funeral Director, Monumental or Stone Mason. A minimum of two working days' notice must be provided to the Cemetery Sexton.

12. Exhumations

- 12.1 To exhume human remains from a burial site or niche, an exhumation application form must be submitted for approval to council together with the relevant evidentiary documentation as required by *Subordinate Local Law 1.13 (Undertaking Regulated Activities Regarding Human Remains)*, Section 5 and Clause 3.9 of this Code of Operations.

Responsibilities

Specific responsibilities that are assigned to individual positions from the context of this Operational Standard are listed below:

Chief Executive Officer (CEO)	<ul style="list-style-type: none"> Terry Brennan
Managers (Senior Leadership Group)	<ul style="list-style-type: none"> Wayne Saldumbide
Supervisors/Coordinators (Senior Supervisors Group)	<ul style="list-style-type: none"> Tano Buono
Health and Safety Representatives (HSR)	<ul style="list-style-type: none">
Work Health and Safety Advisors (WHSa)	<ul style="list-style-type: none">
Workers	<ul style="list-style-type: none">

Related Documents

Reference Number	Document Title	Relationship Description
PGC-FRM-0001	Reservation of Grave Site Form	Cemetery Form
PGC-FRM-0002	Interment Consent Application Form	Cemetery Form
PGC-FRM-0003	Permit to Carry Out Works at A Gravesite Form	Cemetery Form
PGC-FRM-0004	Right of Transfer Application Form	Cemetery Form
PGC-FRM-0005	Right of Burial Holder Certificate	Cemetery Form
PGC-FRM-0017	Exhumation Application Form	Cemetery Form
BSC Subordinate Local Law 1.13	Undertaking Regulated Activities Regarding Human Remains – 2012 – Section 5	Local Law

Document History and Version Control

Title of Document	Code of Operations Cemeteries
Document Reference Number	PGC-OSD-0001
Document Owner	Manager Operations
Section	Parks, Garden and Cemeteries
Review Schedule	24 Months

9.3 Tender Submissions Received for ACL/19/001 - Pre-Qualified Suppliers for Hire of Wet and Dry Plant and Equipment and ACL/19/002 - Traffic Control Providers

Document Information

Referring Letter No: As per attached listing

File No: 351, 352

Name of Applicant: N/A

Location: N/A

Author and Title: Mrs. Deanna Otto – Accounts Payable Administrator

Executive Summary

Submissions for Approved Contractors List ACL/19/001 – Request for Pre-Qualified Suppliers for Hire of Wet and Dry Plant and Equipment and ACL/19/002 – Request for Pre-Qualified Suppliers for Traffic Control Providers (including equipment) closed at 2:00pm on the 21 August 2019.

Council received 108 applications for Hire of Wet and Dry Plant and Equipment with 45 applications deemed non-conforming due to insufficient documentation being supplied with the application. Of the 63 conforming applications, 37 were from local suppliers of the requested services.

Council received six applications for Traffic Control Providers by the nominated closing time. Of these four were deemed non-conforming as insufficient documentation was supplied with the application.

Recommendation

That Council accepts the tenders as per the attached listing of suppliers for the purpose of establishing a Register of Pre-Qualified Suppliers for Hire of Wet and Dry Plant and Equipment and Traffic Control Providers for the period up to and including 30 September 2020.

Background Information

Council may establish a register of pre-qualified suppliers under the provisions of the *Local Government Regulation 2012*, Division 3 Section 232.

This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for services.

A local government may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list.

A **Pre-Qualified Supplier Listing** is a list of persons who the local government considers to be appropriately qualified to provide the services.

The local government must put together the Pre-Qualified Suppliers list by:

- (a) inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
- (b) allowing expressions of interest to be given to the local government for at least 21 days after the invitation is advertised; and
- (c) choosing persons for the approved contractor list on the basis of the sound contracting principles.

This is in line with provisions within Council's Procurement Policy 2019/2020.

Link to Corporate/Operational Plan

5 Organisational Sustainability

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;

5.3.4 Undertake regulatory responsibilities in accordance with legislative obligations.

Consultation

Applications for the above, closing at 2:00pm on the 21 August 2019 were advertised in The Burdekin Advocate on 26 July and in the Townsville Bulletin 27 July 2019.

Meetings for prospective applicants were held at the Council chambers Monday 29 July and Wednesday 31 July 2019 at 5.30pm to explain mandatory requirement to lodge offers electronically due to Council's transition to the Vendor Panel tendering platform and permit prospective tenderers to have any queries in relation to the content of the documentation clarified.

Attendance at the meeting was non-mandatory for prospective applicants.

Legal Authority or Implications

Local Government Regulation 2012

Chapter 6 Contracting

Division 3: Exceptions for medium-sized and large-sized contractual arrangements

Section 231 - Exception for register of pre-qualified suppliers

Burdekin Shire Council Procurement Policy 2019/2020.

Policy Implications

The establishment of a Register of Pre-qualified Suppliers is consistent with the Burdekin Shire Council Procurement Policy 2018/2019 as follows:

The Burdekin Shire Council Procurement Policy states Council officers must have regard to the following sound contracting principles in all purchasing and disposal activities:

- a) Value for money
- b) Open and effective competition
- c) The development of competitive local business and industry
- d) Environmental protection
- e) Ethical behaviour and fair dealing

7.5 Exceptions

Local Government Regulation 2012 Chapter 6 Contracting, Part 3 Default contracting procedures at Division 3 (Sections 229-235) identifies exceptions for medium-sized and large-sized contracts. If one of the exceptions applies, Council may enter into:-

- (a) a medium-sized contract without first inviting written quotes; or
- (b) a large-sized contract without first inviting written tenders.

The exceptions are summarised as follows:

Section 232 – Exception for register of pre-qualified suppliers

Financial and Resource Implications

The attached listing is utilised in the delivery of the budgeted Capital and Maintenance program.

Report Prepared By:

Mrs. Deanna Otto – Accounts Payable Administrator

Report Authorised By:

Mr. Wayne Saldumbide – Manager Operations

Attachments

1. Request for Pre-Qualified Hire of Wet and Dry Plant and Equipment and Traffic Control Providers (including equipment)

Business - Company Name <i>Hire of Wet and Dry Plant and Equipment</i>	VP Number
---	------------------

A One Locations & Consulting Pty Ltd	VP153798
AJ & CM BURKE PTY LTD	VP153798
AYR SURF LIFESAVING CLUB INC	VP153798
B & M DRILLING PTY LTD	VP153798
BALLY'S CONCRETE PTY LTD	VP153798
Barnett Haulage Pty Ltd	VP153798
BAZZA'S TRUCK HIRE PTY LTD	VP153798
Beta Hire Pty Ltd	VP153798
BRABON GRADING PTY LTD	VP153798
Brooks Hire Service Pty Ltd	VP153798
BURDEKIN AERO CLUB INCORPORATED	VP153798
BURDEKIN AQUAVAC PTY LTD	VP153798
Burdekin Transport Services P/L	VP153798
Burdekin Woodchipping Pty Ltd	VP153798
Coates Hire	VP153798
Colls Earthmoving Pty Ltd	VP153798
DANELLO'S EXCAVATIONS PTY LTD	VP153798
Delta Tree Lopping	VP153798
DENNIS ENTERPRISES (NQ) PTY LTD	VP153798
DOUGLAS MOWING PTY LTD	VP153798
DroneView Imagery	VP153798
DS & L FABBRO PTY LTD	VP153798
Dwyer Aviation Services	VP153798
Easy Reach Concrete Pumping	VP153798
ELLIS PROFILING (QLD) PTY LTD	VP153798
Flexihire Pty Ltd	VP153798
GILCHRIST EXCAVATIONS PTY LTD	VP153798
GNM Group[(Qld) Pty Ltd	VP153798
GOSSYS BOBCAT HIRE PTY LTD	VP153798
GRIGGS HAULAGE CONTRACTORS PTY LTD	VP153798
Harcoo Enterprises Pty Ltd	VP153798
Hastings Deering (Aust) Ltd	VP153798

HODDER EXCAVATIONS PTY LTD	VP153798
LAYMAC EXCAVATIONS PTY LTD	VP153798
Markwell Group	VP153798
Nicolaides Contracting Pty Ltd	VP153798
NORTH WEST SERVICES PTY LTD	VP153798
P & G Tilts	VP153798
PAMELLE PTY LTD	VP153798
PJM Machinery Pty Ltd	VP153798
Quagliata Contracting Pty Ltd	VP153798
QUAGLIATA HAULAGE PTY LTD	VP153798
R. MALAPONTE PTY. LTD.	VP153798
R.W. & S.P. Holznagel Pty Ltd	VP153798
Rent A Fence Pty Ltd	VP153798
REV Cranes	VP153798
REVANA PTY LTD	VP153798
Rob's Tree Solutions	VP153798
Rollers Australia	VP153798
RYELLEN HELIWORK	VP153798
Sherrin Rentals Pty Ltd	VP153798
SPATARO'S BOBCAT & MINILOADS PTY LTD	VP153798
Stabilised Pavements of Australia Pty Ltd	VP153798
Suncoast Ecologic	VP153798
T J & L M DEAMBROSIS PTY LTD	VP153798
TFH Hire Services Pty Ltd	VP153798
THE MINING PTY LTD	VP153798
THE TRUSTEE FOR THE ROBERT OAR TRUST	VP153798
Townsville Helicopters	VP153798
Townsville Treemulchas Pty Ltd	VP153798
TUFFIN HARVESTING PTY LTD	VP153798
Tutt Bryant Hire Pty Ltd	VP153798
Vactrucks (NQ) Pty Ltd	VP153798

Traffic Control Providers

Altus Traffic Pty Ltd	VP154001
Traffic Group Australia	VP154001

10 TECHNICAL SERVICES

11 PLANNING & DEVELOPMENT

11.1 Ayr Industrial Estate Expansion

Document Information

Referring Letter No: N/A

File No: 395

Name of Applicant: N/A

Location: N/A

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

Executive Summary

The purpose of this report is to provide Council with an update on the Ayr Industrial Estate Expansion project and to seek formal approval to submit a Business Case seeking \$2.6 million funding under the State Government's Building Our Regions (BOR) Round 5 Funding Program.

Recommendation

That Council:

1. notes the content of this report and endorses the actions taken by staff on the project to date; and
2. approves the submission of a Business Case seeking \$2.6 million, funding under Round 5 of the State Government's Building Our Regions (BOR) Program to facilitate the expansion of the Ayr Industrial Estate; and
3. notes that should Council be successful in securing BOR funding, that matching Council funds would be required to be provided from funds held in Reserve.

Background Information

1.0 Land Acquisition

At its 13 August, 2019 meeting, Council agreed to enter into contracts to purchase a 14.23ha parcel of land located on Craig St, Ayr described as Lot 1 on RP 733033 and a 2000m² parcel described as Lot 12 on SP 123414 located at 23-25 McCathie St, Ayr to provide internal access to Lot 1 on RP 733033. The purpose of entering into these contracts was to

provide additional industrial land in the Shire to develop the local economy and enhance employment opportunities in the Burdekin.

Subsequent to the 13 August, 2019 decision to enter into the contracts, Council staff and legal representatives have worked with the respective vendors and their legal representatives to complete settlement for both parcels on 29 October, 2019.

2.0 Development Approvals

Council staff have engaged Milford Planning Consultants to assist with the preparation of a Development Application to rezone the Craig Street parcel from its current 'village' designation to 'industrial' and approve the reconfiguration of the land into industrial lots. It is anticipated that the public notification phase of the Development Application process will commence in December 2019 and run the required period under *the Planning Act 2016*. Ethos Urban has been engaged to provide an independent assessment of the Development Application.

Staff are in the process of drafting a minor works application to undertake site clearing earthworks and the reconfiguration of a lot to provide the former owners of the access lot with a temporary site when required, until the permanent relocation can occur into the new stage of the industrial estate.

3.0 Funding Application

To assist in funding the Industrial Estate Expansion, an Expression of Interest seeking \$2.6 million funding was submitted on the 30 August, 2019 under Round 5 of the State Government's Building Our Regions program. At the time of submission of the EOI, the total project cost was estimated at \$5.2million, excluding the land purchase which is not an eligible cost under the grant funding.

On 24 October, 2019 Minister for State Development, Manufacturing, Infrastructure and Planning The Hon. Cameron Dick MP wrote to the Mayor inviting Council to submit a business case to secure funds from the BOR program.

Based on DSDMIP's assessment of Council's expression of interest, Minister Dick has invited Council to submit a detailed business case for the Ayr Industrial Estate Expansion project.

The business case is due 27 November and staff have engaged economic development specialists SC Lennon & Associates to assist with the preparation of the submission.

Link to Corporate/Operational Plan

Economic Development is a Key Strategic Area in Council's 2017-2021 Corporate Plan.

Consultation

Consultation with relevant Council staff was undertaken during the compilation of this report.

Legal Authority or Implications

N/A

Policy Implications

N/A

Financial and Resource Implications

Council has allocated funding in the 2019/20 Budget to purchase the 14.23ha parcel and 2000m2 access block. Should Council's BOR Business Case seeking \$2.6 million be successful, matching Council funds would be required from money held in Reserve.

Report Prepared By:

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

Report authorised by:

Mr. Terry Brennan - Chief Executive Officer

Attachments

1. N/A

11.2 Change Application, Minor Change to Development Approval Renewable Energy Facility (Solar Farm) off Keith Venables Road, Upper Haughton (Lot 1 on SP313057)

Document Information

Referring Letter No: 1559103

File No: 226 (Cons17/0002)

Name of Applicant: Pacific Hydro Australia Developments Pty Ltd

Location: Off Keith Venables Road, Upper Haughton (Lot 1 on SP313057)

Author and Title: Mr. Shane Great – Manager Planning and Development

Executive Summary

Council issued a Development Permit for a Material Change of Use for a Renewable Energy Facility (Solar Farm) on 15 June 2017 under the *Sustainable Planning Act* (now repealed). The applicant Pacific Hydro has now submitted a Change Application for a minor change to the original decision. The proposed changes have been requested as part of a response to specific issues raised by Council in a Show Cause Notice issued to Pacific Hydro on 12 June 2018, for breach of that original Development Permit that caused damage to Council road infrastructure.

Recommendation

That Council amend the conditions of the Development Permit for the Material Change of Use for a Renewable Energy Facility (Solar Farm) Off Keith Venables Road, Upper Haughton (Lot 1 on SP313057) with additional amending conditions (proposed by Council) as follows:

Condition 5.2

Condition currently reads:

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

Requested change from applicant:

The applicant seeks to amend the condition to read "*Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired ~~immediately~~ as soon as practicable and rectified in accordance with Council's requirements and as agreed by Council.*"

Recommendation:

Council recommends that the intent of applicant's changes be accepted, but the wording retain the pre-eminent requirement of 'immediacy' in the condition be adopted as necessary to effect the same outcome, of allowing the Council to agree in future to alternative means of rectification of Council infrastructure as follows.

The recommendation is for Council to support the following proposed alternative change to Condition 5.2;

Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately, or as otherwise agreed with Council.

Condition 12.1

Condition currently reads:

Prepare, implement and maintain a Construction Management Plan (CMP) for the subject site. The CMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ); submitted to the Council and available on site at all times. The CMP must include, but not be limited to, the following details for the construction phase of the approved development:

- a) a description of all relevant activities to be undertaken on the site during construction including the anticipated staging for bulk earthworks and the construction works program
- b) a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and sub-contractors are aware of their environmental and compliance obligations under these conditions of approval
- c) details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented
- d) statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies
- e) details of how the environmental performance of construction will be monitored, and what actions will be taken to address identified potential adverse environmental impacts including soil and water impacts and dust emissions
- f) emergency management measures including measures to control bushfires.

Recommendation:

This condition requires amendment to ensure that as a pre-requisite to Council agreeing to any alternative now available to be discussed under Condition 5.2 (as amended), Council can require updated CMP to be approved and make it binding.

It is recommended that the Condition therefore be amended as follows:

Condition 12.1

~~Prepare~~ Implement and maintain a Construction Management Plan *Revision 2 Project QC08 dated 6 July 2018* (CMP) for the subject site.

Any change to the CMP during operation of the use must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ), submitted to Council for assessment and be approved in writing by Council before use. ~~and prepared and certified by a Registered Professional Engineer of Queensland (RPEQ) submitted to the Council and available on site at all times.~~

The CMP must include, but not be limited to, the following details for the approved development:

- a) *a description of all relevant activities to be undertaken on the site during construction (including and staged maintenance works or reconstruction works) including the anticipated staging for bulk earthworks and the construction works program*
- b) *a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and sub-contractors are aware of their environmental and compliance obligations under these conditions of approval*
- c) *details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented*
- e) *statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies*
- f) *details of how the environmental performance of construction will be monitored, and what actions will be taken to address identified potential adverse environmental impacts including soil and water impacts and dust emissions*
- g) *emergency management measures including measures to control bushfires.*

12.1A

The approved CMP must be complied with at all times and a copy maintained on site.

Condition 12.2

Condition currently reads:

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

- i) *details of how construction of the project will be managed in proximity to local and regional roads*
- ii) *details of traffic routes for heavy vehicles, including any necessary route for oversized loads*

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

Recommendation:

This condition requires amendment to ensure that as a pre-requisite to Council agreeing to any alternative now available to be discussed under Condition 5.2 (as amended), Council can require updated TMP to be approved and make it binding.

It is recommended that the Condition therefore be amended as follows:

Condition 12.2

~~Prior to the commencement of construction,~~ The applicant must ~~submit to the Council a~~ implement and maintain a Traffic Management Plan Revision 8 Project QC08, dated 19 June 2019 (TMP) for the subject site.

Any proposed change to this TMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ) submitted to Council for assessment and be approved in writing by Council. The TMP must include~~ing~~, but is not limited to:

- i) *details of how construction (including any staged maintenance works or reconstruction works) of the project will be managed in proximity to local and regional roads*
- ii) *details of traffic routes for heavy vehicles, including any necessary route for oversized loads*
- iii) *details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase*
- iv) *procedures for informing the public where any road access will be restricted as a result of the project.*

and be submitted to and approved by Council in writing.

12.2A

The approved TMP must be complied with at all times and a copy maintained on site.

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

Background Information

Council issued the applicant with a Decision Notice for a Material Change of Use for a Renewable Energy Facility (Solar Farm) on 15th June 2017 under the *Sustainable Planning Act* (now repealed). As required under conditions 12.1 and 12.2 updated Construction Management Plan (CMP) and Traffic Management Plan (TMP) were submitted by the principal contractor and approved by Council Officers after the decisions.

These documents replicated earlier versions submitted in the DA process that indicated that traffic impacts to Council's road network was minimal and accordingly Council imposed only standard conditions (Condition 5.1 and 5.2) to protect Council infrastructure.

During the civil construction phase of the solar farm it was identified by several resident complaints that an increased volume of heavy rigid traffic movements was being undertaken by the contractor, which was inconsistent with the approved CMP and TMP.

Inspections by Council officers in March & April, 2018 showed damage had also occurred to local government roads. On 12 June 2018 Council issued a Show Cause Notice to the operator demanding action (see attached).

Through negotiations with the relevant Council Officers, the applicant accepted responsibility for the damage by letter dated 12 July 2018 (see attached) and that Council had incurred costs in rectifying the damage. It further accepted that the traffic movements included as part of the TMP did not account for the vehicle movements for the entire civil works component of the solar farm and may not do so in future.

As part of resolving that enforcement action, Pacific Hydro submitted it would seek a change to its approval conditions for the future and that the CMP and TMP would be updated to reflect actual traffic movements intended.

New proposed CMP and TMP's have been submitted and assessed by Council officers. These now reflect the revised traffic movements and also address how they will inform the community and stakeholders on forecasted vehicle movements in the construction of any future works on the solar farm.

The changes requested essentially deal with both of the above issues from the Show Cause Notice.

Further, with the direct and productive discussions with Pacific Hydro (with the cessation of RCR as the principal contractor) it was identified that the long-term operation of the solar farm may see intermittent increases in traffic impacts over periods of maintenance, staging or other works.

Condition 5.2

Given that it is now known that intensive traffic movements for the earlier civil works and for future repetition of reconstruction or further stages of the solar farm may cause damage to Council's road infrastructure, Condition 5.2 was proposed to be changed by the applicant as follows:

A. Requested change from applicant:

The applicant seeks to amend the condition to read "*Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately as soon as practicable and rectified in accordance with Council's requirements and as agreed by Council.*"

The intent of the proposed wording is generally reflective of the reasonable approach Council may have taken in assessment had the traffic impacts been known previously, Council

officers believe that the wording proposed by the applicant is vague and unnecessarily lengthy.

Effectively, Council simply seeks to be protected to ensure that unavoidable damage to its infrastructure, if and when it occurs, is done with Council's consent and approval of protocols to be followed and rectification of any such damage is done to appropriate Council standards and timing.

Accordingly, Council officers believe that a slightly more simplified version of Condition 5.2 is more suitable to maintain the original condition's requirement of 'immediacy' to avoid questions of uncertainty as to what 'as soon as practicable' means.

Further, to provide for some structure on how the Council will approach any exemption from that requirement, Pacific Hydro has proposed an agreement as to the future protocols to ensure that the necessary steps to obtain Councils further agreement under the proposed changed Condition 5.2 is set out in advance.

Given the large scale and long-term use of the solar farm within our local government area this was considered a commercially appropriate and transparent response ensuring there is a methodology in place to effectively manage the interaction between the local government infrastructure and roads and the ongoing operation of the solar farm itself.

It was also efficient to use the proposed performance agreement to resolve, by agreement, Council's claim for costs over the initial damage.

Conditions 12.1 and 12.2

As was referred to previously by Pacific Hydro in the Change Application documentation, to deal with the impacts of changes in vehicle movements for the civil works component of the solar farm not dealt with in the traffic impact assessment submitted as part of the Material Change of Use Development Application, changes to the CMP and TMP are required to occur now and may require amendment in the future. Updated current documents have been assessed by Council officers.

The Change Application also acknowledged that some changes to Conditions 12.1 and 12.2 may also be required to reflect these.

Given the inherent link between these conditions and Condition 5.2, Council is recommended to condition any approval of Pacific Hydro's proposed amendment to Condition 5.2 with the following changes also being made to Condition 12.1 and 12.2.

Condition 12.1

Condition currently reads:

Prepare, implement and maintain a Construction Management Plan (CMP) for the subject site. The CMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ), submitted to the Council and available on site at all times. The CMP must include, but not be limited to, the following details for the construction phase of the approved development:

- a) a description of all relevant activities to be undertaken on the site during construction including the anticipated staging for bulk earthworks and the construction works program

-
- b) a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and sub-contractors are aware of their environmental and compliance obligations under these conditions of approval
 - c) details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented
 - d) statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies
 - e) details of how the environmental performance of construction will be monitored, and what actions will be taken to address identified potential adverse environmental impacts including soil and water impacts and dust emissions
 - f) emergency management measures including measures to control bushfires.

Proposed Amended Condition

Condition 12.1

Prepare Implement and maintain a Construction Management Plan Revision 2 Project QC68 dated 6 July 2018 (CMP) for the subject site.

Any change to the CMP during operation of the use must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ), submitted to Council for assessment and be approved in writing by Council before use, and prepared and certified by a Registered Professional Engineer of Queensland (RPEQ) submitted to the Council and available on site at all times.

- a) *a description of all relevant activities to be undertaken on the site during construction (including and staged maintenance works or reconstruction works) including the anticipated staging for bulk earthworks and the construction works program*
- b) *a description of the roles and responsibilities for all relevant employees involved in the construction of the project including relevant training and induction provisions for ensuring that all employees, contractors and sub-contractors are aware of their environmental and compliance obligations under these conditions of approval*
- c) *details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented*
- e) *statutory and other obligations that the applicant is required to fulfil during construction including all relevant approvals, consultations and agreements required from authorities and other stakeholders, and key legislation and policies*

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

12.1A

The approved CMP must be complied with at all times and a copy maintained on site.

Condition 12.2

Condition currently reads:

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

- i) *details of how construction of the project will be managed in proximity to local and regional roads*
- ii) *details of traffic routes for heavy vehicles, including any necessary route for oversized loads*
- iii) *details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase*
- iv) *procedures for informing the public where any road access will be restricted as a result of the project.*

Proposed Amended Condition

Condition 12.2

~~Prior to the commencement of construction, The applicant must submit to the Council a~~
implement and maintain a Traffic Management Plan Revision 8 Project QC08, dated 19 June 2019 (TMP) for the subject site.

Any proposed change to this TMP must be prepared and certified by a Registered Professional Engineer of Queensland (RPEQ) submitted to Council for assessment and be approved in writing by Council. The TMP must include, but is not limited to:

- i) *details of how construction (including any staged maintenance works or reconstruction works) of the project will be managed in proximity to local and regional roads*
- ii) *details of traffic routes for heavy vehicles, including any necessary route for oversized loads*
- iii) *details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase*
- iv) *procedures for informing the public where any road access will be restricted as a result of the project.*

and be submitted to and approved by Council in writing.

12.2A

The approved TMP must be complied with at all times and a copy maintained on site.

Conclusion

In making the recommendation, officers have considered the outcomes associated with the changes and are confident that the recommendation contains amended conditions and documentation that are relevant to but not an unreasonable imposition on the proposed development. The major objective when considering the changes was to have a high regard to ensure Council infrastructure assets were responsibly used and maintained while this use is operating and to ensure there was a practical and effective process to ensure compliance with the conditions in future.

It is therefore recommended that Council approve the Change Application subject to the abovementioned amended conditions and documents.

Link to Corporate/Operational Plan

N/A

Consultation

All relevant Council Departments, Referral agencies and legal representatives have been consulted. Comments and /or amended development conditions will be included as part of any Notice issued.

Legal Authority or Implications

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

Policy Implications

N/A

Financial and Resource Implications

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

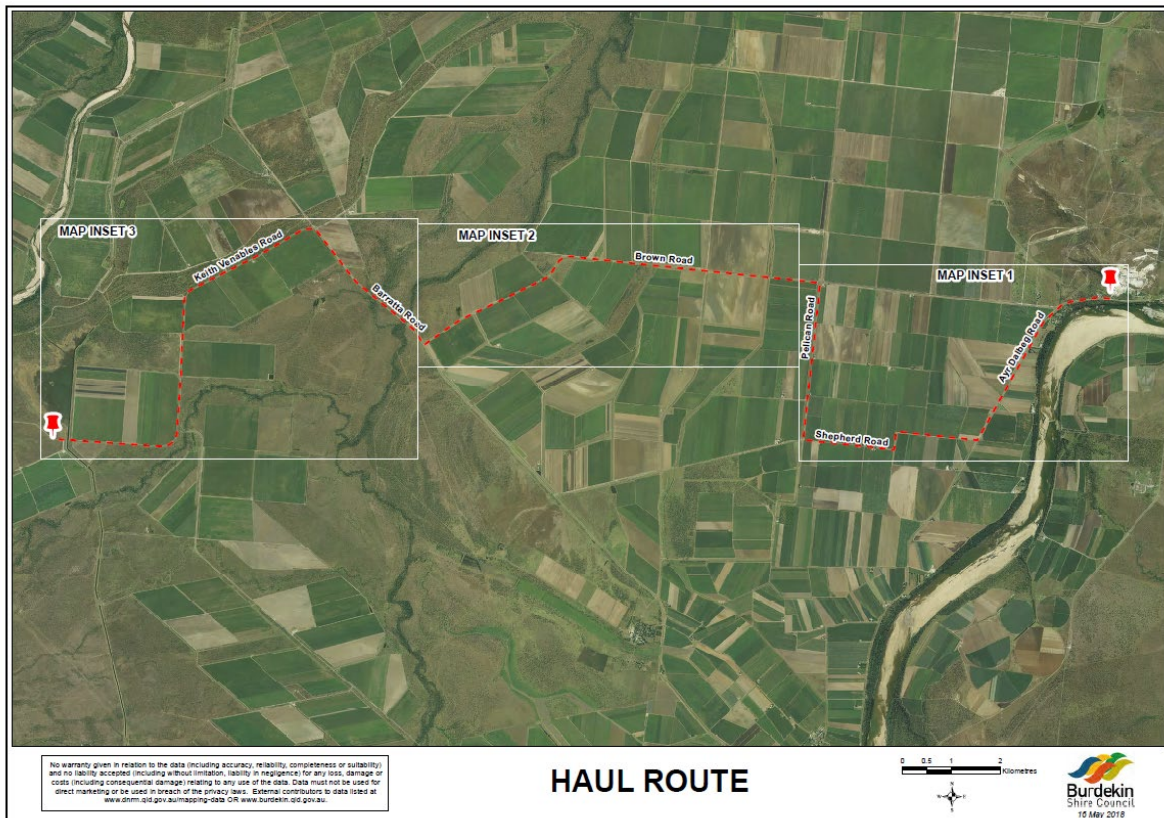
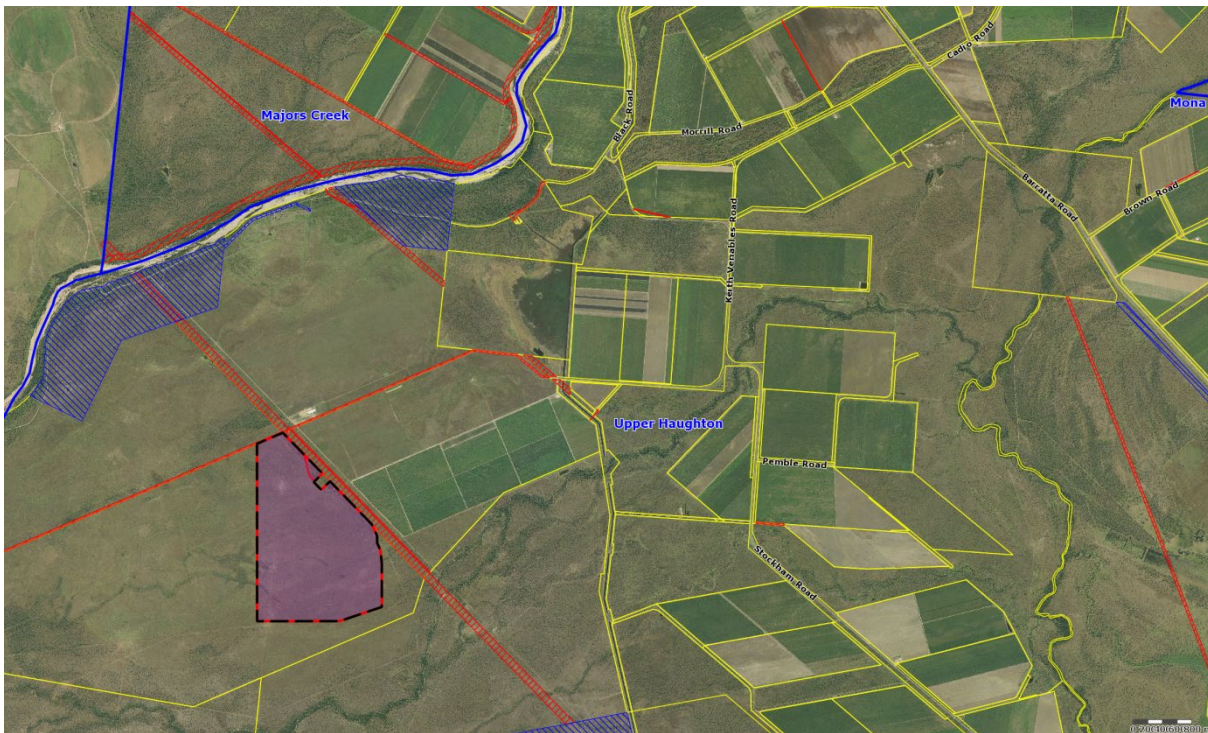
Report Prepared By:

Mr. Shane Great – Manager of Planning and Development

Report Authorised By:

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

Attachments







12 July 2018

Shane Great
Manager, Planning and Development
Burdekin Shire Council
145 Young Street
Ayr
Queensland 4870

By email: shane.great@burdekin.qld.gov.au

Dear Shane

Re: Show Cause Notice Section 167 of the Planning Act 2016

We refer to the Show Cause Notice issued to Pacific Hydro by Burdekin Shire Council on 12 June 2018 (**Show Cause Notice**) relating to recent construction activities for the Haughton Solar Farm and compliance with Pacific Hydro's Development Permit for a Material Change of Use for a Renewable Energy Facility (**Permit**).

Pacific Hydro acknowledges that an increased volume of heavy rigid vehicle movements associated with Haughton Solar Farm construction has caused a degree of damage to Council infrastructure, giving rise to costs in the deployment of Council resources and personnel, and concerns within the surrounding community.

As described in our letter to you of 7 May 2018, a compressed delivery schedule from the end of March into mid - April for the material for the foundations of the project's switchyard resulted in unforeseen circumstances in relation to grid connection which were beyond our control. During this time extreme weather events were also a contributing factor. Pacific Hydro acknowledges that traffic movements during this time were not consistent with our Traffic Management Plan (**TMP**), Construction Management Plan (**CMP**) or Permit conditions.

It is understood that the conditions outlined in the Permit were formulated based on Pacific Hydro's Material Change of Use Development Application (**Application**). The Traffic Impact Assessment that formed part of the Application was based on projected truck movements prorated across the life of the construction period provided by our contractor, RCR Tomlinson (**RCR**). Pacific Hydro acknowledges that vehicle movements should have been updated in a revised TMP and provided to Council once the construction methodology for the solar farm was better understood.

In order to address Council's concerns outlined in the Show Cause Notice and to demonstrate our commitment to resolving these concerns, we propose the following five-step resolution strategy:

Step	Target date for completion
1. Implementation of immediate road safety measures, including road inspections, breathalyser tests and safety inductions for the safe movement of vehicles.	Ongoing throughout life of project
2. Appointment of RPEQ to conduct dilapidation study and undertake traffic impact assessments.	6 July 2018 (Completed).
3. Submission of a revised TMP and CMP to satisfy Conditions 12.1 and 12.2 of the Permit. These revisions will address updated traffic forecasts, planned routes, impact on roads, dilapidation survey methodology and proposed mitigation / rectification of damage over the construction period in line with Permit conditions.	First submission of draft occurred on 6 July 2018. PH and RCR to amend TMP and CMP based on Council's feedback and as required until the TMP and CMP are to Council's satisfaction.
4. Minor change application: To address Council's concerns regarding current Permit conditions, we propose to make a minor change application under the <i>Planning Act 2016</i> (Qld). We propose to amend Condition 5.2 of the Permit to require that road damage is rectified in a timely manner and to the satisfaction of Council, and to make any further minor amendments to the conditions of the Permit which are necessary as a result of the revised TMP / CMP. Suitable language for the amendments will be presented in draft for consideration by Council prior to the application being made.	Following conclusion of TMP and CMP revisions. Timing of application to be agreed in consultation with Council.
5. Performance Agreement: To the extent necessary, we are willing to enter into a Performance Agreement with Council which addresses any outstanding issues in relation to past or future rectification works which the parties agree are necessary as a result of increased traffic movements due to Haughton Solar Farm. ¹	To be agreed in consultation with Council.

In addition to the above, Pacific Hydro is willing to make a contribution to the Council for the emergency rectification works which have already been carried out, regardless of the cause. We further acknowledge that at the completion of construction of the Haughton Solar Farm, local roads used by the project's contractors must be returned to at least the standard that existed prior to construction commencing.

¹ We note that entry into a Performance Agreement would be subject to the prior consent of our financiers, which we expect would be forthcoming.



Pacific Hydro has a strong safety and community focus and we are committed to resolving the concerns outlined in Council's Show Cause Notice and ensuring we are compliant with our Permit obligations. We apologise to Council for the inconvenience caused to date, and remain committed to carrying out the proposed resolution strategy outlined above in a timely and collaborative manner.

If there are any other steps that may alleviate the concerns of the Council, we would welcome the opportunity to discuss these with you.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Udena Vithanage".

Udena Vithanage
Senior Project Manager
Pacific Hydro Haughton Solar Farm

For enquiries regarding this letter, please contact:
Meredith Anderson
manderson@pacifichydro.com
Tel. 0437 335 391

Show Cause Notice

Planning Act 2016
Section 167

Full Name or Company Name	Pacific Hydro
Postal Address	Level 13, 700 Collins Street Docklands. VIC 3008 Australia
Date	12 th June, 2018.
Authorising power/ description of offence	<p>This Show Cause Notice is given to you pursuant to section 167 of the Planning Act 2016 (the "Act") as the enforcement authority, Burdekin Shire Council ("Council") is considering giving an Enforcement Notice to you pursuant to section 168 of the Act.</p> <p>Council reasonably believes that you are committing a development offence under section 164 of the Act. Section 164 of the Act states as follow:</p> <p>"164 Compliance with development approval. A person must not contravene a development approval. Maximum penalty – 4,500 penalty units."</p>
Facts and Circumstances	<p>The facts and circumstances that form the basis of the Council's reasons for giving an Enforcement Notice are:</p> <ul style="list-style-type: none"> You are the developer and project proponent of the Haughton Solar Farm Project; On 15th June 2017 a Development Permit for a Material Change of Use for Renewable Energy Facility (Solar Farm) ("Development Permit") was granted; The Development Permit was: <ul style="list-style-type: none"> Based on documents submitted by you; Subject to conditions; The Development Permit is binding on Lot 4 on GS602 and Lot 30 on SP100843, Keith Venables Road, Upper Haughton; Commencing on 11th April, 2018 Council became aware through several community complaints that significant truck movements were occurring and causing damage to Keith Venables Road, Upper Haughton and the surrounding road network. These trucks were associated with initial construction work on the Haughton Solar Farm; Council's road maintenance supervisor inspected the road infrastructure on 16th April, 2018, initially at Pelican Road and confirmed that significant damage to sealed and unsealed sections of that road, were impacting on the road's use, safety and operation;

145 Young Street, Ayr Qld 4807 | ABN: 66 393 843 289 | www.burdekin.qld.gov.au

Show Cause Notice – Pacific Hydro

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

Page 1 of 4

Show Cause Notice

Planning Act 2016
Section 167

- Council believes vehicle movements of 120+ 50 tonne B-double trucks a day were being utilised by the project contractor, RCR O'Donnell (**RCR**), to undertake the work, using Council's road infrastructure;
- Between the dates of 17th April, 2018 to 24th May, 2018 Council was required to task maintenance workers to undertake dig outs and pothole patching works on Pelican, Keith Venables Road, Barratta Road and Brown Road to assist managing traffic and undertake emergency rectification works to Council's road infrastructure;
- Between the dates of 16th April, 2018 to 24th May, 2018 Council's maintenance supervisor inspected the wider traffic network connecting to the project site and have identified varying levels of further damage to the surrounding road network;
- Compliance with the Development Permit and conditions is required under the Act;
- Council believe that the following conditions have been breached:
 - **Condition 2:** Compliance with all other conditions of the Development Permit was required prior to the commencement of the use;
 - **Condition 5.2:** Requires damage caused to Council's infrastructure as a result of the proposed development to be repaired *immediately*. The Act defines "Infrastructure" as including "land, facilities, services and works for supporting economic activity and meeting environmental needs". It includes local government roads;
 - **Condition 9:** Restricts the development from causing an unreasonable nuisance to the surrounding rural area. The damage and impact caused by the damage to the road network is not reasonable and was not notified to Council in required Management Plans. The surrounding rural community would not have anticipated such high intensity construction traffic over such a short period of time, nor the risk to safety caused from these traffic activities. Traffic reports submitted in the application indicated construction would not cause any impact on the local road network;
 - **Condition 12.1:** Required a Construction Management Plan to be prepared, *implemented*, and submitted to Council. The CMP submitted by RCR on 28th February, 2018 did not satisfy the required minimum content in the condition. The CMP was not implemented before the works occurred, and the works

145 Young Street, Ayr Qld 4807 | ABN: 66 393 843 289 | www.burdekin.qld.gov.au

Show Cause Notice – Pacific Hydro

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

Page 2 of 4

Show Cause Notice

Planning Act 2016
Section 167


	<p>were not in compliance with it. It was not certified by an RPEQ. In particular, the material required in conditions 12.1a) and c) were not provided. Those requirements are:</p> <p>"a) a description of all relevant activities to be undertaken on the site during construction including the anticipated staging for bulk earthworks and the construction works program</p> <p>c) details of any construction sites and mitigation, monitoring, management and rehabilitation measures specific to the site that would be implemented"</p> <p>o Condition 12.2: Required compliance prior to the commencement of construction. The submission of a Traffic Management Plan (TMP) with specific details within its content and certification by an RPEQ was required. This was not completed;</p> <p>The TMP submitted on 28th February, 2018 failed to provide the required information, specifically required by conditions 12.2 i), ii), iii). They read as follows:</p> <p>"i) details of how construction of the project will be managed in proximity to local and regional roads</p> <p>ii) details of traffic routes for heavy vehicles, including any necessary route for oversized loads</p> <p>iii) details of how any potential safety hazards resulting from the increased vehicle movements will be mitigated during the construction phase"</p> <ul style="list-style-type: none"> These failures have caused further and ongoing breach of Condition 5.2.
<p>Representations</p>	<p>You may make representations to Council about this Show Cause Notice.</p> <p>Any representations must be made in writing and addressed to The Chief Executive Officer, Burdekin Shire Council, P O Box 974, Ayr. QLD 4807.</p> <p>Representations must be received by Council by no later than 4pm on 16th July, 2018. Council is not obliged to consider any representations received after this time.</p> <p>An Enforcement Notice under section 168 of the Act may be given to you if you do not show cause within the time required under this notice, or if Council believes that an Enforcement Notice is still appropriate after</p>

Show Cause Notice

Planning Act 2016
Section 167

Address all communications to
The Chief Executive Officer

PO Box 974, Ayr Qld 4807
T (07) 4783 9800 | F (07) 4783 9999
planning@burdekin.qld.gov.au

	<p>consideration of all representations made by you within the required timeframe.</p> <p>Failure to comply with an Enforcement Notice is an offence under section 163(1) of the <i>Planning Act 2016</i>. This offence attracts a maximum penalty of \$567,765.00.</p>
Signatory	 _____ Terry Brennan Chief Executive Officer

12 COMMUNITY DEVELOPMENT

12.1 Home Hill Parks Master Planning

Document Information

Referring Letter No: N/A

File No: 395

Name of Applicant: N/A

Location: N/A

Author and Title: Mr. David Cornwell – Manager Community Services

Executive Summary

Council has earmarked \$60,000 from the State Government's Works for Queensland 2019-21 funding program to install exercise equipment in a park in Home Hill. During discussions with Councillors on the possible exercise equipment type and location the need to undertake parks master planning in Home Hill was identified.

As part of adoption of the 2019/2020 Revised Budget 1 at its 22 October, 2019 meeting, Council provided \$30,000 from Reserves to undertake the master planning works.

The purpose of this report is to seek Council's approval to seek quotations from suitably qualified suppliers to undertake community consultation and prepare detailed master plans for Watson's Green and Memorial Park, Home Hill.

Both locations have a mix of different uses, infrastructure and levels of usage. In order to ensure that any future improvements or enhancements for these areas are optimised for the benefit of the community, a strategic masterplan approach is preferred to guide future decision making.

Recommendation

That Council approves the calling of quotations from suitably qualified suppliers to undertake community consultation and prepare detailed master plans for Watson's Green and Memorial Park, Home Hill.

Background Information

Watson's Green and Memorial Park in Home Hill currently service the community in different ways. Watson's Green has a practice basketball court and skate park. It is also the location for the annual Harvest Festival and utilised every second year for the Burdekin Shire Christmas Carols.

Memorial Park is a more formal recreation location which includes the recently relocated War Memorial Rotunda, Burdekin Brass Band and Choral Society buildings and is adjoined by Arch Dunn Memorial Park, the Burdekin Memorial Hall and the Home Hill Sports Club. Currently there is no strategic masterplan for selection of future infrastructure or coordinated planned use for these recreational areas.

Link to Corporate/Operational Plan

Burdekin Shire Council Corporate Plan 2017-2022

1.2 Management and maintenance of community assets

3.3 Creating places of community identity

3.4 Provision of public space

Consultation

Discussion on planning for Watson's Green and Memorial Park has been undertaken in recent Councillor Workshops.

Legal Authority or Implications

N/A

Policy Implications

The request for quotation will be in accordance with the requirements of Council's procurement policy.

Financial and Resource Implications

As part of adoption of the 201/2020 Revised Budget 1 at its 22 October, 2019 meeting, Council provided \$30,000 from Reserves to undertake the master planning works.

Report Prepared By:

Mr. David Cornwell – Manager Community Services

Report Authorised By:

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

Attachments

1. N/A

13 ECONOMIC DEVELOPMENT

14 NOTICES OF MOTION

14.1 Councillor Ted Bawden - Notice of Motion - Burdekin Shire Council's Drug and Alcohol Operational Standard

Background

Council is currently looking to implement a drug and alcohol testing program following the recent adoption of the Drug and Alcohol Operational Standard. The prescribed Blood Alcohol limits in the operational standard are different depending on the type of work being performed by particular staff. Some staff are required to have a 0.00 Blood Alcohol Concentration limit, while others have a 0.05 limit. I believe this is unfair and that all workers should have the same BAC limit applied under the Standard.

My research confirms the blanket 0.00 Blood Alcohol Concentration limit is enforced at a number of Councils.

In addition, I understand that the Drug and Alcohol Operational Standard only applies to Council workers – I believe the 0.00 limit for alcohol and drugs should apply to all employees, Mayor and councillors, contractors, subcontractors or any other person whilst on duty at a council work place.

Therefore, it is my intention to move the following motion at the 12 November 2019 Ordinary Meeting of Council:

Proposed Motion

That Council sets a 0.00% Blood Alcohol Concentration and illicit drug limit for all employees, elected members, contractors, subcontractors or any other person whilst on official Council duty.

15 CORRESPONDENCE FOR INFORMATION

Tabled Separately

16 GENERAL BUSINESS

17 CLOSED MEETING ITEMS

17.1 Confidential Report – Sale of Land – Rates Arrears

18 DELEGATIONS

