

# **AGENDA**

# ORDINARY COUNCIL MEETING

HELD AT COUNCIL ADMINISTRATION BUILDING, 145 YOUNG STREET, AYR

on 10 August 2021

# **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



# **TUESDAY 10 AUGUST 2021**

# **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 - 27 July 2021	1
3.2	Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 12 May 2021	22
3.3	Burdekin Shire Youth Council Meeting Minutes - 19 July 2021	29
3.4	RADF Advisory Group Meeting Minutes - 22 July 2021	33
4	EXECUTIVE	38
4.1	CEO	38
4.1.1	Workshop Meetings - July 2021	38
4.2	ECONOMIC DEVELOPMENT	40
4.2.1	Charlie's Hill RAAF Station No.211 Landscape Report	40
5	CORPORATE AND COMMUNITY SERVICES	95
5.1	CLIENT SERVICES	95
5.2	COMMUNITY DEVELOPMENT	95
5.3	FINANCIAL AND ADMINISTRATIVE SERVICES	95
5.4	GOVERNANCE	95
5.4.1	Repealing the Care of Public Property Policy	95
5.4.2	Scheduled Review of the Cropping in the Road Reserve Policy	97
5.4.3	Scheduled Review of the Tree Management Policy	101
5.4.4	Operational Plan 2020/2021 Q4 Report	107
6	INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES	178

6.1	ENVIRONMENTAL AND HEALTH SERVICES	178
6.2	OPERATIONS	178
6.3	PLANNING AND DEVELOPMENT	178
6.4	TECHNICAL SERVICES	178
6.4.1	TBSC/21/010 - Supply and Delivery of One (1) Vacuum Truck	178
6.4.2	Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr	181
7	NOTICE OF MOTION	191
8	RECEIPT OF PETITIONS	191
9	CORRESPONDENCE FOR INFORMATION	191
10	GENERAL BUSINESS	191
11	CLOSED BUSINESS ITEMS	191
12	DELEGATIONS	191

- 1 PRAYER
- 2 DECLARATIONS OF INTEREST
- 3 MINUTES AND BUSINESS ARISING
- 3.1 Ordinary Council Meeting Minutes 27 July 2021

# Recommendation

That the minutes of the Ordinary Council Meeting held on 27 July 2021 be received as a true and correct record.

# Burdekin Shire Council MINUTES

# ORDINARY COUNCIL MEETING

HELD AT COUNCIL ADMINISTRATION BUILDING, 145 YOUNG STREET, AYR

on 27 July 2021

**COMMENCING AT 9:00AM** 



TUESDAY 27 JULY 2021

# ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
1	PRAYER	1
2	DECLARATIONS OF INTEREST	1
3	MINUTES AND BUSINESS ARISING	2
3.1	Ordinary Council Meeting Minutes - 13 July 2021	2
3.2	Budget Meeting Minutes - 22 June 2021	2
3.3	Special Community Grants Program Panel Meeting Minutes - 7 July 2021	2
3.4	Community Grants Program Panel Meeting Minutes - 13 July 2021	3
4	EXECUTIVE	4
4.1	CEO	4
4.1.1	Council Attendance at the National Economic Development Conference - 13 to 15 October 2021 - Mackay	4
4.2	ECONOMIC DEVELOPMENT	5
5	CORPORATE AND COMMUNITY SERVICES	5
5.1	CLIENT SERVICES	5
5.2	COMMUNITY DEVELOPMENT	5
5.2.1	Fees and Charges 2021/2022 - Additional Charge for Hire of Burdekin Theatre Internal Courtyard Deck	5
5.3	FINANCIAL AND ADMINISTRATIVE SERVICES	6
5.3.1	Monthly Financial Report for the Period Ending 30 June 2021	6
5.4	GOVERNANCE	12
5.4.1	Renewal of Freehold Lease - Part of Lot 106 on Registered Plan 898777 - Kerry Peter Paronella and Delphene Elizabeth Paronella	12

Ordinary Council Meeting 27 July 2021



5.4.2	Renewal of Trustee Lease - Part of Lot 192 on Crown Plan SB499 - Ryan Jacob and Charmaine Jacob	12
6	INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES	13
6.1	ENVIRONMENTAL AND HEALTH SERVICES	13
6.2	OPERATIONS	13
6.2.1	Quotations Received for QBSC/21/007 - Ayr Water Supply Containerised UV System	13
6.2.2	Quotations Received for QBSC/21/014 - Design of a Filtration Plant - Ayr Water Treatment Plant	14
6.3	PLANNING AND DEVELOPMENT	14
6.4	TECHNICAL SERVICES	14
6.4.1	TBSC/21/008 - Supply and Delivery of 4WD and 2WD Utilities (Single, King, Dual Cabs) for the period to 30 June 2022	14
7	NOTICE OF MOTION	15
8	RECEIPT OF PETITIONS	15
9	CORRESPONDENCE FOR INFORMATION	15
9.1	Request for Council Support - Attendance of Mayor McLaughlin - 30 Year Celebration - Townsville Enterprise Limited - 28 August 2021	15
10	GENERAL BUSINESS	16
10.1	Congratulations - Burdekin Relay for Life	16
11	CLOSED BUSINESS ITEMS	16
11.1	Discussion - Waiving of Fines Imposed by the Court - 765 Corica Road Mona Park	16
12	DELEGATIONS	17

Ordinary Council Meeting 27 July 2021

#### **ATTENDANCE**

Councillors L.A. McLaughlin (Mayor), S.P. Perry (Deputy Mayor), K.D. Boccalatte, J.T. Bonanno, M.J. Detenon, J.A.G. Furnell and M. Musumeci

Mr. T. Brennan - Chief Executive Officer

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

Mrs. K. Olsen - Manager Financial and Administrative Services (Part)

Mr. W. Saldumbide - Manager Operations (Part)

Mr. S. Great - Manager Planning and Development (Part)

Mr. K. Byers - Manager Technical Services (Part)

Minutes Clerk - Ms. G Biffanti

Apologies: Mr. N. O'Connor - Director Corporate and Community Services

#### 1 PRAYER

The meeting prayer was delivered by Pastor Andrew Ballin of the Baptist Church.

9.07am Mrs. Olsen left the meeting.

# 2 DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Furnell declared a Prescribed Conflict of Interest in relation to Item 3.3 Special Community Grants Program Panel Meeting Minutes held on 7 July 2021, as he is co-chair of the Cancer Council Queensland's Burdekin Relay for Life and is being considered for Grants Application Round 1 – 2021/2022 Financial Year. Councillor Furnell advised of his intention to leave the meeting during this discussion.

Councillor Musumeci advised he had a Declarable Conflict of Interest in relation to Item 3.4 Community Grants Program Panel Meeting Minutes held on 13 July 2021, as his parents Alfio and Desley Musumeci are members of the Rotary Club of Home Hill and the club is being considered for In-kind Support for Grants Application Round 1 – 2021/2022 Financial Year. He advised that he had also declared this interest and left the meeting during discussion of the matter at the Community Grants Panel Meeting on 13 July, 2021 but this was not reflected in the minutes from that meeting. Councillor Musumeci advised of his intention to leave the meeting during this discussion.

9.11am Mrs. Olsen returned to the meeting.

\_1

#### 3 MINUTES AND BUSINESS ARISING

# 3.1 Ordinary Council Meeting Minutes - 13 July 2021

#### Recommendation

That the minutes of the Ordinary Council Meeting held on 13 July 2021 be received as a true and correct record.

#### Resolution

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

CARRIED

#### 3.2 Budget Meeting Minutes - 22 June 2021

#### Recommendation

That the minutes of the Budget Meeting held on 22 June 2021 be received as a true and correct record.

#### Resolution

Moved Councillor Detenon, seconded Councillor Musumeci that the recommendation be adopted noting the incorrect addition of the second word 'that' in recommendation's 14 to 21.

CARRIED

#### 3.3 Special Community Grants Program Panel Meeting Minutes - 7 July 2021

9.13am Councillor Furnell left the meeting at the commencement of this discussion as he had declared a Prescribed Conflict of Interest in relation to Item 3.3 Special Community Grants Program Panel Meeting Minutes held on 7 July 2021, as he is co-chair of the Cancer Council Queensland's Burdekin Relay for Life and is being considered for Grants Application Round 1 – 2021/2022 Financial Year

#### Summary of recommendations and actions for consideration and adoption:

Item 1 - Consideration of Grants Applications Round 1 - 2021/2022 Financial Year

No.	Applicant	Recommended Funding	Recommended In-kind Support
1.1	Cancer Council Queensland	\$ 2,500.00	\$ 500.00

Ordinary Council Meeting 27 July 2021

#### Recommendation

#### That:

- 1. the minutes of the Community Grants Panel Meeting held on 7 July 2021 be noted;
- the recommended funding as detailed in the minutes and noted in Item 1.1 be adopted with retrospective endorsement due to the timing of the event and:
- it be noted that the balance of applications from Round 1 2021/2022 Financial Year will be considered at a subsequent meeting on 13 July 2021.

#### Resolution

Moved Councillor Bonanno, seconded Councillor Boccalatte that the recommendation be adopted noting the amendment of the title Councillor being added to Lyn McLaughlin, Sue Perry and Max Musumeci in the Attendees list for the meeting.

#### CARRIED

9.14am Councillor Furnell returned to the meeting.

#### 3.4 Community Grants Program Panel Meeting Minutes - 13 July 2021

9.15am Councillor Musumeci left the meeting at the commencement of this discussion as he had advised he had a Declarable Conflict of Interest in relation to Item 3.4 Community Grants Program Panel Meeting Minutes held on 13 July 2021, as his parents Alfio and Desley Musumeci are members of the Rotary Club of Home Hill and the club is being considered for In-kind Support for Grants Application Round 1 – 2021/2022 Financial Year.

#### Summary of recommendations and actions for consideration and adoption:

Item 1 - Consideration of Grants Applications Round 1 - 2021/2022 Financial Year

No.	Applicant	Recommended Funding	Recommended In-kind Support
1.2	Burdekin Art Society	\$ 1,280.00	
1.3	Giru Agricultural Society	\$ 500.00	\$ 1,000.00
1.4	Rotary Club of Home Hill		\$ 600.00
1.5	Invicta Mill Centenary Committee		\$ 500.00

#### Recommendation

#### That:

- 1. the minutes of the Community Grants Program Panel Meetings held on 13 July 2021 be noted;
- it be noted that the total cash funds available for Community Grants program in 2021/2022
   Financial Year is \$53,060.00. This includes refunds from events which did not proceed due to
   COVID-19 together with constrained funds from 2020/2021 Financial Year;

Ordinary Council Meeting 27 July 2021

- 3. the recommended funding as detailed in the minutes and noted in Item 1.2 1.5 be adopted;
- 4. it be noted that there may be further refunds from unexpended grant funding from organisations and:
- 5. it be noted that the remaining funds available for the 2021/2022 Financial Year after the allocation from Round 1 will be \$48,780.00.

#### Resolution

Moved Councillor Perry, seconded Councillor Boccalatte that the recommendation be adopted noting the following:

- the amendment to the title Councillor be added to Sue Perry and Max Musumeci in the Attendees list and Lyn McLaughlin in the Apologies for this meeting; and
- the inclusion in Item 1.4 Comments that Councillor Musumeci left the meeting during discussion of the application by the Rotary Club of Home Hill due to a conflict of interest as his parents are members of the Rotary Club of Home Hill.

#### **CARRIED**

9.16am Councillor Musumeci returned to the meeting.

#### 4 EXECUTIVE

#### 4.1 CEO

# 4.1.1 Council Attendance at the National Economic Development Conference - 13 to 15 October 2021 - Mackay

#### **Executive Summary**

The National Economic Development Conference is being held in Mackay from 13 to 15 October 2021.

The purpose of this report is to seek Council's approval for Councillor Max Musumeci to attend the National Economic Development Conference.

#### Recommendation

That Council endorse Councillor Max Musumeci to attend the National Economic Development Conference in Mackay from 13 to 15 October, with all expenses of attendance at the Conference be met by Council.

#### Resolution

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

CARRIED

Ordinary Council Meeting 27 July 2021

#### 4.2 ECONOMIC DEVELOPMENT

#### 5 CORPORATE AND COMMUNITY SERVICES

#### 5.1 CLIENT SERVICES

#### 5.2 COMMUNITY DEVELOPMENT

# 5.2.1 Fees and Charges 2021/2022 - Additional Charge for Hire of Burdekin Theatre Internal Courtyard Deck

#### **Executive Summary**

The Internal Courtyard Deck is an additional space created at the Burdekin Theatre and is now available to hire.

A recommendation is provided for an additional fee and charge for the Hire of the Burdekin Theatre Deck to be added to the 2021/2022 Fees and Charges

#### Recommendation

That Council approves the following charges for the Hire of the Burdekin Theatre Deck to be added to the 2021/2022 Fees and Charges.

Community	Including GST			
Deck (including chairs & tables)	\$50.00*			
*Deck can only be hired in conjunction with hire of the Burdekin Theatre Foyer				
Commercial				
Deck (including chairs & tables)	\$50.00*			
*Deck can only be hired in conjunction with hire of the Burdekin Theatre Foyer				

#### Resolution

Moved Councillor Musumeci, seconded Councillor Detenon that the recommendation be adopted noting the amendment to the description of the space as the Burdekin Theatre Internal Courtyard Deck.

**CARRIED** 

9.17am Mr. Saldumbide entered the meeting.

Ordinary Council Meeting 27 July 2021

#### 5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

#### 5.3.1 Monthly Financial Report for the Period Ending 30 June 2021

#### Recommendation

That the Monthly Financial Report for Period Ending 30 June 2021 be received.

#### Resolution

Moved Councillor Musumeci, seconded Councillor Furnell that the recommendation be adopted.

#### CARRIED

\*\* \*\* The following updated pages from the Monthly Financial Report was presented to Council at the meeting and therefore is required in accordance with section 254F of the *Local Government Regulation 2012* to be recorded in the minutes to meet legislative requirements, as the original report had an incorrect date on these pages.

	Month of June Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
100000000000000000000000000000000000000					
Operating Revenue					
Rates and Utility Charges	-74	86,925	87,900	-975	-1%
User fees and charges	89,110	668,447	617,376	51,071	8%
Operational contributions and donations	32,466	134,581	130,325	4,256	3%
Operational grants and subsidies	11,500	32,500	21,000	11,500	55%
Other operating revenue	1,054	8,171	10,285	-2,114	-219
Total operating revenue	134,056	930,624	866,886	63,738	7%
Operating Expenses					
Employee benefits	169,860	1,476,235	1,515,500	-39,265	-3%
Materials and services	152,831	1,742,619	1,848,376	-105,757	-6%
Depreciation and amortisation	25,300	307,954	308,700	-748	0%
Total operating costs	347,991	3,526,809	3,672,576	-145,767	4%
Surplus (deficit) from operating activities	-213,935	-2,596,185	-2,805,690	209,505	-7%
Other capital income (expense)	0	-11,658	-6,504	-5,154	79%
Net result for period	-213,935	-2,607,843	-2,812,194	204,351	-7%

User fees and charges
Caravan Park actual income above budget due to greater occupancy. Health licences and permit income received in June above budget.

#### Operational grants and subsidies

Annual grant received from North Queensland Dry Tropics plus an advance payment for 2021/22.

Other operating revenue Under year to date budget for incidental washing machine income at the caravan parks.

Materials and services
Slightly under budget in a range of areas including swimming pools, beach protection, vector and aquatic weed control. The swimming pools are under budget due to reduced electricity charges and chemical use. Beach Protection is also under budget due to works not yet undertaken as per proposed Dune Management Strategy. The vector area is under budget for chemical purchases and external plant hire. Aquatic weed control is under budget due to reduced infestations, wet conditions and other priorities.

Other capital income (expense)
Write off of associated assets following capitalisation of projects at Plantation Creek boat ramp and Groper Creek amenities.

Manager Environmental & Health Services - V	Month of June Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
Operating Revenue					
Rates and Utility Charges	-1,383	4,056,157	4,059,944	-3,787	0%
User fees and charges	123,354	705,126	585,123	120,003	21%
Interest Received	2,895	55,430	54,270	1,160	2%
Operational grants and subsidies	0	46,518	28,526	17,992	63%
Other operating revenue	25,478	169,780	164,071	5,709	3%
Total operating revenue	150,345	5,033,010	4,891,934	141,078	3%
Operating Expenses					
Employee benefits	83,525	837,560	842,140	-4,580	-1%
Materials and services	577,094	2,777,332	2,873,869	-96,537	-3%
Depreciation and amortisation	32,489	394,211	395,400	-1,189	0%
Finance Costs	0	150,023	0	150,023	
Total operating costs	693,108	4,159,126	4,111,409	47,717	1%
Surplus (deficit) from operating activities	-542,763	873,885	780,525	93,360	12%
Capital grants and subsidies	37,928	37,928	37,928	0	0%
Other capital income (expense)	-14,934	75,129	-3,761	78,890	-2098%
Net result for period	-519,769	986,942	814,692	172,250	21%

User fees and charges Actual income over budget due to increased one-off larger disposals at Kirknie Landfill.

Operational grants and subsidies
Over budget due to receiving more Regional Recycling Transport Assistance Package grant than expected this year.

#### **Finance Costs**

Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Included in the annual provision movements are borrowing costs of \$150,023.

Other capital income (expense)
Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Included in capital income is \$114,872 for the Restoration provision discount rate movement and time which was offset by capital expense of \$39,743 on write off of assets following capitalisations of projects at Kirknie Landfill and Home Hill Transfer Station.

Manager O	perations -	General	Fund
-----------	-------------	---------	------

manager Operations - General Pund	Month of June Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
Operating Revenue					
User fees and charges	34,997	201,449	165,400	38,049	22%
Operational contributions and donations	16,975	80,676	74,000	6,676	9%
Operational grants and subsidies	933,275	1,878,089	1,271,986	606,123	48%
Contract and recoverable works	6,463	66,492	69,000	-2,508	-4%
Other operating revenue	2,710	15,992	25,488	-9,496	-37%
Total operating revenue	994,419	2,242,697	1,605,854	636,843	40%
Operating Expenses					
Employee benefits	659,999	4,930,763	4,899,911	30,852	1%
Materials and services	636,945	4,585,669	4,435,173	150,496	3%
Depreciation and amortisation	69,540	839,774	839,800	-26	0%
Total operating costs	1,366,484	10,356,205	10,174,884	181,321	2%
Surplus (deficit) from operating activities	-372,065	-8,113,508	-8,569,030	455,522	-5%
Capital contributions	0	5.326	5.326	0	0%
Capital grants and subsidies	1,134,735	1,275,224	1,592,084	-316,860	-20%
Other capital income (expense)	0	-25,617	-235,007	209,390	
Net result for period	762,670	-6,858,574	-7,208,627	348,053	-5%

User fees and charges Over budget mainly in cemetery permits.

Operational contributions and donations
Over budget mainly in camping donations at Funny Dunny Park, with additional income received from developer contributions toward road maintenance for a rural subdivision.

Operational grants and subsidies
Prepayment received of part of the 2021/22 Financial Assistance Grant. The Queensland Reconstruction Authority made close out payments on the 2019 event, as well as the majority of the 2020 event.

Other operating revenue Under budget due to BSRIT Engineering Retainer not received - program not continuing.

Capital grants and subsidies
Disaster Relief Funding Arrangement grants adjustment journal still to be completed. Fiveways REPA submission received less grant than budgeted due to some costs deemed ineligible.

Other capital income (expense)
Fewer disaster recovery works asset write offs than expected.

14

Manager Operations - Sewerage	Month of June Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
Operating Revenue					
Rates and Utility Charges	-503	3,978,669	4.000.000	-21,331	-1%
User fees and charges	0	440	440	0	0%
Interest Received	7.063	133.311	123,150	10.161	8%
Operational contributions and donations	0	5.000	8.000	-3.000	-38%
Other operating revenue	769	9,521	0	9,521	100
Total operating revenue	7,329	4,126,942	4,131,590	-4,648	0%
Operating Expenses					
Employee benefits	154,114	1,329,718	1,348,420	-18,702	-1%
Materials and services	130,749	1,056,478	995,402	61,076	6%
Depreciation and amortisation	117,322	1,388,602	1,387,700	902	0%
Total operating costs	402,185	3,774,798	3,731,522	43,276	1%
Surplus (deficit) from operating activities	-394,858	352,144	400,068	47,924	-12%
Capital grants and subsidies	121.663	146,390	156,403	-10.013	-6%
Other capital income (expense)	-9,958	-51,983	-210,025	158,042	
Net result for period	-283,151	446,551	348,446	100,105	29%

Interest Received
Interest on investments is over budget. A conservative approach was taken when estimating for the second revised budget.

Operational contributions and donations
The budget estimates are based on historical annual averages and can vary year to year depending on developer activity.

Other operating revenue
Unbudgeted revenue received for the installation of two new sewerage connections to a property in Home Hill and Ayr Sewerage Plant scrap steel sold.

Materials and services
Materials and services over budget partially due to timing of chemical deliveries.

Capital grants and subsidies Works for Queensland COVID funded project completed under projected grant allocation.

# Other capital income (expense) Disposal of sewerage assets.

Manager Operations - Water

manager operations - water	Month of June Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to Revised Budget	% Variance YTD Actual to Revised Budget
Operating Revenue					
Rates and Utility Charges	893,877	4,520,499	4,583,156	-62,657	-1%
User fees and charges	-188	68,972	78,000	-9,028	-12%
Interest Received	5,381	98,697	88,880	9,817	11%
Operational contributions and donations	0	5,000	6,000	-1,000	-17%
Other operating revenue	0	0	600	-600	-100%
Total operating revenue	899,070	4,693,167	4,756,636	-63,469	-1%
Operating Expenses					
Employee benefits	169,564	1,219,719	1,157,420	62,299	5%
Materials and services	295,941	1,877,834	2,001,011	-123,177	-6%
Depreciation and amortisation	58,067	692,396	690,900	1,496	0%
Total operating costs	523,571	3,789,949	3,849,331	-59,382	-2%
Surplus (deficit) from operating activities	375,499	903,218	907,305	-4,087	0%
Capital contributions	0	1,888	0	1,888	
Capital grants and subsidies	1,930,105	1,930,105	1,935,782		0%
Other capital income (expense)	-18,233	-24,841	-161,808	138,987	-85%
Net result for period	2,287,371	2,810,371	2,681,279	129,092	5%

Rates and Utility Charges
Extended wet season resulted in less than budgeted water consumption. This is an interim figure and may change in the final accounts.

User fees and charges
Revenue expectations are reviewed twice during the financial year and adjusted based year to date activity. The budget estimates are based on historical annual averages and can vary year to year.

Interest Received
Over budget for interest on rates and investments. This amount varies depending on the amount of rates outstanding and when investments mature. A conservative approach was taken when estimating for the second revised budget.

Operational contributions and donations
The budget estimates are based on historical annual averages and can vary year to year depending on developer activity.

Employee benefits

Employee benefits over forecast expectations due to increased activity in water operations. Wages budgets in Water and Waste Water are generally split however additional resources from Waste Water have been temporarily seconded to Water to manage resourcing.

Materials and services
Under budget due to electricity consumption savings and treatment costs as a result of prolonged rain during the summer months reducing consumption and therefore pumping and treatment costs.

# Other capital income (expense) Disposal of water assets.

16

9.33am Mrs. Olsen left the meeting.

#### 5.4 GOVERNANCE

# 5.4.1 Renewal of Freehold Lease - Part of Lot 106 on Registered Plan 898777 - Kerry Peter Paronella and Delphene Elizabeth Paronella

#### **Executive Summary**

Council approval is requested to consent to the Lessee exercising the Option to Renew the following Lease:

Lessor: Burdekin Shire Council

Lessee: Kerry Peter Paronella and Delphene Elizabeth Paronella

Interest: Fee Simple

Leased Area: Lease "R" in Part of Lot 106 on Registered Plan 898777

Location: Ayr Aerodrome, Aerodrome Road, Brandon

Term: Five (5) years

Expiry: 30 June 2026 (2 x 5 year Options)

#### Recommendation

That Council agree to the Lessee exercising the Option to Renew for a further five (5) year term.

#### Resolution

Moved Councillor Perry, seconded Councillor Boccalatte that the recommendation be adopted noting the amendment as follows:

That Council agree to the Lessee (Kerry Peter Paronella and Delphene Elizabeth Paronella) exercising the Option to Renew for a further five (5) year term on the leased premises described as Lease "R" in Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome, Aerodrome Road, Brandon.

CARRIED

# 5.4.2 Renewal of Trustee Lease - Part of Lot 192 on Crown Plan SB499 - Ryan Jacob and Charmaine Jacob

#### **Executive Summary**

Council approval is requested to consent to the Lessee renewing the following Trustee Lease:

Trustee: Burdekin Shire Council

Lessee: Ryan Jacob and Charmaine Jacob
Interest: Reserve (Landing Ground for Aircraft)
Permitted Use: Aircraft hangar and associated activities

Leased Area: Lease "A" in Part of Lot 192 on Crown Plan SB499
Location: Home Hill Aerodrome, Hurney Road, Home Hill

Term: Five (5) years plus 1 x 5-year Option Expiry: 30 June 2026 (1 x 5-year Option)

#### Recommendation

That Council agree to the Lessee renewing the Trustee Lease for a further five (5) year term plus a five (5) year Option.

\_\_\_12

#### Resolution

Moved Councillor Detenon, seconded Councillor Musumeci that the recommendation be adopted noting the amendment as follows:

That Council agree to the Lessee (Ryan Jacob and Charmaine Jacob) renewing the Trustee Lease for a further five (5) year term plus a five (5) year Option of the leased premised described as Lease "A" in Part of Lot 192 on Crown Plan SB499, Home Hill Aerodrome, Hurney Road, Home Hill.

CARRIED

- 6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES
- 6.1 ENVIRONMENTAL AND HEALTH SERVICES
- 9.36am Mr. Byers entered the meeting.
- 6.2 OPERATIONS
- 6.2.1 Quotations Received for QBSC/21/007 Ayr Water Supply Containerised UV System

#### **Executive Summary**

Council has developed a multi staged strategic infrastructure solution to accommodate the loss of water supply production bores in the Nelson's Lagoon borefield following the detection of per- and poly-fluoroalkyl substances (PFAS) in concentrations above the Australian Drinking Water Guideline (ADWG) health threshold. The solution has been peer reviewed and approved by the Queensland State Government.

Through consultation with the Office of Premier and Cabinet, Council has been fortunate to secure a Local Government Special Purpose Grant of \$10,000,000.00 to provide a reliable and safe drinking water source for the residents reliant on the Ayr Water Supply Scheme. Part of the grant funding has been allocated to the installation of a containerised Ultra-violet disinfection system to allow the treatment of viruses and pathogens.

QBSC/20/007 closing at 12.00pm on 15 June 2021 was called for the Ayr Water Supply Containerised UV System. At the time of closing nineteen proposals were received from a total of nine (9) companies.

#### Recommendation

That Council accepts the fixed price quotation of \$497,820.51 from Aqualyng, this being the most advantageous quotation received for QBSC/20/007 - Ayr Water Supply Containerised UV System.

<sup>-</sup>13

#### Resolution

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

# 6.2.2 Quotations Received for QBSC/21/014 - Design of a Filtration Plant - Ayr Water Treatment

#### **Executive Summary**

Council has developed a multi staged strategic infrastructure solution to accommodate the loss of water supply production bores in the Nelson's Lagoon borefield following the detection of per- and poly-fluoroalkyl substances (PFAS) in concentrations above the Australian Drinking Water Guideline (ADWG) health threshold. The solution has been peer reviewed and approved by the Queensland State Government.

Through consultation with the Office of Premier and Cabinet, Council has been fortunate to secure a Local Government Special Purpose Grant of \$10,000,000.00 to provide a reliable and safe drinking water source for the residents reliant on the Ayr Water Supply Scheme. Part of the grant funding has been approved to commence the planning phase for Ayr Water Supply Stage 3 which includes a detailed design of a filtration system to compliment the new 10ML Reservoir.

QBSC/20/014 for the Provision of Engineering Consultancy Services – Design of a Filtration Plant – Ayr Water Treatment Plant closed at 2.00pm on 27 April 2021. At the time of closing offers were received from two (2) companies being Premise and GHD Pty Ltd.

#### Recommendation

That Council accepts the fixed price quotation of \$588,161.00 from GHD Pty Ltd, this being the most advantageous quotation received for QBSC/20/014 Provision of Engineering Consultancy Services – Design of a Filtration Plant – Ayr Water Treatment Plant.

#### Resolution

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

CARRIED

#### 6.3 PLANNING AND DEVELOPMENT

#### 6.4 TECHNICAL SERVICES

6.4.1 TBSC/21/008 - Supply and Delivery of 4WD and 2WD Utilities (Single, King, Dual Cabs) for the period to 30 June 2022

#### **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

Ordinary Council Meeting 27 July 2021

expected to exceed \$200,000.00 ex GST per financial year. The purchase of the Light Vehicles (excluding full private use vehicles) is in this category.

Quotations were called for 4WD and 2WD Utilities in TBSC/21/008 - Supply and Delivery of 4WD and 2WD Utilities for the period to 30 June 2022.

Quotation closed on Friday, 16 July 2021. Current list of prequalified suppliers under the Local Buy Contract BUS 233-1112 showed two (2) local dealers, both were invited to offer quotations. The dealer's responses were from three (3) manufactures that consisted of eighteen compliant utilities (4WD–9, 2WD–9). These quotations were assessed using a multi-criteria weighting method.

#### Recommendation

That Council accepts the quotations in TBSC/21/008 from Burdekin Motors Pty Ltd for Isuzu Dmax SX 4WD and 2WD utilities fitted with drop-sides, tow bars and standard accessories for the 2021/2022 period with the total contract value for the current planned replacements of six (6) utilities being \$214,590.92 excluding GST.

#### Resolution

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted.

**CARRIED** 

9.52am Mr. Byers left the meeting.

- 7 NOTICE OF MOTION
- **8 RECEIPT OF PETITIONS**
- 9 CORRESPONDENCE FOR INFORMATION
- 9.1 Request for Council Support Attendance of Mayor McLaughlin 30 Year Celebration Townsville Enterprise Limited 28 August 2021

#### Resolution

Moved Councillor Perry, seconded Councillor Musumeci that Council endorse Mayor McLaughlin to attend the Townsville Enterprise Limited 30 Year Celebration in Townsville on 28 August 2021 with all expenses of attendance to be met by Council.

CARRIED

<sup>-</sup>15

#### **10 GENERAL BUSINESS**

#### 10.1 Congratulations - Burdekin Relay for Life

Councillor Perry congratulated the co-chairs Councillor John Furnell and Fiona Smith on the success of the Cancer Council Queensland's Burdekin Relay for Life which was held on 24 July 2021. The comments were supported by the other Councillors.

10.08am Mr. Saldumbide left the meeting.

10.11am Mr. Great entered the meeting.

#### 11 CLOSED BUSINESS ITEMS

#### Council Meeting closed to Public under Section 254J of Local Government Regulation 2012

#### Resolution

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

254J(e)legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

For the purpose of discussing:

1. Prosecution of a development offence for non-compliance with an Enforcement Notice to the owner of property located at 765 Corica Road, Mona Park.

CARRIED

#### **Council Meeting opened to Public**

#### Resolution

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

CARRIED

#### 11.1 Discussion - Waiving of Fines Imposed by the Court - 765 Corica Road Mona Park

It was noted that during the closed section of the meeting Councillors discussed a request from the owner of the property at 765 Corica Road, Mona Park for the waiving of fines imposed by the Court and payable to Council for non-compliance with an Enforcement Notice issued by Council and legal advice obtained that Council is unable to waive a fine imposed by the Court.

Ordinary Council Meeting 27 July 2021

# 12 DELEGATIONS

There being no further business the meeting closed at 10.35am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 10 August 2021.

**MAYOR** 

#### 3.2 Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 12 May 2021

File Reference 691

**Report Author** Ms. Ginett Biffanti – Administration Officer

**Authoriser** Mr. Kevin Byers - Manager Technical Services

Meeting Date 10 August 2021

#### **Purpose**

This report provides the Minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 12 May 2021.

#### Summary of recommendations and actions for consideration and adoption:

#### 6.1 St Coleman's School - Drop Off Zone

1. That Council supports the 2 Minute Drop and Go Zone to be conducted at the front of St Coleman's School car park.

#### 6.3 Jerona Causeway

- 1. That Council inspects signage in the area and determine if it needs to be replaced; and
- 2. That Council investigates if traffic counts should be implemented to gain data to assist with future decisions.

#### 6.5 Speed Limit Review and Additional Signage

- 2. That Council conducts a Speed Limit review on Giddy Road; and
- 3. That Council investigates additional signage at the exit of East End Centre Parker Street Roundabout.

#### Recommendation

#### That:

- the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 12 May 2021 be noted, and;
- 2. the recommendations as detailed in the minutes and summarised in Items 6.1, 6.3 and 6.5 above be adopted.

#### **Attachments**

1. Minutes – Burdekin Shire Road Safety Advisory Committee – 12 May 2021



# **Meeting Minutes**

Meeting	Burdekin Shire Road Safety Advisory Committee Meeting			
Date	Wednesday, 12 May 2021	Time	10.30 AM	
Core Attendees	✓ Kevin Riseley - Technical Offic Transport and Main Roads	cal Services – Burd e Coordinator – Burd e – Queensland Am – Officer in Charge er (Road Safety) No ad Safety) Commun dain Roads (Teleco	dekin Shire Council  hbulance Service – Home Hill  – Queensland Police Service Ayr  orthern District - Department of  ity Engagement Northern Region –  nference)	
Advisor Attendees	Barb Stockdale – Transport and Main Roads Project Officer – Burdekin Shire Counci     Kristy Raitelli –Transport and Main Roads Project Officer (Temporary) – Burdekin Shire Council			
Apologies	<ul> <li>✓ Councillor Max Musumeci – Burdekin Shire Council</li> <li>✓ Brett Maguire – Officer in Charge – Queensland Ambulance Service Ayr</li> <li>✓ Senior Constable Brett Elton – Road Policing Unit – Queensland Police Service Ayr</li> <li>✓ Tosin Faniran – Senior Engineer (Civil) Traffic - Department of Transport and Main Roads</li> </ul>			
Chairperson	Councillor John Furnell			
Minutes Clerk	Ginett Biffanti			
Location	John Hy Peake Heritage Room - 145 Young Street, Ayr			

# 2. Minutes Received

MINUTES OF THE BURDEKIN SHIRE ROAD SAFETY ADVISORY COMMITTEE MEETING HELD ON 19 DECEMBER 2020

Moved John Tait, seconded Kevin Byers that the flying minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on Wednesday, 19 December 2020 be accepted.

CARRIED

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Page 1 of 6



#### 3. Business Arising

✓ Nil

#### 4. Review Action Items List

✓ Refer to Action Items List

#### 5. Correspondence for Information

✓ Nil

#### 6. General Business

#### 6.1 Glen Stockdale - Burdekin Shire Council

#### St Coleman's School - Drop Off Zone

- Request was made by St Coleman's School for a 2 Minute Drop and Go Zone. Consultation between Burdekin Shire Council and St Coleman's School was conducted with the front of school carpark as being most suitable for the 2 Minute Drop and Go Zone.
- 2. Policing of the Drop and Go Zone with parents out staying their allotted 2 minutes.
- Crossing the street by children also need to be considered as there was no zebra crossing or School Crossing Patrol (Lollipop Person) in the area.
- 4. Discussions were held regarding policing of the drop and go zone and children, crossing the road with an increased level of traffic. St Coleman's have advised Council that they will be providing education and newsletters to parents and children on the safety procedure for dropping and picking up their children from school and crossing the road. This matter is to be taken to Council for consideration.

#### 6.2 George/Cussen Road Intersection - Vehicles Cutting the Corner

- Safety concerns were raised by residents regarding the Intersection of George Road and Cussen's Road, Clare with haulout drivers cutting the corner with undue care, creating dust hazards and other safety issues.
- Council has a project to undertake works in the area in the upcoming financial year where several options to increase the safety will be considered.
- During the Cane Harvesting Season, police will visit haulout drivers advising them to observe safety practices when using the intersection and may also use law enforcement.

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Page 2 of 6

#### Burdekin Shire Road Safety Advisory Committee Meeting

#### 6.3 Jerona Causeway

- Council have received complaints by several residents regarding congestion at Jerona Causeway with parked vehicles causing safety issues.
- 2. Council to inspect signage in the area and determine if it needs to be replaced.
- 3. Issues regarding parking will be referred to the police about the complaints raised.
- 4. Senior Sergeant Steve Barton will liaise with Officer in Charge, Sergeant Ryan McGrath.
- Council to also investigate if traffic counts should be implemented to gain data to assist with future decisions.

#### 6.4 Erin Bell - Department of Transport

#### National Road Safety Week

- 1. National Road Safety Week will commence from 16-23 May 2021.
- Request for assistance from the Burdekin Shire Council to raise awareness of National Road Safety Week and colour the water "yellow" at Queens Street Fountain.
- 3. Promotion to go through both TMR and BSC social media.
- 4. TMR are hosting a stall at the Caravan Expo in Townsville on 14-16 May 2021 to promote Safe Caravan Towing and educating the public. TMR will also be travelling out west to continue this education.
- Information on Safe Caravan Towing as per attachment to be distributed to caravan parks and local operators.
- 6. Fatality Free Friday will occur on Friday 28 May 2021.

#### 6.5 Kevin Byers - Burdekin Shire Council

- Senior Sergeant Steve Barton advised that drivers were starting to become complacent with the stop signs at Old Clare Road/Giddy Road Intersection.
- 2. Speed Limit review to be conducted by Council on Giddy Road.
- Council will investigate additional signage at the exit of East End Centre Parker Street Roundabout.
- Senior Constable Brett Elton requested that Council investigate adding a left turn sign out of KFC driveway. Council to liaise with business owners.

#### 6.6 John Tait - Wilmar Sugar Australia Limited

- 1. All four mills are proposed to commence on 8 June 2021, weather permitting.
- Week commencing 31 May 2021, Wilmar will start moving cane bins to different locations in readiness for the start of crushing.
- Online Contractor Induction has improved in response to two accidents involving cane trains and tractors.
- 4. Ten Cameras will now be in use any near misses and red-light infringements will be reported to the police.
- 5. Removal of two crossings once the Haughton River Floodplain Construction Project is completed.

#### 6.7 Kevin Riseley - Department of Transport and Main Roads

#### Burdekin River Bridge Closure

1. Closed to all trains (QR) and highway vehicles, except for emergency service vehicles, between:

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Page 3 of 6



#### Burdekin Shire Road Safety Advisory Committee Meeting

- 2. 7.00pm Monday, 7 June 2021 to 6.00am Tuesday, 8 June 2021; and
- 3. 7.00pm to 10.00pm Tuesday, 8 June 2021.
  - Note: The Bruce Highway will reopen between 11.30pm Monday, 7 June and 12.30am Tuesday, 8 June to allow for mill shift workers changeover and clear queued traffic.
- The closure is for the replacement of 1 x sloping chord brace due to corrosion. There are a total of 40 sloping chord braces installed on the bridge. Hardcopy TMR Comm's flyers were handed to the committee for further information.

#### Haughton River Floodplain Project - HRF

There have been minor delays due to recent rain, however the project is generally progressing to schedule.

#### Traffic Switch/es

6. There will be the first traffic switch around mid-year - early to mid-July, which will see the new Bruce Highway section from Greenacres to Piralko Road being opened to traffic. The second traffic switch will see the new Bruce Highway section from Piralko Road to Palm Creek being opened to traffic approximately 2 months following the first traffic switch. The maximum speed limit on the new sections of the Bruce Highway will be posted at 80km/h until all side road works (bridge demolitions; old sections of road and culvert removals etc) are completed. It is anticipated this speed limit will be in place until the end of 2021.

#### **Local Road Connections**

- Shirbourne Road will be completed around August 2021, although the rail line will be re-opened earlier in time for the cane season.
- 8. Sari Road will be completed around September / October 2021.

#### Queen Street, Ayr

The Speed Limit Review process has now been completed in relation to Queen Street Ayr between Bower and Railway Streets and TMR advises the speed limit on this section will be
reduced from 60km/h to 50km/h. The sign changes are expected to occur in around June or July
2021 with the signage work conducted under RMPC.

# Eighth Avenue, Home Hill - Unlawful right turns across double line on Eighth Avenue into the IGA Carpark from the North bound lane.

- 10. For context, this issue dates back to 30 September 2016 and the concern was originally raised for the safety of pedestrians on the footpath walking across the IGA driveway getting struck by vehicles conducting unlawful right turns into the IGA from the south. As a result of this ongoing safety issue TMR has now developed a proposed treatment to discourage / eliminate this unlawful movement and it involves the installation of a back to back kerb placed longitudinally through the middle of the service lane chevron, the entire length of both service lane/s along Eighth Avenue. Presented a concept drawing depicting this treatment to the committee for comment.
- 11. No concerns or objections were raised by the members / committee with the proposed treatment.

#### 6.8 Barb Stockdale - Burdekin Shire Council

- Change of traffic conditions Queen Street Ayr from Ayr Pool to Don West Toyota Roundabout with speed reducing to 50kmph – to be publicised to make road users aware of the change.
- Raised concern with TMR regarding long line of traffic from Kirknie Road intersection to Seventh Avenue, Home Hill due to hold up on Burdekin River Bridge. Additional signage may be required for future work commencing on the Bridge to advise the public on the cause for the delay.

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Page 4 of 6



#### Burdekin Shire Road Safety Advisory Committee Meeting

- Tree Removal opposite the United Service Station has now given a unobstructed view of the Bridge heading south. Drainage issues in that area to alleviate flooding problems will be looked at next and work to commence in the future.
- New Driver Reviver Signage at Plantation Creek, Ayr and Home Hill Comfort Stop (Railway Station) are on order and should be erected before the end of financial year.
- Speed Review updated by TMR on Seventh Avenue, Home Hill for the request of speed limit to be reduced to 60kmph.

#### 6.9 Senior Sergeant Steve Barton - Queensland Police Service Ayr

- Clarity on who looks after Woodstock Giru Road with concerns people jumping off Double Barrell Bridge.
- Issue was raised to the reason why there is only one give way sign on one side of intersection at Sixth Street and Fifth Avenue Home Hill and not the other side. Burdekin Shire Council to investigate.

#### 7.0 Peter Heron - Queensland Ambulance Service - Home Hill

 Requesting confirmation of phone number from TMR when ambulances need to ring for emergencies when going through to Townsville.

There being no further business, the meeting closed at 11:55am.

The next meeting will be held on Wednesday 18 August 2021 at 10.30am.

Councillor J. Furnell

Chairman

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Page 5 of 6

# Actions from Previous Meeting

	Action Item	Responsible Officer	Due Date	Status
1	Wilmar to Conduct Audit on Railway Crossings	John Tait – Wilmar		Pending – ALCAN has been completed. Priority Listing of 80 Road Crossing in Burdekin Region – Assessment of Road Crossing to begin with Highest to the lowest risk and treatments. Engineer may require assistance with traffic count equipment and data analysis.
2	Parking Bays – Home Hill Surgery	Barb Stockdale		Council to further investigate the possibility of a ramp on side street of Home Hill Surgery with design limited under the disability requirements and reinstatement of parking bays after full asphalt overlay is completed.
3	TMR Road Safety Campaigns	Nathan Toll		Promote Road Safety Campaigns through Council's social media.
4	Speed Limit Review – Old Clare Road – Giddy Intersection	Kevin Byers		Speed Limit Review to be conducted on the Old Clare Road – Giddy Intersection to allow police to enforce.
5	Signage – Parker Street Roundabout	Kevin Byers/Glen Stockdale		Investigate additional signage to exit from East End Centre.
6	Signage – KFC	Kevin Byers/ Glen Stockdale		Investigate the addition of left turn sign out of KFC driveway.
7	Give way Sign – Intersection Sixth Street and Fifth Avenue Home Hill	Kevin Byers/ Glen Stockdale		Inspect –why only one Give way sign on one side of road and not the other side at intersection of Sixth Street and Fifth Avenue, Home Hill.

UNCLASSIFIED - FOR OFFICIAL USE ONLY

Page 6 of 6

#### 3.3 Burdekin Shire Youth Council Meeting Minutes - 19 July 2021

File Reference 137

Report Author Mrs. Tammy Quagliata – Community Development Officer

Authoriser Mr. David Cornwell – Manager Community Services

Meeting Date 10 August 2021

#### **Purpose**

This report provides the Minutes of the Burdekin Shire Youth Council Meeting held on 19 July 2021.

#### Summary of recommendations and actions for consideration and adoption:

#### Item 4 – Burdekin Relay for Life

That Council notes the participation of the Youth Council Members volunteering at the Burdekin Relay for Life on Saturday, 24 July 2021.

#### Item 9 - First Aid Training

That Council notes the proposal for Youth Council to facilitate a youth focused community first aid training course during the September school holidays, with costs to be covered by individual participants.

#### Recommendation

That:

- 1. the minutes of the Burdekin Shire Youth Council Meeting held on 19 July 2021 be noted, and;
- 2. the recommendations as detailed in the minutes and summarised in Items 4 and 9 be adopted.

#### **Attachments**

1. Minutes – Burdekin Shire Youth Council Meeting – 19 July 2021.



# **Meeting Minutes**

Meeting	Burdekin Shire Youth Council Meeting			
Date	Monday, 19 July 2021	Time	3:30 PM	
Attendees	Zavier Wood – Youth Mayor Layla Kelly – Secretary Emily Holmes – Burdekin Christian Georgia Tomasetig – Ayr State Hig Jack Roveglia – Burdekin Catholic Mikayla McDonnell – Ayr State High Michael Lindley – Ayr State High Solvaylee Grabs – Ayr State High Sch Cr. Lyn McLaughlin – Mayor, Burde Cr. John Furnell – Councillor, Burde Tammy Quagliata – Community De	h School High School h School chool ool ekin Shire Council ekin Shire Council	dekin Shire Council	
Apologies	Chelsea O'Shea – Ayr State High S Gracie Hosie – Burdekin Catholic H Eddie Jones – Ayr State High Scho	ligh School		
Chairperson	Zavier Wood			
Minutes Clerk	Layla Kelly & Tammy Quagliata			

# **Agenda Items**

#### 1. Minutes of 21st June 2021 Meeting Received

Moved Mikayla McDonnell, seconded Emily Holmes that the minutes of the Burdekin Shire Youth Council Meeting held on 21st June 2021 be received.

CARRIED

#### 2. Business Arising from the Minutes

Members provided feedback on volunteering during the school holiday library activities.
 Tammy Quagliata noted that library staff were very happy with the assistance provided and thanked members for their time.

Members noted that the activities were very busy, and they enjoyed helping out. It was noted that once children finished their activities perhaps a movie or other activity could be organised to fill in the rest of the time.

 Tammy Quagliata noted that Joanne Keune from Speakeze was keen to provide a school holidays public speaking workshop, as per suggestions from the previous meeting. She would provide a costing and availability in the near future.



#### 3. Correspondence

#### Inward Correspondence

1. Qld Community Achievement Award – Advising that the 2021 Qld Community Achievement Awards are now open. Submit your nomination at <a href="https://www.awardsaustralia.com/qldcaa">www.awardsaustralia.com/qldcaa</a>

Categories include:

Local Sporting Club Making a Difference

Community Group of the Year

Safety Award

Community Hero Award

Customer Service Award

Small Business Achievement Award

Employer Excellence in Aged Care

#### **Outward Correspondence**

 Joanne Keune, Speakeze – Providing feedback from Burdekin Shire Youth Council Members following the recent Public Speaking workshops and seeking interest in providing a school holiday program in the future.

Moved Vaylee Grabs, seconded Michael Lindley that the inward correspondence be received and outward correspondence be adopted.

**CARRIED** 

#### 4. Involvement in Burdekin Relay for Life – Saturday 24 July, 2pm to 10pm (Ayr Showgrounds)

Tammy Quagliata advised that unfortunately there was not enough interest to enter a team in the 2021 Burdekin Relay for Life, however interested Youth Council members are encouraged to help assist with selling bottled water, supervising the fruit stall and helping run games throughout the event. Tammy Quagliata will be sending all Youth Council members an expression of interest email. A volunteer roster will be circulated.

Mikayla McDonnell gave an update on planning for the event including activities, entertainment, and food available. It was noted there was approximately 14 teams participating to date.

#### 5. Update on Possible First Aid Training for Youth Council Members

Tammy Quagliata provided an update on possible first aid training for Youth Council members following expressions of interest received since the previous meeting. Cr. McLaughlin advised that this is not something that Council or Youth Council would be able to fund, however could facilitate the youth focused training.

Tammy Quagliata noted that costs would be approximately \$100- \$115 to complete the full day fully accredited training course to be conducted by Insight First Aid. Members agreed that a youth focused first aid course could be facilitated by Burdekin Shire Youth Council with participants to pay their own course costs. EOI would be called for interested participants (aged 13-18) prior to the September school holidays to determine if the course will go ahead.

NOTE: Insight First Aid advised that the course would be suitable for all high school aged students, however parental permission would be required.



# Burdekin Shire Council

# 6. Public Speaking Competition Winners - Zavier Wood & Mikayla McDonnell

Tammy Quagliata invited Zavier Wood (Senior Winner) and Mikayla McDonnell (Junior Winner) to present their winning speeches to Youth Council, from the recent Ayr State High School Voices of the Future Public Speaking Competition. All Youth Council Members thoroughly enjoyed their speeches.

#### **Upcoming 2021 Events and Projects**

Burdekin Relay for Life – Saturday 24 July

#### 7. Next Meeting - Monday 16th August, 2021 2021 at 3:30pm

There being no further business, the meeting closed at 4:15pm

#### Actions Items from Meeting

Action Item	Responsible Officer	Due Date	Status
Volunteer Roster for Burdekin Relay for Life – Saturday 24 July 2021	All Members	24 July 2021	
Call EOI for possible youth focused First Aid Course to be hosted during the September school holidays.	Tammy Quagliata	August 2021	

# **Recommendations for Council Consideration**

Recommendation	Minutes Item No

# 3.4 RADF Advisory Group Meeting Minutes - 22 July 2021

File Reference 2148

**Report Author** Mrs. Janice Horan – Grants and Property Officer

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

Meeting Date 10 August 2021

#### **Purpose**

This report provides the Minutes of the RADF Advisory Group Meeting held on 22 July 2021.

# Summary of recommendations and actions for consideration and adoption:

# <u>Item 4 – Consideration of Applications received in RADF 2020/2021 Round 2</u>

That the following projects be funded from RADF 2020/2021 Round 2:

Applicant	Project	Requested	Recommended
Burdekin Potters Inc.	Conduct pop-up shop in conjunction with Burdekin Art Society. The meeting recommends funding of this project subject to written confirmation from Burdekin Art Society that the Society is a partner in the project.	Funding \$1,500.00	\$1,500.00
Burdekin Abstract Arts	Conduct free art classes at Burdekin Neighbourhood Centre for people with disabilities and disadvantaged residents and youth.	\$4,490.00	\$4,490.00
Burdekin Library	Co-design and run workshops, in collaboration with University of Melbourne, relating to improving knowledge and best practice for successful community publishing. The meeting recommends funding of this project subject to written confirmation of partnerships in the project and provision of an updated budget.	\$5,000.00	\$5,000.00
Burdekin Shire Council	Install third and final angel wings mural at Burdekin Theatre to complete the recently installed two (2) small murals.	\$720.00	\$720.00
TOTAL		\$11,710.00	\$11,710.00

# Item 5 - Invite Applications for Vacancy on RADF Advisory Group

It is recommended that applications be invited for a vacancy on the RADF Advisory Group created by Mrs. List's completion of term of appointment.

#### Recommendation

#### That:

- 1. The minutes of the RADF Advisory Group Meeting held on 22 July 2021 be noted, and;
- 2. The recommendations as detailed in the minutes and summarised in Items 4 and 5 be adopted.

#### **Attachments**

1. Minutes – RADF Advisory Group Meeting – 22 July 2021.



# **Meeting Minutes**

Meeting	RADF Advisory Group Meeting		
Date	Thursday, 22 July 2021	Time	4:40 PM
Attendees	Cr Lyn McLaughlin, Cr Sue Perry, Cr John Bonanno, Mr David Cornwell (Manager Community Services), Mrs Treena List, Mrs Coral Colquhoun, Mr John Woods		
Apologies	Nil		
Chairperson	Cr Sue Perry		
Minutes Clerk	Mrs Janice Horan (RADF Liaison Officer)		
Location	Ernie Ford Board Room		

## Agenda Items

#### 1. Welcome

Cr Sue Perry opened the meeting and welcomed attendees.

#### 2. Declarations of Interest

Cr Perry declared a Perceived Conflict of Interest in relation to the application from Burdekin Potters as she was a member of the group.

Mr Cornwell declared a Conflict of Interest in relation to the applications submitted by Burdekin Library and Burdekin Shire Council.

Mrs Colquhoun declared a Perceived Conflict of Interest in relation to the application from Burdekin Potters as she was a member of Burdekin Art Society, the organisation mentioned in the application. Mrs List declared a Perceived Conflict of Interest in relation to the application from Burdekin Potters as she was Patron of Burdekin Art Society, the organisation mentioned in the application.

Mr Woods declared a Perceived Conflict of Interest in relation to the application from Dynamic Abstract Arts as he was a member of the Home Hill Harvest Festival which conducts Burdekin Canefields Ephemera. Dynamic Abstract Arts could submit an entry in 2021 Ephemera competition.

#### 3. Minutes of 1 December 2020 and 6 May 2021 Meetings Received

It was resolved that the minutes of meetings held on 1 December 2020 and 6 May 2021 be received as a true and accurate record. The meeting noted that all recommendations had been adopted by Council.

#### 4. Consideration of Applications received in RADF 2020/21 Round 2

Cr Perry advised the meeting that funds of \$53,986 were available for the two rounds of the 2020/21 year. These funds consisted of \$29,500 Arts Queensland contribution, \$13,000 Council contribution and \$11,486 carry-over funds (due to Round 2 of 2019/20 year not proceeding because of Covid-19 restrictions). Funds of \$40,390 had been expended to date, providing remaining funds for Round 2 of \$13,596.

#### **UNCLASSIFIED - FOR OFFICIAL USE ONLY**

Page 1 of 3

Documents are uncontrolled when printed or removed from their source location

# **RADF Advisory Group Meeting**

Applicant	Project	Requested Funding	Recommended Funding
Burdekin Potters Inc	Conduct pop-up shop in conjunction with Burdekin Art Society  The meeting recommends funding of this project subject to written confirmation from Burdekin Art Society that the Society is a partner in the project.	\$1,500	\$1,500
Burdekin Abstract Arts	Conduct free art classes at Burdekin Neighbourhood Centre for people with disabilities and disadvantaged residents and youth	\$4,490	\$4,490
Burdekin Library	Co-design and run workshops, in collaboration with University of Melbourne, relating to improving knowledge and best practice for successful community publishing.  The meeting recommends funding of this project subject to written confirmation of partnerships in the project and provision of an updated budget.	\$5,000	\$5,000
Burdekin Shire Council	Install third and final angel wings mural at Burdekin Theatre to complete the recently installed two small murals.	\$720	\$720
TOTAL		\$11,710	\$11,710

#### 5. General Business

Cr Perry advised the meeting that Mrs List's four year term of appointment to the RADF Advisory Group had expired. She thanked Mrs List for her dedication and community spirit in participating in the RADF program.

The meeting resolved to invite applications for the vacancy created by Mrs List's completion of appointment term to the RADF Advisory Group.

There being no further business the meeting closed at 6-05 pm.

**UNCLASSIFIED - FOR OFFICIAL USE ONLY** 

Page 2 of 3

Documents are uncontrolled when printed or removed from their source location



# Actions from Meeting - 22 July 2021

	Action Item	Responsible Officer	Due Date	Status
1	Distribute funds to successful applicants as per list	J Horan	16/8/2021	Pending
2	Send letter of thanks to Mrs Treena List	J Horan	16/8/2021	Pending
3	Invite applications for vacancy on RADF Advisory Group	J Horan	16/8/2021	Pending

# Actions from Meetings – 1 December 2020 and 6 May 2021

	Action Item	Responsible Officer	Due Date	Status
1	Distribute funds to successful applications as per list	J Horan	31/1/21	Attended to
2	Distribute funds to Sweet Days Hot Nights Project	J Horan	26/5/21	Attended to

**UNCLASSIFIED - FOR OFFICIAL USE ONLY** 

Page 3 of 3

Documents are uncontrolled when printed or removed from their source location

#### 4 EXECUTIVE

#### 4.1 CEO

# 4.1.1 Workshop Meetings - July 2021

File Reference 1394

**Report Author** Mr. Terry Brennan – Chief Executive Officer

Authoriser Mr. Terry Brennan – Chief Executive Officer

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

5.3.1 Demonstrate open and transparent leadership

#### **Executive Summary**

The Council conducted two (2) workshops during the past month on 6 and 20 July 2021, with a range of policy and operational issues discussed by Councillors and staff.

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

#### Recommendation

That the report on the Council Workshops held on 6 and 20 July 2021 be received and noted.

#### **Background**

The Council has implemented governance arrangements based on it holding Council Meetings on a fortnightly basis each month, with the exception of December and January each year. In conjunction with these arrangements, it holds Workshops with Councillors on the alternate week to scheduled Council Meetings.

During the past month Workshops were held on 6 and 20 July 2021 covering a range of policy and operational issues.

A brief summary of the issues discussed at the workshops is outlined below:

#### 6 July 2021

- Tenders Received for Cleaning Services of Council Buildings
- Sale of Land Auction Reserve Prices
- Update on Final Plans for Burdekin Memorial Hall Entrance Refurbishment
- Discussion of Options for Clare Transfer Station Operation
- Rangemore Road, Rangemore Permit to Construct Section of Road
- Jack Road, Brandon Grading of Section of Road by Haul Contractor
- Davidson Road, Clare Section of Road on Sunwater Land
- Eighth Avenue, Home Hill Loading Zone and CBD Parking
- Proposed Burdekin Water Park Program Update
- Watson's Green, Home Hill- Proposed Extension of Outdoor Stage
- Transfer of Trustee Leases Leases C & D on part of Lot 141 on GS808420, Rita Island
- Presentation on Ideas@108 Roadmap

# 20 July 2021

- Charlie's Hill Final Concept Plans
- Sweet Days Hot Nights Festival Overview
- Discussion of Draft Arts and Cultural Strategy
- Discussion of Proposed Amendments to Local Law Relating to Keeping of Horses
- Burdekin Cascades Caravan Park Review of Financial Performance over Past Three (3) years
- Burdekin Be Active Trail, Home Hill Proposed Alignment of Next Section
- Burdekin Theatre Internal Deck Pricing for Hire of New Deck Area
- Review of Existing Policies:
  - o Care of Public Property
  - Cropping in Road Reserves
  - o Tree Management
- Presentation by NQ Dry Tropics Current works and Projects in Burdekin Shire
- Ayr Water Filtration Design Project
- Ayr Water Reservoir Invitation for Tenders
- Updates on other Ayr Water Supply Matters
- Ayr Racecourse Paddock Rental
- Update on Proposed Actions 261 Edward Street, Ayr

#### Consultation

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

#### **Budget & Resource Implications**

Not Applicable.

# **Legal Authority & Implications**

Not Applicable.

#### **Policy Implications**

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

# Risk Implications (Strategic, Operational, Project Risks)

Strategic Risk due to possible reputation damage if policies are not effectively developed with input and support from Councillors.

#### **Attachments**

Not Applicable.

#### 4.2 ECONOMIC DEVELOPMENT

# 4.2.1 Charlie's Hill RAAF Station No.211 Landscape Report

File Reference 262

Report Author Ms. Eliza Lovell – Economic Development Coordinator

**Authoriser** Mr. Terry Brennan – Chief Executive Officer

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

- 1.1.1 Plan, build and maintain infrastructure that enhances community assets
- 2.2.5 Encourage and support the development of tourism product
- 3.3.1 Encourage increased use of community spaces and facilities

#### **Executive Summary**

Burdekin Shire Council allocated funding in 2020/2021 financial year to engage a suitably qualified consultant to design a concept plan for Charlie's Hill as well as preliminary cost estimates for the scope of works included in the concept plan.

The Radar Station was built in 1943 by the Royal Australian Airforce as part of the frontline defence of Australia during World War II. Despite the significance of this asset, little has been done to showcase it.

There is a need to introduce options to interpret the Radar Station, demonstrating its significance and the role it played.

The purpose of the consultancy was to provide Council with a design that implements a series of environmentally sustainable enhancements and low-key recreational developments for locals and visitors to appreciate the heritage significance of this site.

#### Recommendation

That Council receives and adopts the Charlie's Hill RAAF Station No. 211 Landscape Report prepared by CUSP Landscape Architecture Urban Design.

# **Background**

In 2018, Burdekin Shire Council adopted the Burdekin Tourism Strategy. The purpose of the strategy was to develop the Burdekin's tourism potential in a coordinated and structured manner which offers sustainable growth and opportunities across the region.

The strategy identified that the Burdekin is home to several heritage assets, including the heritage-listed Charlie's Hill Radar Station located south of Home Hill. The physical remains of the radar station comprise two (2) above ground semi-circular igloos (approximately 10 meters long x 6 meters wide and 80 meters apart), two (2) spotter's posts, tower foundations and miscellaneous concrete foundations.

Following further investigations, Burdekin Shire Council allocated funding in 2020/2021 financial year to engage a suitably qualified consultant to design a concept plan for Charlie's Hill as well as preliminary cost estimates for the scope of works included in the concept plan.

The Radar Station was built in 1943 by the Royal Australian Airforce as part of the frontline defence of Australia during World War II. Despite the significance of this asset, little has been done to showcase it. There was a need to introduce options to interpret the Radar Station, demonstrating its significance and the role it played.

The purpose of the consultancy was to provide Council with a design that implements a series of environmentally sustainable enhancements and low-key recreational developments for locals and visitors to appreciate the heritage significance of this site.

On 1 September 2020, Council engaged CUSP Landscape Architecture Urban Design to complete the project. CUSP Director, Philip Kleinschmidt, conducted an initial site visit and engaged with various stakeholders including Councillors, Council Officers, adjoining landowners, Indigenous representative, and Home Hill RSL Representative to gain an understanding of the site and the project requirements.

CUSP provided Council with three (3) concepts plans to review and provide feedback. Following further consultation, the plan was finalised as the Masterplan contained in section 5.6 of the Landscape Report.

The Charlie's Hill Landscape Report as presented will assist Burdekin Shire Council in obtaining funding to refurbish the site.

#### Consultation

Councillors, Council Officers, adjoining landowners, Indigenous representative, Home Hill RSL Representative.

#### **Budget & Resource Implications**

A budget allocation of \$10,000.00 ex. GST was made in 2020/2021 budget to fund the cost of the landscape report.

#### **Legal Authority & Implications**

Not Applicable.

#### **Policy Implications**

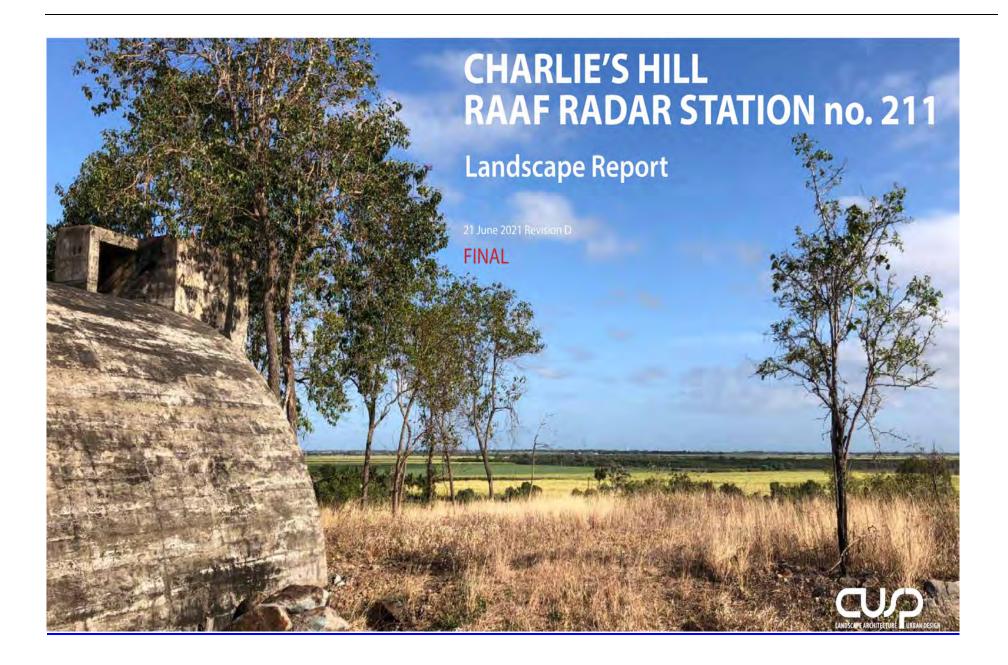
Not Applicable.

#### Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

#### **Attachments**

1. Charlie's Hill Landscape Report



# CONTENTS

# 1.0 INTRODUCTION

1.1 Background

# 2.0 HERITAGE

- 2.1 Heritage Context
- 2.2 Site History
- 2.3 Heritage Features

# 3.0 SITE ANALYSIS

- 3.1 Site Understanding
- 3.2 Existing Vegetation

# 4.0 VIEWS

4.1 Site Views

# 5.0 CONCEPT DESIGN

- 5.1 Concept Options
- 5.2 Concept Design Option A
- 5.3 Concept Design Option B
- 5.4 Concept Design Option C
- 5.5 Council's Preferred Option
- 5.6 Master Plan
- 5.7 Signage Opportunities
- 5.8 Visitor Facilities

#### 6.0 COSTING

6.1 Estimate of Probable Costs

# REFERENCES

# **APPENDICES**



4 21 June 2021 - Rev D - FINAL

#### 1.1 BACKGROUND

CUSP Landscape Architecture & Urban Design was engaged by Burdekin Shire Council to prepare a concept plan and preliminary cost estimate for Charlie's Hill - the former RAAF Radar Station no. 211 - located south of Home Hill.

In 2018, Burdekin Shire Council adopted the Burdekin Tourism Strategy. The purpose of the strategy was to develop the Burdekin's tourism potential in a coordinated and structured manner which offers sustainable growth and opportunities across the region. The strategy identified the heritage-listed Charlie's Hill Radar Station as one of several heritage assets within the Shire.

The Radar Station was built in 1943 by the Royal Australian Airforce as part of the frontline defence of Australia during World War II. Despite the significance of this asset, little has been done to showcase it for visitors. Largely this is due to its remote location which has posed ongoing challenges for managing the site. Anti-social behaviour such vandalism, hooning, illegal camping, illegal dumping and arson have reduced the attractiveness of the site.

There are currently no visitor facilities provided. Consequently there is no opportunity for visitors to learn about the site and its significance. The absence of amenities such as such as signage, shade and seating does not encourage visitors to linger; and the gravel loop road and informal parking area dominates the experience of the place.

The goal of the study therefore is to prepare and cost a concept design for low-key enhancements to manage access, improve visitor amenity and enjoyment, and interpret the Radar Station, demonstrating its significance and the role it played in the defence of northern Australia.

The implementation of the concept design (subject to future approvals and funding) will aim to bolster the Shire's tourism economy by encouraging longer stays and greater economic spend within the Shire. It will provide a quality recreational facility that showcases the unique heritage values for residents and visitors; and it will seek to protect and conserve the cultural heritage values for future generations to enjoy.

Figure 1 illustrates the location of Charlie's Hill in proximity to other tourism attractions within the Shire. The site's position on the Bruce Highway, and a short detour from the Great Tropical Drive, reinforces it's potential as a tourism attraction.



Figure 1 - Context Plan



21 June 2021 - Rev D - FINAL



#### 2.1 HERITAGE CONTEXT

Burdekin Shire is home to many heritage sites related to Australia's military history. Just as the recent upgrading of the Mount Inkerman lookout includes interpretative signage describing the ecological and indigenous heritage of the Shire, Charlie's Hill offers an opportunity to inform visitors of the role Burdekin Shire and it's people have played in defending Australia; and in so doing, encourage visitation to other sites.

As the most intact of the World War II sites, Charlie's Hill could form the centre piece of a military heritage 'trail' (subject to further investigation and research).

- The Brandon War Memorial is a large bronze sculpture, paying tribute to the men of Brandon lost in WW1, erected in 1924.
- The Ayr War Memorial features a decorative red brick arch and a central memorial obelisk that commemorates those who were lost throughout WW1, WW2 and the Korean War.
- The Home Hill War Memorial is a stone plinth with a large plaque commemorating those who died throughout WW1, WW2, Korean War, Malaya and Borneo Conflicts as well as the Vietnam War.
- Remnant foundations of the 'Q6 POW Hostel'
  can be found on the banks of the Burdekin River.
  The Hostel was operational between April 1944
  to November 1945 and could house up to
  250 Italian POW working for the
  Commonwealth Vegetable Project in the
  Burdekin.
- WAAAF (Women's Auxillary
  Australian Air Force) barracks from Charlie's Hill
  relocated to their current position
  in the Home Hill Showgrounds. (TBC)

Jim Gaston, Gudjuda Reference Group suggested that the interpretation at Charlie's Hill should also celebrate the often little known role of Aboriginal and Torres Strait Islanders who served in the Australian Defence Forces.

Richard Kelly, Home Hill RSL advised that it was unlikely that Charlie's Hill would be used for official RSL commemorations due to the number of facilities already available to them.

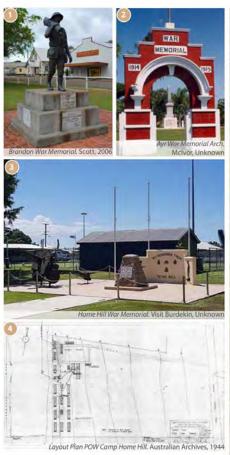




Figure 2 - Military heritage sites



#### 2.2 SITE HISTORY

RAAF Radar Station No 211 was one of a series of radar stations constructed along the Queensland coastline during World

The following site history is reproduced from the Queensland Heritage Register listing:

The Charlie's Hill Radio Direction and Ranging (RADAR) Station, located south of the town of Home Hill, was constructed in 1943 as part of the World War II defences mounted in north Queensland. It was constructed by the Royal Australian Air Force (RAAF).

With the imminent threat of war with Japan in the Pacific the Australian Government had been looking to the resources of north Queensland from the late 1930s. Following the declaration of war on Japan on 9 December 1941, Japan launched simultaneous attacks on Hawaii, Hong Kong and Malaya. Immediate action was taken to construct military installations in north Queensland. The bombing of Darwin (March 1942) and Townsville (July 1942) and the arrival of American troops in the north (from radar units were usually small, numbering around 35 March 1942) accelerated plans to establish facilities in the personnel. The station was operated for 24-hours a day area. However the shifting of the war to New Guinea in Maywith the shifts usually divided into three eight-hour shifts 1942 intensified the military presence in the area as the important role the north would play in the defence against four people - one recording the incoming messages, one Japan was recognised.

Radar stations were established along the north warning of approaching enemy aircraft. The RAAF installed site, maintained and operated the station. The WAAAF Queensland coast during WWII to give the earliest possible No 211 Radar Station on Charlie's Hill in late 1943. It was north Queensland coastline. Whilst many were established personnel were accommodated in the hotel at Home Hill. one of twenty radar installations established along the in remote locations, the station at Charlie's Hill was located near the town of Home Hill just south of the Burdekin River. Following the surrender of Japan in August 1945 military

The installation, known as a 200 Series, fixed ground 'high flying' radar station was one of only two of this type located in north Queensland (the other being No 220 at Bones Knob, Tolga). The 211 Radar Station utilised British Advanced Chain Overseas (ACO) equipment, operated in the HF band at 42.05 megacycles per second, which is a wave length of about 7 metres, and had height finding capabilities. Two 186 foot wooden towers, which were assembled in kit form, stood approximately 100 metres apart, and supported the transmitting and receiving aerials. The equipment was housed in two above ground semi-circular bomb-proof igloos constructed

of reinforced concrete. The eastern igloo housed the receiving equipment whilst the western igloo housed the transmitting equipment, It is believed that these igloos were designed to be built underground, with a short access tower at the end, although the tower would have also provided much needed ventilation. Other services provided at the site include a camp-site of huts, mess and toilet facilities and a power generator. These were constructed at the base of the hill on the north-western

The No 211 Radar Station was maintained and operated by a radar unit made up of members of the RAAF and Women's Australian Auxiliary Air Force (WAAAF). The day, evening and night. Each shift comprised threeworking on the plotting table, one operator, and a fourth person to operate the telephone. During a shift the personnel would rotate every two hours, to help break up the monotony of the work. The RAAF staff, who lived on staff, who worked as operators, plotters, and recorders, were on site during daylight hours only. The WAAAF

installations in north Queensland were disbanded. The Charlie's Hill Radar Station ceased operating on 1 October 1945. The equipment was dismantled and removed. Before leaving the area, the officers and operators of the unit, in return for the hospitality of the Home Hill residents, hosted a tennis afternoon, dinner and dance in the town.

Since the end of World War II, the site of the No 211 Radar Station, Charlie's Hill has been maintained by the Burdekin Tourism Association Inc., Ayr as a local tourist

https://apps.des.qld.gov.au/heritage-register/ detail/?id=601716

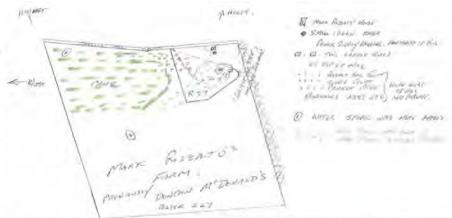


Figure 3 - Hand drawn sketch of Charlie's Hill. Murray, Unknown

#### CHARLIE'S HILL

SITE OF WWII RAAF RADAR STATION No 211

THIS STATION WAS EQUIPPED WITH BRITISH GEAR, RF7 IDENT THE UNIT HAD TWO 186 FOOT TOWERS, 1-RX, 1 TX. TWO CONCRETE IGLOOS ON TOP OF THE HILL HRX - RECEIVING: 1 TX - TRAN

TWO SIMILAR SMALLES IGLOOS NW OF THE HILL EACH CONTAINING 1x 25 KVA DIESEL ALTERNATOR WHICH POWERED THE STATION.

HUTE, MESS, FOILEY FACILITIES ETC WERE CONCENTRAVED THE NORTHERN SIDE OF THE HILL. THESE ACCOMMODATES THE MALE [RAAF] STAFF WHO MAINTAINED AND OPERATED THE UNIT IN CONMINCTION WITH WOMEN [WWAAP] OPERATORS, PLOTTERS AND RECORDERS WHO PUNCTIONE STATION WISE MAINLY ON A DAYLIGHT BASIS. WHAAF PERSONNEL WERE ACCOMMODATED AT THE MALPASS HOTEL IN HOME HILL

THE STATION CAME ON LINE LATE 1943 AND CEASED OPERATION MARCH 1946. 211 RJ'S WAS AN EARLY WARNING UNIT WITH A RANGE OF 300 MILES, PROVIDING INFORMATION OF APPROACHING NEIGHBOURING R/5'S OF HIGH LEVELS OF

ACCURACY IN TERMS OF DISTANCE AND BEARINGS EG. 54 R/S BOWEN AND 26 R/S CAPE CLEVELAND WERE ALL PART OF THE EAST COAST RADAR NETWORK THAT EXTENDED FROM VICTORIA TO NEW GUINEA.

THE WORD RADAR IS OF AMERICAN ORIGIN. RA - RADIO
D - DIRECTION AR - AND RANGING

THE WORD RADAR WAS COINED TO AVOID CONFESION WITE R DF EQUIPMENT IN AIRCRAFT. RAAF RADAR TEAINING CENTRE ZAD RICHMOND BEGAN AN ROF. RDF ---- NADIO DIRECTION FINGING





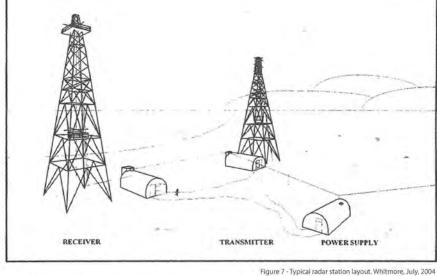
Figure 5-This image shows WAAAFs sunbaking presumably at the Barracks at the base of the hill.

No plans or photographs have been found that illustrate what the site looked like during operation. Our understanding of the site is therefore drawn from the description in the Queensland Heritage Register listing (https://apps.des. gld.gov.au/heritage-register/detail/?id=601716), the work of local historians held in the Ayr Library, and research conducted into other Radar Stations constructed during World War II.





Figure 6 - Toorbul Radar Station 201 Parry-Okeden, 1944



This photograph of the Toorbul Radar Station (RAAF Radar Station 201) provides an indication of what Charlie's Hill may have looked like during operation.

This image of a typical Radar Station layout illustrates a similar site layout to Charlie's Hill. The remains of the power supply layout on the power supply layout on the power supply have looked like during operation.

#### 2.3 HERITAGE FEATURES

The physical remains of the radar station include the above ground igloos, tower foundations, spotter's posts and miscellaneous concrete foundations.

The arrangement of the structures & features on the site, namely, physically separated Receiving and Transmitting infrastructure oriented northwards towards the enemy, once understood by a visitor, provides an insight into the purpose of the site and the technology that was used there.

The two igloos are the most prominent structures. Their semi-circular roof form, combined with their ventilation towers are visually interesting and present an iconic image of the site. The eastern igloo is visually prominent from the surrounding canelands, and views to it should be protected. Refer to section 4.

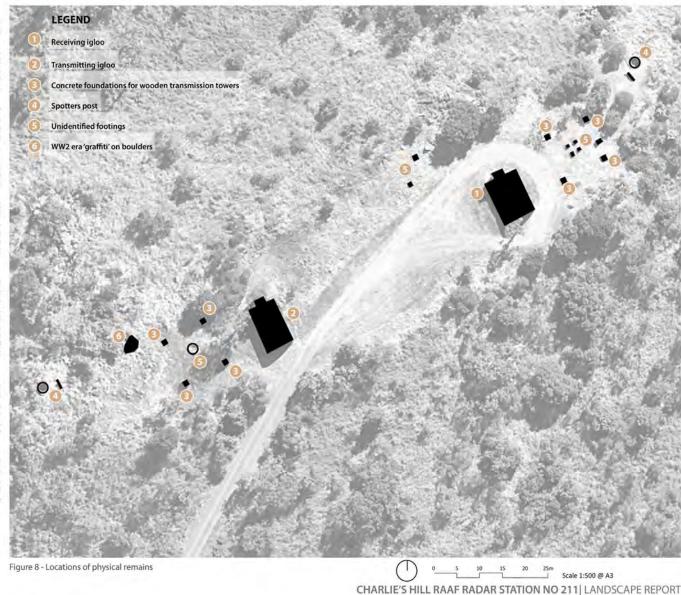
The interiors of the igloos are bare, with graffiti and mud nests (wasps?) lining the ceiling and walls. Carol and Mark Rossato advised that they have been used for illegal camping in the past.

It is possible that the igloos are potential bat roosts defined as a breeding place under the Nature Conservation Act and protected from disturbance during the breeding season. Further ecological investigation will be required during a future detailed design phase, so that the appropriate fauna protections are implemented, and all relevant approvals sought.

The spotters posts at either end of the site are interesting features for interpretation. Their locations offer expansive views to the north - the direction that enemy planes were expected to approach. The concrete lined holes, which include a short access 'tunnel,' are chest high and may present a fall risk for public access. The mitigation of this risk during a future detailed design phase will require consultation between Council and Department of Environment & Science to ensure that heritage values and public safety are balanced.

The remains of the two most prominent site features during operation - the 55m high transmission towers - are limited to four square concrete foundations at either end of the site. Interpretation developed during a future detailed design phase should include a visual representation (drawings, model, augmented reality app) of the towers to illustrate the scale of the structures.

At the western end of the site several pieces of World War II era grafitti are evident- etched into concrete. These elements provide a connection to the servicemen and women who served at Radar Station 211. Further research may reveal individual stories of life during the war that could provide interesting subjects for interpretation.



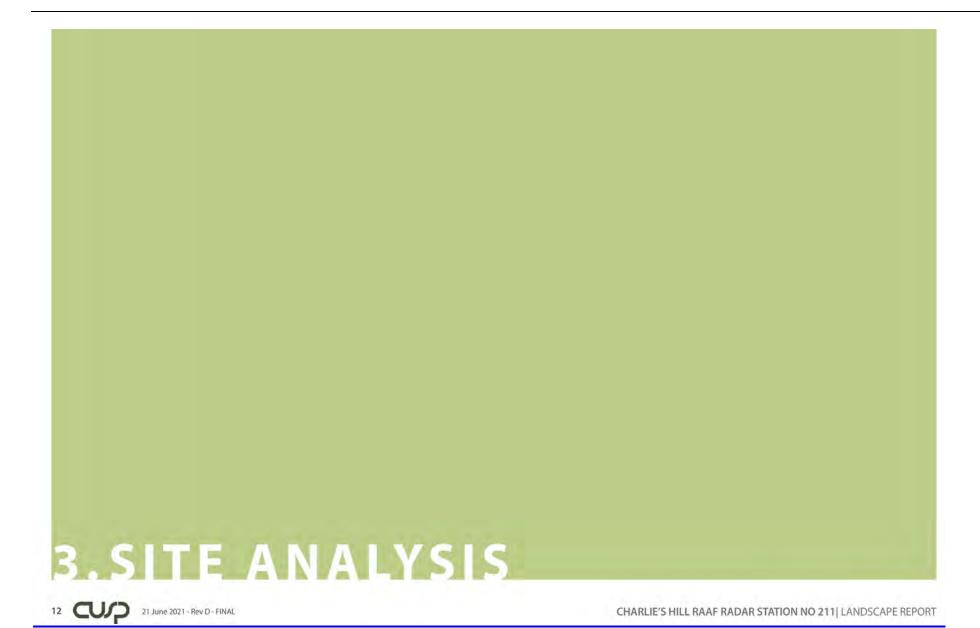


21 June 2021 - Rev D - FINAL



Figure 9 - Physical remains

11 **QUP** 21 June 2021 - Rev D - FINAL



#### 3.1 SITE UNDERSTANDING

CUSP visited the site on 16th September 2020, undertaking a site analysis and meeting with Councillors, Project Officers and stakeholders to gain an understanding of the site and the project requirements

The key issues raised during the consultation are summarised below:

#### Burdekin Shire Councillors Present:

Mayor Lyn McLaughlin Deputy Mayor Sue Perry Councillor Kaylee Boccalatte Councillor Michael Detenon Councillor Max Musumeci Terry Brennan, CEO

Eliza Lovell, Economic Development Coordinator

Melissa Bevilacqua, Tourism Officer Philip Kleinschmidt, CUSP

- preventing unauthorised vehicle access
- need to accommodate caravans possibly at a separate carpark at the bottom of the hill
- -increased traffic
- minimise ongoing maintenance / servicing
- provide amenities for families / picnics / parties / seating
- historical significance 'what was it like?' Encourage interaction / education
- opportunity for augmented reality and audio

# Engineering & Operations

Nick Wellwood, Director of Engineering Wayne Saldumbide, Manager of Operations Melissa Bevilacqua, Tourism Officer Philip Kleinschmidt, CUSP

- Highlight the WWII stories placemaking
- Define circulation / pathways
- Maintenance of the entry road will need to be increased
- Accommodate a Coaster bus used by local community group (Flexi Queensland)
- No BBO.
- opportunity for projections and lighting solar powered
- fall protection at Spotter's nests

#### Site Visit Present:

Richard Kelly, President of Home Hill RSL sub-group Carol & Mark Rossato – Owners of adjoining land Eliza Lovell, Economic Development Coordinator Melissa Bevilacqua, Tourism Officer Philip Kleinschmidt, CUSP

- Site unlikely to be used by RSL for official commemorations (ANZAC Day, Remembrance Day, Vietnam Veterans' Day, etc)
   Site unlikely to be used by Ayr RSL
- No requirement for official memorial
- Ongoing problems with: illegal camping, vandalism, hooning (Quad bikes, Dirt bikes), illegal dumping, arson (bushfires)
- Site has been used for parties
- Site was used by the Scouts

#### Gudjuda Reference Group

#### Present:

Jim Gaston, Senior Ranger, Gudjuda Reference Group Melissa Bevilacqua, Tourism Officer Philip Kleinschmidt, CUSP

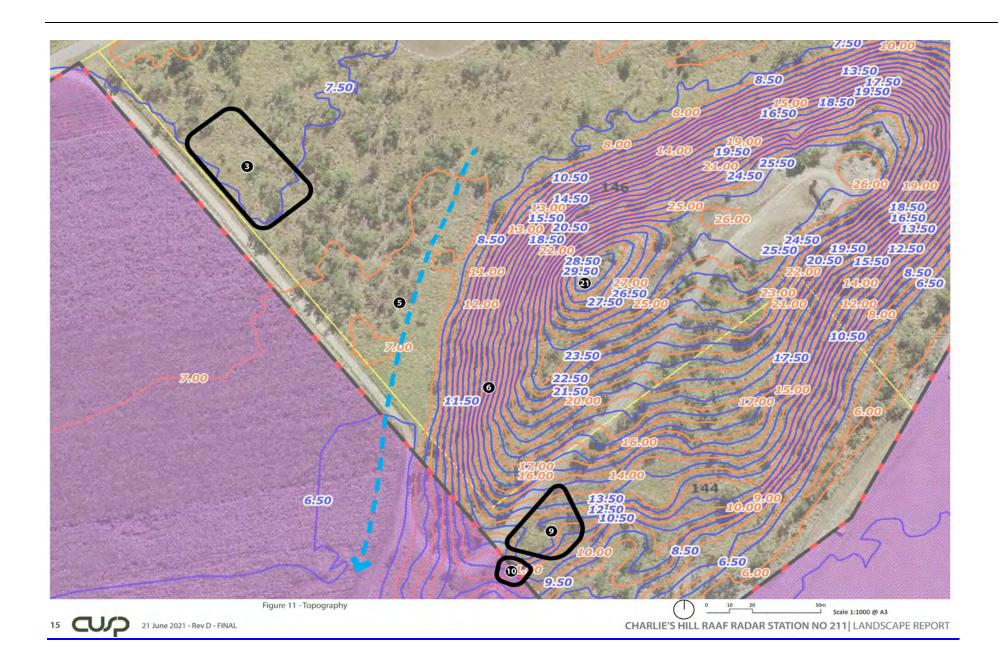
- Indigenous people camped on high ground to avoid the mosquitoes
- Revegetation to include bush tucker species, Referred to Jura Walk at Plantation park
- Acknowledge indigenous service men & women
- Opportunity for indigenous employment during implementation

Figures 10 and 11 illustrate the site features, opportunities & constraints that will be addressed in the Concept Design

#### **LEGEND**

#### SITE FEATURE OPPORTUNITY / CONSTRAINT Signage could be similar to Plantation Park - Weathering Site entry from Charlies' Hill Road. Signage is oriented towards the Highway Entry signage to be double sided to address vehicles where most visitors arrive. approaching from the east Gravel road - nom. 3.5m wide, Generally Gravel road will require more frequent grading flat. Space for vehicles to pass if required. Flat, slightly higher area with minimal Opportunity for gravel parking for Caravans and larger trees. Indicative location of WW2 vehicles, however it is a long distance (uphill) to the new Barracks, Mess, Basketball Court, etc. facilities. Need to provide a safe pedestrian connection. Woodland regrowth affected by recent Shallow drainage line. A trail connection from the caravan parking would not be Steep hillside with rocky outcrops. Gravel road is located outside property Council to agree an easement with the Rossatos Detailed design to determine if earthworks / clearing are Tight radius turn with poor sightlines. required to improve geometry & sightlines Opportunity for gravel parking for Carovans and larger Shallow sloping area with scattered vehicles closer to the new facilities. This location will not be a visually prominent as location 3: Small knoll - possibly old spoil heap Opportunity to site spoil to be used in earthworks. Gravel road - nom. 2.5m wide, Limited Gravel road will require more frequent grading space for vehicles to pass. This open area should be left free from new infrastructure Open grassy area. Historic use of this to allow visitors to appreciate the scale of the site. area is unknown Opportunities for passive recreation / events Area with small loose rocks & boulders. Retain in place Key interpretation feature. Internal uses to be limited Transmitting igloo & tower footings subject to protect heritage values Provide access path. Consider potential fall risks. Balance Spotters post - west. 1.5m deep opening & tunnel entrance with heritage values WW2 era 'graffiti' on boulders Interesting interpretation opportunity Rocky outcrop with shady trees - Fig & Provides natural shade Maintain views from surrounding area. Key interpretation Receiving igloo & tower footings feature. Internal uses to be limited subject to protect heritage values Spotters post - east. 1.5m deep opening Provide access path, Consider potential fall risks. Balance & tunnel entrance with heritage values Expansive views across surrounding Interpret expansive views. Not necessary to formalise as a landscapes lookout Interpret expansive views. Not necessary to formalise as a High point Identify location of power supply igloo, but do not provide Adjoining farm buildings, including WW2 era diesel generator igloo public access (on private land) **Property Boundary**





#### 3.2 EXISTING VEGETATION

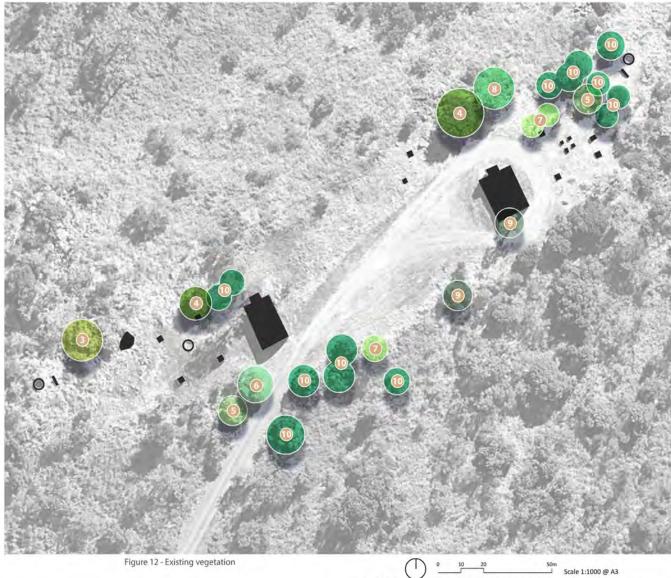
The site vegetation consists of a mix of endemic native trees with an understorey dominated by introduced grasses. Trees are generally small regrowth and provide minimal canopy cover / natural shade. Some specimens - Burdekin Plum and Ficus - adjacent to the Receiving Igloo do provide a small area of dense shade which provide respite and an attractive place to sit.

A number of interesting species are present that represent the ecological communities of the Burdekin Floodplain uplands. These may be worthy of signage / interpretation to provide a variety of information to appeal to a wide range of visitors. As noted by Jim Gaston, Gudjuda Reference Group, bush tucker species could be highlighted.

Any revegetation works necessary to stabilise and visually integrate new roads and carparking should utilise only locally endemic species.

The detailed set out of new tree planting will require consultation with Department of Environment and Science so that the fabric of the structures is protected. An assessment of the existing Eucalypt next to the Receiving Igloo (item 9) should be undertaken in a future detailed design phase to determine if this tree is likely to cause damage the heritage

Note that an ecological survey has not been undertaken.





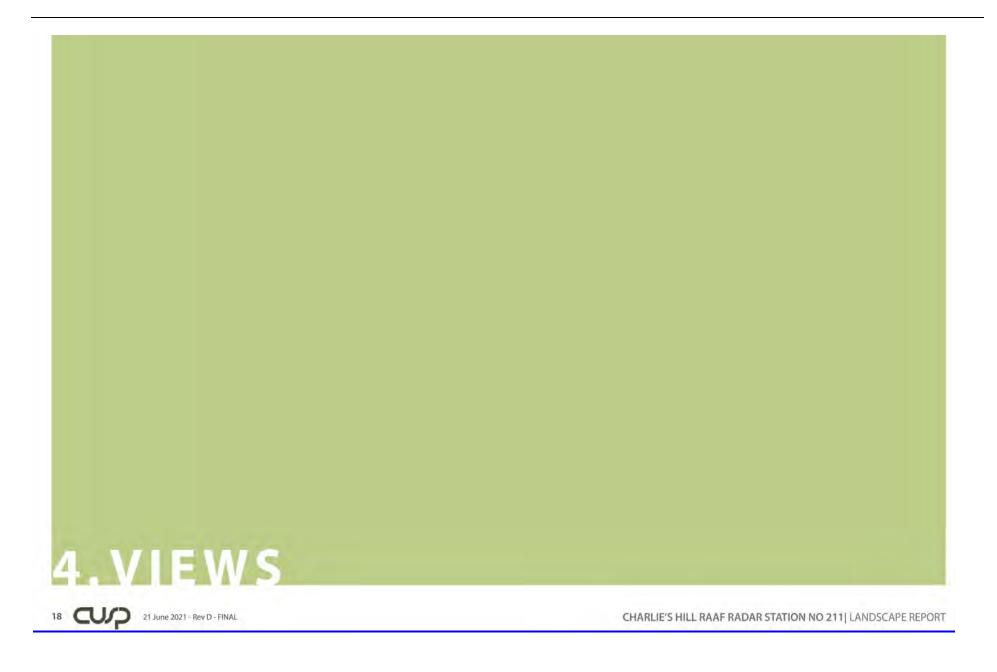




0	Eucalyptus platyphylla	Poplar Gum
0	Corymbia tessellaris	Moreton Bay Ash
0	Cochlospermum gillivraei	Native Kapok
4	Pleiogynium timorense	Burdekin Plum
6	Alphitonia excelsa	Red Ash
6	Clerodendrum floribundum	Lolly Bush
0	Erythrina vespertilio	Bat's Wing Coral Tree
8	Ficus sp.	Fig species
9	Eucalyptus sp.	Gum species
1	Unknown sp.	

Figure 13 - Existing vegetation





#### 4.1 VIEWS

Charlies Hill rises approximately 22m above the Burdekin floodplain. It is small in comparison to larger features such as Mount Inkermann, but nonetheless is still a visually prominent feature viewed from the Bruce Highway and local roads.

Figures 14 - 16 illustrate views from the Bruce Highway southbound, and from Charlie's Hill Road. The prominance of the Receiving Igloo and its distinctive architectural form is evident and should be protected in any proposed designs.

Figure 17 illustrates views from the site across the surrounding landscape. While the views are not as dramatic as from Mount Inkerman, there is still an opportunity to provide interpretation signage to identify local features to orient visitors and encourage further exploration of the district.

Signage could also be used to communicate the remoteness of the site experienced by servicemen & women station at Charlie's Hill during World War II.

# **4.2 SITE VIEWS**





Figure 14 - View south from the Bruce Highway

20 21 June 2021 - Rev D - FINAL

# **SITE VIEWS**





Figure 15 - View east from Charlie's Hill Road - the main approach for visitors

21 June 2021 - Rev D - FINAL

# **SITE VIEWS**





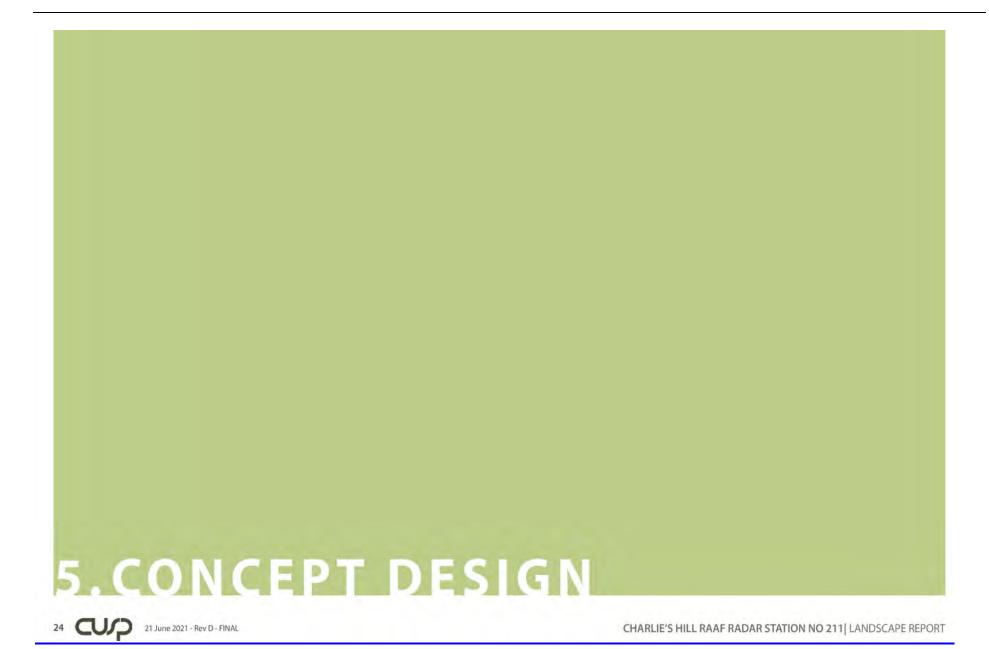
Figure 16 - View west from Charlie's Hill Road

22 21 June 2021 - Rev D - FINAL

# SITE VIEWS

Figure 17 - Views across the surrounding landscape

23 CUSP 21 June 2021 - Rev D - FINAL



# 5.1 CONCEPT OPTIONS

Three concept design options were developed for the site.

Each option explored a different approach to managing vehicle access / carparking, visitor arrival and orientation.

These options were presented to Council on 8 December 2020. Following Council review, a fourth option was provided to CUSP by Burdekin Shire Council as the preferred option.

Option A - C are described in the following section. Council preferred option is described in section 5.5.

A further option - Option D - is included in Appendix B.

#### 5.2 CONCEPT DESIGN - OPTION A



**PROS** 

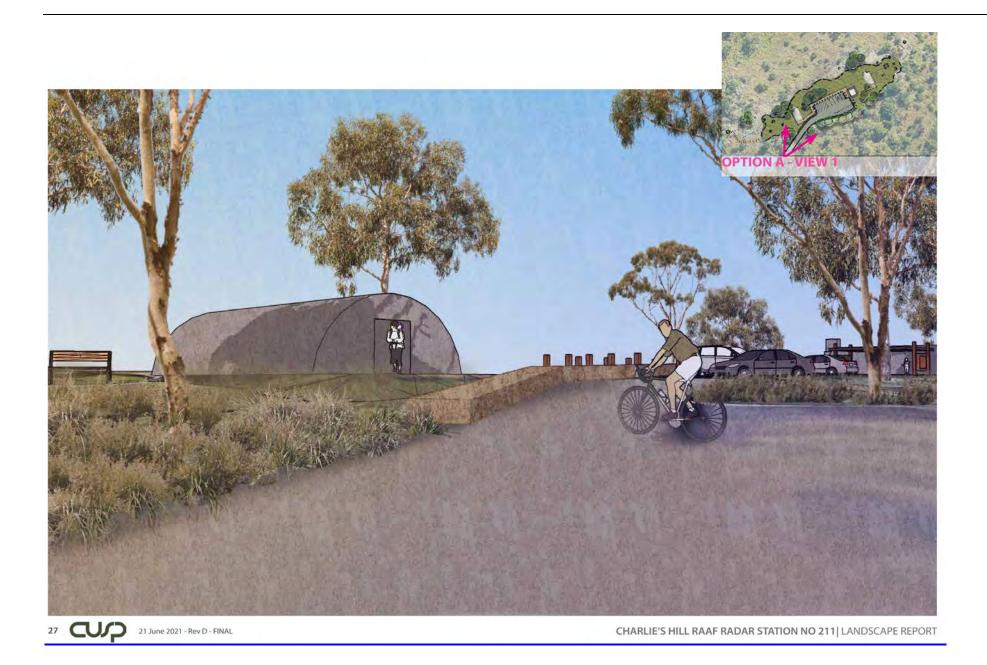
- minimal earthworks required;
- existing vegetation retained;
- simple construction utilising existing flat area;
- accessible and legible pedestrian pathways;
- information shelter centrally orientated and located adjacent to carparking area.



#### CONS

- carpark area & robust vehicle barriers visually encroach upon the envelope of the archeological structures and their surrounding environments;
- location of the carpark area interrupts clear sightlines / views between the two major igloo structures;
- the central location and arrangement of the carpark limits space and opportunity for informal and passive recreation and/or events;
- the broad extent of the hardstand area may likely be attractive for hooning.

67



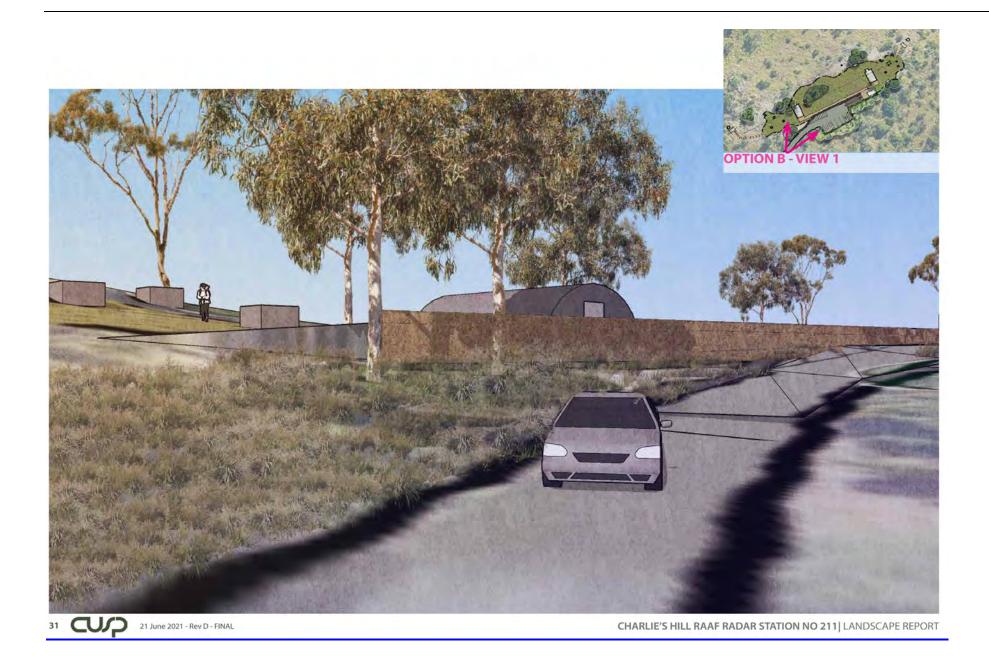




29 (21 June 2021 - Rev D - FINAL

#### 5.3 CONCEPT DESIGN - OPTION B





72



73



#### 5.4 CONCEPT DESIGN - OPTION C



#### **PROS**

- existing vegetation retained;
- physical separation of carpark from the heritage site provides clear sightlines / views between the heritage structures and provides the opportunity and flexibility for passive recreation / event space;
- accessible and legible pedestrian entry (DDA compliant walkway between carpark entry point and information shelter);
- information shelter located as an orientation point at the entrance to the site;
- the level difference of carpark and heritage area creates an integrated vehicle barrier which reduces the risk of unauthorised vehicles entering the parkland;
- arrangement of the carpark less likely to be attractive for hooning;
- no formalised pathways allows visitors to explore the heritage site freely.



more extensive construction works (earthworks, retaining) required due to the carpark being located on the side of the hill;

75







### 5.5 COUNCIL'S PREFERRED CONCEPT

Burdekin Shire Council provided a road and carpark layout that locates the carpark wholly within the existing flat area between the igloo structures, similar to Concept Design Option A. The rationale for locating the carpark was to keep it away from the hillside and avoid the need for extensive excavation or retaining walls (subject to detailed survey and engineering design).

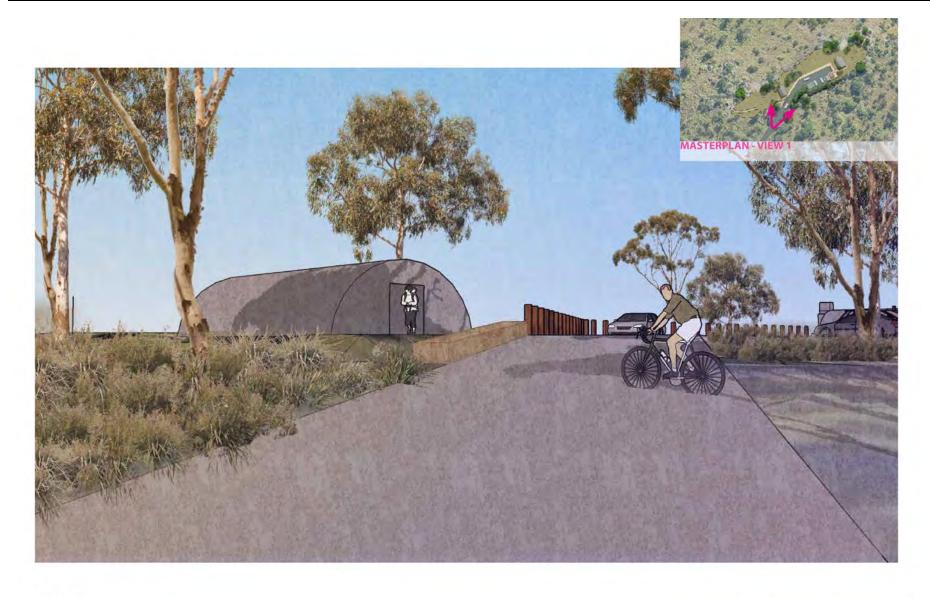
The arrangement of the carpark prepared by Council provides visitors with ease of access and clear orientation into the site. However by locating the carpark between the igloo structures, the new infrastructure will interrupt the clear sightlines between the structures and may limit the opportunity for visitors to appreciate the historic function of the site. This has been recognized as a compromise necessary to achieve a cost effective and constructable design. The issues may be revisited in the detailed design phase following consultation with heritage experts.

To minimize the visual impact of the carpark location, the Masterplan has realigned the edge of the entry road and carpark to align with the axis between the structures. This will assist in reinforcing the relationship between the structures which is inherent to their function.



### **5.6 MASTERPLAN**





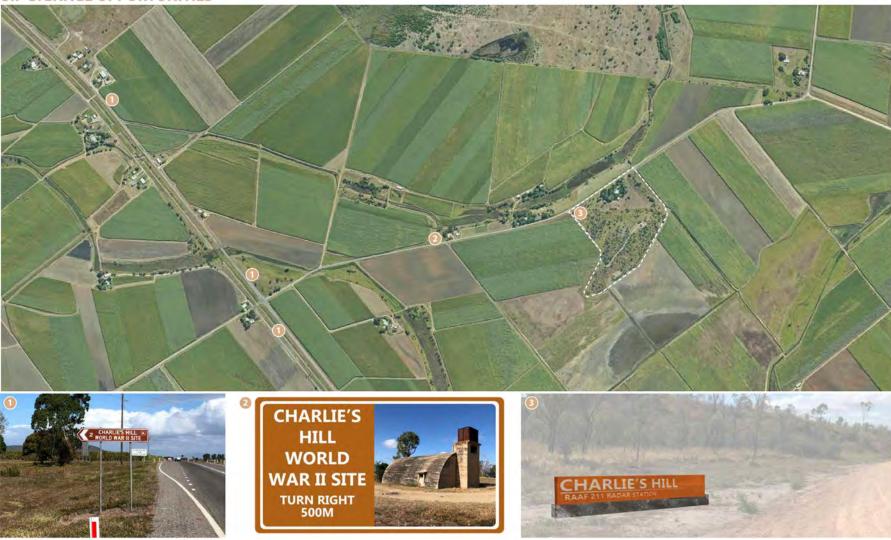
40 21 June 2021 - Rev D - FINAL



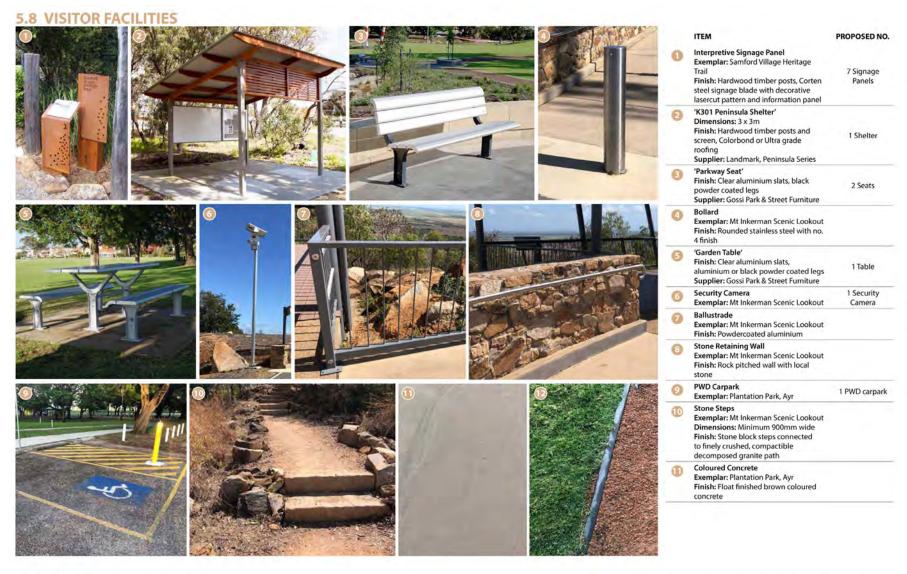
41 CUSP 21 June 2021 - Rev D - FINAL



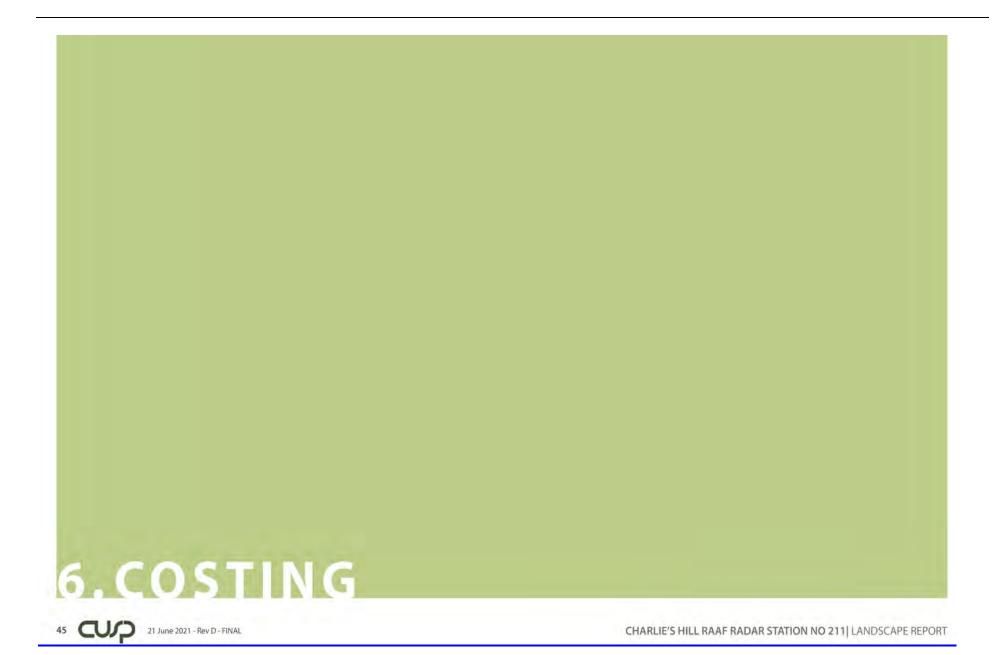
## **5.7 SIGNAGE OPPORTUNITIES**



43 (1) 21 June 2021 - Rev D - FINAL



44 (1) 21 June 2021 - Rev D - FINAL



### ESTIMATE OF PROBABLE COSTS



Project Name: Charlie's Hill - Home Hill Client: Burdekin Regional Council Job No: 20102 Date: 02.06.2021

Issue: A

Level 1,73 Lames Street Fortitude Valley QLD 4006 a Locked Bag 4. Fortitude Valley BC QLD 4008 pa 07 3257 4645 p admin@cusp.net.au w www.cusp.net.au w

Note: Quantities are based on Council's preferred concept in the CUSP Concept Design Report dated 01.06.2021

Item	Description of Work Item	Unit	Quantity		Rate		Total
1.0	DEL MINADES (MIRCE) LAMBOUR						
1.01	PRELIMINARIES / MISCELLANEOUS Site detail survey	item	1.00	s	6.000.00	S	6,000.00
7,6		Hazin,	1,00	7	U (Unit d) in d		D(ODB)OB
1,02	Consultant fees - Engineers, Landscape Architect, Heritage Consultant, Ecologist, Signage & Wayfinding	item	1,00	\$	75,000.00	s	75,000.00
1.03	Mobilisation / Demobilisation	96	2.00	s	5,718.30	5	11,436.60
1.04	General preliminaries - Site fencing, HSEQ management	%	5.00	S	14,295.75	S	71,478.75
1.05	On site facilities and Staff	%	3.00	S	8,577,45	5	25.732.35
1.06	Meetings - Superintendent, Contractor, Principal	%	1.00	S	2,859.15	S	2,859.15
1.07	Environmental Management	%	2.00	S	5,718.30	5	11,436.60
1.08	Other Preliminary Costs - Insurances, Survey, Wet weather risks, As constructed drawings,	%	2.00	s	5,718.30	S	11,436.60
1.09	Testing Vegetation protection fencing	lin.m	60.00	5	20.00	\$	1,200.00
1.10	Sediment and erosion control	item	1.00	S	10,000.00	S	10,000.00
1110		iyarii		-	10,000.00	5	226,580.05
2.0	EARTHWORKS & DRAINAGE					0	
2.01	Strip and stockpile site topsoil	m2	1,000.00	\$	3.00	5	3,000.00
2.02	Box out, trim and compact subgrade	m2	1,000.00	5	5.00	S	5,000.00
2.03	Respread topsoil to disturbed areas	m2	1,000.00	S	5.00	S	5,000.00
2.04	Preparation and trimming to landscape areas	(in.m	1,000.00	S	1.00	\$	1,000.00
2.05	Supply and install SSD ag line subsoil drainage behind walls	lin.m	20.00	\$	25.00	S	500.00
2.06	Supply and install rock lined drainage swale / outfall	Jin.m	400.00	\$	5.00	S	2,000.00 16,500.00
3.0	CARPARK & VEHICLE BARRIERS		1			3	16,500.00
3.01	Supply and install carpark surfacing (30mm)	m2	450.00	1 \$	20.50	\$	9,225.00
3.02	Supply and install primer seal (7mm)	m2	450.00	5	4.00	5	1,800.00
3.03	Supply and install CBR 80 base course class 1 (100mm)	m2	450.00	S	115.00	5	51.750.00
3.04	Supply and install CBR45 sub-base course class 2 (120mm)	m2	450.00	5	114.00	\$	51,300.00
3.04	Supply and install concrete flush kerb	lin:m	90.00	S	100.00	\$	9,000.00
3.05	Allowance for new carpark linemarking	item	1.00	S	1,000.00	S	1,000.00
3.06	Supply and install concrete sleeper wheelstops to linemarked carpark spaces	item	4.00	\$	60.00	S	240.00
3.07	Supply and install Bollard - HW timber	item	60.00	\$	150.00	\$	9,000.00
3.08	Supply and install removable bollards for maintenance access	item	2.00	S	300.00	5	600.00
400			1	_		\$	133,915.00
4.0	PEDESTRIAN PAVEMENTS Supply and install cement stabilised decomposed granite pavement to 100mm depth		1	1			
4.01	including subgrade	m2	250.00	S	50.00	5	12,500.00
4.02	Supply and install informal stone block steps with stone edging infilled stabilised decomposed granite trail	m2	55.00	\$	150.00	s	8,250.00
4.03	Supply and install broom finished brown coloured concete landings at furniture & spotter	m2	25.00	s	180.00	s	4,000.00
7,40	nest lookout areas		20.00		100.00	s	24,750.00
5.0	EDGING			-		*	24,750.00
5.01	Supply and install black recycled (20mm x 70mm) plastic edging with rectangular profile	lin.m	80.00	s	25.00	s	2,000.00
5.01	along decomposed granite pavement	unan	80.00	3	25.00	100	
	ora / z		1			5	2,000.00
6.01	WALLS  Supply and include tops conting well flow rook nitched well with local stage)	face m2	28.00	S	900.00	s	25,200.00
0.01	Supply and install stone seating wall (low rock pitched wall with local stone)	1800 m2	28.00	2	900.00	5	25,200.00
7.0	INTERPRETATIVE SIGNAGE		1			-	23,200.00
7.01	Supply and install interpretative signage panel to visitor information shelter	item	1.00	15	3,000.00	\$	3,000.00
7.02	Supply and install interpretative signage panel (Corten steel signage blade with decorative lasercut pattern and information panel). Excludes copy / graphic design	item	7.00	s	1,750.00	s	12,250.00
			1			5	15,250.00
8.0	INFORMATION SHELTER					•	13,239.00
V.	Supply and install 3x3m 'K301 Peninsula Shelter' visitor information shelter (finished with	-	1				30.32.1
8.01	hardwood timber posts and screen, Colorbond roofing) including concrete slab	item	1.00	\$	10,000.00	5	10,000.00
200	Line (all all all all all all all all all al					\$	10,000.00
9.0	FURNITURE Supply and install 'Parkway Seat' (clear aluminium slats, black powder coated legs)	item	2.00	s	750.00	5	1,500.00
	Supply and install 'Garden Table' (clear aluminium stats, aluminium or black powder coated			-			
9.02	legs)	item	1.00	S	4,000.00	S	4,000.00
						S	5,500.00
10.0	IGLOO STRUCTURES - INTERNAL WORKS						

2/06/2021, 20102\_Preliminary Cost Estimate.xisx

1.012

Propared by DUSC

					Total excl. GST	\$	512,495.05
11.				4		\$	21,600.00
12.03	Allowance for Water truck (Provisional Sum)	pia	40	S	120.00	5	4,800.00
12.02	Maintenance Period	months		S	1,200.00	5	10,800.00
12.01	Maintenance Establishment Period	weeks	12	S	500.00	S	6,000.00
12.0	LANDSCAPE MAINTENANCE						
1				7		5	9,000.00
11.02	Revegetation planting to edge of carpark (tubestock)	m2	100	S	30.00	S	3.000.00
11.01	Supply & lay Green Couch turf to make good existing access road and areas disturned by carpark construction	m2	300	\$	20,00	\$	6,000.00
11.0	SOFT LANDSCAPING						
a special	and the state of t			6		\$	22,200.00
10.03	Allowance for minor rectification works	item	5,000.00	\$	1.00	S	5,000.00
10.02	Supply and install cement stabilised decomposed granite pavement to 100mm depth including subgrade	m2	120.00	\$	50.00	S	6,000.00
10.01	Clean / repaint internal walls (subject to heritage approvals)	m2	280.00	\$	40.00	S	11,200.00

2/05/2021, 20102\_Preliminary Cost Estimate, xisa

1.052

renmed by £b

### REFERENCES

#### CHARLIE'S HILL

Whitmore, R. (2004). An Early British Radar Defence System in Queensland. Royal Historical Society of Queensland, 18(11), 518-521.

Murray, G.W. (Unknown). Section One: Charlie's Hill WWII RAAF Radar site. Unknown.

Dunn, P. (2015). NO. 211 RADAR STATION RAAF MASCOT. NSW, HOME HILL, QLD DURING WV2. Oz At War. https://www.ozatwar.com/raaf/211radar.htm

Queensland Government, (2014), Royal Australian Air Force 211 Radar Station, Queensland WWII Historic Places, https://www.ww2places.qld.gov.au/place?id=761

Tourism and Events Queensland. (n.d). Charlie's Hill: Home Hill, Burdekin Area. Queensland. https://www.queensland.com/au/en/things-to-do/attractions/p-56b265112880253d74c4d79d-charlies-hill

Queensland Government. (2016). Radar Station, Charlie's Hill. Queensland Heritage Register. https://apps.des.qld.gov.au/heritage-register/detail/?id=601716

Royal Australian Air Force Association, (n.d.), Radar at War in the RAAD WWII 1939-1945 The Pither Report; Royal Australian Air Force Association, https://www.raafradar. org.au/WWII\_1939\_-\_1945.html

#### HISTORICAL CONTEXT

Australian Archives (Queensland), Department of the Interior (later the Department of Housing and Construction), Drawing Series BP378/1 (1942–1958), National Archives of Australia, Canberra

Tapiolas, J. (n.d.), Footprints of Italian Prisoners of War in Australia, Italian Prisoners of War. https://italianprisonersofwar.com/category/q6-pwc-hostel-home-hill/

Walding, R. (n.d.). Defences of Moreton Bay - Toorbul Radar Station: Unit 210RS. Indicator Loops. http://indicatorloops.com/toorbul\_radar.htm\

Monument Australia. (2010). Ayr War Memorial. Monument Australia. https://monumentaustralia.org.au/themes/conflict/multiple/display/90445-ayr-war-memorial

Monument Australia. (2010). Brandon War Memorial. Monument Australia. https:// www.monumentaustralia.org.au/themes/conflict/multiple/display/90635-brandonwar-memorial

Queensland Government Environmental Protection Agency. (2009). WWII - NQ: A cultural heritage overview of significant places in the defence of north Queensland during. World War II. https://www.parliament.qld.gov.au/documents/tableoffice/tabledpapers/2009/5309f121.pdf

#### INTERPRETATION

Heritage Council of NSW. (2005). Heritage Information Series: Interpreting Heritage Places and Items Guidelines. https://www.environment.nsw.gov.au/resources/heritagebranch/heritage/NSWHeritageOfficeGuidelinesinfointerpreting.pdf

Stafford Strategy for Burdekin Shire Council. (2018). Burdekin Tourism Strategy. https://www.burdekin.gld.gov.au/downloads/file/1408/burdekin-tourism-strategy-2018-2022.

Department of Transport and Main Roads. (2018). Traffic and Road Use Management Volume 3 - Signing and Pavement Marking: Part? - Tourist, Service and Welcome Signs. https://www. tmr.qld.gov.au/business-industry/Technical-standards-publications/Traffic-and-Road-Use-Management-manual/Volume-3

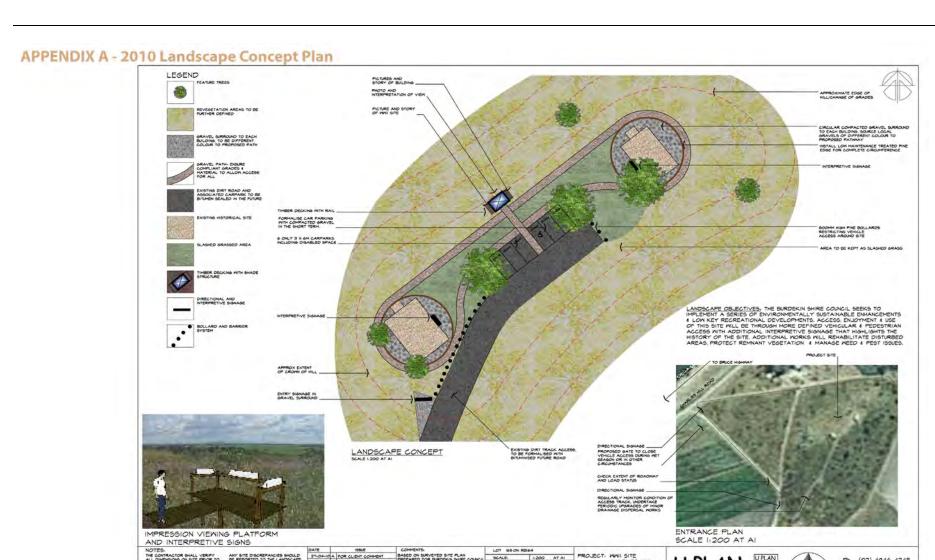


# APPENDICES

APPENDIX A - 2010 Landscape Concept Plan

APPENDIX B - Concept Option D





21-04-IO A FOR CLIENT COMMENT 24-05-IO B DRAFT ISSUE I6-02-II C FINAL DRAFT ISSUE

21 June 2021 - Rev D - FINAL

Steve Moss Registered Landscape Architect TITLE: LANDSCAPE PLAN



Ph: (07) 4946 4745 Fax: (07) 4946 4567 Mobile: 0414 494066 steve@uplan.com.au

CHARLIE'S HILL RAAF RADAR STATION NO 211 | LANDSCAPE REPORT

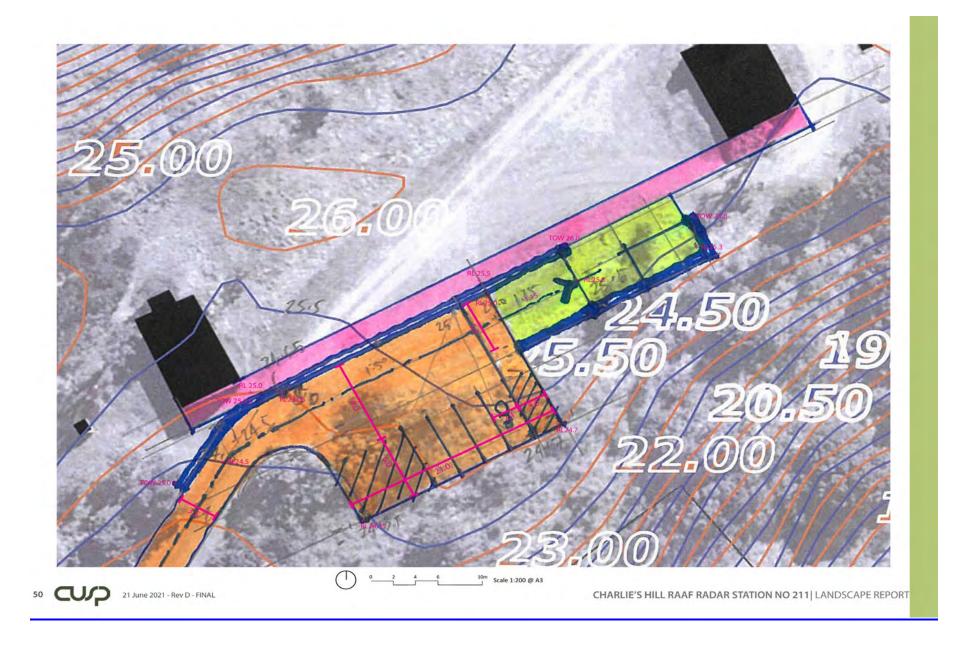
PROJECT: MAII SITE CHARLIES HILL

904113

1:200 AT AI

DATE ORIS.







### 5 CORPORATE AND COMMUNITY SERVICES

#### **5.1 CLIENT SERVICES**

#### **5.2 COMMUNITY DEVELOPMENT**

#### 5.3 FINANCIAL AND ADMINISTRATIVE SERVICES

#### **5.4 GOVERNANCE**

### 5.4.1 Repealing the Care of Public Property Policy

File Reference 2396

**Report Author** Mr. Wayne Saldumbide - Manager Operations

**Authoriser** Mr. Nick Wellwood - Director Infrastructure, Planning and Environmental

Services

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

1.4.1 Enhance water security

### **Executive Summary**

The Care of Public Property Policy was first adopted by Council at its General Meeting on 8 August 1996. The purpose of this policy was to establish a set of eligibility criteria to be applied for access to a potable water charge rebate for landowners that irrigate and maintain Council owned land adjacent to their own property.

Only three (3) approved landholders currently access the rebate.

Access to rebates for existing approved applicants will cease from 1 July 2022. The final rebate payable will relate to water charges incurred in the 2021/2022 financial year. No new applications will be allowed.

### Recommendation

That Council repeals the existing Care of Public Property Policy immediately with any current approvals to cease as of 30 June 2022.

### **Background**

The policy is currently accessed by three (3) approved landowners in the shire. At its peak twelve applicants had approvals however only three (3) applicants regularly accessed the rebate available.

The recommendation to repeal is in line with previous Council decisions to minimise the existence of open use taps in parks and other Council reserves and longer term water supply demand management strategies.

Officers will conduct an audit to determine the number and location of any remaining open use taps in line with water conservation initiatives, and list for discussion at a future Council Workshop.

#### Consultation

Policy reviewed at Council Workshop Tuesday 20 July 2021.

If the policy is repealed, officers will write to residents to inform them that the current approvals will cease as of 30 June 2022 with any entitlements up until that date to be approved.

## **Budget & Resource Implications**

As the policy is not widely accessed the budget and resource implications are negligible.

### **Legal Authority & Implications**

Not Applicable.

### **Policy Implications**

The policy will be removed from Council's Policy Register and from the Council Website.

### Risk Implications (Strategic, Operational, Project Risks)

There are no foreseeable risk implications in repealing this policy.

#### **Attachments**

Not Applicable.

### 5.4.2 Scheduled Review of the Cropping in the Road Reserve Policy

File Reference 434

**Report Author** Mr. Wayne Saldumbide – Manager Operations

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

Services

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

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

### **Executive Summary**

Council's Cropping in the Road Reserve Policy was last adopted by Council on the 22 August 2017. The policy has now been reviewed and updated for consideration of Council.

The purpose of this policy is to administer control of cropping within Burdekin Shire Council Road Reserves to maintain safety for road users, protect the integrity of underground infrastructure and ensure capacity is maintained in the drainage network.

The policy applies to occupiers of land abutting Local Government Road Reserves within the Burdekin Shire Local Government Area.

#### Recommendation

That Council adopts the Cropping in the Road Reserve Policy as attached to this report.

#### Background

The Cropping in the Road Reserve Policy was developed to have an easily understood external facing document stating Council's policy position on cropping in the road reserve that was readily accessible to the public.

The objectives of this policy are to:

- 1. ensure that the safety, operation, and long-term integrity of Council assets are not jeopardised by crops grown within the road reserve; and
- 2. provide a consistent and transparent approach to dealing with cropping in Council's Road Reserves.

The policy position is well supported by the Burdekin Shire Council Local Laws architecture and the *Transport Operations (Road Use Management) Act 1995.* 

### Consultation

Policy reviewed at the Council Workshop on Tuesday 20 July 2021.

### **Budget & Resource Implications**

Council Officers are sporadically required to investigate, report and resolve identified cropping encroachments in Council Road Reserves. This task is generally considered a business as usual function.

### **Legal Authority & Implications**

- Transport Operations (Road Use Management) Act 1995
- Local Law 04 Local Government Controlled Areas, Facilities and Roads 2012
- Subordinate Local Law 01.01 Alterations or Improvements to Local Government Controlled Areas and Roads 2012
- Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012
- Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012
- Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012

### **Policy Implications**

The policy is to afford the general public an easily understood external facing document stating Council's policy position on cropping in the road reserve. The policy is legally supported by *Transport Operations (Road Use Management) Act 1995* and Burdekin Shire Council Local Laws as identified above.

### Risk Implications (Strategic, Operational, Project Risks)

Unregulated cropping in road reserves would increase Council's exposure to public liability damage and personal injury claims in the event of accidents, incidents or near misses with some fault attributable to the presence of crops in the road reserve.

### **Attachments**

1. Cropping Road Reserve Policy.



# Cropping in Road Reserve Policy

Policy Type	Corporate	
Function	Roads, Traffic, Transport and Drains	
Policy Owner	Manager Operations	
Policy Contact	Works Overseer	
Effective Date	10 August 2021	+

## Purpose

The purpose of this policy is to administer control of cropping within Burdekin Shire Council road reserves to maintain safety for road users, protect the integrity of underground infrastructure and ensure capacity is maintained in the drainage network.

### Scope

This policy applies to occupiers of land abutting local government road reserves within the Burdekin Shire Local Government Area.

## **Objectives**

The objectives of this policy are to:

- ensure that the safety, operation and long-term integrity of Council assets are not jeopardised by crops grown within the road reserve;
- provide a consistent and transparent approach to dealing with cropping in Council's road reserves.

# **Policy Statement**

Where it becomes apparent to Council that a crop is being grown within a road reserve the following shall apply:

If the presence of the crop does not:

- · create an unsafe situation for road users through loss of sight distance or damage to the road; or
- impede the normal function of or damage infrastructure or utilities (roadside table drains, electricity, wastewater, water, communications);
- · negatively impact the amenity of nearby homes through creation of dust, noise etc.

The owner of the adjacent land may be requested to apply for a temporary road closure to use the subject land.

If the presence of the crop does:

- create an unsafe situation for road users through loss of sight distance or damage to the road; or
- impede the normal function of or damage infrastructure or utilities (roadside table drains, electricity, wastewater, water, communications);

Notice will be served on the owner of the adjacent land to remove the crop.

If, after being provided with a notice to remove the crop, the crop is not removed, Council will remove the crop and recover the costs of doing so from the owner of the adjacent land.

WKS-POL-0004 Rev 1 PUBLIC Page 1 of 2

Documents are uncontrolled when printed or removed from their source location



# Cropping in Road Reserve Policy

## **Risk Management**

The policy has been developed to allow Council to employ a risk-based assessment of the impacts of unapproved cropping operations within road reservations controlled by Council.

The policy is designed to ensure a safe operational environment for road users whilst protecting the amenity of nearby homes from creation of dust, noise etc. and extending or extracting the full life of Council's assets located in the immediate area.

# Legislation

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012

Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2012

Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012

### **Related Documents**

Reference Number	Document Title	

## **Document History and Version Control**

Title of Document	Cropping in Road Reserve Policy	
Document Reference Number	WKS-POL-0004 Rev 1	
Review Schedule	36 months	
Council Meeting Date	10 August 2021	
Council Resolution Number	Click or tap here to enter text.	

WKS-POL-0004 Rev 1 PUBLIC Page 2 of 2

### 5.4.3 Scheduled Review of the Tree Management Policy

File Reference 433

**Report Author** Mr. Wayne Saldumbide – Manager Operations

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

Services

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

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

### **Executive Summary**

Council's Tree Management Policy was last adopted by Council on the 22 August 2017. The policy has now been reviewed and updated for consideration of Council.

This policy provides the operational framework for the management and maintenance of trees within the shire to reduce future liability and maintenance costs to Council, reduce the risks of injury to people and damage to property and improve the natural local amenity.

This policy relates to management of trees located on privately owned land, Council owned and controlled land including but not limited to parks, footpaths and reserves that may be interfering with or threatening to interfere with privately owned or Council owned assets.

#### Recommendation

That Council adopts the Tree Management Policy as attached to this report.

### Background

The Tree Management Policy seeks to establish a set of guidelines for the planting of trees in the Burdekin Shire to reduce exposure to public liability property or personal injury claim to the general public and Council. Consideration is to be given to species characteristics, the location of underground and overhead utilities, sight distance for traffic and future maintenance requirements.

The policy states that the planting of street trees should:

- encourage high quality vistas that contribute to local area amenity;
- be guided by existing canopy cover density and resident request;
- favour clear trunked, small to medium shade tree species in residential streets to minimise nuisance;
- favour tree species that are not deciduous, do not drop fruit, seed pods or fronds which may cause blockages to drainage inlets and gutters; and
- encourage community participation to promote ongoing stewardship.

The objectives of this policy are to:

- minimise interference with the normal function of above and below ground utility services, traffic visibility, street lighting, public infrastructure and private structures;
- uphold Council's duty of care and commitment to public safety including a "good neighbour" approach to the management of trees on Council land adjacent to private property;
- achieve efficient, cost-effective and sustainable management of the local government area's trees:
- minimise adverse impacts on trees of significant environmental, cultural or historical value;
- provide open and accountable decision making relating to tree management;
- provide guidance regarding the retention, planting and management of trees; and
- set appropriate community engagement standards relating to tree management.

The policy position is well supported by the Local Government Mutual Services (LGMS) Tree Risk Management Guide 2021 and the Burdekin Shire Council Local Laws architecture.

### Consultation

Policy reviewed at Council Workshop Tuesday, 20 July 2021.

### **Budget & Resource Implications**

Council officers are sporadically required to investigate and resolve tree encroachment, nuisance and health issues reported to or identified by Council officers. This task is generally considered a business as usual function.

### **Legal Authority & Implications**

- Local Government Act 2009 s 75.
- Local Law 1 Administration 2012
- Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2012
- Subordinate Local Law 1.1(Alteration or Improvement to Local Government Controlled Areas and Roads) 2012
- Subordinate Local Law 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012

### **Policy Implications**

The policy is to afford the general public, Councillors and Officers an easily understood external facing document stating Council's policy position on tree management in the Burdekin Shire.

The policy position is well supported by the Local Government Mutual Services (LGMS) Tree Risk Management Guide 2021 and the Burdekin Shire Council Local Laws architecture.

### Risk Implications (Strategic, Operational, Project Risks)

The Tree Management Policy has been developed to set a set of easily followable guidelines to limit exposure to public liability damage and personal injury claims in the event of accidents, incidents or near misses with some fault attributable to the presence of trees in the road reserve or other Council controlled areas.

### **Attachments**

1. Tree Management Policy



# Tree Management Policy

Policy Type	Corporate	
Function	Parks, Reserves, Sport and Other Physical Recreation	
Policy Owner	Manager Operations	
Policy Contact	Parks Coordinator	
Effective Date	10 August 2021	

## Purpose

This policy provides the principles and requirements for the management and maintenance of trees within the shire to reduce future liability and maintenance costs to Council, reduce the risks to people and property and improve the natural local amenity.

## Scope

This policy relates to management of trees located on privately owned land, Council owned and controlled land including but not limited to parks, footpaths and reserves that may be interfering with or threatening to interfere with privately owned or Council owned assets.

## **Objectives**

The objectives of this policy are to:

- minimise interference with the normal function of above and below ground utility services, traffic visibility, street lighting, public infrastructure and private structures;
- uphold Council's duty of care and commitment to public safety including a "good neighbour" approach
  to the management of trees on Council land adjacent to private property;
- achieve efficient, cost-effective and sustainable management of the local government area's trees;
- minimise adverse impacts on trees of significant environmental, cultural or historical value;
- provide open and accountable decision making relating to tree management;
- provide guidance regarding the retention, planting and management of trees;
- · set appropriate community engagement standards relating to tree management.

### **Principles**

### Tree Management and Replacement

All trees go through a natural life cycle of establishment, growth, maturity, decline and replacement. For trees growing in an urban environment there are times when Council needs to intervene in the life cycle to address concerns regarding tree health, structure, risks, emergencies, nuisance (as defined by common law) or weed management. The extent of intervention will depend on the species, location, significance and functions of the tree, with regular monitoring and assessment required for trees growing closest to high pedestrian use areas such as the CBD, walking paths or popular playgrounds. Council may replace trees at its discretion.

### Retaining Trees

Keeping established trees, particularly in areas undergoing a change in land use, is the most cost-effective way to sustain Council's tree landscape.

PGC-POL-0003 Rev 1 PUBLIC Page 1 of 4



# Tree Management Policy

### Tree Planting Guidelines

Planting of trees should seek to conform to the following guidelines:

#### Street Trees

The planting of street trees should:

- · encourage high quality vistas that contribute to local area amenity;
- be guided by existing canopy cover density and resident request;
- · favour clear trunked, small to medium shade tree species in residential streets to minimise nuisance;
- favour tree species that are not deciduous, do not drop fruit, seed pods or fronds which may cause blockages to drainage inlets and gutters;
- · encourage community participation to promote ongoing stewardship.

Search for suitable planting under or near powerlines on the below link:

https://www.ergon.com.au/network/safety/home-safety/trees-and-powerlines/plant-smart-search

### Council Parks and Reserves

Tree planting in Council parks and reserves should:

- · conserve historically significant tree plantings;
- · promote shade and amenity at picnic nodes, pathways, spectator areas, playgrounds and car parks;
- · use the placement of groups of trees to minimise maintenance and risk exposure;
- · enhance and protect habitats and waterways.

### Community Engagement

To help encourage community involvement in establishing and maintaining trees within the Burdekin Shire, Council will:

- encourage and support partnerships with Landcare, Greening Australia, BBIFMAC, Ergon Energy, National Tree Planting Day, Gudjuda Reference Group, NQ Dry Tropics and other interested community organisations;
- encourage partnership groups to consider the ongoing maintenance of any trees they plant and water supplies needed to support the healthy, long term growth of these trees;
- adopt a 'good-neighbour' approach to managing trees near property boundaries by undertaking tree
  maintenance works that address genuine nuisance to the adjacent property owner.

### **Policy Statement**

Council has the right to manage the planting, removal, maintenance or replacement of any tree or shrub on Council land or land under Council control.

Where an assessment of a tree has been made by a relevant Council Officer or a qualified arborist and the tree is found to be:

On council land, and:

- · causing or threatening to cause interference with utilities; or
- causing or threatening to cause a hazard to traffic or interference with the line of sight for traffic; or
- · causing or threatening to cause damage to public or private property; or
- · causing or threatening to cause a hazard to pedestrians; or
- dead or infected by disease;

PGC-POL-0003 Rev 1 PUBLIC Page 2 of 4



# Tree Management Policy

Council shall decide the appropriate course of action for removal, maintenance or replacement of the tree.

Where a tree is on Council land and overhangs an adjoining property, Council will endeavour to ensure that overhanging branches do not cause interference to the enjoyment or utility of the adjoining property. Council will remove branches which overhang adjoining property, upon request from owner/occupier of the adjoining property.

Where it is established that a tree was or was likely planted by Council, then Council will bear the cost of the removal or maintenance. Where the responsibility for planting the tree cannot be ascertained with certainty, Council will bear the cost of the removal or maintenance.

Property owners must make an application to Council to plant trees or shrubs on Council owned or controlled land prior to planting. The application should include the location and purpose of planting and the proposed species for planting. Any tree planted without approval may be removed at Council's discretion.

Where a request is received for a member of the public to maintain or remove a tree on Council land immediately adjacent to that person's property, Council will inspect the tree and make an assessment. If the tree is found to be:

- not causing or threatening to cause interference with utilities; or
- not causing or threatening to cause a hazard to traffic or interference with the line of sight for traffic;
- · not causing or threatening to cause damage to public or private property; or
- · not causing or threatening to cause a hazard to pedestrians;

Council may grant approval for the person making the request to maintain or remove the tree at their full expense.

Where a tree is found to be on private land and is:

- causing or threatening to cause interference with utilities; or
- · causing or threatening to cause a hazard to traffic or interference with the line of sight for traffic; or
- . causing or threatening to cause damage to public or private property; or
- · causing or threatening to cause a hazard to pedestrians;

written notice will be served on the owner of the adjacent land to rectify the issue to the satisfaction of Council within 60 days of such notice.

A person may appeal a notice to remove a tree in writing to the Chief Executive Officer. A written appeal must be received by Council within the 60 day notice period.

Where a tree is deemed to interfere with a road or its operation and requires removal or maintenance, Council may take action under the provisions of Section 75 of the *Local Government Act 2009*, Local Law No. 4, Subordinate Local Law No. 1.1, Subordinate Local Law No. 1.15 or exercise its common law rights.

### Enforcement

Where a decision has been made by Council to remove a tree from Council land, the following will apply:

- Where the tree was planted by the owner/occupier of adjacent land, a written notice will be served on the owner of the adjacent land to arrange for removal of the tree within 60 days of such notice.
- If, after being provided with a written notice to remove a tree, the owner has failed to respond to Council
  and the tree has not been removed, Council will remove the tree and recover the costs of doing so
  from the owner.

PGC-POL-0003 Rev 1 PUBLIC Page 3 of 4



### Tree Management Policy

#### Exceptions

- Where it is deemed necessary by a relevant Council Officer or qualified arborist that a tree requires immediate removal due to imminent threat to life or property, Council may remove the tree immediately and then seek to recover costs from the owner of the adjacent land without first providing written notice.
- Rectification of damage to surrounding infrastructure or services as a result of the removal of a tree
  will be the responsibility of the party who caused the damage.

#### **Risk Management**

Council adheres to the Local Government Mutual Services (LGMS) Tree Risk Management Guide 2021. This policy seeks to limit the exposure to public liability damage and personal injury claims attributed to trees located on road reserves or on Council owned or controlled areas, whilst maintaining the benefits and aesthetic quality of the natural landscape provided by trees.

#### Legislation

Local Government Act 2009 (Qld) s 75

Local Law No. 1 (Administration) 2012

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012

Subordinate Local Law 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2012

Subordinate Local Law 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2012

#### References

https://www.ergon.com.au/network/safety/home-safety/trees-and-powerlines/plant-smart

#### **Related Documents**

Reference Number	Document Title
PGC-FRM-0018	Application to Plant a Tree on Council Owned or Controlled Land
AS 4373-2007	Australian Standard – Pruning of amenity trees
AS 4970-2009	Australian Standard – Protection of trees on development sites

### **Document History and Version Control**

Title of Document	Tree Management Policy
Document Reference Number	PGC-POL-0003 Rev 1
Review Schedule	36 months
Council Meeting Date	10 August 2021
Council Resolution Number	Click or tap here to enter text.

PGC-POL-0003 Rev 1 PUBLIC Page 4 of 4

Documents are uncontrolled when printed or removed from their source location

106

#### 5.4.4 Operational Plan 2020/2021 Q4 Report

File Reference 419

Report Author Mrs. Rebecca Stockdale – Senior Governance Officer

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

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

5.3.3 Adhere to the governance framework and public reporting systems

#### **Executive Summary**

The Q4 report for the Operational Plan 2020/2021 details Council's performance throughout the financial year in relation to each of the agreed activities contained within the Operational Plan. The Operational Plan including activity targets and measurement statements for each agreed activity was adopted in June 2020. The Q4 Report covers each operational area under the two directorates - Corporate and Community Services and Infrastructure, Planning and Environmental Services along with activities within the Executive and Corporate Governance areas. A traffic light reporting system has been applied to provide an "at a glance" scorecard for each agreed activity within the operational plan. Supporting comments provide additional information pertaining to each activity and provide any relevant explanation where targets have not been met.

#### Recommendation

That Council receives the Operational Plan 2020/2021 Q4 Report as attached to this report.

#### Background

The Operational Plan 2020/2021 established 214 key activities across all operational areas of Council. A report has been presented to Council for each quarter of the 2020/2021 financial year, outlining the progress towards achieving the agreed activities.

The below graph (Figure 1) represents the overview of the scorecard at the end of the financial year. Out of 214 agreed activities, 190 were marked as "meeting or above target"- a green light. A further 18 activities were given a yellow traffic light score - these activities have had progress made, however did not meet the targets that were set. Four activities were marked as under target - a red traffic light with a further two (2) activities considered to be inactive.

Meeting or above target	190	89%
Progressing	18	8%
Under Target	4	2%
Inactive	2	1%

Figure 1 - Q4 2020/2021



The below graph (Figure 2) represents Council's performance at the same time last year 2019/2020.

Meeting or	174	78%
above target		
Progressing	41	18%
Under Target	6	3%
Inactive	3	1%



Figure 2 - Q4 2019/2020

#### Consultation

Council's managers and supervisors were required to provide comments for this report. Council discussed the report at a workshop on 3 August 2021.

#### **Budget & Resource Implications**

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

#### **Legal Authority & 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**

Not Applicable.

#### Risk Implications (Strategic, Operational, Project Risks)

By reporting on the progress towards implementing the Operational Plan on a quarterly basis, Council mitigates the risk of non-compliance with legislation. Unmitigated risks can impact on the achievement of the agreed activities contained within the Operational Plan. By identifying and addressing these risks and treating them appropriately, Council helps to ensure the delivery of the agreed activities as adopted.

#### **Attachments**

1. Operational Plan 2020/2021 Q4 Report

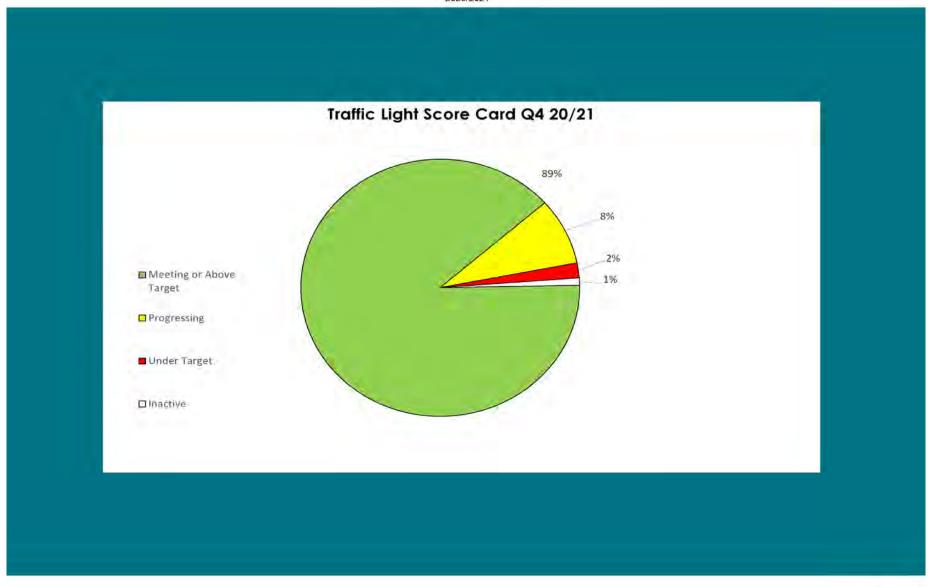
# Operational Plan Q4 Report

2020/2021



Page 1 of 69

Operational Plan Q4 Report 2020/2021





### **Executive Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	Regular ELT meetings are held, generally on a fortnightly basis, whilst the SLG meets on a monthly basis.  Coordination of activities is undertaken through various processes, including the above management meetings, project teams meetings, internal committees and working groups and monthly PCG meetings which monitor delivery of the capital program.	•
EXC2	Initiate improvements to organisational culture through adoption 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	Undertake staff satisfaction survey and analyse results.  Develop Strategy and Action Plan	30 September 2020. 31 March 2021	All staff survey undertaken with high level of participation. Results from the survey guided the development of an Action Plan by the project team and working groups.  The Action Plan has been finalised and focuses on 7 initiatives, with employee wellbeing being the first area of focus.	•
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.  Carry out BCP testing.	2020 Review completed by 30	Risk management updates have been provided to the Audit committee in accordance with its work program.  Annual review and update of strategic risk register and operational risk registers has been completed.  No training needs were identified during this financial year. ERM training will be rolled out in the new financial year in line with the implementation of the new risk management software. Business continuity plans have been reviewed and tested and were subject to internal audit during this quarter.	•
EXC4	Undertake 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	Planning completed to enable commencement of negotiations.  Commencement of negotiations in accordance with Certified Agreement.	Plan completed by September 2020. Begin negotiations by 31 October 2020.	Initial planning completed for EB negotiations, with follow up research and review undertaken as negotiations have progressed  Commencement of negotiations was delayed to February 2021 and 6 meetings have been held to date. Negotiations are proceeding satisfactorily to date.	0

Page 3 of 69

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.		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.	Council representatives attended relevant meetings of NQROC and its subcommittees during the year, along with participation in LAWMAC activities. Service level agreement with TEL finalised in first quarter and KPIs are monitored through meetings with TEL	•
EXC6	Underlake training activities for councillors to help them meel their legislative responsibilities.	5.2.1. Demonstrate the Council's strategic direction to government, business and the community through strong leadership and advocacy		30 June 2021	No external training activities undertaken over the last quarter but Mayor, CEO & DCCS attended DLG Councillor Induction/Integrity Refresher training in Townsville during April and provided inhouse presentation to councillors.	
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.	capable workforce to implement the vision for Burdekin Shire Council	Accurate and efficient management and coordination of Mayor's and CEO's correspondence, calendars, invitations, travel and accommodation.  Citizenship ceremonies conducted in accordance with the requirement of the Citizenship Act.	performance reviews.  100% satisfaction with	Administrative support continues to be provided to a high standard to the Mayor and CEO. Covid 19 has disrupted the program for citizenship ceremonies. The most recent ceremony was held on 22 June 2021.	•

Page 4 of 59

### **Media and Communications**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	37 media releases produced and distributed	•
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.  Prepare other all-staff communications as required.	100% compliance with statutory obligations.  One staff newsletter produced quarterly.  All staff communications prepared within two business days of requests.	Budget document prepared within deadline.  June staff newsletter distributed.  Several all-staff updates drafted or proofread as required.	•
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.	113 unique news items posted to Council's social media accounts.	•
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.	Timely response to all relevant enquines.	0

Page 5 of 69



### **Economic Development**

Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Targ∈†	Comments	
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.	Hosted Trade and Investment Qld - NQ Migration Agents Roadshow on 16 June.	0
Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people.	2.1.3. Promote employment and training opportunities to retain young people	Attendance and delivery of events to promote employment/training opportunities.	In compliance with funding program guidelines, one event delivered and two events attended annually.	Promoted all training and webinars that had been released to chambers of commerce, relevant businesses and organisations via email, EDMs, media releases and social media.	•
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	încrease in local businesses digital presence.	10% increase in business attendance at digital information and/or training workshops.	Assisted Ayr Chamber of Commerce with coordination of small business workshops for next financial year focused on digital marketing to encourage local shopping.	•
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 through EDM distribution.	100% of funding opportunities flagged with businesses.	Promoted all funding programs that had been released to chambers of commerce, relevant businesses and organisations via email, EDMs, media releases and social media. Continued to also promote COVID-19 funding and support services available.	•
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.	No progress to report this quarter, theatre venue closed for refurbishment works.	0
Implement actions identified in the Burdekin Economic Development Strategy.	2.4.1 Review and implement an Economic Development Strategy	Number of action items completed within agreed timeframes	30 June 2021	Economic Development Advisory Group meeting held on 3 June. Coordinated bus for State of Origin and promoted to visitors through accommodation providers and locals. Assisted with promoting a Grain Storage Workshop on 23 June. Finalised dates for small business workshops for next financial year.	
	Encourage and support individuals and businesses to better participate in regional economic development initiatives.  Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people.  Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.  Promote funding opportunities available to businesses for research and development.  Host industry breakfasts/mentoring sessions to encourage development and expansion of existing business and to encourage start-up and small businesses.	Encourage and support individuals and businesses to better participate in regional economic development initiatives.  Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people  Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.  Promote funding opportunities available to businesses for research and development.  Promote funding opportunities available to businesses for research and development and expansion of existing business and to encourage start-up and small businesses.  Implement actions identified in the Burdekin Economic  2.1.1. Acknowledge the contribution of individuals and businesse to development and training opportunities to retain young people  2.2.1 Facilitate the provision of information to encourage a digitally connected business community to enable competitiveness  2.2.2 Encourage business to invest in research and development and expansion of existing business and to encourage start-up and small business  2.2.4. Support the development and expansion of existing business and initiatives that encourage start-up and small business	Encourage and support individuals and businesses to better participate in regional economic development iniliatives.  Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people.  2.1.3. Promote employment and training opportunities to young people.  Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.  Promote funding opportunities available to businesses for research and development.  Encourage businesses for research and development and training opportunities available to businesses for encourage development and expansion of existing business and to encourage start-up and small businesses.  Corporate Plan Strategy  Individuals and businesses are showcased across various economic development activities.  Attendance and delivery of events to promote employment/training opportunities.  Attendance in local businesses digital presence.  Giurding opportunities are identified and appropriate businesses are advised through EDM distribution.  Funding opportunities are identified and appropriate businesses are advised through EDM distribution.  Funding opportunities are identified and appropriate businesses are advised through EDM distribution.  Attendance numbers at industry breakfasts and mentoring sessions of existing business 2.2.4. Support projects and initiatives that encourage start-up and small business.  Implement actions identified in the Burdekin Economic  2.4.1 Review and implement within agreed timeframes	Encourage and support individuals and businesses to better participate in regional economic development initiatives.  Encourage businesses and individuals and businesses to better participate in regional economic development initiatives.  Encourage businesses and individuals to participate in activities to promote employment and training opportunities to young people  2.1.3. Promote employment and training opportunities to retain young people  2.2.1 Facilitate the provision of information to encourage a direct during opportunities and facilitate programs that build capacity of information to encourage a direct during opportunities and local businesses to better utilise digital technology.  Promote funding opportunities available to businesses for research and development.  2.2.2 Encourage business to invest in research and 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 and to encourage start-up and small businesses.  2.2.4. Review and implement the Burdekin Economic  Implement actions identified in a Economic Development and expansion of existing business and Economic during and Economic Development and expansion of existing business and to encourage start-up and small businesses.	Encourage and support individuals and businesses to better participate in regional economic development militative experiments to experiments and training apportunities to retain young people with the provision forgrams that all local businesses and operation of the provision for research and development.  2.1.1. Acknowledge the contribution of individuals and business to developing the Burdekin Economic development and training above according to the provision of the provision operation and training apportunities to retain young people.  2.1.1. Acknowledge the contribution of individuals and business to developing the business and showcased across various economic development and training above the surface of the provision operation and training apportunities to retain young people.  2.1.1. Acknowledge the contribution of individuals and business to development and training above across various economic development activities.  2.1.1. Acknowledge the contribution of individuals and business to development and training above across various economic development activities.  2.1.1. Acknowledge the contribution of individuals and business to development activities.  2.1.1. Acknowledge the contribution of individuals and business to anough a proper training operations and development activities.  2.1.1. Acknowledge the contribution of individuals and business to individuals and business to individuals and business and development activities.  2.1.1. Acknowledge the contribution of individuals and business to individuals and business and contribution.  2.2.1. Acknowledge the contribution and development activities.  2.2.1. Acknowledge the contribution and training operations and development activi

Page 6 of 69

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 pre- lodgement meetings are facilitated effectively.	Hosted meeting with project proponent looking to expand existing operations in the Burdekin.	•
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	Continued to promote workshops, events and activities hosted by Townsville Enterprise Ltd.	•
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	Agreed activities implemented.	Finalised Marketing Strategy for Ayr Industrial Estate. Awaiting outcome of funding application through Federal Government Building Better Regions Fund.	•

Page 7 of 69



### Tourism

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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/workshops held/businesses engaged with.	5% increase in visitor numbers and tourism product.	Engaged with local accommodation operators by hosting a Burdekin Accommodation Operators Meeting to discuss further opportunities to collaborate. Continuation of EDM Newsletters with Burdekin Accommodation Operators and Tourism Members. Attended LGMA Tourism Exchange Zoom Meeting. Participated in Social Media for Local Government Course.	•
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.  Number of volunteer familiarisations/ workshops conducted.	5% increase in visitor numbers post COVID-19. Five tourism products assessed bi-annually. Six familiarisations/ workshops annually.	Hosted Volunteer Morning Tea at Stardust Drive In Theatre Famil to celebrate National Volunteer Week. Completed and passed VIC Audit in Ayr and Home Hill. Participated in Visit Queensland VIC Network Zoom Meetings. Visitor Information Centre Visitor Statistics: Jan-Mar 2021: 1202 visitors. April-June 2021: 2604 visitors. (Increase of 116.64%.) Jan-June 2021 compared to Jan-June 2019 Increase of 8.68%.	
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.	Stall at the Townsville Camping and Caravan Expo to promote Burdekin and Sweet Days Hot Nights Festival . Expo was held over 3 days and was attended by 13,600 people.	•
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, RegionsQ.	3.3.2. Highlight the benefits of living, working and playing in the Burdekin	Number of promotional opportunities identified and pursued.	Four opportunities annually.	Provided Visit Burdekin information packs to sporting teams visiting the region for the Shane Muspratt Cup and Burdekin Junior Netball Carnival.  Promoted the Burdekin to State of Origin game attendees as viable alternative to stay for the game – Chartered bus service from Ayr to Townsville to offer visitors and residents a transport option.	

Page 8 of 69

TOU5	Enhance online presence including the Visit Burdekin 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	Quarterly Statistics for Visit Burdekin social media: Facebook – 6.98% increase in followers. Instagram 4,93% increase in followers, Continued to update Visit Burdekin website as required.	•
TOUB	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.	Progressed the Visit Burdekin Fishing Guide – final draft being reviewed. Progressed Visitor Economy Community Awareness Campaign Engaging with local events to provide Visit Burdekin information packs to visitors.	•
ТОПТ	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	Strategic Plan to be developed for Festival.  Attendance numbers at the event.  Feedback from sponsors of event.	Strategic Plan adopted prior to 2021 event.  5% increase in level of external visitation to the event.  80% positive feedback from sponsors.	Successfully hosted the Sweet Days Hot Nights Festival for 2021. 3 events attended by 6000 people. Positive feedback received from sponsors and attendees. Awarded LGMA Award for 'Doing More With Less' for 2020 SDHN Virtual Festival. Mick the Cane Cutter appearance at Clare School Under 8's day.	•

Page 9 ot 69



### Corporate Governance

Ref	Activity	Unk to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
CG1	Facilitate implementation of revised Advisory Committee Structure.	3.1. Safe, healthy, inclusive and socially engaged communities	Advisory Committee Structure adopted by Council.  Committee Terms of Reference/Charters and standard working templates developed.	31 December 2020,	Following a call for expressions of interest, Council at its meeting on 8 June resolved to combine the Community Development and Cultural Advisory Groups for a period of 12 months, followed by a review and further consideration by Council. Council also appointed 9 community members for the new Advisory Group and adopted a Community and Cultural Advisory Development Group Charter 2021/2024.  The implemented governance controls related to advisory committee operation and reporting have proven effective. All advisory committees now have adopted charters and clear roles and responsibilities.	•
CG2	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 (QAO, 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.	Six administrative action complaints were received during the Q4 reporting period. All complaints were managed in accordance with Council's adopted complaints management process and policy.  No complaints were required to be referred to external authorities within the quarter.	•
CG3	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. 100% of identified PIDs to be handled in accordance with Council's PID Policy and Procedure.	100% of complaints have been assessed against the PID criteria.  100% of new employees have received PID awareness training during the induction training.  All identified PID matters have been handled in accordance with Council's PID Policy and Procedure.	•

Page 10 of 69

CG4	Develop and implement a review schedule for Council's Operational Standards and Policy Documents to ensure they are relevant and address emerging issues.	government, business and	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.	100% of Operational Standards are reviewed, updated and endorsed within agreed timeframes.  100% of Council Policies that are due for review, are reviewed within the agreed timeframes.	100% of Council policies have been uploaded to the new Controlled Document Management System (CDMS). A total of 75% of policies are current and within their review period, and those that are approaching their review period, the responsible officer's have been contacted. 5% of policies have been reviewed and are pending approval via Council workshop and resolution, and a further 3% are scheduled to be repealed by the same process. 17% of policies are currently overdue, however all Responsible Officer's have been reminded and have commenced the policy review.  100% of operational standards have been uploaded to the new Controlled Document Management System (CDMS). A total of 73% of operational standards are current and within their review period, and for those that are approaching their review period, the responsible officer's have been contacted. A further 2% of operational standards have been reviewed and are pending approval via the approval process. 20% of operational standards have been reviewed and are standards are currently overdue, however each responsible officer has commenced the operational standard review.	
CG5	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 in accordance with legislative timelines.	RTI/IP Applications received: 1	•
CG6	Manage Council's Property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for	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.	Lease renewals currently being processed:4 New Leases being entered: 2 New Subleases being entered: 1 Transfer of Lease: 1	
CG7	annmyal Coordinate Council's Insurance Program to manage risks associated with Council 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.	All insurance policies for the period 1 July 2021 to 30 June 2022 have been submitted for renewal and are in the process of being bound.	0
CG8	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.	Nine (9) funding applications were submitted in the quarter. Advice was received that six (6) previous funding applications were successful. Five (5) grant acquittals were submitted in the quarter in the required timeframes.	•

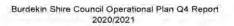
Page 11 of 68

CG9	Co-ordinate RADF (Regional Arts Development Funding) Program.	seniors, and welfare.	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.	One "out of round" RADF Application was received, considered by the RADF Advisory Group, and approved by Council in the period.	•
CG10	Administer Council's Revenue Financial Assistance Program (Interest Free Loans)	3.4.2. Support sporting organisations in providing opportunities for physical activity 5.3.2. Ensure Council's financial position is effectively managed	Effective, fair and transparent administration of funds. Timely action taken to recover owed funds.	Appropriate support provided to applicants.  Funds allocated in a fair and transparent manner.  Acquittals received and processed in a timely manner.	No interest free loan applications were received in the period. Eight invoices for current interest free loans were issued in May. All invoices have been paid.	•
CG11	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 2020/21	June 2021 Audit Committee Meeting 30 June 2021	The 2020/2021 Internal Audit Plan was endorsed by the Audit Committee and all three scheduled internal audits have been completed. Final reports for these internal audits were submitted and accepted by the Audit Committee. Regular reports have been provided to the Audit Committee throughout the year on the implementation of all outstanding agreed management action items from previous internal audits.	•

Page 12 of 69

CG12	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	and Corruption Policy.  Develop a Conflict of Interest Policy.  Ensure Code of Conduct Training is delivered to all new employees.  Review Council's Fraud and Corruption Risk Register.  Internal Audit of Fraud and Corruption Control Framework.	30 September 2020. 30 September 2020. 100% of new employees to receive Code of Conduct training. 31 December 2020. 30 June 2021.	Council's Fraud and Corruption Control Plan has been reviewed and updated and endorsed by the Audit Committee. Council adopted a new Conflict of Interest for Workers Policy in April 2021.  100% of new employees have been provided with Code of Conduct training upon induction.  Council's Fraud and Corruption Risk Register was reviewed and updated and endorsed by the Risk Management Committee.  Council's Fraud and Corruption Control Framework was one of the internal audit topics included in this year's plan. The results of the audit were provided to the Audit Committee.  Ongoing monitoring of prevention and response activities has been completed throughout the year.	
CG13	Continue the review and update of Council's Delegations Register.	5.3.1. Demonstrate open and transparent leadership 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Delegation register is amended with updates as provided by LGAQ delegation service.	Twice annually	Council's Register of Delegations has been updated in line with information provided by LGAQ's delegations service	•

Page 13 of 69





### **Customer Service Activities**

Rel	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
CS1	Deliyer 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	Customer Service Reports provided to Senior Management.  Maintain service level of 80% of all calls answered within 20 seconds.  Record and measure abandonment rate of calls within the centre.  Record and measure average answer call rate.  Monitor incorrect call code allocation for error rate (Non-compliant).	Abandonment rate less than 5%.  Achieve average call rate of less than 20 seconds.  Error rate to remain below	4999 calls received for the Otr. Service Level Achieved - 87.2% Abandonment Rate - 2.3% Average call rate - 14 seconds Error Rate - 4%  Overall Statistics for the 2020/21 Financial Year 21,187 calls received for the financial year Service Level - 87.6% Abandonment Rate - 2.25% Average Call Rate - 12.8 seconds Error Rate - 4%	•
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	Development of a Professional Development and Training Program specific to Customer Service Officers. Report on Professional Development and Training activities as part of the Customer Service Reports.	October 2020, Section for PD&T included in three reports each quarter (12 reports annually).	The program is progressing well with 43% of training to date completed.  The training has been well received across Council.  PD&T update provided in Monthly reports to ELT & SLG.	•
CS3	Undertake research and prepare à business case for renewal of Council's telephony system.	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	Research completed, Business case completed and presented to the ICT steering committee,	30 September 2020. 31 December 2020	Completed.  This project has been included in the 21/22 Capital Program for completion by 30th June 2022	•

Page 14 of 69



### Information and Communication Technology

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	One meeting per quarter (Four meetings annually).  100% of action items implemented within agreed timeframes.  30 April 2021.	The ICT Steering Committee meeting for Q4 was held on 21st June 2021.  Only three meetings were held for the year with the fourth cancelled due to unavailability of most committee members leading up to Christmas.  One action item was recorded for the Q4 ICT Steering Committee meeting. The action item is on track and due for completion prior to the next meeting.  100% of action items for the year have been completed, or are on-track for completion, within agreed timeframes.  The ICT section of the Corporate Risk Register was reviewed on 19th October 2020.	

Page 15 of 69

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	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.	100% completion by 30 June 2021 100% completion by 30 June 2021	date of 30th June 2021. All capital projects that were managed by the ICT section were within budget, except where there were variations initiated and/or approved by	0
ІСТЗ	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	One CIA.  All budgetary considerations for the Transition to Technology One CIA to be in line with Council's budgetary review dates and timelines.	approved by Senior Management - February 2021. Budget considerations to be submitted by February 2021 (RBUD2) and March 2021 (OBUD - 2021/22).	BSC Technology One working group have reviewed the roadmap recommended by Technology One and Council has responded with a suggested Roadmap to commence the transition to CiA in the next 6 months (to October 2021).  On schedule. Any budget implications required to support the proposed Technology One Roadmap have been considered and approved in OBUD2021/22.  One business system was approved and purchased this quarter. The system was a replacement for the current Agenda and Minutes system and was decided directly by the ELT.  Six business systems have been approved and/or purchased this year, of which only three (50%) had business cases submitted through the ICT Steering Committee.	•

Page 16 of 69

ICT4	Provide quality ICT 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 réquests responded to and resolved in accordance with agreed service levels.  ICT Corporate Software is maintained, upgraded and managed in accordance with organisational requirements and service levels.	95% compliance.  95% of all software updates are in accordance with corporate guidelines and recommendations.	The number of new requests created during Q4 was 758 with ICT completing 96% (731) within the agreed service level time.  The total number of requests created for the year was 3,001 with ICT completing 95% (2,860) within the agreed service level time.  The Q4 compliance level for on-premise Windows servers is 95.08%.  The average for the year is 95.84%	•
ICT5	Continue to work with Council's ICT core system provider to identify opportunities for improved utilization and enhanced mobility	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	Improvements implemented in line with budget and resource restrictions.	30 June 2021	On schedule BSC Technology One working group have reviewed the roadmap recommended by Technology One and Council has responded with a suggested Roadmap to commence the transition to CiA in the next 6 months (to October 2021).	0
ІСТ6	Implement the agreed management action items from the internal Audit of ICT General Controls	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	Action items implemented in line with agreed due dates. Report to Audit Committee.	Reports provided twice annually.	Reported to the Internal Audit Committee in May 2021.  In total, we have reported to the audit committee three times during the year.	•

Page 17 of 69



### **Human Resources**

Ref	Activity	Link to achieving	How we will measure our	2020/2021 Target	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'	performance Minimum of 6 payrolls for the quarter (27 Payrolls 20/21) processed by 2pm Wednesday of pay week.	100% of Payrolls processed on time.	7 payroll's completed within the 4th Otr. 27 payrolls completed for the 20/21 financial year.	•
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. Workforce Statistic Reporting - including: age, gender, background and skills. HR reports completed and forwarded to Senior Management.	Two reports per year (July 2020 and January 2021).  Two reports per year (July 2020 and January 2021).  Three reports completed each quarter (12 reports annually).	Annual workforce leave entitiement report July 2020 to December 2020 completed. January 2021 to June 2021 completed in 4th Qtr.  Workforce Statistics Report July 2020 to December 2020 completed. January 2021 to June 2021 completed in 4th Qtr.  HR Quarterly Reports July 2020 to September 2020, October 2020 to December 2020, January 2021 to March 2021 completed. April 2021 to June 2021 completed in 4th Qtr.	•
HR3	Provide a framework for the management of work related injuries including the facilitation of workers compensation claims and return to work programs.	and healthy work environment	All workers' compensation claims recorded and managed in accordance with Council policies and procedures.  Successful facilitation of all workers' 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.	6 claims within the 4th Qtr. 3 claims ongoing with all employees returned to work. 14 claims for financial year.	•
HR4	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 operational guidelines.	100%.	All employee matters handled successfully.  23 positions advertised within 4th Qtr. with recruitment process ongoing for 8 positions.  84 positions advertised within financial year.	•

Page 18 of 89



### Safety and Quality

Ref	Activity	Unk to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
Safety						
SQ1	Ensure compliance with Council's Safety Management System.	commitment to ensure a safe	Completion of Workplace Hazard Inspections in accordance with the Hazard Inspection Matrix schedule in Skytrust.	90% completion as per schedule.	90% completion of 124 scheduled inspections (12 outstanding for period). 9 unscheduled inspections also completed during this period.  Annual summary - 96.85% completed of 396 inspections.  100% - All Operational Standards are within current time frames.	
			All Operational Standards for the Safety Management System (SMS) are maintained and reviewed within the Controlled Document Management System (CDMS).	95% of SMS Operational Standards reviewed within set review schedule.	Annual Summary - 7 operational standards have been reviewed during the year.  Two internal audits conducted - Office Safety and First Aid Management.	
			Conduct safety audits for specific processes as per Work, Health and Safety Plan.	Minimum of two audits per quarter:	Annual Summary - 8 internal audits completed during the year.	
			Participate in an external Local Government WorkCare (LGW) audit of Council's Safety Management System.	January 2021.	The LGW Licence Mid-Term Audit occurred from 19 – 23 April. The audit result included nil non-conformances raised and a benchmark score of 80% achieved.	

Page 19 of 69

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	Annual Work Health and Safety Plan completed and approved by CEO.	1 July 2020,	Initial plan completed and adopted by Risk Management Committee 29th July 2020. Revision occurred in October 2020 and changes adopted by Risk Management Committee 28th October 2020.	
			Conduct a minimum of four (4) Health	One (1) Committee meeting held per quarter	HS Committee meeting held on the 19th May 2021.  Annual summary - 4 meetings were conducted during the year 9th September, 18th November, 27 January, 19th May.  Safe Work Month completed. Awareness sessions were conducted for Mental Health Awareness, Bullying and Harassment, Perform Manual Task Risk Assessments, Respirable Crystalline Silica Awareness and Due Diligence Training, A Motivational Speaker from Paraplegic Benefit Fund also attended during Safe Work Month.  Safety Awareness Program developed - "Building Safety Culture".  Safety themes reduced from eight (8) to four (4) on recommendation of Risk Management Committee feedback on Annual Plan.  No Safety Topics were implemented during the year. Concept carried over to 2021/2022 Operational Plan.	
			and coordinated throughout the month of October 2020.  Safety Awareness Program developed and implemented.  Safety Awareness Program to have a minimum of eight (8) themes and rolled	31 October 2020.  July 2020  Minimum of two (2) Safety Awareness themes rolled out each quarter.		
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	Facilitate the expanded implementation of Skylrust throughout Council into all mobile work crews for the use of risk assessment and safe work method statements.  Corporate Skills Register to be completed and operational in Skytrust.	85% of mobile work crews utilising Skytrust.  1 January 2021.	Training in progress, 90% training completed for identified Works personnel, 95% training completed for WWW. Use of tablets for risk assessment and SWMS have commenced with Works.  Transition of skill register into Skytrust has been completed.	•

Page 20 ot 49

Q4	Undertake audits to ensure	5.3.4. Undertake	Completion of internal audits in	Minimum of two internal	Two audits undertaken - Document control and Training and	
	continued certification of Council's	regulatory responsibilities in	accordance with the Quality	audits per guarter.	Development,	
	Quality Management System.	accordance with legislative obligations	Management System audit schedule.	10.75.05.00	Annual Summary - 8 audits completed during the year.	
					External Surveillance Audit of Quality Management System	
			A STATE OF THE STA		completed in May by Certex. One minor non-conformance	
			Maintain certification through a successful audit of the Quality Management System.	October 2020 and April 2021.	raised regarding fleet servicing, and certification is retained.  Annual Summary - Due to COVID impact two audits were completed within this period - September 2020 & May 2021.	0
		110				

Page 27 of 69



### **Training Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
TR1	Develop and maintain the 2020/2021 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	Percentage (%) of training compliance for our Employees to ascertain and renew qualifications and skills in accordance with legislation, position requirements and timeframes.  One quarterly report (four reports annually) finalised and sent to Management for review.		98.6% compliance for the 4th quarter. (Refresher training for Chainsaw Operation and Maintenance is overdue due to budget constraints and RTO availability - refresher training is scheduled to be held in August - was due in June).  Average compliance of 98.08% annually (there was a decline in the compliance rate in Q1 due to COVID-19 restrictions and limited ability to undertake training).  Quarterly report for Q4 has been actioned and will be forwarded to Management for review.  Training and Development Reports have been finalised at the end of each quarter and sent to Management for review.	•
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	Percentage of employees compliant against the Training and Development Operational Standard and Travel Expenses Operational Standard	expenses compliant with	99% compliance for the 4th quarter, 99.5% compliance annually.	•
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	Successful submission to LGAQ for Council's annual "bid" for five (5) trainees in line with proposed budgetary limitations.  Number of apprentices engaged.  Develop and coordinate an effective work experience program and report on a number of work experience students engaged at Council each quarter.	line with proposed budgetary limitations.  One apprentice appointed annually.  Number of work experience students to be included in the quarterly HR report.	Three (3) Trainees and one (1) Apprentice are engaged and progressing through their approved Training Plans.  One (1) Trainee position has recently been filled with the successful applicant commencing with Council in late July 2021.  10 work experience students have been engaged in Q4 (Workshop x 4, ICT x 3, Admin/Records/Governance x 1 and Design x 2).  16 work experience students have been engaged annually (Workshop x 8, ICT x 3, Admin/Records/Governance x 1, Design x 3 and Library x 1).	•

Page 22 of 69



### **Local Disaster Management Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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 November 2020.	The following plans were adopted by the Core LDMG on 17th October 2020:  2020 Airport Emergency  2020 Burdekin Resupply  2020 Communitations  2020 Community Information and Warnings  2020 Evacuation  2020 Public Health  2020 Transport  2020 Transport  2020 Tsunami  The following plans were adopted by the Core LDMG on the 20th November 2020:  2020 Burdekin Local Disaster Management Plan  2020 Burdekin Community Recovery Plan  All Plans have now been endorsed by the Burdekin Shire Council.	•
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.  Provision of Disaster Management training for 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.  December 2020.  Minimum of two Community engagement activities per year.	LDMG (members, advisors, deputies, etc) as at 12 March 2021:  • 01 Mar 18 – qty 38.  • 12 Jul 21 - qty 55, 45% increase, Hayley Colls has completed all of her required modules as part of the QDMTF and Tony Williams has completed his Evacuation Centre module (QDMTF).  Guardian IMS Training for all KEY personnel conducted and completed 4th and 5th November 2020.  Social Media/Television campaign for "We're all in this together" - NQROC Get Ready Campaign - Live on TV from November 2020.  What's your What if Plan - Community Social media video's completed - Get Ready Campaign - Live on Social Media and Corporate website.  Emergency Services 30 second videos for SES. Rural Fire and VMR — Promotion and recruitment tool.	•

Page 23 of 69

LDMG3	Education and training for key personnel regarding the Community Recovery Plan, Priorities and Strategies.	resilient community	Conduct workshops for the Community Recovery Plan with relevant stakeholders.	30 November 2020.	Community Recovery Plan adopted November 2020  New Disaster Management Officer (DMO) appointed  DMO Officer currently undertaking legislative training.  Community Recovery Workshops have now been rescheduled for completion by end November 2021.	0
LDMG4	Approve and manage all Local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.	facilitate disaster planning and preparedness to reduce the impact of disaster events	AND	OBUD, RBUD1 and RBUD 2- 30 June 2021. Number of funding applications submitted (approved/not approved)	OBUD, RBUD1 and RBUD2 2020/2021 completed. Applications for funding submitted and approvals received for replacement of one vehicle and upgrade of Ayr SES headquarters training room.	•

Page 24 of 69



### **Community Services**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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		31 December 2020.	Draft Community Services Delivery Framework document completed Draft will be work shopped with Council.	0
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		Community events to be conducted within agreed timeframes and budget. Funding sourced.	Successful Cultural Fair held at Rugby Park 28 May 2021. In excess of 1,500 people attended.	0
CD3	Build capacity and resilience of local , sport, recreation and community groups through the facilitation of appropriate forums and workshops.	3.2.2. Build capability of individuals working with community organisations	Two workshops/forums facilitated annually.	30 June 2021	TAFE delivered volunteers and events training program held in March with approximately 10 community and sporting organisation representatives attending. Topics included club resilience, leadership and new member orientation.	•
CD4	Provide financial and in-kind support to recognised community events through the Community Assistance Program.	3.2.3. Support key community events	Number of events/organisations supported and amount of financial & in- kind resources provided	3 rounds annually.	Community grants program round 1 provided \$16,360 in financial support and \$6,258 of in-kind support to local sport, recreation and community organisations.	•
CD5	Create a Youth Strategy for activities and inclusivity for youth within the Burdekin community.	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare	Completed consultation with relevant stakeholders.	30 September 2020. 31 December 2020. 30 April 2021.	Youth strategy to be workshopped with Community & Cultural Development Advisory Group.	•
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.	December 2020  10 Youth Council meetings held annually.  One Regional Youth Event (un annually.	Youth strategy planning to be workshopped with newly formed Community & Cultural Development Advisory Group. Burdekin Shire Youth Charter adopted by Council, 25 May 2021.	•

Page 25 of 69

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, Burdekin Neighbourhood Centre and other welfare groups. Regular collaborative program planning and coordination.	Within budget. Quarterly meetings.	Council staff maintain regular contact with BCA and Neighbourhood Centre staff through cooperative technology training for the community as well as membership and meeting attendance of networks such as the Burdekin Suicide Prevention and Domestic and Family Violence groups	•
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	Investigation options for enhanced digital communication with and between local sporting and recreation clubs.  Implement agreed solutions.  Monitor uptake and interaction.  Undertake improvements to Giru Park.	30 September 2020. 30 November 2020. 30 June 2021. 30 June 2021.	Sporting groups contacted with proposal for sports group run facebook page as a communication and collaboration tool. Only two responses received which indicates insufficient interest. Extensive public consultation including surveys and on-site chats undertaken in April 2021 for Water Play Space as part of ANZAC Park Masterplan. Improvements to Giru park planned in consultation with Giru community as part of 'Our Town, Our Future' program. Fence to be constructed in the park.	
CD9	In line with the implementation of key initiatives in the ANZAC Park Precinct Master Plan, facilitate community consultation for the detailed design of the water play space at the Ayr pool.	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	Community feedback received  Present report to Council for endorsement prior to inviting final public comment.	31 March 2021, 30 June 2021,	Extensive public consultation including surveys and on-site chats undertaken in April 2021 for Water Play Space as part of ANZAC Park masterplan. Of the 93 survey responses, 76% of respondents preferred a \$3.6 million medium sized water park with multiple large slides. A total of 48% of respondents preferred one entry fee to use the pool and separate fees for both the water park and slides.	•
CD10	In consultation with relevant stakeholders, develop an Arts & Cultural Strategy	3.1.6. Provide ongoing support for art, culture, youth, seniors, and welfare.	Community feedback received.  Present report to Council for endorsement prior to inviting final public comment.	18 December 2020. 26 February 2021.	Draft Arts & Cultural Strategy to be presented at Council workshop on 20 July 2021, followed by adoption by Council.	•

Page 26 ot 69

CD11	Facilitate the development of a Master Plan for the Home Hill Watson's Green and Memorial Park.	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure 3.3.1. Encourage increased use of community spaces and facilities 3.4.1. Encourage active communities through the provision and maintenance of recreational facilities	Community consultation conducted.  Present draft report to Council for endorsement prior to inviting final public comment.  Final plan endorsed by Council.	30 July 2020. 30 September 2020. 30 November 2020.	Completed. Masterplan adopted by Council on 19 January 2021. Ninja exercise equipment, for Watson's Green & Memorial Park as per the masterplan, officially opened 29 June 2021. Watson's Green stage extension and youth hub incorporating seating and water bubblers programmed for 21/22 FY.	•
CD12	Develop and implement a Small Towns Community Engagement Program.	3.1 Safe, healthy, inclusive and socially engaged communities 3.3. Creating places of community identity 3.3.2. Highlight the benefits of living, working and playing in the Burdekin 3.3.3. Encourage creative and cultural pursuits that enhance the community identity	Engagement Program adopted by Council.  Consultation completed in accordance with agreed programs	30 September 2020 30 June 2021.	'Our Town Our Future' program undertaken with Giru community. Community action plan of 13 short, medium and long term community projects and programs collaboratively compiled by Council and the community for investigation and agreed action, Giru tennis court refurbishment project and Brolga Park fencing approved for 21/22 FY.	•

Page 27 of 69



### **Cultural Venues**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Targel	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	Complete accurate reports on diversity of events facilitated and number of attendees.  Client and patron satisfaction surveys.	Quarterly, Annually,	Strategy to increase events both commercial and community each year. Covid-19 has presented challenges such as audience capacity limits which impacts viability of some shows and events. However, bookings are now picking up rapidly in 2021 with a back log of community group events now being programmed.	•
CV2	Delivery of the agreed refurbishment projects at the Burdekin Theatre.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Draft refurbishment plan adopted by Council.	30 January 2021.	Construction of interior theatre deck and refurbishment of male and female theatre toilets commenced. March 2021 and completed 30 June 2021.	•
CV3	Implement 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	Assist in the identification of and application for external funding to address facilities upgrades - twice annually.	31 December 2020 and 30 June 2021.	Horse yard replacement panels purchased June 2021. Public toilets refurbishment scheduled for completion in August 2021 with dealys experienced due to COVID impacts.	•
CV4			Revised program developed to reflect current community needs and expectations.	Events tailored to current community expectations. Increase in diversity of attendees at events.	Burdekin Theatre event guide 2021 compiled and published. Featuring an eclectic range of performances, acts and events catering to a broad cross section of ages, art and cultural tastes for the Burdekin community. In addition, any opportunities for suitable events which emerge during the year are considered for programming.	•

Page 28 of 69



### **Library Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
L01	Identify and implement initiatives to maximise utilisation of the Ideas@108 technology space.	3.3.3. Encourage creative and cultural pursuits that enhance the community identity 2.3.2. Assist in building an entrepreneurial culture in the Burdekin	Community consultation completed and equipment requirements identified.	31 December 2020,	Equipment purchased includes podcast sound booth, audio equipment and seven laptops. Digital and Community Programs Officer has developed STEAM program roadmap for the next 6 months which will be shaped by user feedback and demand.	•
L02	Review layout of each branch floorplan to ensure space meets identified customer needs.	3.3.1. Encourage increased use of community spaces and facilities	Review and complete any required changes identified for budget consideration.	30 June 2021.	Construction of office space in children's area at Ayr branch budgeted for in 21/22 budget . This will also incorporate a storage area. New Children's Services library assistant will operate from this space.	•
L03	Prepare and implement a library marketing plan.	3.3.1. Encourage increased use of community spaces and facilities	Plan completed and implemented.	30 June 2021,	Planning commenced in conjunction with new Children's Services and Community and Digital programming staff	
L04	implement a digitisation plan for library history collection utilising the improved functionality of the new Library Management System software.	5.1.4. Improve digital platforms to improve access to information	100 local history images made accessible through the library's online public catalogue.	30 June 2021	Over 790 images catalogued. New library assistant - administration, trained on scanning and cataloguing procedure,	
L05	Consult with local indigenous community on a specific indigenous collection and other means of inclusion.	3.3.1. Encourage increased use of community spaces and facilities	Consultation complete and plans for inclusion ready for implementation.	31 March 2021.	Consultation continued with input of new Digital and Community Programs and Children's Services officers. New staff members will liaise regularly with indigenous groups.	•
L06	Adopt and implement the Library S	3.3.1. Encourage increased use of community spaces and facilities	Library Strategy adopted by Council.  Initiatives from Library Strategy implemented progressively within resource and budget constraints.	30 August 2020. 30 June 2021.	Library strategy has been adopted by Council.  Initiatives have been included in the operational plan	•

Page 29 of 69



### **Financial Management Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
Council B	udgets				1	
FM1	Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.	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 2021.	The Original Budget for 2021/2022 was adopted by Council on the 22 June 2021	•
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.	Monthly reports for March, April and May were submitted to Council within the agreed timeframes.	•
Annual Fir	nancial Reporting including extern	nal audif				
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	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.	The Shell Financial Statements and position papers were presented to the Audit Committee and external auditors in accordance with the external audit plan. Positive feedback was received from the audit committee and the external auditors.	•
FM4	Facilitate external audit of Burdekin Shire Council as required by and in co-operation with the Queensland Audit Office (QAO) and their contracted auditor Crowe	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.	The interim external audit was undertaken in May and the feedback from the auditors was positive, with no internal control issues or new matters raised. Planning is continuing for the final audit in August.	•

Page 30 of 69

Returns to	external bodies		-	Transaction of the Control	THE RESERVE OF THE PARTY OF THE	
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 2020.	The Local Government Comparative Data Return was lodged on 16th November 2020 which was within the department deadline.	•
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 2020.	Completed in the September quarter.	•
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 2021.	FBT return was lodged on 19 May.	•
Prominen	t Organisational Tasks within Finan	icial Services Area				1
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.	Balances of outstanding debtors as at: 30/06/21 31/03/21 60 days \$ 281 \$ 9,398 90 days \$13,860 \$ 7,666	•

Page 31 of 69

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	Loans were paid out in September quarter.	•
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	None for this quarter.	0

Page 32 of 69



### **Rates Section Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	All maintenance completed in a timely manner within set timeframes, nil errors.  Valuation amendments - 198 (22%†) Property transfers - 689 (18%†) ECM Task List - 1453 (30%†) Service address amendments - 311 (3%†) Rates Searches - 507 (50%†) Land Use changes due to Building & Plumbing applications - 392 (45%†) Pensioner applications (new/sold properties) - 294 (57%†) New/replaced/removed water meters - 357 (100%†) Garbage bin service adjustments - (no change) Undetected water leak adjustments - 8 (12%‡) Returned Rate Notices -58 (9%‡) Default Letters - 123 (182%‡) Note: percentages are total variances between 2019/2020 and 2020/21 financial years	•
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 2021 Less than 10 instances of inaccurate notices.	191 Supplementary Rate Notice issued on 18/06/2021, No amendments required.	•
R3	Maximise recovery of overdue rates and charges, in accordance with Council's Rates and Charges 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.	managed 5.3.3. Adhere to the governance framework and public reporting systems	Compare the rate arrears percentage as at 30 June 2021 to previous financial years.	Less than 5%	1,97 % arrears of nett rates as at 30/06/2021 compared with 2,10% as at 30/06/2020.  127 active files with Collection House as at 30/06/2021.  9 Periodic Payment Plans with Council as at 30/06/2021, which are being monitored by Council staff.  6 SOL properties as at 30/06/2021	•

Page 33 of 69

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 events. 5.3.2. Ensure Council's financial position is effectively managed	L	Claims and payments duly submitted.	All claims and payments submitted within required timeframes.	
----	---	--	---	--	---	--

Page 34 of 69



### **Expenditure Services Activities**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.		Total invoices processed during Q4 was 3,455 with 2% of invoices not paid within 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.	Average interest to 30 June 2021 - 0.78%. Interest earned at Q4 2020/2021 is \$448,082.64, compared with interest earned at Q4 2019/2020 of \$1,069,337.65.	•
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.	Financial Delegation Register changes were made within specified timeframe.	•
EXP4	Preparation of Approved Contractors Listing (tenders) applications for private hire and traffic control providers for the period 1 October 2020 to 30 September 2021.	5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Collate and update private hire and traffic control information for database throughout year.	30 September 2020 and accuracy of information.	No compliance checking undertaken in Q4 due to staff changes.	

Dana 35 of 6



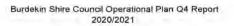
### **Administration and Records Activities**

Ref	Activity	Unk to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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 accordance with legislative	Accurate, complete and timely minutes published to website.	Within 5 days of each statutory Council meeting.	Council's statutory meeting minutes are completed accurately and published on Council's Website within the legislative timeframe of 10 consecutive days. 100% achievement within 5 business days of each statutory Council meeting.	•
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 accordance with legislative obligations	Completion of registration of all correspondence into the records management system within 48 working hours of receipt.	95% completion within set timeframes.	95% of incoming correspondence is classified and registered into ECM and tasked to the responsible officer(s) within two business days of receiving the document.	

Page 36 of 69

AR3	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 Learning Bytes via Skytrust.  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 2021.  Regular training and support offered to employees. Details of support and training provided to be listed and registered into Cl-Anywhere.	100 % of new employees receive awareness training as part of their induction 100% of ECM Users have received ECM CiAnywhere System training and one-on-one recordkeeping training within three months of commencement with Council.  Recordkeeping Awareness Modules are released to staff annually. Precis Naming Standard was release to staff for completion in April 2021.  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. 100% of requests by staff are completed and registered into ECM CiAnywhere system.	
AR4	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.	100% of records received within the last four months of delivery have been archived or disposed of totalling of 3 boxes.  20 boxes still remain outstanding from prior periods.	•
AR5	Research alternative minute taking software to enhance the functionality while maintaining Council's statutory meetings requirements.	5.1.2. Be responsive and proactive in providing information in the public interest 5.3.3. Adhere to the governance framework and public reporting systems 5.3.4. Undertake regulatory responsibilities in accordance with legislative	Research alternative minute taking software in a timely manner to support staff and Council in adhering to legislative obligations in relation to statutory meetings:	December 2020	New minute software, Civic Clerk has been purchased and is currently in the configuration/training stage. Proposed implementation date is August 2021.	•

Page 37 of 69





### **Operations- Works**

Ref	Activity	Link to achieving	How we will measure our	2020/2021 Target	Comments	
		Corporate Plan Strategy	performance			
Operation						
OPW1	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 1.3. Safe and effective transport networks	Assessment of Works completed at end of financial year, including dollar value.	85% at 30 June 2021.	92% of roadworks and drainage capital construction projects completed to 30 June 2021	•
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 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received.		6 compliments received for activities attributed to the Works Section in the reporting period. 26 compliments received in the Works area for the full year with no complaints received.	
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 2021.	92% achievement rate for customer requests completed within timeframe @ 30 June, 2021.	•

Page 38 of 69

OPW4	Achieve a satisfactory external audit of the road maintenance performance contract from the Department of Transport and Main Roads.	Management and maintenance of community assets     Safe and effective transport networks	95% compliance against Key Performance Indicators.	31 March 2021	Transport and Main Roads audit conducted on January 27, 2021 with an audit score of 98.9%. The results of all RMPC contractors in the Northern Region ranged from 88.9% to 98.9% with Burdekin top of class.	•
OPW5	Completion of approved NDRRA Restoration of Essential Public Assets Works Program associated with the January/February, 2019 Monsoonal Trough and flooding event.	1.1.1. Plan, build and maintain infrastructure that enhances community assets	Completion of approved REPA works program associated with the January/February 2019 Monsoonal Trough and flooding event.	30 June 2021.	Target achieved with 100% of 2019 REPA works completed at June 30. Almost 90% of 2020 event also completed by EOFY.	
OPW6	Implement Reseal Program as per budget.	Infrastructure for future needs     Int. Plan, build and, maintain infrastructure that enhances community assets     Amangement and maintenance of community assets	Assessment of works completed at end of financial year including dollar value.	Program completed by 30 June 2021.	Full urban and rural reseal program completed by June 30, 2021.	•

Page 39 tri 69



### Water and Waste Water

Ref	Activity	Unk to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
WW1	Attend to maintenance matters raised in customer request system within required timeframe.	1.4. Securing and managing water resources 1.4.2. Increase water supply network reliability 5.3. Commitment to continuous improvement, customer service and accountability 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	90% of requests completed within timeframe.	30 June 2021.	98% achievement rate for customer requests completed within timeframe @ 30 June, 2021.	•
WW2	Achieve a Compliment to Complaint Ratio of 2:1 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 5.3.5. Improve methods of service delivery to the community based on innovation, feedback and review processes	Analysis of customer requests received in the financial year to measure number of compliments received for quality of work and conduct of staff versus complaints received.		1 compliment received in the reporting period with no complaints recorded, Full year total is 12 compliments versus one complaint. Complaint was in relation to water quality. Council's ability to maintain water quality has been inhibited by the number of production bores unavailable due to PFAS issues.	•
WW3	Microbiological 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	Drinking Water Guidelines health	98% rolling compliance with a zero number of E.coli positive results across all potable drinking water schemes.	100% compliance for full year with no positive E-coli results recorded in any of Council's 4 water supply systems.	

Page 40 of 69

WW4	Review Drinking Water Quality Management Plan.	1.4. Securing and managing water resources 1.4.2. Increase water supply network reliability 1.4.3. Improve water quality 5.3. Commitment to continuous improvement, customer service and accountability 5.3.4. Undertake regulatory responsibilities in accordance with legislative obligations	Revised DQQMP provided to the Water Supply Regulator for approval.	31 January 2021.	Draft Drinking Water Quality Management Plan submitted to Water Supply Regulator for approval in November 2021, Information requests from regulator requiring response submitted as part of approval process with final approval 20 May, 2021.	•
WW5	Encourage mindful use of potable water through the introduction and promotion of water wise strategies through the Water Warriors initiative.	1.4.1. Enhance water security	Topical monthly customer engagement to promote water wise consumption in the Burdekin community.	30 June 2021	Water wise messaging campaign produced a number of media releases messaging Water Wise initiatives	•
WW6	Commence roll out phase of Smart Water Meter Technology / Water Meter replacement program.	1.4.2. Increase water supply network reliability	Installation of smart water meters to commence to replace existing water meter inventory.	31 December 2020	Estimated 150 smart meters in service at June 30, 2021	•

Page 41 of 69



### **Purchasing and Stores**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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 or telelink 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 2021.	No meetings hosted in Q4. Hinchinbrook Shire Council is next in line to host a meeting. Regional procurement group has not met since Burdekin last hosted and appears to have lost momentum.	•
PS2	Bulk Fuel Contract- Successfully re-riegotiate a Preferred Supplier Arrangement for the Supply and Delivery of Bulk Fuels.	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	Appointment of successful tenderer for supply and delivery of Bulk Fuels.	31 December 2020.	Target achieved. Fuel contract adopted at December meeting of Council.	•

Page 42 of 69



### Parks and Gardens

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
PG1	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 2021.	97% achievement rate for customer requests completed within timeframe @ 30 June, 2021.	•
PG2	Achieve a Compliment to Complaint Ratio of 5:1 for Departmental 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.		4 compliments received for activities attributed to the Parks Section in the reporting period, 13 compliments received in the Parks area for the full year with no complaints received.	•
PG3	Maintain parks, playground equipment and furniture in high profile public open spaces including CBD's and cemeteries in line with adopted service standards and to protect public safety.	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	maintained, in accordance with Parks Levels of Service Manual.	95% compliance with service level manual.  100% complaints resolved within agreed timeframes.	Annual 3rd Party Playground Safety Audit completed with rectification action plan developed to close out any high risk issues identified. No complaints received in the FY.	•

Page 43 of 69



### **Technical Services**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
TS1	Develop and monitor Annual capital delivery program	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Monitor program in Capital PCG and number of monthly meetings to track progress.	Program developed by 31 July 2020.  Minimum of 10 monthly progress meetings.	Program developed.  11 monthly meetings held to June 2021	0
TS2	Develop five and ten 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 2021.	10 year capital plan developed for Roadworks and Drainage Adopted as part of 2021/22 budget.	•
TS3	Development of Stormwater Priorities	1.1.3. Develop and implement strategic infrastructure plans to inform the decision making process when planning for future infrastructure	Development of priority project list.	31 May 2021.	Stormwater priorities presented to Council in June. Higher priority projects included in Drainage ten year plan for Council adoption. Further discussions to be held in 2021/22.	•
TS4	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 2021.	100% claimed.	•
TS5	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	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 2021.	100% claimed.	•
TS6	Assess items 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	Recommendations from advisory group are reviewed by management to determine applicability and an appropriate implementation plan developed if required:	90% of recommendations reviewed within 3 months	100% of actions reviewed by officers and programmed for completion.	•
		2		4.1		

Page 44 of 69

#### Operational Plan Q3 Report 2020/2021

Design C	Office			A contract of the contract of	and the second state of the second state of	,
rs7	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.	90% of detail designs completed by 31 May 2021.	95% of roadworks and drainage designs completed by 30 June 2021.	0
rs8	Produce preliminary three year reseal program commencing 2021/2022	Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of program development.	31 May 2021	Preliminary three year program completed by 31 May 2021.	0
<b>S</b> 9	Produce final reseal program for 2021/2022	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of program development.	31 May 2021.	Final 2021/2022 program produced by 31 May 2021.	•
rs10	Detail designs of 2021/2022 reseals.	1.1.2. Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin	Completion of detail designs included in 2021/22 reseal program.	90% completed by 30 June 2021	Contract to complete fexture depths awarded with completion in July. Approx. 70% completion of detail designs completed by 30 June 2021.	0
TS11	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 to the community using effective messaging tools	Number of applications received.	90% completed within relevant agreed targets.	252 Customer Requests - 52% within target. 1847 applications - 98% within target. Total 2099 - 93% within target.	0
	anagement					
rs12	Complete asset inspections in accordance with inspection program.	1.2.1. Implement the Asset Management Strategy	Compliance with asset inspection program.	31 March 2021	Inspections completed to achieve desktop review of assets for revaluations.	0
rs13	Complete internal desktop review of Transport, Drainage, Water and Sewerage 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 2021.	Desktop review completed by 30 April 2021	0
TS14	Coordinate completion of desktop review of bridges and major culverts, Land and Improvements, Water, Sewerage and Other Assets by independent valuers.	1.2.1. Implement the Asset Management Strategy	Review to be completed by due date required by auditors.	30 April 2021	Desktop review completed by 30 April 2021	0

Page 45 of 69

#### Operational Plan Q3 Report 2020/2021

TS15	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 2021.	Roadmap developed for Technology One: Ci Anywhere including Mobile Field App. Fleet currently using defects. Modifications to infrastructure asset register and defects module commenced with preliminary review of defect codes and investigations in module operation. Stormwater Drainage tested but not rolled out to all users due to final configuration required as part of transition to new CiA version of works and assets.	0
TS16	Completion of assigned 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.	30 June 2021.	Mobility - Asset Edge Reflect and ESRI Collector utilised to complete asset inspections and defect collection. These applications are standalone with transition to Tech One Field App proposed subject to funding.  Asset inspections - Inspections completed in accordance with current guidelines. Five year asset inspection program commenced for 2021/26  Ten year capital plan - Capital plan produced utilising current data with ongoing improvements planned for 21/22 including better asset condition knowledge and service level requirements.	•
Plant-Ma	inagement					
TS17	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 affectively managed	Program developed and included in 10 year financial plan.	Program developed by 31 March 2021 and 90% of replacements delivered by 30 June 2021.	72% of fleet replacements delivered by 30 June 2021. Target not met due to issues with global supply and hence delivery of vehicles and equipment.	0

Page (6 o) 69

#### Operational Plan Q3 Report 2020/2021

TS18	Assist Burdekin Shire Rivers Improvement Trust in technical reviews including flood damage if required.	with organisations and the	Technical review provided for the Burdekin Shire Rivers Improvement Trust's 2020-2021 works projects.	30 June 2021.	Assistance provided to BSRIT as requested	•
TS19	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 2021	Current RMPC contract extended to two years commencing 1 July 2020, 95% of programmed first year works completed by 30 June 2021, Inclusion of emergency works lifts total completed contract work over the first year allocation.	•



### **Planning and Development**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
Developn	nent Administration				4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
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.	Target met	•
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.  90% of development related customer requests responded to within two business days.	All three identified targets have been met.	•

Page 48 of 69

Town-Ple	onning			December 1		
PD3	Finalise the draft Planning Act. 2016 Planning Scheme 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	Ensure Planning Scheme is drafted in accordance with the Section 18 Notice. In particular, identified timeframes.		Targets will be met upon completion of second round of State Interest checks and 2nd public consultation phase.  New proposed adoption date for scheme is end of December 2021.	•
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	Identified deliverables associated with the Coastal Hazard Adaption Strategy (CHAS Phases 3 - 8) either implemented or incorporated into strategic objectives of relevant Council policy.	100% CHAS Phases 3-8 deliverables received and endorsed subject to COVID Consultation	Target met. CHAS project is finalised with all outstanding financial transactions complete.	•
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	1	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.  Develop formal documented procedures and checklists to ensure business continuity is not jeopardised prior to 31 December, 2020.	All identified targets have been achieved during Q4 and over the entire 20/21 operational year.	•
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.	Target met	•

Page 49 of 69

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 checked for compliance with all development conditions included as part of the Development Permit issued and rectification notices issued if necessary.  Develop a checklist to ensure compliance with development conditions prior to 31 December 2020.		0
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.	20130030201	One infrastructure notice issued during Q4. All 2020/21 charges have been received prior to the commencement of any new use.	•
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.	Target met	•
PD10	Deliver sustainable development outcomes through the provision of outcome focussed, 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 Queensiand 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.	12 line variations received during Q4. All requests decided upon within 5 business days.  101 building maintenance and building requests received during Q4. 95% were responded to within 2 business days.  A total of 8 flood certificates received with all certificates issued within 5 business days.	•

Fage 50 of 69

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.	No new pools installed in Q4.  Target met  Target met	0
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 <i>Plumbing and Drainage Act 2002</i> .  Backflow prevention devices testing program is continually audited.  Requests for on-site effluent design are carried out in an efficient manner within acceptable timeframes		All identified targets in the plumbing department have been achieved during Q4 and over the entire 20/21 operational year.	•
Eacilities	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.	100% of all relevant Council buildings have condition assessments carried out by June 2021.  90% of Building Maintenance Requests (BMRs) responded to within two business days.	Building condition assessments have been carried out on all triggered Council buildings during 2020/21. Assessment reports are constantly being reviewed to ensure efficient maintenance activities are scheduled.  In excess of 90% of the 101 BMR's have been responded to within target.	•

Page 51 dl 69

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.	90% 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.	Building maintenance program continues to develop to incorporate adopted asset management strategies. Target met apart from implementing an electronic condition assessment software system.	•
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.	All due service contracts (3) have been reviewed and renewed/extended before expiration.  Relevant staff have completed training	•
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.	85% of major building projects have project plans completed.	All major building projects including WFQ3 projects due during Q4 were delivered in accordance with adopted project plans	•

Page 52 of 69



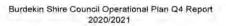
### Animal Management/Compliance

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	80% of requests responded to within adopted timeframes. Implement out of hours patrol roster.	84% of animal CRMs completed within target.  After hours roster implemented with alternating early and late starts in priority areas.  5 dog blitz patrols undertaken two each in Ayr and Home Hill, and one in Alva.	0
AM2	Maintain Council's animal pound,	3.1.4 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.	Pound cleaned daily and animal containers disinfected  Drop off cages checked twice a day at least on work days and once a day on non work days.  324 animals impounded for year and all relocated off site within 24 hours, usually the same day.	•
АМЗ	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.  Rehoming of animals after three days to suitable members of the public.  Conducting inspections of suitable foster carers for Burdekin Pet Rescue so animals can be cared for until rehomed.	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.	83% (264) of animals left the pound within 4 days. 6 animals were in the pound during the Christmas shutdown and were held longer pending placement on Council's website and 2 dogs were in the pound on 30 June.  89% of those suitable, were rehomed or returned to owner. 31 were not deemed suitable for rehoming due to ill health or nature.  Inspections of foster carers have been completed.	•

Page 53 of 69

Participate and promote community events such as the Pet Fair to promote responsible animal ownership.	and activities to improve le public safety and health through strategic partnerships	ps Animal management and responsible pet ownership articles released in media, including social media.	Pet Fair event publicised and held.  Four animal management topics covered in media.  De-sexing applications	Pet fair delayed until 1 August 2021 due to staff unavailability and sultability for stall holders.  Article about heartworm in the paper plus advertising of Discount Microchipping event held on 9 Dec 2020. Media article on Animal Blitz on 19 March and an article about updating animal registration information on 25 March.	
		implemented as per guidelines	approved in accordance with guidelines.	6 de-sexing applications approved were redeemed during the year. 2 applications were on hold pending further information.  Microchipping events originally on hold due to COVID. First discount microchipping event held on 9 December - 10 animals were microchipped.  School visits are on hold until 2021.	
Remove abandoned vehicles from road reserves and Council areas.		local government roads and areas and	to within adopted time	82% of abandoned vehicle requests responded to within adopted time frames.	0
Implement activities identified in the Animal Management Strategy.		Undertake activities identified for each of the objectives in the Animal Management Strategy.	80% of current activities maintained. 80% of proposed activities implemented within timeframes.	96% of current activities have been maintained. Some activities have re-opened following easing of COVID restrictions. 57% of proposed activities have been implemented. Some delays have occurred due to COVID-19.	0
	Remove abandoned vehicles from road reserves and Council areas.  Implement activities identified in the Animal Management	Remove abandoned vehicles from road reserves and Council areas.  Implement activities identified in the Animal Management Strategy.  Public safety and health through strategic partnerships  5.3.4 Undertake regulatory responsibilities in accordance with legislative regulations  3.1.4. Raise public awareness and improve health and safety through the delivery of regulatory and	Pet Fair to promote responsible animal ownership.  public safety and health through strategic partnerships animal ownership.  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 and COVID allow.  Remove abandoned vehicles from road reserves and Council areas.  Implement activities identified in the Animal Management Strategy.  Strategy.  Animal management and responsible pet ownership articles released in media, including social media.  Subsidised desexing program implemented as per guidelines.  Abandoned vehicles are removed from local government roads and areas and dealt with in accordance with legislation and procedures.  Undertake activities identified for each of the objectives in the Animal Management Strategy.	Pet Fair to promote responsible animal ownership.  Public safety and health through strategic partnerships animal ownership.  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 and COVID allow.  Remove abandoned vehicles responsibilities in accordance with legislative regulations with legislative regulations.  Implement activities identified in the Animal Management Strategy.  Strategy.  Animal management and responsible pet ownership articles released in media.  Animal management and responsible pet ownership articles released in media.  Animal management topics covered in media.  De-sexing applications approved in accordance with guidelines.  Three discounted microchipping events held.  At least 2 school visits annually.  80% of requests responded to within adopted time frames.  Undertake activities identified for each of the objectives in the Animal Management Strategy.  Bow of current activities maintained.  80% of proposed activities implemented within	Pet Fair to promote responsible animal ownership.  Animal management and responsible bet 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 and COVID allow.  Remove abandoned vehicles from road reserves and Council areas.  Implement activities identified in the 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 and COVID allow.  At least 2 school visits and local government roads and areas and dealt with in accordance with legislation and procedures.  Implement activities identified in the Animal Management Strategy.  School visits have been maintained. Some maintained.  Some of proposed activities have been implemented. Some delays have occurred due to COVID restrictions.  Solution from road reserves and Council areas.  Article about heartworm in the paper plus advertising of Discount Microchipping event held on 9 Dec 2020. Media article on Animal Bitz on 19 March and an article about updating animal registration information on 26 March.  Be-sexing applications approved in accordance with guidelines.  Three discounted microchipping events held.  At least 2 school visits  annually.  At least 2 school visits  School visits are on hold until 2021.  School visits

Page 54 of 69





### **Environment and Health**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
EH1	Undertake regulatory responsibilities under State legislations: Food Act 2006, High Risk Personal Appearances Services, Public Health Act 2005, 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	All the legislative timeframe and requirements are met with new applications.  Inspections of licensed premises,  Education and working with the licensee and enforcement steps are followed as per the standard procedure.  Renewal notice sent as per legislative timeframes and licenses renewed.	New license applications approved within 20 working days.  At least one inspection completed for each licenced premises per financial year.  100% of identified non-compliance issues addressed with licensees as per standard procedure.  Annual renewal notices sent by 30 April; license issued by 30 August.	Three new license applications received for year.  112 regular inspections and 70 reinspections carried out in financial year. All licenced premises inspected.  11 food complaints received in financial year and dealt with within agreed timeframes.  Annual renewals for food licences sent on time and issued by August 2020.	•
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.	21 MCU applications were assessed and conditioned with EH requirements for the year.	•
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.	56 nuisance complaints and 49 accumulation complaints received this financial year. 79% of health and environment CRMs were completed within target.	0

Page 55 of 69

EH4	Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping.  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.	delivery of regulatory and advisory programs	All the legislative timeframe and requirements are met with new applications.  Inspections of each licensed premises per financial year.  Education and working with the licensee and enforcement steps are followed as per the standard procedure.  Renewal notice sent as per legislative timeframes and licenses renewed.	New license applications approved within 20 working days.  Al least one inspection per licensed premises per financial year.  100% of identified non-compliance issues addressed with licensees as per standard procedure.  Annual renewal notices sent by 30 May; license issued by 30 August.	10 new approval applications were received in this quarter.  25 regular inspections and 14 reinspections carried out in quarter. All licenced premises inspected.  Annual renewals for rental accommodation and caravan parks sent on time and issued by August 2020.	•
EH5	Community education and awareness activities.	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	Current and relevant information available on website.  Conduct training sessions on food legislation for licensees each year. (Subject to COVID).  Provide informative newsletters to license holders.  Participate and promote environmental health events (e.g. Great Northern Clean Up Day, Food Safety Week, Plastic Free July).	training sessions conducted by 30 June 2021. Actieve 80% satisfaction rate in evaluation after the training. Two newsletters produced by 30 June 2021. Three events conducted per	Information on website reviewed in January 2021  Food safety and hygiene training sessions deferred due to COVID.  Two What's Eating Burdekin Newsletter's sent out this financial year,  1 kindy talk and 1 COVID information session conducted in Q1.  Alva Beach clean up conducted on 3 October.  Food Safety Week 7-14 Nov - displays organised at libraries and Customer Service Centre.	•
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 2019-20 action plan.  Participate and support other Reef Guardian stakeholders in community.  Promotion of Reef Guardian status to community.	Report completed by 30 September 2020.  One community event promoting reef guardian status by 30 June 2021.	New Action Plan developed for 2020-24 and adopted by Council on 13 October 2020.  Attended face to face Reef Guardian Council meeting in March. Draft 2020 Highlights compiled.  No event planned for 2020/21 due to Covid.	•

Page 56 of 69

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.	Testing of private drinking water supplies completed within agreed timeframes. Monthly testing of water quality at Council swimming pools.	7 private water drinking testing requests received and completed.  Monthly testing for Council swimming pools 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 or service levels.	One project or system improvement. Standing/Itinerant Vehicle policy.	Trialling mobile tablets for CRMs. Further development to occur.  2 policies on vending on council owned or controlled land and vending on roads was considered at a workshop on 18 Nov 2020 and adopted on 27 April 2021.	•
EH9	Develop a durie 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.  Implementation of plan recommendations for repair/protection of dunes.	Dune Protection Management Plan adopted by 30 November 2020.  Selected initial repair/protection measures implemented by 30 June 2021.	Dune Management Strategy adopted by Council on 15 December 2020.  Implementation Plan is currently being developed, Signs have been designed and are to installed in July 2021. Meetings and on site inspections of the Alva Dune Priority 1 areas have been undertaken. Seed collection and propagation is underway with revegetation works to commence in 2021/22. Fencing inspections have been undertaken along SS Yongala Drive and initial works have commenced.	0
ЕН10	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 2021	Draft Strategic Plan being developed. Deferred to 2021/22. Due to COVID priorities this has been delayed to 2021/2022 financial year	•
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 100% of recommendations by 30 June 2021	Total of 14 agreed management actions 2 actions remaining to implement	0
EH12	Develop a 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 for the treatment of Flying Foxes within the Shire.	Flying Fox SOMI adopted by 31 December 2020.	Flying fox Management Policy adopted on 28 July 2020.  10 separate dispersal activities totalling 31 days carried out during quarter. Further investigation on long range acoustic device (LRAD), however, too expensive to consider at this stage.	0

Page 57 of 69

EH13	Implement camping infrastructure based on Council decisions on Council lands including Comfort Stop and boat ramps.	integrity of key community	and amendments made to Local Laws if required	Works completed by 31 December 2020.	New signs installed at 4 boat ramps - Cromarty, Morris's, Plantation Creek and Wallaces Landing.	•
EH 14	Undertake environmental assessment for Council design projects and participate in Environmental Management Plan for TMR.	adoption of environmental best practice by Council, residents and business	Undertake review of environmental factors for the design projects via desktop and on site in timely manner. Review and update the Environmental Management Plan for TMR.	Input provided within requested time frames.	16 Review of Environmental Factors carried out for financial year. Council wide Erosion and Sediment Control policy and plan being investigated. EMP for TMR review completed.	•

Page 58 of 69



### Natural Resources

Ref	Activity	Unk to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	Issue Riparian Management Agreements invoices for the current financial year by 28 February 2021.  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.	Riparian Management Agreements invoices and new agreements issued in February 2021. Inventory of adjacent landowners conducted and more landowners now in the RMA Program.  Regular treatments were undertaken for all lagoons and the infestation levels maintained at low to scattered.  No new aquatic weed control methods investigated.	•
NR2	Develop in consultation with stakeholders a new Shire Biosecurity Plan 2020-2025 and align with the financial year Monitor the adopted Biosecurity plan.	4.1.3. Protect and enhance the natural environment	Develop, implement and monitor a new Shire Biosecurity Plan 2020-25.	The new Biosecurity Plan 2020-25 presented for Council's adoption by 31 July 2020.	Biosecurity Plan 2020-25 adopted by Council on 8 Sep 2020 and being implemented. First yearly report ready to submit to Council and stakeholders.	
NR3	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 scheduled biosecurity plan biannually (20 per quarter).  Inspect property biosecurity plans before approving the herbicide subsidy.	39 Biosecurity Plans completed and inspected in this financial year. Target 50. 100 property biosecurity plans are current.  We have not been able to reach the target due to other priorities.  All current biosecurity plans were held by those being approved to access the herbicide subsidy scheme.	0

Page 59 of 69

NR4	Undertake animal pest reduction activities.	4.1.3. Protect and enhance line natural environment	Number of landholders participating and amount of bait used for the pig/dog baiting program.  Number of pigs and wild dogs destroyed.  Participate in coordinated baiting with neighbouring Local Government	Shire Biosecurity Plan.	27 landholders participated in the co-ordinated 1080 wild dog baiting with 1690 kgs of meat, 72 commercial baits. 100% compliance with baiting programs.  Trial 1080 baiting for fruits and grains was undertaken with DAF for feral pigs for three weeks using specific traps. 76 pigs trapped in this financial year. 1022 pigs shot in 2 aerial shoots.  13 pig traps loaned out on a continual basis.	•
NR5	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 nursenes.	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.	Woody and Aquatic Weed control on road reserves and waterways undertaken. Two commercial and two home nurseries inspected. Participated in weed survey with NQ Dry Tropics, weed inspections with DAF and bioherbicide trial with University of Queensland. Officers created 2 power point presentations for the Works Department, other Councils and stakeholders to use for training on Grader Grass and Yellow Crazy Ants.	•
NR6	Participation in current projects with external stakeholder - North Queensland Dry Tropics,  1. Aerial shooting for pigs,  2. Control of woody weed around Saltwater Creek.  3. Aquatic weed management activities - Plantation, Lilliesemere, Saltwater	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.  Annual inspection of Saltwater creek properties.  As part of the project new landholders engaged in RMA participation - Four - Plantation creek; Six Lillesmere and two Saltwater creek.	Aerial shoot completed in June (as part of NQDT Project) covering northern, southern and rangeland areas with 470 pigs and 3 dogs shot. Saltwater Creek properties inspected for woody weeds. New landowners invited to join the RMA program - Plantation Cr - 1 plus LBW, QR and Wilmar; Lilliesmere - 6; and Saltwater Cr - 3.	
NR7	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.	43 applications administered within agreed timeframes.  95% of herbicide budget expended.  261 wild dog pelts presented and processed during the year.  5 applications for wild dog control assistance processed.	•

Page 60 of 69

NR8	Surveillance and monitoring for new threatened pests as identified in relevant Biosecunity Plan 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 nurseries. Liaison and act on instruction from Biosecurity Queensland.		Ongoing surveillance of waterways is carried out with each treatment and periodic surveys. Llaison with BQ on Yellow Crazy Ants, African Swine Fever and for weed inspections and possible Eves Pin Cactus detection. Liaise with Queensland Herbanum on instruction from BQ. Four inspections of commercial and home nurseries completed. Draft surveillance and monitoring programs being developed for implementation in 2021/22. Liaison with multiple stakeholders in late June regarding Siam Weed infestation.	•
NR9	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 such as:  Grader grass strategy and work plan.  ArcGIS pilot webtool trial detailing aquatic weed management information.  Pilot trial of biological growth enhancer to control aquatic weed infestation.	Grader Grass strategy and plan developed in consultation with stakeholders by June 2021.  ArcGIS pilot webtool trial available on website by June 2021.  Pilot trial of biological growth enhancer to control aquatic weed infestation completed by June 2021.	Grader Grass strategy and plan on hold due to other priorities.  ArcGIS webtool being used.  Pilot trial of biological growth enhancer (Diatomix) completed and not considered successful.  Bioherbicide trial with University of Queensland on chinee apple with 3 landowners commenced Aug 2020. First half yearly report shows positive results.	•
NR10	Deliver community education programs and community awareness activities regarding pest and weed management.	4.1.2. Support community education programs that contribute to improved environmental and community outcomes	Current and relevant information available on website.  Conduct workshop on pest management. (Subject to COVID).  Provision of information to the landholders.  Social media - Weed of the quarter.	Information reviewed and updated on website six monthly.  One workshop conducted by 30 June 2021.  Two newsletters/media release produced by June 2021.  Four information releases on weed of the quarter on website and social media-Facebook and instagram.	Information on website reviewed.  No workshops held.  Media releases on School education visits (using information trailer from Mackay Regional Pest Group), and Siam weed.  Information made available on Yellow Crazy Ants (YCA) and African Swine Fever (ASF). Participation in NQDT educational events at Inkerman and Kalamia.  Pest of the Quarter subjects - ASF, YCA, Grader Grass and Siam Weed.	•

Page 61 of 69

NR11	as proposed in the Burdekin Bushfire Risk Mitigation Plan.	3.1.1 Support projects and activities to improve public safety and health through strategic partnerships	Attend meetings hosted by local and regional QFES.  Coordinate with different stakeholders and Council departments to mitigate the risk on identified Council properties.	Attendance at least one meeting per annum.  Complete works recommended from mitigation plan.	Participated in annual planning meeting with QFES and other stakeholders on 28 January and 7 April 2021. Discussions held with QFES on rural fire program. Extensive vegetation slashing and mulching works undertaken on edge of Beach Road. Fire breaks are monitored and will be slashed when area dries out. In June 2021, the fire break next to Alva Beach Tourist Park has been largely cleared reducing the fire risk. This area will now be able to be maintained more regularly as part of a mowing schedule.	
NR12	Land Protection Section Including biosecurity and vector functions.	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 2021	Draft Strategic Plan being developed. Deferred to 2021/22. Due to COVID priorities this has been delayed to 2021/2022 financial year.	•

Page 62 of 68



### **Vector Management**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
VM1	Prepare a new Shire Mosquito Management Plan 2020-2025 and align with the financial year.	4.1.3. Protect and enhance the natural environment	Preparation, consideration and adoption of a new Shire Mosquito Management Plan 2020-25.	The new Shire Mosquito Management Plan 2020-25 to be adopted by 30 November 2020.	Mosquito Management Plan 2020-25 adopted by Council on 8, Sep 2020. Being monitored and implemented.	•
VM2	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 or as required fortnightly.	Known breeding sites checked twice weekly and treated as required.	
VM3	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.	Operational vector control activities aligned with weather conditions.  Larvaciding completed in December in Chippendale St – Davenport St drains.  Pre-ordered stock with predicted La Nina.	•
VM4	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 or response levels	Light trapping and identifying mosquitoes in residential backyards.	Light trapping continuing and results processed. FTA card trapping across the shire completed for Arbovirus Research - Queensland Health.  SWARMMS - digital data collection app training completed for trialling on information collection for vector activity.	•
VM5	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.	Information reviewed and updated on website six monthly.  Two newsletters/media releases produced by 30 June 2021.	Information on website reviewed. Canegrower News article produced for farmers to be aware of irrigation run off and associated mosquito breeding.  Media release regarding mosquitoes in Jan 2021	

Page 63 of 69



### Caravan Parks

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
CP1	Administer the management contracts for Horne 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.	Positive feedback from visitors to the caravan parks.	Positive feedback with mostly 4 or 5 star rating on the online sites. Parks are being well maintained. Tender called and awarded for Management of Home Hill Swimming Pool and Caravan Park. Both Parks were operating under Health Management Plans per COVID requirements for most of the year, these are no longer required. Cleaning, guest and visitor recording is still required.	•
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.	Caravanning Australia advert and editorial in Summer 20/21 edition. Advertising booked in Caravanning Old Directory in January 2021. Review of Google my business site and responded to reviews. Yellow pages advert renewed. Advertised in Australian Tourism Data Warehouse. New websites for both Caravan Parks are being developed. Improvements including online booking availability, improved photos, more interactive experience.	•

Page 64 of 69



### Swimming Pools

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	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.	of the facilities. Facilities are maintained in	For the majority of the year both Pools operated under COVID Safe Industry Plans, until revoked by Qld Health. Contractors managed the facilities well during the COVID restrictions with increased cleaning regimes. Tender called and awarded for Management of Home Hill Swimming Pool and Caravari Park.	•
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.	2 of the 4 pools have been inspected this year.  Maintenance of chair lifts at Ayr and Home Hill Pools completed.	

Page 65 of 69



### **Waste Management**

Ref	Activity	Link to achieving Corporate Plan Strategy	How we will measure our performance	2020/2021 Target	Comments	
WM1	Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards - Delivery of new bin service. Number of missed services. Response to missed services. Bin repairs/replacements. Service complaints.		Achievement of standards listed in the collection service specification.  Analysis of complaints and compliments received regarding kerbside collections.	Minimum standards achieved. Reported quarterly.	5 performance measures identified with contractor. All measures met. Details are as follows: Delivery of new bin service - 28 requests, all completed. Number of missed services - 69 requests, 2 outstanding but within timeframe. Bin repairs/replacements -325 requests, 2 outstanding but within timeframe. Service complaints - 2	•
WM2	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.	Year to date - 96% of waste CRMs and 90% of waste health CRMs completed within target.	•

Page 66 of 69

WM3	Supervise waste management sites to ensure compliance with conditions of the Environmental Authority and improve	waste management practices [5]	Compliance with audits conducted by Department of Environment and Science.	100% Action on notices from DES.	DES audited Kirknie landfill site on 9 August 2020. No concerns raised at the time of audit or in the final report issued by DES.	
	performance for Kirknie Landfill, Ayr Transfer Station, Giru Transfer Station and Home Hill Transfer Station		Develop internal inspection and audit program (templates and schedule).	31 December 2020.	Audit template completed and issued for use. Draft audit program issued 28/05/21.	
			Compliance with Internal inspection and audit program.	100% compliance.	3. Plan to implement audit program in 2021/22.	
			Develop operators manuals and update procedures for all sites.	31 December 2020.	Mandalay site operational procedures issued, Landfill tip face operations procedure completed. Draft Operators Manual for Landfill issued for operators for review. Procedures.	
			Compliance with operators manuals and procedures.	100% compliance.	approved by external safety auditor.  5. Regular site visits to ensure internal compliance undertaken together with identifying improvements.  6. Waste Risk Register completed.	•
			Development of Risk Management Plan and Register.	30 November 2020.	7. Draft O&T register issued for review.	
			Development of Objectives and Target Register.	30 November 2020	8. E-waste recycling introduced at Kirknie landfill since Aug 2020. Communication ongoing with 'Paint-back' to check if the scheme can be initiated for BSC region. Feedback received	
			Implement recycling services for	Laura Sarra Arramana III	that the scheme is not feasible.	
			problem wastes - paints and chemicals	A least 2 new recycling services implemented .	Regular weed spraying conducted six monthly. Weed issue	
			Implement Kirknie Landfill Weed Management Plan.	50% reduction of weed cover	more prominent after wet weather. Currently under control.	
WM4	Implement environmental monitoring programs: - Cromarty Landfill (groundwater) to June 2021.	4.1.5. Continually improve waste management practices 4.1.6. Promote the adoption of environmental	Complete monitoring and reporting as detailed in the monitoring program.	Quarterly monitoring and reporting undertaken (Cromarty and Kirknie)	Monitoring completed on all sites as required	
	- Legacy Landfill Sites (groundwater) to 2022. - Kirknie Landfill (groundwater, surface water and landfill gas)	best practice by Council, residents and business	Record and analyse monitoring data and revise monitoring programs if required.	Biannual monitoring and reporting undertaken (Legacy Landfill).		
	Ongoing Ayr and Home Hill Transfer Stations Green waste runoff (surface water) to Feb 2022.			Ouarterly monitoring and annual reporting (Ayr and Home Hill Transfer Stations).		
WM5	Review, investigation, purchase and installation of new waste management software	4,1.5. Continually improve waste management practices	Installation of appropriate waste management software.	31 March 2021,	Software system installation completed. System went five 1st Oct 2020. Training and testing completed, Minor boom gate Issue identified, rectification in two stages - 2nd stage scheduled for end of July 2021.	•

Page 67 of 69

WM6	Complete Capital Works Projects. Kirknie Landfill - Turn around entry Landfill lids and litter fences Solar leachate pump and pipework for first flush pond Design solution for leachate control.  Home Hill Transfer Station - Security fence installation.	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 at least 85% works.	30 June 2021.	Turn around entry - construction works completed. Fence & Lid - 2 sets of litter fences and landfill lids received and currently in use at the landfill.  Leachate design - successful consultant identified and project awarded; options report reviewed and finalised; scope for detailed design quotation purposes received June 2021. First flush leachate pump/pipework deferred until leachate solution finalised.  Home Hill fence installation completed.	•
WM7	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.	Council sites waste audits commenced in April with plans to continue audits in new financial year.	•
VVM8	Participation in approved Local Government Illegal Dumping Partnership Grant Program.	with organisations and the community to support projects to protect and enhance environmentally sensitive areas 4.1,5: Continually improve	Completion of grant milestone reports. Appointment of Compliance Officer. Number of successful compliance outcomes.  Development of a regional illegal dumping prevention strategy.  Development of resources and programs for ongoing training and development.	Milestone réports as per grant deed.	Compliance officer commenced 2 Sep 2020 and resigned in Dec 2020. Replacement recruited and started 09 Mar 2021.  Associated vehicle, equipment, tools etc purchased. LIDP training by DES completed. Draft LID strategy developed for further review. Refer item WM9 for details.  Milestone reports submitted. Yearly details as below: 62 requests raised for period 59 requests completed for the period 44 requests required waste to be removed (12 by council/contractor) 1 PIN issued 11 warning letters issued for the period. Rubbish removed by 6 offenders. 1 outstanding issue from 2020 still to be resolved  Billboard promotions for region commenced.	•

Page 68 of 69

WW8	Participation in approved Local Government Illegal Dumping Hotspol Grant Program.	4.1.3. Protect and enhance the natural environment 4.1.4. Work in partnership with organisations and the community to support projects to protect and enhance environmentally sensitive areas 4.1.5. Continually improve waste management practices	Completion of grant milestone reports.  Number of successful compliance outcomes.  Number of illegal dumping hotspots cleaned up and/or monitored.  Purchase and installation of cameras.	Milestone reports as per grant deed.  3 priority hotspot locations cleaned up.  30 June 2021	Monthly milestone reporting - last report submitted for Jun 2021 Signage installed 3 trail cameras installed 1 trail camera moved 2 trail cameras stolen 6 solar cameras operational and monitored weekly	0
WM10	Participation in Regional Recycling Transport Assistance Package (RRTAP) Grant.	4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Completion of grant milestone reports.	Milestone reports as per grant deed.	Milestone reports completed and submitted.	•
WM11	Review and adopt the North Queensland Waste Strategy	4.1.5 Continually improve waste management practices	North Queensland Waste Strategy adopted by Council Consideration of recommendations from Strategy.	30 June 2021	Waste Strategy presented to Council by Arcadis in July 2020 for consideration.  Public consultation process completed 18 Sep 2020. The Strategy was adopted in Nov 2020.  NQROC Waste Working Group to review and implement strategy recommendations.	0
WM12	Develop Internal Waste Services Strategy.	4.1.2. Support community education programs that contribute to improved environmental and community outcomes 4.1.3. Protect and enhance the natural environment 4.1.5. Continually improve waste management practices 4.1.6. Promote the adoption of environmental best practice by Council, residents and business	Completion and Council adoption of the strategy.	30 June 2021	Not completed. Activity deferred to 2021/22. Due to COVID priorities this has been delayed to 2021/2022 financial year.	

Page 69 of 69

## 6 INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

#### 6.1 ENVIRONMENTAL AND HEALTH SERVICES

#### **6.2 OPERATIONS**

#### 6.3 PLANNING AND DEVELOPMENT

#### 6.4 TECHNICAL SERVICES

#### 6.4.1 TBSC/21/010 - Supply and Delivery of One (1) Vacuum Truck

File Reference 2067

**Report Author** Ms. Susie Pearce – Fleet and Administration Officer Workshop

**Authoriser** Mr. Kevin Byers – Manager Technical Services

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

1.2.1 Implement the Asset Management Strategy

5.3.2 Ensure Council's financial position is effectively managed

## **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 \$200,000.00 ex GST per financial year. The purchase of the Vacuum Truck is in this category.

Quotations were called in TBSC/21/010 - Supply and Delivery of one (1) Vacuum Truck.

Quotation closed on Friday, 16 July 2021. Prequalified suppliers were selected in the following three (3) Local Buy Contracts:

- NPN 04.13 Truck (Cab Chassis);
- NPN 2.15 Heavy Plant Machinery Equipment; and
- NPN 1.15 Specialist Trucks & Bodies

In total, twelve quotation offers were received from both Truck Suppliers and Vacuum Suppliers. These quotations were assessed using a multi-criteria weighting method.

#### Recommendation

That Council accepts the quotation TBSC/21/010 for the purchase of Council's new Vacuum Truck for a total of \$265,323.46 excluding GST from:

- Tony Ireland Isuzu for Isuzu FSR140-260 auto with a Ditch Witch FXT65 optioned with boom for \$253,057.96 excluding GST; and
- NQ Kool Cars & Kustoms for tank and rust protection for \$12,265.50 excluding GST.

## Background

Council decided to purchase an additional truck with vacuum capability to increase productivity and reduce operational costs whilst maintaining a fit for purpose fleet. Quotations were called from prequalified suppliers on Local Buy Contracts.

It is important to note that the requests for quotation were invited to suppliers under the Local Buy Contracts as per list above.

Council used a multi-criteria assessment scoring based on:

- Whole of Life Costs
- Price
- Suitability for Work Purpose
- Compliance
- Delivery
- Commonality
- Warranty

The overall assessment is based on combination of complete truck and vacuum units.

While all respondents were identified as being capable of completing the order to Council's request. The quotation for the Ditch Witch FXT65-800 optioned with boom, having 1200cfm capability that provides a strong vacuum lift, combined with the tank and rust protection being the most advantageous and cost effective for Council.

At the time of closing, conforming quotations were received from the suppliers shown in the below table.

Analysis of all tendered offers are shown below.

Vacuum Trucks		
Supplier/Truck/Vacuum Combinations	Weighted Score	Ranking
Tony Ireland Isuzu	3.73 / 5	1
Isuzu FSR140-260 with Ditch Witch FXT65-800		
Tony Ireland Isuzu	3.70 / 5	2
Isuzu FSR140-260 with Vermeer VSK100XT-800		
RGM Maintenance Townsville	3.58 / 5	3
Fuso FK62FLZ1RFAL with Vermeer VSK100XT-800		
Tony Ireland Isuzu	3.50 / 5	4
Isuzu FSR140-260 with Ditch Witch FXT50-800		
Construction Equipment Australia	3.45 / 5	5
Ring O Matic with Isuzu FVR165-300		
Honeycombes Sales & Service (Trucks)	3.43 / 5	6
Hino FE1426 AT with Ditch Witch FXT65-800		
Earthmoving Equipment Australia	3.40 / 5	7
Vacvator with Hino 500 Series GH1828		
Honeycombes Sales & Service (Trucks)	3.40 / 5	8

Hino FE1426 AT with Vermeer VSK100XT-800		
Honeycombes Sales & Service (Trucks)	3.28 / 5	9
Hino FE1426 AT with Ditch Witch FXT50-800		
Tony Ireland Isuzu	3.25 / 5	10
Isuzu FSR140-260 auto with Vermeer VSK70-800		
*no boom		
RGM Maintenance Townsville	3.13 / 5	11
Fuso FK62FLZ1RFAL with Vermeer VSK70-800		
*no boom		
Honeycombes Sales & Service (Trucks)	3.03 / 5	12
Hino FE1426 AT with Vermeer VSK70-800		
*no boom		

#### Consultation

Consultations were held with Council Sections to discuss the procurement plan of this vacuum truck to determine the specification details and cost benefit for Council.

## **Budget & Resource Implications**

The purchase of the Vacuum Truck listed in the 2021/2022 Capital Budget is within the budget allocation.

# **Legal Authority & Implications**

Not Applicable.

# **Policy Implications**

Not Applicable.

## Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

## **Attachments**

Not Applicable.

# 6.4.2 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr

File Reference 2260

**Report Author** Mr. Robert Eckersley – Technical Officer

**Authoriser** Mr. Kevin Byers – Manager Technical Services

Meeting Date 10 August 2021

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

Burdekin Shire Council Corporate Plan 2017-2022

- 1.1.1 Plan, build and maintain infrastructure that enhances community assets
- 1.1.2 Prioritise infrastructure projects that will contribute to liveability and growth in the Burdekin
- 1.3.1 Prioritise upgrades to the road network to improve safety and connectivity

## **Executive Summary**

The Parker Street Drainage Road Reconstruction and Roundabout Project was successfully completed in May 2021. This project was a significant undertaking by Council, with increased levels of design and construction complexity due to the traffic management requirements, significant underground services, and drainage infrastructure present.

Council has received positive feedback and comments from the Burdekin Shire community regarding the finished project and the traffic safety improvements as a result of the new roundabout.

However, on 15 July 2021, Council received a letter from the Ayr Chamber of Commerce on behalf of local businesses in the area surrounding Parker Street, Ayr and also a separate letter signed by some Retail Outlets in Parker and Queen Streets, Ayr. The letters address a number of issues raised by business owners following construction works.

At the request of the Chief Executive Officer (CEO), Council Officers have reviewed the letters received and developed this report, responding to some of the statements/concerns contained within the letters.

#### Recommendation

That Council receives the report on the Drainage and Roadworks improvements undertaken in Parker Street, Ayr in response to the letters from the Ayr Chamber of Commerce and some Retail Outlets in Parker and Queen Street, Ayr and advise that it will not be offering any compensation for disruption during the undertaking of the works as access was maintained to all businesses during business hours whilst the works were undertaken.

#### **Background**

The Parker Street Project was initiated following representations from property owners and numerous customer requests from business owners regarding drainage issues in the area and the urgency required for improvements. The project also addressed a number of accidents and community requests for safety improvements of the Parker and Macmillan Streets, Ayr intersection.

During the monsoonal rain event that occurred in January 2020, businesses in the Queen and Parker Streets, Ayr area were impacted by localised flooding. Following this event and further requests from business owners, Council prioritised this project to be undertaken to improve drainage capacity in this location.

#### **Design and Consultation**

During the initial concept development, Council Officers met with business owners from the area to discuss the issues, the proposed scope of works and requested feedback regarding the proposal.

Following a quotation process, an external consultant was awarded the design role. Upon completion of the design, 13 businesses in Parker Street, Ayr were contacted requesting an on-site meeting to discuss the design and provide an opportunity to provide further feedback or raise concerns. Only two (2) representative businesses attended this meeting held at Parker Street, Ayr on the 30 June 2020, with the result being no changes to the proposed design.

#### Construction

The construction of the project was tendered and awarded to an experienced external contractor, with Council working with the contractor to determine a suitable works program. Initial construction works commenced on 17 November 2020, with Council advertising the construction works on media platforms and the contractor visiting businesses to advise commencement of works and provide contact information.

The details of the contract TBSC/20/018 have been published on Council's website and in the foyer of the Council Chambers from December 2020.

Council is committed to completing construction projects in a professional manner, utilising additional resources when required to ensure the desired outcomes are met. For this project, Council appointed a consultant Project Manager with extensive experience in managing large civil construction projects to manage and coordinate the construction of the project.

The first stage of the project commenced at the Parker and Wickham Streets, Ayr intersection to minimise impact on businesses in the lead up to the Christmas trading period. Council also instructed the contractor to pause the works from 18 December 2020 over the Christmas period to reduce impact on businesses and the community during this busy trading period. Works did not recommence until after the New Year trading period, with the next phase of construction beginning on 11 January 2021.

During construction, traffic access to businesses was an important priority to Council and as such, access to the East End Centre was maintained throughout the construction period, only closing for a short period during the asphalt sealing works. Council worked with businesses and following requests to improve detour signage clarity, Council erected additional signage and advertised detour routes in the media.

# **Response to Ayr Chamber of Commerce Letter**

1) More realistic timeframes for future works to be undertaken within.

Council undertook all measures possible to ensure the project was undertaken within a suitable timeframe. Council engaged a construction company with vast experience in similar works to produce a construction works plan. Council also engaged an experienced Project Manager to oversee the project. The works were timed to reduce disruption to the businesses during the Christmas and New Year shopping period.

At no time before or during the project was any property owner or business owner advised that the project would take five (5) weeks to complete. Advice was given to business owners at various stages throughout the project about changes in traffic management. The stages may have been communicated to take approximately five (5) weeks subject to site and latent conditions. While this advice was clearly communicated, there may have been some misunderstanding by some business owners.

2) The timing of any future works, with special consideration during peak trading periods for small businesses.

Council scheduled the work to minimise the impact on the businesses in the area. Construction began on the Parker and Wickham Streets, Ayr intersection during the lead up to Christmas, as these works were planned to cause only minimal disruption to the East End Centre and adjacent businesses. Works were ceased on 18 December 2020 and recommenced at the Parker and Macmillan Streets, Ayr intersection on 11 January 2021.

3) Whether works can be undertaken outside of regular business hours (weekends or evenings), particularly smaller works.

Due to the proximity of the construction site to residential areas, night works were not considered to maintain compliance with noise requirements. Night works are generally used where possible to ensure access is maintained to properties. In this case access was maintained to all properties and businesses during the entire duration of the project. Night works would not reduce the duration of the construction works without the implementation of additional shifts for workers. This was not possible due to the availability of resources and again not considered due to noise restrictions in residential areas. Night works were carried out to surface the Parker and Queen Streets, Ayr roundabout which has suitable separation from residential areas. Night works are also considerably more expensive than day works, and this would have also added considerably to the capital cost of the project.

4) More planning and investment into the potential financial impact these works may have on surrounding businesses, especially in the event of delays.

While the construction works experienced some unforeseen delays, largely due to wet weather, all possible measures were taken to reduce the occurrence of delays and subsequent financial impact on businesses such as engaging an experienced civil construction contractor, and an experienced Project Manager. As stated above, Council planned the works to include stoppages during the busy Christmas shopping period. Access to all businesses was maintained at all times during the construction period with the exception of the asphalt surfacing adjacent to the East End Centre access which was completed outside business hours.

5) What support could be made available to those businesses who have been affected, especially during these current uncertain economic times.

Council has taken all practical measures to minimise any negative impacts on the adjacent businesses including maintaining access at all times. The project has improved the flood immunity of affected properties and improved road safety for the public and customers using the Parker and Macmillan Streets, Ayr intersection. Council's Project Manager made daily visits to the construction site and was available to answer any business' concerns for the duration of the project. Council will not be offering any special support to the businesses.

## Response to East End Tenant's Email

1) What policies guided this project and allowed it to proceed with a disregard for the human and financial impacts on the business community nearby?

This project was initiated following drainage customer requests from business owners within the Parker Street, Ayr area, as well as customer requests relating to traffic safety at the Parker and Macmillan Streets, Ayr intersection.

2) Why was such a major project scheduled during the cyclone/wet season when it is almost inevitable that rainfall would occur during the allotted time which could cause delay?

This project was scheduled to be completed within the 2020/2021 financial year and as this is just one of many Capital projects completed by Council, the timing of the works was programmed to coincide with availability of resources and personnel.

3) Why were exigencies such as shortages of asphalt and other necessities not ameliorated in advance?

With the impacts of the ongoing COVID-19 pandemic, the current availability of civil construction materials and contractors is fluid and at times unpredictable. Council and contractors always work to ensure materials and resources are ordered and scheduled in line with works programs, however latent conditions encountered on-site required adaptation and adjustment to planned works.

4) Why were works not scheduled for night-times and other times such as weekends to shorten the time span that would disrupt the public and businesses? Moving the cost of the project onto businesses should not be the solution for expenses that may be involved in night works?

As previously outlined, while some weekend works and night works were completed to reduce impacts on the community, a number of factors including noise requirements and cost implications must be considered.

5) Why were business owners not canvassed for their opinions and advice in advance of this project being scheduled?

Businesses within the Parker Street, Ayr area were consulted on multiple occasions during the initial concept phase of the project. Businesses were contacted again during the design phase of the project to arrange an on-site meeting, however of the 13 businesses contacted, only two (2) business representatives attended the on-site meeting held on the 30 June 2020.

6) According to your website Council is obliged to publish details of all contracts valued \$200,000.00 or more in compliance with section 237 of the Local Government Regulation 2012 and details are to be published for a period of 12 months. I cannot find any reference to the works in Parker Street, Ayr. Has this been done and if so, why is it impossible to find?

Council publishes a Register of Contractual Arrangements over \$200,000.00 on our website as well as displaying this list within Council's Customer Service centre. Should a customer have difficulty locating this register, they can contact Burdekin Shire Council and Council officers can assist.

7) What compensation is to be offered to the businesses that have suffered income losses as a result of this project? These businesses that have born the cost of this mismanagement.

As previously outlined, Council will not be offering any special support to businesses as part of this civil construction project.

## Consultation

Not Applicable.

# **Budget & Resource Implications**

Not Applicable.

# **Legal Authority & Implications**

Not Applicable.

# **Policy Implications**

Not Applicable.

# Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

### Attachments

 Letters Received Regarding Drainage and Road Improvements to Parker Street Ayr from the Ayr Chamber of Commerce Incorporated and Some Retail Outlets in Parker and Queen Streets, Ayr From: "shop" <shop@woodsnews.com.au>
Sent: Thu, 15 Jul 2021 11:34:09 +1000

To: "RES: Mailbox - Email Registration" < EmailRegistration@burdekin.qld.gov.au>

Subject: Road Works in Parker St

Attachments: ACC Letter QueenSt Roadworks 2021.pdf

Dear Burdekin Shire Council.

Please find enclosed a letter from the Chamber of Commerce together with a petition from the retail outlets in Parker and Queen Streets with reference to the lengthy closure of said streets.

Sincerely

Anita Comas on behalf of local retail outlets.

Owner/Manager

ph: 07 47832420

Woods' News & Lucky Casket Shop 10, East End Centre Parker St, Ayr Qld 4807



www.ayrchamber.com.au

Ayr Chamber of Commerce Inc. ABN: 23 177 828 360

PO Box 494, Ayr Old 4807 F: 07 4783 5203 E ayrchamber@bigpond.com

President: Senior Vice President: Kellie Williams Junior Vice President: Kylie McNee Secretary: Treasurer

Alissa Muir Dianne Edwards Sharni-Lee Norris

Mayor Lyn McLaughlin Burdekin Shire Council 145 Young Street Ayr Qld 4807

Dear Mayor,

The role of the Ayr Chamber of Commerce is to represent local small businesses and support the local

Our members have requested our support for the attached letter in relation to the adverse impact on theirs. and other small businesses as a result of the Queen Street and Parker Street road works, which were recently

We expect that Council shares our vision for a thriving local economy in which all businesses are able to trade effectively without disruption.

We therefore request that Council address the issues which have been raised in the letter attached by these local businesses as a matter of urgency.

We also trust that Council will take on board the issues which have been raised when making future planning decisions on works to be conducted in the central business district. In particular, we ask that Council consider the following:

- 1. More realistic timeframes for future works to be undertaken within.
- 2. The timing of any future works, with special consideration during peak trading periods for small businesses.
- 3. Whether works can be undertaken outside of regular business hours (weekends or evenings), particularly smaller works.
- 4. More planning and investment into the potential financial impact these works may have on surrounding businesses, especially in the event of delays.
- 5. What support could be made available to those businesses who have been affected, especially during these current uncertain economic times.

In our mission statement we vow to "work in partnership with all stakeholders and all levels of government to constructively create conditions for business success in the Burdekin region," We believe that the Burdekin Shire Council shares our vision for a strong regional economy, and a constructive and positive business environment.

We appreciate your timely response to our members and the concerns they have raised.

Yours faithfully,

Alissa Muir (President)

Alissa Muir

and the Management Committee of the Ayr Chamber of Commerce Inc.

Economic Development Community Development Networking & Lobbying Learning & Development

11<sup>TH</sup> May 2021

#### TO THE MAYOR AND COUNCILLORS OF THE BURDEKIN SHIRE

#### DRAINAGE AND ROAD IMPROVEMENTS IN PARKER STREET, AYR.

For the past several months the drainage improvements and road works that have been carried out in Parker Street opposite Woolworths have had a serious negative impact on the businesses located in and near the East End Centre. Most of these businesses have experienced a severe drop in income in the order of 30%, which in some cases has amounted to tens of thousands of dollars. As a result, there have had to be reductions in staffing, cutbacks in the hours available to employees and serious downturns in profitability. The flow on effects of this includes difficulties in meeting operating costs, including rent, and financial hardship for some business owners.

The inconvenience caused by the roadworks has significantly reduced access to the East End Centre for both vehicles and pedestrians. This has led to a reduction in foot traffic in almost every shop with a resulting reduction in turnover.

When the works were first announced by the Shire representative business owners were told that they would be completed within five weeks. This does not include the time before February for the work carried out on the Southern end of Parker St. Nor does it include any disruption which may result from works occurring later in May. It appears That this project has been poorly scheduled, inefficiently managed and been directed without regard for the impact on businesses, their owners, their employees or their customers most of whom are rate payers and voters.

It is obvious that the Council has failed in its primary duty of concern and care for the citizens of Ayr. It has failed to properly oversee and manage this project so as to minimise disruption to local small businesses.

Infrastructure is important but people and their livelihoods are paramount to the survival of a rural town such as Ayr and should come first in the planning and execution of major projects.

Specifically the following issues need to be addressed: -

- 1. What policies guided this project and allowed it to proceed with a disregard for the human and financial impacts on the business community nearby?
- 2. Why was such a major project scheduled during the cyclone/wet season when it is almost inevitable that rainfall would occur during the allotted time which could cause delay?

- 3. Why were exigencies such as shortages of asphalt and other necessities not ameliorated in advance?
- 4. Why were works not scheduled for night-times and other times such as weekends to shorten the time span that would disrupt the public and businesses? Moving the cost of the project onto businesses should not be the solution for expenses that may be involved in night works.
- 5. Why were business owners not canvassed for their opinions and advice in advance of this project being scheduled?
- 6. According to your website Council is obliged to publish details of all contracts valued \$200.000 or more in compliance with section 237 of the Local Government Regulation 2012 and details are to be published for a period of 12 months. I cannot find any reference to the works in Parker St. Has this been done and if so why is it impossible to find?
- 7. What compensation is to be offered to the businesses that have suffered income losses as a result of this project? These businesses that have born the cost of this mismanagement.

Unfortunately, this project demonstrates a neglect by the Council, of a significant part of the Ayr community – namely the business community. If this is how the Council treats some of the small businesses of this town it suggests that future works will be carried out with the same contumelious disregard.

It is clearly not good enough for a Council in a regional town that should be concerned with the welfare, employment and business health of the whole community to focus so narrowly on pipes and roads. An all-round regard for all aspects of various projects is essential. Moreover, it is incumbent on the Council to address the loss and suffering of the businesses that have been negatively affected by this project.

Many of the customers in our shops have limited mobility and rely on easy access and parking to meet their shopping needs. Their concern must rank as high as the need to drain storm water. Staff in small businesses generally cannot afford to suffer cuts to their hours and income losses. They appreciate new road surfaces but must put food on their tables for their families.

It would be appreciated that the issues raised in this letter be address at Council's earliest convenience. Matters including compensation are urgent for the survival of the small businesses that have been negatively affected.

We look forward to your early response.

Sincerely Anita Comas - Woods News Ronald Noel Farry - Cignall Xander Barnard – Burdekin Clkuster Manager – Star Liquor Daniel Greco - DNS Quality Meats Nicola Williams – Nikkiz Hair Ainsley Goodman – Burdekin Power Sports Emma Huston - House of Hair Teresa Crowdey - Alfies Claudia Mio - The Stemmery Kristine Cranitch - Fusion

- 7 NOTICE OF MOTION
- **8 RECEIPT OF PETITIONS**
- 9 CORRESPONDENCE FOR INFORMATION

**Tabled Separately** 

- **10 GENERAL BUSINESS**
- 11 CLOSED BUSINESS ITEMS
- 12 DELEGATIONS