



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**on 28 February 2023**

**COMMENCING AT 9:00 AM**

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.

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## **ORDER OF BUSINESS:**

### **ATTENDANCE**

#### **2. PRAYER**

#### **3. DECLARATIONS OF INTEREST**

#### **4. MINUTES AND BUSINESS ARISING**

4.1. Ordinary Council Meeting Minutes - 14 February 2023

4.2. Local Disaster Management Group Meeting Minutes - 25 November 2022

4.3. Audit Committee Meeting Minutes - 8 February 2023

4.4. Community and Cultural Development Advisory Group Meeting Minutes - 9 February 2023

4.5. Local Disaster Management Group Meeting Minutes - 10 February 2023

#### **5. EXECUTIVE**

##### **5.1. CEO**

5.1.1. Council Workshop - January 2023

##### **5.2. ECONOMIC DEVELOPMENT**

#### **6. CORPORATE AND COMMUNITY SERVICES**

##### **6.1. CLIENT SERVICES**

##### **6.2. COMMUNITY DEVELOPMENT**

6.2.1. Community Connect - Alva Community Action Plan

##### **6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**

6.3.1. Monthly Financial Report - January 2023

##### **6.4. GOVERNANCE**

6.4.1. Burdekin Shire Council Standing Orders and Meeting Procedures

6.4.2. Operational Plan 2022/2023 Q2 Report

#### **7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

##### **7.1. ENVIRONMENTAL AND HEALTH SERVICES**

7.1.1. Awarding of Tenders - TBSC/23/001 and TBSC/23/002 - Kirknie Landfill Leachate Hydraulics and Electrical Infrastructure Works

##### **7.2. OPERATIONS**

##### **7.3. PLANNING AND DEVELOPMENT**

7.3.1. Adoption of New Planning and Development Fees Associated with the Commencement of the Burdekin Shire Planning Scheme 2022

7.3.2. P. Burrelli - Report to Use Council Land for Pedestrian Only Fire Evacuation Purposes - Industrial Shed Complex Located at 19-21 McCathie Street, Ayr (Lot 11 on SP296509)

##### **7.4. TECHNICAL SERVICES**

7.4.1. Burdekin Aquatic Facilities Strategy

#### **8. NOTICE OF MOTION**

#### **9. RECEIPT OF PETITIONS**

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**10. CORRESPONDENCE FOR INFORMATION**

**11. GENERAL BUSINESS**

**12. CLOSED BUSINESS ITEMS**

**12.1. Confidential - Presentation from the State Valuation Service regarding the 2023 Valuation Program**

**13. DELEGATION**

#### **4.1. MINUTES AND BUSINESS ARISING**

##### **Ordinary Council Meeting Minutes - 14 February 2023**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 14 February 2023 be received as a true and correct record.

##### **Attachments**

1. Minutes - Ordinary Council Meeting - 14 February 2023





**Burdekin Shire Council**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 14 February 2023**

**COMMENCING AT 9:00 AM**

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## **ORDER OF BUSINESS:**

### **1. ATTENDANCE**

Councillor Lyn McLaughlin, Councillor Sue Perry, Councillor Kaylee Boccalatte, Councillor John Bonanno, Councillor John Furnell, Councillor Max Musumeci.

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor – Director Corporate and Community Services  
Mr. W. Saldumbide - Manager Operations  
Mrs. K. Galletta - Manager Planning and Development (Part)  
Mr. D. Mulcahy - Manager Environmental and Health Services (Part)  
Ms. L. Govan - Coordinator Environment and Health Projects (Part)

Minutes Clerk - Ms. G. Biffanti

Apologies - Councillor Detenon - Approved Leave of Absence  
- Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services

### **2. PRAYER**

The meeting prayer was delivered by Reverend Karen Allen of the Anglican Church.

### **3. DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

Councillor McLaughlin advised she had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023 as she is a Life Member of the Burdekin Netball Association, which requested grant funding for the 2023 Burdekin Junior Netball Carnival. Councillor McLaughlin advised of her intention to leave the meeting during this discussion.

Councillor Musumeci advised he had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023 as he is a Director of Bendigo Bank who is a major sponsor of Burdekin Netball Association, which requested grant funding for the 2023 Burdekin Junior Netball Carnival. Councillor Musumeci advised of his intention to leave the meeting during this discussion.

Councillor Boccalatte advised she had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023 as she has been a recipient of gifts and payments with cumulative value of \$540.00 from Burdekin Artisan Community Association Incorporated (gifts and payments were returned by Councillor Boccalatte), which requested grant funding for the Burdekin Rags to Runway event. Councillor Boccalatte advised of her intention to leave the meeting during this discussion.

Councillor Perry advised she had a Declarable Conflict of Interest in relation to Item 7.3.1 Development Application for Material Change of Use - Duplex located at 125A Edwards Street, Ayr (Lot 11 on A26528) as she is a real estate agent for Nutrien Harcourts McCathies Real Estate and if she was successful in obtaining a contract for the sale of the property a commission would be paid. Councillor Perry advised of her intention to leave the meeting during this discussions.

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Councillor Perry also advised she had a Declarable Conflict of Interest in relation to Item 7.3.4 Development Application Reconfiguring a Lot - One (1) into Twenty-one (21) Lots (Two (2) Stages) at 12 Nina Drive, Ayr (Lot 39 on SP282315) as she is a real estate agent for Nutrien Harcourts McCathies Real Estate and has been engaged to sell the property where a commission would be paid. Councillor Perry advised of her intention to leave the meeting during this discussions.

#### **4. MINUTES AND BUSINESS ARISING**

##### **4.1. Ordinary Council Meeting Minutes - 17 January 2023**

###### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 17 January 2023 be received as a true and correct record.

###### **Resolution**

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

CARRIED

##### **4.2. Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023**

###### **Recommendation**

Item 1 – Consideration of Grants Applications Round 3 – 2022/2023 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
1.1	Burdekin Road Runners & Walkers Club	\$1,500.00	\$1,270.00
1.2	Home Hill Tennis Association		\$1,530.00
1.3	Burdekin Brass Band Inc	\$1,600.00	
1.4	Ayr Local Ambulance Committee	\$2,000.00	
1.5	Burdekin Netball Association Inc.		\$720.00
1.6	Burdekin Artisan Community Association (Ineligible)		

That:

1. the minutes of the Community Grants Panel Meeting held on 6 February 2022 be noted, and;
2. it be noted that the remaining cash funds for Community Grants Panel for the 2022/2023 Financial Year prior to Round 3 is \$11642.00 and;
3. the recommended funding as detailed in the minutes and noted in Item 1.1 – 1.6 be adopted and;
4. it be noted that the remaining cash funds available for the 2022/2023 Financial Year after the allocation from Round 3 will be \$6542.00.

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**Resolution**

Moved Councillor Bonanno, seconded Councillor Musumeci that the recommendation 1,2 and 4 be adopted and that recommendations for grant funding as detailed in Item 3 be considered individually.

CARRIED

*9.28am - Mr. Mulcahy and Ms. Govan entered the meeting.*

*9.29am - Mr. Mulcahy and Ms. Govan left the meeting.*

**Resolution**

Moved Councillor Bonanno, seconded Councillor Perry that the recommendation Grants Application - Item 1.1 Burdekin Road Runners and Walkers Club be adopted.

CARRIED

**Resolution**

Moved Councillor Furnell , seconded Councillor Musumeci that the recommendation Grants Application - Item 1.2 Home Hill Tennis Association be adopted.

CARRIED

**Resolution**

Moved Councillor Perry , seconded Councillor Boccalatte that the recommendation Grants Application - Item 1.3 Burdekin Brass Band Incorporated be adopted.

CARRIED

**Resolution**

Moved Councillor Perry , seconded Councillor Musumeci that the recommendation Grants Application - Item 1.4 Ayr Local Ambulance Committee be adopted.

CARRIED

*9.35am Councillor McLaughlin left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023 as she is a Life Member of the Burdekin Netball Association, which requested grant funding for the 2023 Burdekin Junior Netball Carnival.*

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*9.35am Councillor Musumeci left the meeting at the commencement of this discussion as he had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023 as he is a Director of Bendigo Bank who is a major sponsor of Burdekin Netball Association, which requested grant funding for the 2023 Burdekin Junior Netball Carnival.*

*9.36am Councillor Perry assumed the chair.*

## **Resolution**

Moved Councillor Bonanno , seconded Councillor Furnell that the recommendation Grants Application - Item 1.5 Burdekin Netball Association Incorporated be adopted.

CARRIED

*9.36am Councillor Boccalatte left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 4.2 Community Grants Panel Meeting Minutes - Round 3 - 6 February 2023 as she has been a recipient of gifts and prizes from Burdekin Artisan Community Association Incorporated (gifts and payments were returned by Councillor Boccalatte), which requested grant funding for the Burdekin Rags to Runway event.*

*9.37am - Councillor McLaughlin re-entered the meeting and resumed the chair.*

*9.37am - Councillor Musumeci re-entered the meeting.*

## **Resolution**

Moved Councillor Perry , seconded Councillor Musumeci that the recommendation Grants Application - Item 1.6 Burdekin Artisan Community Association be adopted.

CARRIED

*9.38am - Councillor Boccalatte re-entered the meeting.*

## **5. EXECUTIVE**

### **5.1. CEO**

### **5.2. ECONOMIC DEVELOPMENT**

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## **6. CORPORATE AND COMMUNITY SERVICES**

### **6.1. CLIENT SERVICES**

### **6.2. COMMUNITY DEVELOPMENT**

#### **6.2.1. Introduction of a Fee for Hire at the Ayr Showgrounds within Council's Fees and Charges Schedule**

##### **Executive Summary**

Currently, Council's approved Fees and Charges schedule does not include an hourly fee for short term use of the Showgrounds that is, where a hirer may conduct an activity requiring a grassed area only and requires use of power and toilets.

The short-term use of part of the Ayr showgrounds has been analysed by Council staff in relation to suitability, cost and issues of Council's Liability. Additionally, information regarding other local casual hire arrangements have been sought and compare favourably.

It is recommended a Special fee of \$20.00 (GST inclusive) include:

- Use of grassed area as per site plan;
- Power ;
- Amenities block and access to toilets; and
- An Administration Management fee. (Note that there will be a need for responsible person to attend site to unlock and lock toilet facilities).

A copy of the site map outlining the designated area is attached for reference.

A copy of the Ayr Showgrounds and Ayr Showgrounds Hall agreement has been attached for reference.

##### **Recommendation**

That Council approve the inclusion of a special fee and charge of \$20.00 (GST inclusive) for casual hire of the Ayr Showgrounds within Council's Fees and Charges schedule.

##### **Resolution**

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

CARRIED

#### **6.2.2. Memorandum of Understanding with Burdekin Friends of the Theatre**

##### **Executive Summary**

The Burdekin Friends of the Theatre (FOTT) have been operating since 1983 and plays an important role supporting the operations of the Burdekin Theatre. The current Memorandum of Understanding is due for renewal and has been reviewed in consultation with the FOTT committee.

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The purpose of the Memorandum of Understanding is to formalise the relationship between Burdekin Shire Council as the operator and manager of the Burdekin Cultural Venues and the Friends of the Burdekin Theatre. The MOU (attached) outlines key undertakings; roles and areas of responsibility; financial arrangements as well as a dispute resolution process.

### **Recommendation**

That Council approve the Memorandum of Understanding for implementation with Burdekin Friends of the Theatre 2023.

### **Resolution**

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

CARRIED

## **6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**

### **6.4. GOVERNANCE**

#### **6.4.1. Councillor Remuneration Policy**

##### **Executive Summary**

The Councillor Remuneration Policy is a statutory Policy that outlines the process to be applied for the payment of remuneration to Councillors in accordance with guidelines set by the Local Government Remuneration Commission (the Commission). The Policy has a 12 month review period and has been reviewed in accordance with this schedule.

##### **Recommendation**

That Council adopts the Councillor Remuneration Policy as attached to this report.

##### **Resolution**

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

CARRIED

#### **6.4.2. Flag Policy**

##### **Executive Summary**

Council flies the national, state and shire flag at various sites in the shire at certain times throughout the year. Council also flies other flags, such as the Aboriginal and Torres Straight Island flags on special occasions.

It is important for Council to ensure that proper protocols are followed whenever any flag is flown and for this reason, a policy has been in place since 2003 promoting a consistent approach for the use of flags by Council.

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As part of Council's ongoing review of Council policies, the Flag Policy protocols and links to relevant reference documents have been updated and the policy is now presented to Council for readoption.

**Recommendation**

That Council adopts the revised Flag Policy as attached to this report.

**Resolution**

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

CARRIED

**6.4.3. Advertising Spending Policy**

**Executive Summary**

Council is required to adopt an Advertising Spending Policy to comply with the *Local Government Regulation 2012*. This policy forms part of Council's Financial Management Systems and provides guidance on appropriate expenditure for advertising by Council.

**Recommendation**

That Council adopts the Advertising Spending Policy as attached to this report.

**Resolution**

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

CARRIED

*9.45am - Mr. Mulcahy and Ms. Govan entered the meeting.*

**7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

**7.1. ENVIRONMENTAL AND HEALTH SERVICES**

**7.1.1. Burdekin Aquatic Facilities Strategy**

**Executive Summary**

Burdekin Shire Council currently owns four (4) aquatic facilities throughout the Shire:

- Ayr Swimming Pool
- Home Hill Swimming Pool
- Clare Swimming Pool
- Millaroo Swimming Pool



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The Giru Swimming Pool also provides community access through a partnership between the Giru Progress Association and Education Queensland.

Council's 10 Year Sport and Recreation Plan identified the need to undertake a regional pool strategy to help guide decision making for resource allocation in the future.

In line with the sport and recreation plan recommendation, Council has engaged Ross Planning to prepare an aquatic facilities strategy for the Shire.

This report seeks Council's adoption of the draft Burdekin Aquatic Facilities Strategy.

### **Recommendation**

That Council adopts the Burdekin Aquatic Facilities Strategy as attached to this report.

### **Resolution**

Moved Councillor Musumeci, seconded Councillor Perry:

1. that the report be received; and
2. that the report be amended to ensure that any future plans to replace aquatic facilities throughout the shire be based on community consultation and feedback from local residents; and
3. the amended draft Burdekin Aquatic Facilities Strategy be brought back to a future Ordinary Council Meeting for consideration.

CARRIED

### **7.1.2. TBSC/22/017 - Management - Home Hill Caravan Park and Swimming Pool**

#### **Executive Summary**

The current contract finishes on 30 April 2023 and the managers have indicated that they do not wish to continue. The tender was called on 18 November 2022 for Management Home Hill Caravan Park and Swimming Pool. One (1) tender was received and the response has been assessed and a recommendation provided below for acceptance.

#### **Recommendation**

That Council:

1. accept the tender from Grimsey's Aquatics Pty Ltd to undertake the services required under Tender TBSC/22/017 - Management of Home Hill Caravan Park and Swimming Pool, based on the following pricing table as at time of acceptance:

<b>Service Description</b>	<b>Tender Unit</b>	<b>Price Tender (ex GST)</b>
Management - Home Hill Caravan Park	Per week	\$900.00
Management - Home Hill Swimming Pool - Summer Season	Per week	\$2,900.00
Management - Home Hill Swimming Pool - Winter Season	Per Week	\$2,135.50

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## **Resolution**

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

CARRIED

*10.36am - Meeting adjourned for Morning Tea.*

*10.58am - Meeting recommenced.*

*10.59am - Mrs. Galletta entered the meeting.*

## **7.2. OPERATIONS**

### **7.3. PLANNING AND DEVELOPMENT**

#### **7.3.1. Development Application for Material Change of Use - Duplex located at 125A**

##### **Edwards Street, Ayr (Lot 11 on A26528)**

*11.02am Councillor Perry left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 7.3.1 Development Application for Material Change of Use - Duplex located at 125A Edwards Street, Ayr (Lot 11 on A26528) as she is a real estate agent for Nutrien Harcourts McCathies Real Estate and if she was successful in obtaining a contract for the sale of the property a commission would be paid.*

#### **Executive Summary**

Council is in receipt of a development application lodged by RPS Group on behalf of applicant, Terry and Rita Neilsen for a Material Change of Use for a Duplex on Lot 11 on A26528, located at 125A Edwards Street, Ayr and included within the Retail and Commercial Zone.

The application seeks approval to convert the existing building (formerly a Queensland Health Clinic) to lawfully establish a Duplex use. This application was lodged in response to the Show Cause Notice issued to the owner in 2021 for conducting assessable development without a development permit.

A Duplex Unit use is impact assessable development in the Retail and Commercial Zone. Public Notification was required, with no submissions received.

Although the site adjoins a state controlled road (Edwards Street, Ayr), the application did not trigger referral to the North Queensland State Assessment and Referral Agency (NQSARA) for assessment.

A dual occupancy (i.e. duplex) that does not involve a new or changed access between the premises and the state controlled road is an excluded material change of use development.

As the Development Application is impact assessable, Officers have assessed it on its own merits, against the relevant assessment benchmarks of the Planning Scheme and all other relevant legislation. Notwithstanding, any conflicts identified can be managed with any approval conditioned to apply through the use of reasonable and relevant development conditions.

## Recommendation

That Council approve the proposed Material Change of Use for a Duplex Unit on land described as Lot 11 on A26528 and located at 125A Edwards Street, Ayr, subject to reasonable and relevant conditions as listed below.

Condition	Reason	Timing
<b>1 General and Administration</b> <u>Compliance with Conditions</u> 1.1 The Applicant (and any contractor, agent, <u>employee</u> or invitee of the Applicant) is responsible for carrying out the approved development and ensuring compliance with this development approval, the conditions of the approval and the relevant requirements in accordance with: 1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports. 1.1.2 The development must comply in full <u>with</u> all conditions of this approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) to Council's satisfaction, and best practice engineering. 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) of the development approval will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an officer acting under appropriate delegation. <u>Works – Applicant's Responsibility/Expense</u> 1.4 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met by the Applicant, at no cost to the Council. 1.5 The Applicant must repair any damage to existing infrastructure ( <u>e.g.</u> , kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately. <u>Infrastructure Conditions</u> 1.6 All development conditions contained in this development approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i> , should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.		At all times.
<b>2 Approved Plans and Documents</b> <u>Approved Plans &amp; Documents</u> 2.1 The proposed development and use of the site must be completed, comply <u>with</u> and maintained generally in accordance with drawings/documents	The approved development must be completed and maintained generally in	At all times.

Condition	Reason	Timing
<p>identified in the table below, except as otherwise specified and/or amended by any condition of this approval.</p> <p>2.2 The development must generally accord with the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.</p>	accordance with the approved drawings and documents.	
<b>Approved Plans</b>		
<b>Drawing/Plan Title</b>	<b>Number/Issue</b>	<b>Date</b>
Proposed Plan of Development over Lot 11 on A26528 125a Edwards Street, Ayr	150681-1 P01; Sheet 1 of 2; Rev B	27/10/2022
Proposed Plan of Development over Lot 11 on A26528 125a Edwards Street, Ayr	150681-1 P01; Sheet 2 of 2; Rev B	27/10/2022
<b>Associated Reports</b>		
Development Application prepared by RPS, dated 29 June 2022 (and including Response to Information Request, dated 27 October 2022)		
2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		
<b>3 Outstanding charges</b> All rates and charges (including infrastructure charges) in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use.		
<b>4 Operation of the Use/Limitations of the Approval</b>		
4.1 This approval is limited to the 'Duplex Unit' use as defined by Schedule 1, Division 2 – Defined Uses and Use Classes of <i>Burdekin Shire IPA Planning Scheme</i> .	The development must comply with all planning scheme requirements and definitions as approved, and as conditioned by this development permit.	At all times.
4.2 <u>Specifically</u> the approved use is to remain in accordance with the scale and intensity provided in the development application and as set out on the approved proposal plans listed in the table forming part of Condition 2.		
Condition	Reason	Timing
4.3 No other operations and/or activities are allowed other than that approved by this permit.		
4.4 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the development application including its supporting material provided to it by the Applicant.		
4.5 The Council and its officers rely upon the Applicant concerning the accuracy and completeness of the application and its supporting material and accepts the development application and supporting material as constituting a representation by the Applicant as to its accuracy and completeness.		
<b>5 Car Parking, Access, Roadworks and Traffic</b>	To ensure development is appropriately serviced by parking and access facilities in accordance with relevant code/s and policy direction.	Technical details are to be submitted to Council prior to commencement of works and to be maintained for the life of the development.
5.1 The construction of any additional crossovers to give access to the site is the owner's responsibility and to the satisfaction of Council.		
5.2 Provide to Council for assessment and approval, prior to the commencement of works, a cross section 1:50 scale of all driveways, showing existing and design levels for the crossovers. 5.2.1 Implement the requirements and recommendations of the assessments and amended plans. 5.2.2 This assessment and any approved and/or amended plan/s will form part of the approval.		
5.3 Access to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to the satisfaction of the Chief Executive Officer.		
5.4 The proposed development must not impact adversely on the efficiency and safety of the transport network and those who use it, nor adversely impact on the immediate surrounding uses.		

Condition	Reason	Timing
<b>6 Stormwater</b> 6.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads. 6.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system. 6.3 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.	To ensure the premises appropriately manages and conveys stormwater legally and in an environmentally responsible manner in accordance with relevant standards, code/s and policy direction.	At all times.
<b>7 Stormwater Quality Treatment</b> The approved development must achieve the applicable stormwater management design objectives listed in Part G, Appendix 2 of the <i>State Planning Policy, July 2017</i> .	To manage and to minimise the risk of causing environmental harm to receiving waters, damage to Council infrastructure, and unnecessary financial burdens to Council and the community in accordance with relevant code/s and policy direction.	At all times.
<b>8 Amenity – Screening and Building Materials</b> 8.1 The proposed development is to be suitably screened by fencing or vegetation when viewed from all roads and adjoining properties to ensure the existing amenity and character of the area is maintained. 8.2 Building materials and colours for the new dwelling are to be compatible with the surrounding amenity and character of the locality.	To ensure the development: (i) addresses privacy requirements for users. (ii) complements or enhances the existing streetscape.	At all times.
<b>9 Outdoor Lighting</b> Any outdoor lighting fixtures must be installed and maintained so that they do not emit glare or light above the levels stated in <i>Australian Standard 4282 – 1997 Control of the Obtrusive Effects of Outdoor Lighting</i> .	To ensure that the use does not cause a light nuisance to nearby sensitive receptors, and to ensure that a nuisance	Prior to the issue of the Certificate of Final Inspection by the Building Certifier, and to
Condition	Reason	Timing
	is not caused to the use from other nearby light sources in accordance with the <i>Queensland Environmental Protection Act 1994</i> Section 440.	be maintained for the life of the development.
<b>10 Building Works</b> A Development Permit for Building Works for a change of classification of building is to be obtained before commencement of the use.	To ensure the buildings and structures are correctly classified according to their use.	Prior to the commencement of the use and maintained for the life of the development
<b>11 Property Numbering</b> 11.1 Legible property numbers must be erected at the premises and must be maintained. 11.2 The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.	To allow the <del>general public</del> , service and emergency service providers to effectively identify the property.	Prior to the commencement of the use and maintained for the life of the development.
<b>12 Refuse Facilities</b> Refuse collection arrangements must be provided by the developer to the satisfaction of Council. In particular: a) The approved waste storage area is to be of sufficient size to house all garbage bins including recycling bins. b) All waste is to be disposed of in accordance with the <i>Environmental Protection Regulation 2019</i> and Council's Waste Management policy.	To ensure the premises is appropriately serviced and to protect matters of public health and amenity in accordance with relevant code/s and policy direction.	Refuse facilities must be provided in accordance with any approval issued and be maintained for the life of the development.
<b>13 Notice of Intention to Commence the Use</b> Prior to the commencement of the use on the land subject to the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.		Prior to the commencement of the use.
Advice		
<b>1 Infrastructure Charges</b> Not Applicable.		

<b>2 General</b> Not Applicable.
<b>3 Further Approvals Required</b> <b>a) Building Works</b> A Development Permit for Building Works to change the classification of the building is required prior to the commencement of the use.
<b>4 Further Inspections Required</b> The following inspections will be required to be undertaken by Council to determine compliance with conditions that are not subject to a further approval. Condition 8 - Screen Fencing Condition 11 - Property Numbering Condition 12 - Refuse Facilities
<b>5 Amenity Impacts</b> Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas <u>as a result of</u> dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i>
<b>6 Noise General</b> The proposed development will need to comply with the Queensland Development Code <u>in regard to</u> 'Buildings in a transport noise corridor – State controlled road'.
<b>7 Council Water Supply Connection</b> The site is currently connected to Council's reticulated water supply. Any modifications proposed to the property's connection will need to be assessed with a subsequent application required to be submitted to Council.
<b>8 Council Sewerage Connection</b> The site is currently serviced by Council's reticulated sewerage infrastructure. Any modifications proposed to the property's connection will need to be assessed and a subsequent Plumbing Application will also be required to be submitted to Council.
<b>9 Building Work Noise</b> The hours of audible noise associated with construction and building work on site must be limited to between the hours of: <ul style="list-style-type: none"> <li>6.30 a.m. to 6.30 p.m. Monday to Saturday; with</li> <li>No work is permitted on Sundays or Public Holidays.</li> </ul> <p><i>Note: To ensure compliance with the Environmental Protection Act 1994.</i></p>
<b>10 Earthworks and Soil Erosion Minimisation, Sediment Control</b> Should any works that involve the exposure of earth occur on site, appropriate erosion and sediment control management must be undertaken (including installation of site specific stormwater treatment devices) and maintained to the satisfaction of Council.  <i>Note: To ensure compliance with the Environmental Protection Act 1994.</i>
<b>11 Dust Management</b> Dust control measures should be implemented onsite during the construction phase to prevent an environmental nuisance from affecting the occupiers and users of nearby premises.  <i>Note: To ensure compliance with the Environmental Protection Act 1994.</i>
<b>12 Plant and Utilities Noise</b> All refrigeration equipment, pumps, compressors, air conditioning units and mechanical ventilation systems must be located, <u>designed</u> and installed to not exceed a maximum noise level of: <ul style="list-style-type: none"> <li>5dB(A) above background level between the times of 7am to 10pm; and</li> <li>3dB(A) above background level between the times of 10pm to 7am.</li> </ul> <p><i>Note: To ensure the use does not have a detrimental effect on the amenity of nearby sensitive receptors in accordance with the Environmental Protection Act 1994.</i></p>
<b>13 Asbestos</b> All asbestos removed from the site must be handled, <u>transported</u> and disposed of in accordance with the relevant legislation.

## Resolution

Moved Councillor Furnell, seconded Councillor Musumeci that the recommendation be adopted noting the amendment to Section 8 Amenity - Screening and Building Materials:

8.2 If the external appearance of the building is to be changed the building materials and colours are to be compatible with the surrounding amenity and character of the locality.

CARRIED

11.08am - Councillor Perry re-entered the meeting.

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### **7.3.2. Burdekin Shire Planning Scheme - Adoption and Implementation following Ministerial Approval**

#### **Executive Summary**

This report seeks Council's final adoption of its new Planning Scheme (Burdekin Shire Council Planning Scheme), approved by the Minister for State Development, Infrastructure, Local Government and Planning.

The current planning scheme for Burdekin Shire dates back to 2011 and was made under previous planning legislation (*Integrated Planning Act 1997*).

Since 2018, Burdekin Shire has been working towards the adoption of a new planning scheme in accordance with the *Planning Act 2016*. The final version now presented is a result of extensive community input over a number of years, review and input from various state agencies and comprehensive and extensive consideration of all stages of its preparation by Council.

#### **Recommendation**

That Council note the report by the Manager Planning and Development, and:

- (a) Adopt the Burdekin Shire Planning Scheme subject to the Ministerial Conditions as listed below;
- (b) Set a date of 1 March 2023 for commencement of the new Scheme;
- (c) Authorise the Chief Executive Officer to make any minor administrative amendments necessary for accuracy and usability, prior to the commencement;
- (d) Publicly notify adoption of the scheme in accordance with the requirements of the *Planning Act 2016*; and
- (e) Provide the Regional Director – North, Planning & Development Services, Department of State Development, Infrastructure, Local Government and Planning a copy of the Public Notice.

## Ministerial conditions

Pursuant to section 18 of the *Planning Act 2016* (the Planning Act)

Pursuant to section 18 for the tailored process of the Planning Act, I hereby advise the Burdekin Shire Council (the council) that it may proceed to adopt the proposed planning scheme, subject to the following conditions:

CONDITION	TIMING
<b>State Planning Policy (SPP) – Guiding Principles – Categories of development and assessment – Operational Work – Rural Zone</b>	
<p>1. To ensure council's regulation of the excavation and/or filling activities in the Rural Zone results in development outcomes that are certain, responsive and performance based, the council must:</p> <p>A. Monitor the provisions in the Rural Zone for excavation and/or filling activities to determine if the scheme provisions prevent, mitigate, and/or manage the potential for adverse impacts on Council infrastructure only because of operational works.</p> <p>B. Commence a process to review the provisions in the Rural Zone for excavation and/or filling activities to determine if the scheme provisions prevent, mitigate, and/or manage the potential for adverse impacts on council infrastructure only because of operational works. This process must include a review of the applications lodged and assessed for operational work for excavation and/or filling activities in the Rural Zone and potentially inform an amendment to the planning scheme to integrate the outcomes of the process.</p> <p>C. Submit a report to the Minister on completion of the review process. The report must detail the findings of the review process and provide an accompanying statement from the council that identifies whether the council considers an amendment should be made to the planning scheme as a result of the review process, and the reasons for the council's position on this.</p>	<p>A. Upon the adoption of the proposed planning scheme</p> <p>B. The review is to be completed within 24 months from the date of adoption of the proposed planning scheme</p> <p>C. Within six months of completing B</p>
<b>SPP – Guiding Principles – Levels of Assessment</b>	
<p>2. To ensure the Coastal Hazard Overlay further reflects council's strategic intent resulting from the adoption of the planning scheme, the council must:</p> <p>A. Commence a review of the provisions in the Coastal Hazard Overlay to determine necessary changes to remove the reference to the specific property descriptions in the Table of Assessment for the Coastal Hazard Overlay. This review should inform an amendment to the planning scheme to integrate the outcomes of the process.</p> <p>B. Submit a report to the Minister on completion of the review process. The report must detail the findings of the review process and provide an accompanying statement from the council that identifies whether the council</p>	<p>A. The review is to be completed within 24 months from the date of adoption of the proposed planning scheme</p> <p>B. Within six months of completing A</p>



CONDITION	TIMING
considers an amendment should be made to the planning scheme as a result of the review process, and the reasons for the council's position on this.	

Dated this 23<sup>rd</sup> day of Dec 2022



**STEVEN MILES MP**  
**DEPUTY PREMIER**  
 Minister for State Development, Infrastructure,  
 Local Government and Planning  
 Minister Assisting the Premier on  
 Olympic and Paralympic Games Infrastructure

### Resolution

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

CARRIED

Councillor McLaughlin sincerely thanked all Council staff who worked on the preparation of the Burdekin Shire Planning Scheme over a number of the years.

### **7.3.3. Development Application for Material Change of Use - Motel (24 Rooms) at 139-143 Queen Street and 94 Graham Street, Ayr (Lots 1-2 on RP713710 and Lot 1 on RP700019)**

#### **Executive Summary**

Council is in receipt of a Development Application lodged by BNC Planning on behalf of applicant, TKP Ayr Investments Pty Ltd for a Material Change of Use for a Motel (twenty - four (24) rooms) across three parcels of land (all zoned Retail and Commercial), described as Lots 1-2 on RP713710 and Lot 1 on RP700019 and located at 139 -143 Queen Street and 94 Graham Street, Ayr.

The application proposes to redevelop the existing Delta Backpackers in two (2) parts:

- Stage 1 - being the development of the new motel building (containing seven (7) new motel units); and
- Stage 2 – being the refurbishment of the existing building to provide seventeen (17) motel units (within the existing two-storey building).

A Motel use is Impact Assessable Development in the Retail and Commercial Zone. Public Notification was undertaken, with no submissions received.

The application also triggered referral to the North Queensland State Assessment and Referral Agency (NQSARA) as Queen Street is a State-controlled road. NQSARA's response with conditions was provided on the 28 March 2022.

As the development application is Impact Assessable, Officers have assessed it against the relevant assessment benchmarks of the Planning Scheme and all other relevant legislation and on its own merits. Notwithstanding any conflicts identified, Officers have determined that the proposed development is a suitable outcome for this site and that any approval can generally comply through the use of reasonable and relevant development conditions.

## Recommendation

That Council approve the proposed Material Change of Use for a Motel (24 Rooms) to be developed in stages (Stage 1 and 2) on land described as Lots 1-2 on RP713710 and Lot 1 on RP700019 and located at 139-143 Queen Street and 94 Graham Street, Ayr, subject to reasonable and relevant conditions, as listed below and the relevant infrastructure charges.

Condition	Reason	Timing
<b>1 General and Administration</b> <u>Compliance with Conditions</u> 1.1 The Applicant (and any contractor, agent, employee or invitee of the Applicant) is responsible for carrying out the approved Development and ensuring compliance with this Development Approval, the conditions of the Approval and the relevant requirements in accordance with: 1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports. 1.1.2 The Development must comply in full with all conditions of this Approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) to Council's satisfaction, and best practice engineering. 1.2 Where a discrepancy or conflict exists between the written condition(s) of the Approval and the approved plans, the requirements of the written condition(s) of the Development Approval will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an Officer acting under appropriate delegation. <u>Works – Applicant's Responsibility/Expense</u> 1.4 The cost of all works associated with the Development and construction of the Development including services, facilities and/or public utility alterations required are met by the Applicant, at no cost to the Council. 1.5 The Applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the Development. Any damage that is deemed to create a hazard to the community must be repaired immediately. <u>Infrastructure Conditions</u> 1.6 All Development conditions contained in this Development Approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i> , should be read as being non-trunk infrastructure conditioned under Section 145 of the Act, unless otherwise stated.		At all times.
<b>2 Approved Plans and Documents</b> <u>Approved Plans &amp; Documents</u> 2.1 The proposed Development and use of the site must be completed, comply with and maintained generally in accordance with drawings/documents	The approved Development must be completed and maintained generally in	At all times.

Condition	Reason	Timing
<p>identified in the table below, except as otherwise specified and/or amended by any condition of this Approval.</p> <p>2.2 The Development must generally accord with the position and at the levels identified on the approved plans or as stipulated by a condition of this Approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.</p> <p>2.3 One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase.</p>	accordance with the approved drawings and documents.	
<b>Approved Plans</b>		
<b>Drawing/Plan Title</b>	<b>Number/Issue</b>	<b>Date</b>
Site Plan	A100	17 May 2022
Ground Floor	A200	17 May 2022
Existing Ground Floor	A202	17 May 2022
Existing First Floor	A203	17 May 2022
Elevations	A300	17 May 2022
<b>Associated Reports</b>		
Development Application prepared by BNC Planning, dated 28 January 2022, and Further Information on 18 November 2022.		
Engineering Report prepared by Northern Consulting Engineers, dated 21 October 2022.		
2.4 Where there is any conflict between the conditions of this Approval and the details shown on the approved plans and documents, the conditions of Approval must prevail.		

Condition	Reason	Timing
<p><b>3 Outstanding Charges</b> All rates and charges (including infrastructure charges), in arrears in respect of the land, the subject of the application, are paid in full prior to the commencement of the proposed use.</p>		
<p><b>4 Operation of the Use/Limitations of the Approval</b></p> <p>4.1 This Approval is limited to the 'Motel' use as defined by Schedule 1, Division 2 – Defined Uses and Use Classes of <i>Burdekin Shire IPA Planning Scheme</i>.</p> <p>4.2 Specifically the approved use is to remain in accordance with the scale and intensity provided in the Development application and as set out on the approved proposal plans listed in the table forming part of Condition 2.</p> <p>4.3 No other operations and/or activities are allowed other than that approved by this Permit.</p> <p>4.4 The Council and its Officers make no representations and provide no warranties as to the accuracy of the information contained in the Development application including its supporting material provided to it by the Applicant.</p> <p>4.5 The Council and its Officers rely upon the Applicant concerning the accuracy and completeness of the application and its supporting material and accepts the Development application and supporting material as constituting a representation by the Applicant as to its accuracy and completeness.</p>	The Development must comply with all planning scheme requirements and definitions as approved, and as conditioned by this Development Permit.	At all times.
<p><b>5 Development Stages</b></p> <p>5.1 Development is to be undertaken in a staged approach in accordance with the amended and approved plans, namely:</p> <p>a) Stage 1 – New motel building (seven (7) new units and an eight (8) space carpark)</p> <p>b) Stage 2 – Seventeen (17) motel units (refurbishment of the existing building) and provision of seventeen (17) car spaces).</p>	The Development must comply with all conditions of this Development Permit.	At all times.

Condition	Reason	Timing
<p>5.2 The stages as indicated on the approved plans are required to be undertaken in chronological order, unless undertaken at the same time.</p> <p>5.3 Unless otherwise expressly stated, the conditions must be read as being applicable to both stages.</p> <p>5.4 Stage 1 must be substantially commenced within two (2) years from the date of this decision notice, or the entire Development Permit is taken to have lapsed.</p>		
<p><b>6 Amalgamation of Allotments</b></p> <p>The amalgamation of Lots 1 – 2 on RP713710 and Lot 1 on RP700019 into a single parcel must be undertaken and the survey plan must be registered in accordance with the <u>Land Title Act 1994</u> or relevant legislation as amended.</p>	<p>The Development application identified multiple lots were required to allow the approved use to commence and operate.</p> <p>Accordingly, the amalgamation of the lots is required to support the proposed use.</p>	<p>Prior to the commencement of the use.</p>
<p><b>7 Car Parking, Access, Roadworks and Traffic</b></p> <p><u>All Stages</u></p> <p>7.1 In total, the use must be provided with a minimum of twenty – five (25) car parks on the site including:</p> <ul style="list-style-type: none"> <li>a) the minimum dedicated accessible spaces for persons with a disability in accordance with the requirements of the relevant Building Code and Australian Standards; and</li> <li>b) One (1) dedicated staff car parking space; and</li> <li>c) Two (2) car parks provided off site, adjacent to the Graham Street frontage of the site.</li> </ul>	<p>To ensure Development is appropriately serviced by parking and access facilities in accordance with relevant code/s and policy direction.</p>	<ul style="list-style-type: none"> <li>i. Technical details are to be submitted to Council as part of an application for Operational Work.</li> <li>ii. Works to be completed prior to the commencement of the use.</li> <li>iii. To be maintained during the operation and life of the Development.</li> </ul>
Condition	Reason	Timing
<p>7.2 Parking layouts must be generally in accordance with the provisions contained in the supporting material included in the plans submitted with the application by 'ARIC Property Solutions, and as amended by the requirements of any conditions of Approval.</p> <p>7.3 All car parking facilities must be always maintained to a safe operating standard thereafter.</p> <p>7.4 All vehicles must enter and exit the site in a forward direction.</p> <p>7.5 Evidence that the Development has legal, access rights permitting its vehicles to travel through Lot 2 on RP700019 (96 Graham Street, Ayr) is to be provided to Council and will form part of the Approval.</p> <p>7.6 There must be appropriate signage and pavement marking to delineate the direction of traffic entering and exiting the site. All pavement marking must be in accordance with the MUTCD and to the satisfaction of the Council.</p> <p>7.7 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to the satisfaction of the Council.</p> <p>7.8 The proposed Development must be conducted in a manner that applies reasonable and practicable means necessary to avoid, minimise or manage any traffic impact. In the event of a complaint being received by Council in relation to traffic impacts associated with the use, the developer/operator must:</p> <ul style="list-style-type: none"> <li>(a) Engage a suitably qualified traffic engineer to undertake an impact assessment addressing these matters in accordance with the provisions of the relevant legislation, regulations, Australian Standards and any other policies to the satisfaction of the Burdekin Shire Council.</li> <li>(b) Provide Council for review and Approval the report that accompanies the assessment, which is to be inclusive of supporting calculations and site investigations and provide a recommended method of mitigation measures.</li> </ul>		

Condition	Reason	Timing
<p>(c) Implement the requirements and recommendations of the assessments and amended plans. This assessment and any approved and/or amended plan/s will form part of the Approval.</p> <p>7.9 Any damage which is caused to Council's infrastructure as a result of the proposed Development and the associated works must be repaired immediately.</p> <p><b>Stage 1 – New Motel Building</b></p> <p><u>On - Site Carparks</u></p> <p>7.10 A minimum of eight (8) car parks to be provided on site including:</p> <p>7.11 The minimum dedicated accessible spaces for persons with a disability in accordance with the requirements of the relevant Building Code and Australian Standards; and one (1) dedicated staff car parking space.</p> <p>7.12 Access to/from the Stage 1 on - site carparking area is to be from Graham Street only. No exit on Queen Street is permitted.</p> <p>7.13 Provide to Council prior to the commencement of the works, a cross Section 1:50 scale of the proposed Graham Street driveway showing that vertical geometry is suitable for a B99 design vehicle.</p> <p>7.14 Implement the requirements and recommendations of the assessments and amended plans.</p> <p>7.15 This assessment and any approved and/or amended plan/s will form part of the Approval.</p> <p>7.16 All on-site parking must be designed in accordance with Australian Standard AS2890.1 (Off-street Parking) and certified by an RPEQ.</p> <p><u>On Street Carparks</u></p> <p>7.17 The Applicant, at no cost to Council, must design and construct a minimum of two (2) parallel car parking spaces adjacent to the Graham Street frontage of the Development.</p>		
Condition	Reason	Timing
<p>7.18 The design and location of the on - street carparking spaces must be detailed as part the required Operational Works application.</p> <p>7.19 All on-street parking must be designed in accordance with Australian Standard AS2890.5 (On-street Parking) and certified by an RPEQ.</p> <p>7.20 The on-street carparking spaces are to be maintained at no cost to Council, until the asset is accepted 'off maintenance' in accordance with Council's requirements and to the satisfaction of the Council.</p> <p><b>Stage 2 – 17 Motel Units</b></p> <p><u>On - Site Car Parking</u></p> <p>7.21 A minimum of seventeen (17) car parks to be provided on site including:</p> <p>a) The minimum dedicated accessible spaces for persons with a disability in accordance with the requirements of the relevant Building Code and Australian Standards.</p> <p>b) Access to the on - site parking area for Stage 2 is permitted from Queen Street only.</p> <p>c) All traffic must exit the site onto Graham Street. No exit onto Queen Street is permitted.</p> <p>d) Provide to Council prior to the commencement of works, a cross Section 1:50 scale of the proposed Queen Street and Graham Street driveways showing that vertical geometry is suitable for a B99 design vehicle.</p> <p>i) Implement the requirements and recommendations of the assessments and amended plans.</p> <p>ii) This assessment and any approved and/or amended plan/s will form part of the Approval.</p> <p>e) All on - site parking must be designed in accordance with Australian Standard AS2890.1 (Off-street Parking) and certified by an RPEQ.</p>		

Condition	Reason	Timing
<b>8 Sewerage Supply</b> 8.1 The Development must be serviced by the public sewerage network. 8.1 Submit for the Approval of Development assessment engineering drawings for external sewer infrastructure, certified by a Registered Professional Engineer Queensland (RPEQ) and in accordance with Council's requirements and all other relevant standards and policies. 8.2 Design, construct and maintain all sewerage works in accordance with the approved drawings, documents, relevant Council policies, guidelines and standards and the provisions of a Development Permit for Operational Works for Engineering Work – Sewerage Works.	To ensure that the Development is appropriately serviced by reticulated sewer infrastructure in accordance with relevant code/s and policy direction.	i. Technical details are to be submitted to Council as part of an application for Operational Work. ii. Works to be completed prior to the commencement of the use. iii. To be maintained during the operation and life of the Development.
<b>9 Build Over Sewer/Adjacent to Services</b> 9.1 The developer is advised that the proposed building structures are over/adjacent to an existing sewer main. 9.2 In accordance with QDC MP1.4, the Applicant will be required to make an application to Council for consent under Council's "Erection of Structures Over or Adjacent to Sewers or Water Mains Policy".	To ensure Development is appropriately constructed in accordance with relevant code/s and policy direction.	i. Technical details are to be submitted to Council as part of an application for Operational Work.
<b>10 Water Supply</b> 10.1 The Development must connect to Council's reticulated water system. 10.2 A Development Permit for Operational Works for Engineering Work – Water Supply must be obtained before any works commence on site. 10.3 Submit for the Approval of Development assessment, engineering drawings for external water infrastructure, certified by a Registered Professional Engineer Queensland and in accordance with Council's requirements and all other relevant standards and policies. 10.4 Design, construct and maintain all internal water reticulation infrastructure in accordance with the approved drawings, documents, relevant Council policies, guidelines and standards and the provisions of a Development Permit for Operational Works. 10.5 Provide sufficient on-site storage for firefighting purposes adequate to service the needs of the ultimate Development.	To ensure that the Development is appropriately serviced by reticulated water infrastructure in accordance with relevant code/s and policy direction.	i. Technical details are to be submitted to Council as part of an application for Operational Work. ii. Works to be completed prior to the commencement of the use. iii. To be maintained during the operation and life of the Development.
Condition	Reason	Timing
<b>11 Stormwater and Flooding</b> 11.1 Any application for Operational Works must be accompanied by engineering design drawings, including calculations and certifications of the design, demonstrating compliance with the RPEQ engineer's report. 11.2 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100. 11.3 The approved Development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads. 11.4 Any external catchments discharging to the premises must be accepted and accommodated within the Development's stormwater drainage system. 11.5 Stormwater drainage from paved/sealed and roofed areas must be discharged under the footpath to kerb and channelling within the adjoining road reserves in accordance with AS3500.2.2003 or as otherwise required or agreed to in writing by the Council. 11.6 The developer must provide a detailed design and accompanying report certified by an RPEQ detailing all required infrastructure and methods to reduce peak post-Development stormwater flows to peak pre-Development flows. 11.7 Obtain Approval from Council for the assessments/reports/ proposal plans required by condition 11.6. 11.8 Implement the requirements and recommendations of the assessments/reports/amended plans. The approved amended plan/s and planning report will form part of the Approval. 11.9 The approved Development must achieve the applicable stormwater management design objectives listed in Part G, Appendix 2 of the <i>State Planning Policy, July 2017</i> .	i. To ensure the premises appropriately manages and conveys stormwater legally and in an environmentally responsible manner in accordance with relevant standards, code/s and policy direction.  ii. To manage and to minimise the risk of causing environmental harm to receiving waters, damage to Council infrastructure, and unnecessary financial burdens to Council and the community in accordance with relevant code/s and policy direction.	i. Technical details are to be submitted to Council as part of an application for Operational Work. ii. Works to be completed and documentation signed by a RPEQ including certification that the Development will not cause adverse effects to adjoining or downstream properties or infrastructure as a result of flooding impacts, must be submitted before the commencement of the use. iii. To be maintained for the life of the Development.

Condition	Reason	Timing
<b>12 Engineers Certification</b> Form 12 required to be submitted and certified by an RPEQ stating all the civil works have been constructed in accordance with the supplied drawings and WSA standards.		i. Civil works to be completed and documentation signed by a RPEQ must be submitted before the commencement of the use. ii. To be maintained for the life of the Development
<b>13 As Constructed Plans</b> The developer shall provide Council with a complete set of as-constructed plans and an electronic copy which is to be compatible to Council's system at the relevant time, for all works. Such plans are to be certified by an RPEQ.	To ensure the Development is appropriately constructed in accordance with relevant code/s and policy direction.	Documentation signed by a RPEQ must be submitted before the commencement of the use.
<b>14 Privacy Screening, Screen Fencing, Landscaping Provisions</b> 14.1 Suitable external privacy screening (or suitable alternative treatments) to be provided to each unit in the new motel building (Stage 1) and to any habitable room windows or balconies in Stage 2 (Refurbishment) of the Development that can be viewed from either street frontages. <u>Graham Street</u> 14.2 Provide along the Graham Street frontage, excepting pedestrian and vehicle access points; either: i) a maximum 1.5m high timber paling (with max. 10mm gap) or similar style fence is to be provided for the full length of the property boundary; or ii) a minimum 1.0m wide landscaping strip planted with suitable vegetation with a mature growth height not more than 1.5m, is to be provided for the full length of the property boundary. 14.3 Suitable shade trees are to be provided in the new car park area as shown on Site Plan A100, prepared by ARIC Property Solution, 17 May 2022. 14.4 A minimum 1.8m high no gap fence is to be provided for the full length of the northern (north eastern) and southern (south western) property boundaries.	To ensure the Development: (i) addresses privacy requirements for users; (ii) softens the visual impact of the Development; (iii) complements or enhances the existing streetscape; (iv) does not have a detrimental effect on the amenity of the surrounding land; and (v) addresses crime prevention through Environmental Design principles in accordance with the relevant code/s and policy direction of Council.	i. Technical details are to be submitted to Council as part of an application for Operational Work ii. Works to be completed before the commencement of the use. iii. To be maintained for the life of the Development.
<b>Condition</b> 14.5 The type and design of the fencing must be submitted and approved by the Chief Executive Officer as part of the Landscaping Plan. 14.6 Landscaping and irrigation and/or screen fencing must be constructed in accordance with the approved landscaping plan(s) and constructed to the relevant standards in accordance with council's specification.		
<b>15 Building Materials</b> The exterior surfaces of all buildings and structures associated with the use must be constructed from materials and/or painted or similarly treated with paint or pigment of a low reflective level which does not cause excessive glare.	To ensure protection of matters of public safety and amenity in accordance with relevant code/s and policy direction.	Prior to the commencement of the use and maintained for the life of the Development.
<b>16 Screening of Plant and Utilities</b> All plant and utilities must be screened or located so as not to be visible from the street.	To ensure the Development does not have a detrimental effect on the amenity of the surrounding area in accordance with relevant code/s and policy direction.	Prior to the commencement of the use and maintained for the life of the Development.
<b>17 Signage</b> 17.1 Any signage to be associated with the use must be designed to the satisfaction of Council. 17.2 To maintain amenity for the adjoining properties, no illumination of the signage is to occur unless otherwise approved by Council.	To maintain amenity for the adjoining properties.	Prior to the commencement of the use.
<b>18 Electricity and Communications</b> Provide electricity and telecommunications connection to the proposed Development to the requirements of the relevant authority.	To provide an appropriate level of electricity and telecommunication services for the Development in accordance with relevant code/s and policy direction.	Prior to the commencement of the use.
<b>19 Property Numbering</b> 19.1 Legible property numbers must be erected at the premises and must be maintained.		Prior to the commencement of the use and maintained for the life of the Development.

Condition	Reason	Timing
19.2 The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.	To allow the general public, service and emergency service providers to effectively identify the property.	
<b>20 Storage</b> 20.1 Goods, equipment, packaging material or machinery must not be stored or left exposed outside the building so as to be visible from any public road or thoroughfare. 20.2 Where storage of chemicals is required, a bunded area with a non-porous base is to be provided. 20.3 Any storage on - site is required to be screened from view from all roads and adjacent properties.	To ensure the Development does not have a detrimental effect on the visual amenity of the surrounding area in accordance with relevant code/s and policy direction.	At all times following the commencement of the use.
<b>21 Environmental Health</b> 21.1 Do not undertake any work during the following hours: (a) on a Sunday or public holiday, at any time; or (b) on a Saturday or business day, before 6.30 am or after 6.30 pm, unless otherwise by Council. 21.2 Remove any spills of soil or other material from the road or gutter upon completion of each days work during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property. 21.3 Take all reasonable and practical measures to prevent pollutants from cutting, cleaning activities and waste concrete from entering gutters, drains and waterways.	To ensure compliance in accordance with the <i>Environmental Protection Act 1994</i> .	At all times during construction and for the life of the Development.

Condition	Reason	Timing
21.4 Confine dust and other emissions, such as fumes, sediments, light, or odour from the building work on site and take all reasonable steps to prevent a release to neighbouring properties. 21.5 Contain all litter, building waste and sediments on the building site by the use of a skip and take any other reasonable steps during construction to prevent release to a neighbouring property or road. 21.6 Carry out construction activities in accordance with the approved Construction Management Plan. 21.7 Implement drainage, erosion and sediment control measures and maintain them in a proper and efficient working order to ensure dirt and sediment remains on the construction site. Stormwater must not be contaminated by erosion and sediment runoff. 21.8 Dispose of building construction and demolition waste only at an approved waste disposal facility. 21.9 Dust control measures should be implemented on - site during the construction phase to prevent an environmental nuisance from affecting the occupiers and users of nearby premises.		
<b>22 Site Management</b> 22.1 Provide a Site Based Management Plan that addresses/details at a minimum for all works occurring pre, during and post construction works; on-going site activities; cessation of use, as follows: <u>Pre and during construction and on-going site activities:</u> <ul style="list-style-type: none"> <li>Site establishment activities and works on site proposed.</li> <li>Access arrangements.</li> <li>On site movement and activities including parking.</li> <li>All infrastructure and servicing existing on site and all existing public utilities, services and Council assets.</li> <li>Material storage on site.</li> <li>Stockpiling of materials on site.</li> <li>Emergency response procedures for fuel spills</li> </ul>	<p>i. To manage and to minimise disruption to the local Community and users of the site and construction workers while works are occurring and for the life of the Development and at the cessation of the use.</p> <p>ii To ensure that receiving waters during construction of the Development are managed from the effects of increased sediment run-off</p>	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work</p> <p>ii. At all times during the construction phase.</p> <p>iii. Maintained for the life of the Development.</p>



Condition	Reason	Timing																																
<ul style="list-style-type: none"><li>Storage of hazardous materials</li><li>Waste management</li></ul> <p>22.2 Provide a professionally prepared erosion and sediment control plan for the proposed earthworks that includes stormwater management and sediment controls during and post construction, for Approval by Council and installed and maintained to the satisfaction of Council.</p>	in accordance with relevant code/s and policy direction.																																	
<p><b>23 Noise Management - General</b></p> <p>23.1 The proposed activity must be conducted in a manner that applies such reasonable and practicable means to avoid, minimise or manage the emission or likelihood of emission of noise that constitutes an intrusive or noise nuisance.</p> <p>23.2 In the event of a complaint being received by Council in relation to noise associated with the use that is considered reasonable, the emission of noise from the Development must not result in levels greater than those specified in Table 1 until the circumstances which gave rise to the complaint are resolved.</p>	To ensure the use does not cause a noise nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby noise sources in accordance with the <i>Environmental Protection Act 1994</i> .	At all times during operation, for the life of the Development.																																
<p>Table 1</p> <table><tr><th colspan="6">NOISE LIMITS MEASURED AT THE SENSITIVE RECEPTOR</th></tr><tr><th rowspan="2">Sensitive receptor</th><th rowspan="2">Time of day</th><th colspan="3">Acoustic quality objective (measured at the receptor) dB(A)</th><th rowspan="2">Environmental value</th></tr><tr><th>LAeq, adj, 1hr</th><th>LA10, adj, 1hr</th><th>LA1, adj, 1hr</th></tr><tr><td>Dwelling (for outdoors)</td><td>7am to 10pm</td><td>50</td><td>55</td><td>65</td><td>Health and wellbeing</td></tr><tr><td rowspan="2">Dwelling (for indoors)</td><td>7am to 10pm</td><td>35</td><td>40</td><td>45</td><td>Health and wellbeing</td></tr><tr><td>10pm to 7am</td><td>30</td><td>35</td><td>40</td><td>Health and wellbeing, in relation to the ability to sleep</td></tr></table>			NOISE LIMITS MEASURED AT THE SENSITIVE RECEPTOR						Sensitive receptor	Time of day	Acoustic quality objective (measured at the receptor) dB(A)			Environmental value	LAeq, adj, 1hr	LA10, adj, 1hr	LA1, adj, 1hr	Dwelling (for outdoors)	7am to 10pm	50	55	65	Health and wellbeing	Dwelling (for indoors)	7am to 10pm	35	40	45	Health and wellbeing	10pm to 7am	30	35	40	Health and wellbeing, in relation to the ability to sleep
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<p>23.3 If required, the developer/operator must engage a suitably qualified acoustic consultant to undertake an assessment addressing noise emanating from the site for this use in accordance with the provisions of the <i>Environmental Protection Act 1994</i>, <i>Environmental Protection (Noise) Policy 2019</i>, <i>Environmental Protection Regulation 2019</i> and Australian Standard AS 1055 Acoustics to the satisfaction of the Burdekin Shire Council.</p> <p>23.4 The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and provide a recommended method and location of noise attenuation measures. The developer/operator must provide a copy of the report to Council and undertake any works (if required from the report) within 3 months at no cost to Council.</p>																																		
<p><b>24 Air</b></p> <p>No release of contaminants, including but not limited to dust, fumes, odour or aerosols are to cause or be likely to cause an environmental nuisance beyond the boundaries of the premises to which this Development Permit relates.</p>	To ensure use does not cause environmental nuisance to nearby sensitive receptors, and to ensure that a nuisance is not caused to the use from other nearby light sources in accordance with the <i>Environmental Protection Act 1994</i> .	At all times during operation, for the life of the Development.																																
<p><b>25 Refuse Facilities and Waste Management</b></p> <p>25.1 Refuse collection arrangements must be provided by the developer to the satisfaction of Council.</p> <p>In particular:</p> <p>a) The approved waste storage area is to be of sufficient size to house all garbage bins including recycling bins.</p> <p>b) Storage area is suitably paved, with a hose cock fitted in close proximity to the enclosure and drain to sewer via a legal sewer connection, provided.</p>	To ensure the premises is appropriately serviced and to protect matters of public health and amenity in accordance with relevant code/s and policy direction.	<p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. Works to be completed prior to the commencement of the use.</p> <p>iii. To be maintained during the operation and life of the Development.</p>																																

<p>Condition 7 – Car Parking, Access, Roadworks and Traffic</p> <p>Condition 8 – Sewerage Supply</p> <p>Condition 9 – Build over sewer/Adjacent to Services</p> <p>Condition 10 – Water Supply</p> <p>Condition 11 - Stormwater and Flooding</p> <p>Condition 25 - Refuse Facilities</p> <p>All plans, reporting and documentation associated with these further Approvals must be prepared by a suitably qualified professional.</p> <p><b>b) Plumbing and Drainage Works.</b></p> <p>A Compliance Permit to carry out plumbing and drainage works prior to the commencement of sanitary drainage works.</p> <p><b>c) Building Works</b></p> <p>A Development Permit for Building Works to carry out building works prior to works commencing on site.</p> <p><b>d) Road Works Permit</b></p> <p>A Roadworks Permit for the construction of a driveway or access within the road reserve must be obtained.</p>		
<p><b>4 Further Inspections Required</b></p> <p>Compliance with Conditions</p> <p>The following inspections will be required to be undertaken by Council to determine compliance with conditions that are not subject to a further Approval.</p> <p>Condition 14 – Privacy Screening, Screen Fencing, Landscaping Provisions</p> <p>Condition 15 - Building Materials</p> <p>Condition 16 - Screening of Plant and Utilities</p> <p>Condition 19 - Property Numbering</p> <p>Condition 20 - Storage</p>		
<p><b>6 Amenity Impacts</b></p> <p>Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas as a result of dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i></p>		
<p><b>7 Environmental Health – Construction Phase</b></p> <p>To ensure compliance with the <i>Environmental Protection Act 1994</i>:</p> <p>a) Do not undertake any construction work during the following hours:</p> <p>i. on a Sunday or public holiday, at any time; or</p> <p>ii. on a Saturday or business day, before 6.30 am or after 6.30 pm, unless otherwise approved in writing by Council.</p>		
Condition	Reason	Timing
<p>c) All waste generated as a result of the construction of the Development is to be effectively controlled and contained entirely within the boundaries of the site prior to disposal.</p> <p>d) All waste is to be disposed of in accordance with the <i>Environmental Protection Regulation 2019</i> and Council's waste management policy.</p> <p>e) Waste and recycling services must be provided in accordance with Council's Waste Management Policy.</p> <p>25.2 All regulated waste must be removed from the site by a regulated waste removal contractor. The records for this disposal must be kept on - site and be available for viewing by an authorised Officer.</p>		
<p><b>26 Commencement of Construction Works</b></p> <p>Council must be notified in writing of the proposed construction commencement date via <a href="mailto:Planning@burdekin.qld.gov.au">Planning@burdekin.qld.gov.au</a></p>	To ensure Council is appropriately informed of construction works commencing.	At least two (2) weeks prior to the commencement of works.
<p><b>27 Notice of Intention to Commence the Use</b></p> <p>Prior to the commencement of the use on the land subject to the application, written notice must be given to Council that the use (Development and/or works) fully complies with the decision notice issued in respect of the use.</p>	To ensure Council is appropriately informed of the use commencing and that all conditions of the relevant Development Permits have been complied with.	Prior to the commencement of the use.
<p><b>Advice</b></p>		
<p><b>1 Infrastructure Charges</b></p> <p>An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.</p>		
<p><b>2 General</b></p> <p>Council will not be obligated to upgrade any roads that provide access to the Development as a result of increased vehicles numbers accessing the site.</p>		
<p><b>3. Further Approvals Required</b></p> <p><b>a) Operational Work</b></p> <p>An Operational Work application associated with the following conditions must be submitted to Council for Approval prior to the commencement of construction works and/or issue of a Development Permit for Building Works, unless otherwise approved by Council:</p>		

<ul style="list-style-type: none"> <li>b) Remove any spills of soil or other material from the road or gutter immediately during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.</li> <li>c) Take all reasonable and practical measures to prevent pollutants from cutting, cleaning activities and waste concrete from entering gutters, drains and waterways.</li> <li>d) Confine dust and other emissions, such as fumes, sediments, light, or odour from the building work on - site and take all reasonable steps to prevent a release to neighbouring properties.</li> <li>e) Contain all litter, building waste and sediments on the building site by the use of a skip and take any other reasonable steps during construction to prevent release to a neighbouring property or road.</li> <li>f) Carry out construction activities in accordance with the approved Construction Management Plan.</li> <li>g) Implement drainage, erosion and sediment control measures and maintain them in a proper and efficient working order to ensure dirt and sediment remains on the construction site. Stormwater must not be contaminated by erosion and sediment runoff.</li> <li>h) Dispose of building construction and demolition waste only at an approved waste disposal facility.</li> <li>i) Dust control measures should be implemented on - site during the construction phase to prevent an environmental nuisance from affecting the occupiers and users of nearby premises.</li> </ul>
<p><b>8 General Safety of Public During Construction</b></p> <ul style="list-style-type: none"> <li>a) It is the Project Manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the Project Manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work.</li> <li>b) It is the Principal Contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the Principal Contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work.</li> <li>c) It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.</li> </ul>
<p><b>9 Storage of Materials and Machinery</b> All materials and machinery to be used during the construction period are to be wholly stored on the site, unless otherwise approved by council.</p>
<p><b>10 Asbestos</b> All asbestos removed from the site must be handled, transported and disposed of in accordance with the relevant legislation.</p>
<p><b>12 Trade Waste Approval/Agreement</b> The developer is advised that a Trade Waste Approval/Agreement may be required under the <i>Water Supply (Safety and Reliability) Act 2008</i>.</p>
<p><b>13 Plant and Utilities Noise</b></p>

All refrigeration equipment, pumps, compressors, air conditioning units and mechanical ventilation systems must be located, designed and installed to not exceed a maximum noise level of:

- 5dB(A) above background level between the times of 7am to 10pm; and
- 3dB(A) above background level between the times of 10pm to 7am.

**15 Flammable and Combustible Liquids**  
Flammable and combustible liquids are to be stored and handled in accordance with AS 1940 "The Storage and Handling of Flammable and Combustible Liquids."

**16 Chemical Storage**  
Where chemicals are stored or handled on - site, the storage and handling of chemicals must be in accordance with the relevant WHS Code of Practice.

**17 Miscellaneous**

- a) If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.  
The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)
- b) All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted outside the site, on road reserves or adjoining land unless written permission from the owner of that land and Council is provided.
- c) It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject Development.

#### Referral Agency Conditions

##### Concurrence Agency Conditions – State Assessment and Referral Agency (NQSARA)

Pursuant to Section 56 of the *Planning Act 2016*, the NQSARA advises that it has no objection to Burdekin Shire Council issuing a Development Permit for Material Change of Use, subject to the conditions, as attached in **Attachment E** of the main report.

## Resolution

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

CARRIED

### 7.3.4. Development Application Reconfiguring a Lot - One (1) into Twenty-one (21) Lots

#### (Two (2) Stages) at 12 Nina Drive, Ayr (Lot 39 on SP282315)

*11.47am Councillor Perry left the meeting at the commencement of this discussion as she had a Declarable Conflict of Interest in relation to Item 7.3.4 Development Application Reconfiguring a Lot - One (1) into Twenty-one (21) Lots (Two (2) Stages) at 12 Nina Drive, Ayr (Lot 39 on SP282315) as she is a real estate agent for Nutrien Harcourts McCathies Real Estate and has been engaged to sell the property where a commission would be paid.*

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## Executive Summary

Council is in receipt of a development application lodged by BNC Planning on behalf of the applicant, Secured Lifestyle for a reconfiguration of a lot (1 lot into 21 lots in two stages) on land described as Lot 39 on SP282315 and located at 12 Nina Drive, Ayr.

The subject land is located within the Low Density Sub Area of the Residential Zone of the *Burdekin Shire Council's IPA Planning Scheme* (the current Planning Scheme). Lot 39 has a total site area of 2.1820ha and is currently vacant.

The applicant is proposing, to subdivide Lot 39 to create twenty-one (21) residential lots with lots ranging between 812m<sup>2</sup> to 1694m<sup>2</sup> in area in two stages. Stage 1 proposes to create eleven lots and Stage 2 will create ten lots.

The proposal plan prepared by Nicoll Beattie Pty. Ltd. Civil Engineers is provided at **Attachment A**.

As part of previous subdivision works, roads were constructed, and infrastructure and services supplied.

Based on the assessment of the development application against the relevant assessment benchmarks, it is considered that the proposed subdivision complies (and/or can be conditioned to comply), and is recommended for approval, subject to reasonable and relevant conditions.

## Recommendation

That Council approve the proposed Reconfiguration of a lot (1 lot into 21 lots (in 2 stages)) on land described as Lot 39 on SP282315 and located at 12 Nina Drive, Ayr, subject to reasonable and relevant conditions as listed below and Infrastructure Charges Notice.

Condition	Reason	Timing
<b>1 General and Administration</b> <u>Compliance with Conditions</u> 1.1 The Applicant (and any contractor, agent, employee or invitee of the applicant) is responsible for carrying out the approved development and ensuring compliance with this development approval, the conditions of the approval and the relevant requirements in accordance with: 1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports. 1.1.2 The development must comply in full <u>with</u> all conditions of this approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) to Council's satisfaction, and best practice engineering. 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) of the development approval will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an officer acting under appropriate delegation. <u>Works – Applicant's Responsibility/Expense</u> 1.4 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met by the applicant, at no cost to the Council. 1.5 The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately. <u>Infrastructure Conditions</u> 1.6 All development conditions contained in this development approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i> , should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.	The development must comply with all planning scheme requirements as approved and conditioned by this development permit.	During the operation and life of the development.

Condition	Reason	Timing												
<b>2 Approved Plans and Documents</b> <b>Approved Plans &amp; Documents</b> 2.1 The proposed development and use of the site must be completed, comply with and maintained generally in accordance with drawings/documents identified in the table below, except as otherwise specified and/or amended by any condition of this approval. 2.2 The development must generally accord with the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines. 2.3 One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase.	The approved development must be completed and maintained generally in accordance with the approved drawings and documents.	At all times.												
<table border="1"> <tr> <th>Drawing Title</th><th>Drawing/Revision</th><th>Date</th></tr> <tr> <td>Proposed Subdivision for Secured Lifestyle</td><td>1092-1 prepared by Nicoll Beattie Pty. Ltd. Civil Engineers</td><td>undated</td></tr> <tr> <td colspan="3"><b>Associated Reports</b></td></tr> <tr> <td colspan="3">Development application prepared by BNC Planning, August 2022.</td></tr> </table>	Drawing Title	Drawing/Revision	Date	Proposed Subdivision for Secured Lifestyle	1092-1 prepared by Nicoll Beattie Pty. Ltd. Civil Engineers	undated	<b>Associated Reports</b>			Development application prepared by BNC Planning, August 2022.				
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<b>Associated Reports</b>														
Development application prepared by BNC Planning, August 2022.														
2.4 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.														
<b>3 Payment of Rates, Charges and Expenses</b> 3.1 Prior to signing the Plan of Survey, payment is required of any outstanding rates or charges levied by the Council or any expenses being a charge over the subject land. 3.2 Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Natural Resources, Mines and Energy, for each new valuation.	Confirmation to be provided to Council prior to the release of the Plan of Survey.													
Condition	Reason	Timing												
<b>4 Development Stages</b> 4.1 Development is to be undertaken in a staged approach in accordance with the amended and approved plans: a) Stage 1 – 'Stage 2A': Creation of 11 lots; and b) Stage 2 – 'Stage 2B': Creation of 10 lots. 4.2 The stages as indicated on the approved plans are required to be undertaken in chronological order, unless undertaken at the same time. 4.3 Unless otherwise expressly stated, the conditions must be read as being applicable to both stages. 4.4 Stage 1 must be substantially commenced within two (2) years from the date of this decision notice, or the entire development permit is taken to have lapsed.														
<b>5 Access Roadworks and Traffic</b> 5.1 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer. 5.1 Any damage which is caused to Council's infrastructure as a result of the proposed development must be repaired immediately. 5.2 The proposed development must avoid, minimise or manage any traffic impact. Should detrimental traffic impacts associated with the development arise, the developer/operator must: 5.2.1 Engage a suitably qualified traffic engineer to undertake an impact assessment addressing these matters in accordance with the provisions of the relevant legislation, regulations, Australian Standards and any other policies to the satisfaction of the Burdekin Shire Council. 5.2.2 Provide Council for review and approval, the report that accompanies the assessment, which is to be inclusive of supporting calculations and site investigations and provide a recommended method of mitigation measures. 5.2.3 Implement the requirements and recommendations of the assessments and amended plans. This assessment and any approved and/or amended plan/s will form part of the approval.	To provide appropriate access in accordance with relevant code/s and policy direction.	Prior to the issuing of a Development Permit for Building Works.												

Condition	Reason	Timing
<b>6 Stormwater and Flooding</b> 6.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads. 6.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system. <u>Stormwater Drainage</u> 6.3 An appropriately qualified and experienced Registered Professional Engineer of Queensland (RPEQ) must provide a Stormwater Management Plan and certify that stormwater drainage for the development is conveyed in a legal and environmentally responsible manner in accordance with relevant legislation, to the satisfaction of Council's requirements. 6.4 Obtain approval from Council for the assessments/reports/ proposal plans listed in 13.4 . 6.5 Implement the requirements and recommendations of the assessments/reports/amended plans. The approved plan/s and report will form part of the approval. <u>Stormwater Quality Management</u> 6.6 The approved development must achieve the applicable stormwater management design objectives listed in Part G, Appendix 2 of the <i>State Planning Policy, July 2017</i> . 6.7 A Stormwater Quality Management Plan (SQMP) must be prepared by a suitably qualified person in accordance with relevant legislation, to the satisfaction of Council's requirements. 6.8 Obtain approval from Council for the assessments/reports/ proposal plans listed in 13.7 . 6.9 Implement the requirements and recommendations of the assessments/reports/amended plans. The approved plan/s and report will form part of the approval. <u>Flooding</u> 6.10 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.	To convey stormwater legally and in an environmentally responsible manner in accordance with relevant code/s and policy direction.  To manage and to minimise the risk of causing environmental harm to receiving waters, damage to council infrastructure, and unnecessary financial burdens to council and the community in accordance with relevant code/s and policy direction.	At all times.

Condition	Reason	Timing
<b>7 Minimum Lot Levels</b> 7.1 The proposed development must ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100. 7.2 Flood modelling is to be undertaken to provide up to date flood data for the development area and identify the portions of the development area subject to inundation in a local flood event. 7.3 A Flood Impact Assessment (FIA) Report prepared by a suitably qualified and experienced RPEQ Engineer (inclusive of the modelling data and results provided for Condition 11.2) is to be provided to Council for review and approval. 7.4 Implement the requirements and recommendations of the FIA and associated report as approved by Council and if required, provide to Council amended plans for review and approval. 7.5 This assessment and any approved and/or amended plan/s will form part of the approval. 7.6 A suitably sized building envelope within all new allotments created must provide a finished level where: a) All new buildings with habitable rooms can achieve a floor level a minimum 100.0mm above the adopted flood level; and b) All non-residential buildings including Class 10 buildings can achieve a floor level above the adopted flood level. 7.7 Development in <u>mapped local flood hazard areas</u> is not to involve: a) Filling to a height greater than 150.0mm; or b) Block or solid walls or solid fences; or c) Garden beds or other structures with a height more than 150.0mm; or d) The planting of dense shrub hedges.	To ensure lots are developed to be appropriately immune from flood hazards without impacting on surrounding land, in accordance with relevant policy direction including Council's Floor Height for Habitable Rooms Policy.	To be implemented prior to the release of the Plan of Survey and maintained for the life of the development.
<b>8 Water Supply</b> 8.1 The development must connect to Council's reticulated water system. 8.2 A suitably qualified and experienced RPEQ Engineer must certify that the existing water supply flow and pressure proposed to serve the proposed lots is sufficient to meet Council's Policy for Customer Service Standards.	To ensure the development is appropriately serviced by in accordance with relevant code/s and policy direction.	Certification to be provided to Council prior to the release of the Plan of Survey.

Condition	Reason	Timing
<b>9 Sewerage Supply</b> 9.1 The development must be serviced by the Council's sewerage system 9.2 A suitably qualified and experienced RPEQ Engineer must certify that the existing sewer infrastructure proposed to serve the proposed lots is sufficient. 9.3 All new lots must be serviced by gravity sewers only. 9.4 Sewerage connections shall be at the full cost of the developer, and to the satisfaction of Council	To ensure the development is appropriately serviced by in accordance with relevant code/s and policy direction.	Certification to be provided to Council prior to the release of the Plan of Survey.
<b>10 Conduit Assessment</b> 10.1 Undertake CCTV inspection of all sewers servicing the development and provide Council with a report certified by an RPEQ Engineer detailing the condition of the sewer infrastructure and any maintenance/ repair works identified. 10.2 The assessment must be undertaken by a certified CCTV operator to perform conduit condition assessment and the results are to be submitted to council in an appropriate electronic format and accompanied by a written report for approval. 10.3 Any upgrading or replacement determined by council will be carried out as part of the development at no expense to council.	To ensure the existing infrastructure is in suitable condition for the development to connect	Prior to the release of the Plan of Survey.
<b>11 As Constructed – Existing Water and Sewerage Infrastructure</b> Submit 'As constructed' plans certified by an RPEQ providing locations, AHD levels and all other relevant details (including property connection points) for all sewerage and water supply infrastructure currently servicing the proposed lots. currently servicing the proposed lots.	To ensure infrastructure data is captured and recorded correctly in accordance with Council's policy.	The provision of plans and information must be provided as part of 'as constructed' documentation prior to the release of the Plan of Survey.
<b>12 Inter Allotment Stormwater Drainage Easements</b> 12.1 Drainage easement(s) must be provided in accordance with the requirements of Council in favour of Council over the stormwater drainage system and must be registered with the Plan of Survey.	To convey stormwater across other lands legally and in an environmentally responsible	The easement documents must be submitted to council for
Condition	Reason	Timing
12.2 Drainage easement(s) burdening proposed Lot 22 in favour of proposed Lot 20, must be provided in accordance with the requirements of Council over the stormwater drainage system and must be registered with the Plan of Survey.	manner in accordance with relevant code/s and policy direction	signing at the time of lodgement of the Plan of Survey and registered in accordance with the <i>Land Title Act 1994</i> .
<b>13 Confirmation of Existing Services</b> The existing services for each lot must be contained within the individual allotments. Any existing water meters must be contained within the individual lot which they service, at the property road frontage.	To ensure the development is appropriately serviced by in accordance with relevant code/s and policy direction.	Confirmation to be provided to Council prior to the release of the Plan of Survey.
<b>14 Soil Erosion and Sediment Control</b> Prescribed Water Contaminants (as defined in the <i>Environmental Protection Act 1994</i> ) must not be released from the site or to waters within the site, or be likely to be released should rainfall occur, unless all reasonable and practicable measures are taken to prevent or minimise the release and concentration of contamination. These measures must be designed, implemented and maintained in accordance with "Best Practice Erosion and Sediment Control" published by the International Erosion Control Association (Australasian Chapter) (IECA, 2008). <i>Advice: To ensure compliance with the Environmental Protection Act 1994.</i>	To ensure that receiving waters during construction of the development are managed from the effects of increased sediment run-off in accordance with relevant code/s and policy direction	At all times during the construction phase of the development.
<b>15 Dust Management</b> Appropriate dust mitigation measures must be implemented onsite for the suppression of dust.	To mitigate potential adverse impacts of dust hazards in accordance with the <i>Environmental Protection Act 1994</i>	All mitigation measures and requirements to be implemented at the relevant phase of the development.

<b>Advice</b>
<p><b>1. Infrastructure Charges</b> An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.</p> <p><b>2. Earthworks</b> Earthworks are not approved as part of this Development Permit. It must be determined if the earthworks are deemed assessable and if so, a Code assessable Operational work development application is to be lodged with council for assessment in accordance with relevant code/s and policy direction.</p> <p><b>2. Acid Sulfate Soils</b> Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.</p> <p><b>3. Compliance with Conditions</b> Unless otherwise specified by these conditions, the conditions must be complied with prior to Council's endorsement of the Plan of Survey.</p> <p><b>4. Future Development</b> Any development application for building works which includes habitable rooms may have to include a 1% AEP Flood Certificate. N.B. this applies in Localised and River Flood areas as identified in Burdekin Shire Councils mapping.</p> <p><b>5. Miscellaneous</b></p> <ul style="list-style-type: none"> <li>a) If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained. The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: <a href="http://www.datsip.qld.gov.au">www.datsip.qld.gov.au</a></li> <li>b) All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted outside the site, on road reserves or adjoining land unless written permission from the owner of that land and Council is provided.</li> <li>c) It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.</li> </ul> <p><b>6. Limitation of Approval</b> The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the application including its supporting material provided to it by the applicant.</p> <p>The council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the application and supporting material as constituting a representation by the applicant as to its accuracy and completeness. Insofar as the application and its supporting material may be incomplete and/or inaccurate giving tide to any claim by a third party the applicant agrees to indemnify and save the council harmless in respect of any claim so arising.</p>

## Resolution

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

CARRIED

*11.50am - Councillor Perry re-entered the meeting.*

### 7.3.5. Development Application Material Change of Use for a Service Station and a Shop at 39-49 Eighth Avenue, Home Hill (Lots 5-7 on H61610)

Mrs. Galletta advised that the report has been withdrawn from the agenda at the request of the applicants Planning Consultants and will be rescheduled to the next Ordinary Council Meeting for consideration. The applicant have agreed to extend the decision making period to allow this to occur.

*11.52am - Mrs. Galletta left the meeting.*

## 7.4. TECHNICAL SERVICES

## 8. NOTICE OF MOTION



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**9. RECEIPT OF PETITIONS**

**10. CORRESPONDENCE FOR INFORMATION**

**11. GENERAL BUSINESS**

**12. CLOSED BUSINESS ITEMS**

**13. DELEGATION**

There being no further business the meeting closed at 12.20pm.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 28 February 2023.**

**MAYOR**

## **4.2. MINUTES AND BUSINESS ARISING**

### **Local Disaster Management Group Meeting Minutes - 25 November 2022**

#### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 25 November 2022 be received as a true and correct record.

#### **Attachments**

1. Local Disaster Management Group Minutes - 25 November 2022

## 1. Attendance and Apologies

Members - Attendance		
Councillor Lyn McLaughlin	Chairperson - Mayor	Burdekin Shire Council
Eileen Devescovi	Local Disaster Coordinator – Manager Client Services	Burdekin Shire Council
Kevin Byers	Manager Technical Services	Burdekin Shire Council
Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Linda Govan	Coordinator Environment and Health	Burdekin Shire Council
Debra Cochran	Chief Executive Officer	Burdekin Community Association
Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
David Rutter	Inspector of Fire and Rescue	Queensland Fire and Emergency Services
Steven Barton	Senior Sergeant Officer in Charge – Ayr	Queensland Police Service
John Winn	Burdekin Local Controller	State Emergency Services
Members - Apologies		
Nick Wellwood	Director Infrastructure, Planning & Environmental Services	Burdekin Shire Council
John Cooper	Officer in Charge - Acting	Queensland Ambulance Service
Advisors - Attendance		
John Furnell	Councillor	Burdekin Shire Council
Hayley Colls	Disaster Management Officer	Burdekin Shire Council
Charlie Scuderi	Station Manager	97.1 Sweet FM
Rebecca Grogan	Service Coordinator – Housing & Community Support Services	Burdekin Community Association
Tracey Wells	Service Manager, Burdekin Centre for Rural Health	Burdekin Community Association
Hilary Wilson (online)	Senior Meteorologist	Bureau of Meteorology
Sharon Galeano	Senior Community Recovery Officer	Department of Communities, Housing and Digital Economy
James Sadler (online)	-	Department of Environmental Services
Craig Caton	Manager	Department of Transport and Main Roads
Steven Mottin (online)	Network Asset Officer	Ergon Energy Queensland
Temiah Henaway (online)	Queensland Engagement Officer	GIVIT
Kez Vonarx (online)	Assistant Director – Engagement Branch	National Emergency Management Agency
Colleen Watkins (online)	Disaster Preparedness Manager	North Queensland Primary Health Network
Kerry Melrose (online)	Executive Officer	Queensland Police Service
Ashleigh Hamilton (online)	Recovery Officer, Resilience and Recovery Division	Queensland Reconstruction Authority
Helen Davey	Facility Manager – Ayr	Regis Aged Care - Ayr
Kayla MacDonald	Services Australia	Services Australia
Andrew Dansie (online)	Business Development Manager	Telstra Enterprise
Geoffrey Norman (online)	Uniting Care	Uniting Care
Warren Francis	Duty Officer	Volunteer Marine Rescue

Mark Lazzarini	Transport Operations Manager	Wilmar
<b>Advisors - Apologies</b>		
Sue Perry	Deputy Chairperson - Councillor	Burdekin Shire Council
Kim Olsen	Deputy Local Disaster Coordinator - Manager Financial and Administrative Services	Burdekin Shire Council
Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Twyan Grace	Information Referral and Virtual Services	Deaf Services
Laura Acton	Site Manager	Endeavour Foundation
Colleen Harris	HSE Initiatives Support Officer	Ergon Energy
Andrew Wilcox	Federal Member for Dawson	Federal Member for Dawson
Frank D'Souza	Regional Harbour Master	Maritime Safety Queensland
Casie Scott	Community Engagement Manager NQ	NBN Local
Steve Brennan	Captain Auxiliary - Home Hill Fire Station	Queensland Fire and Emergency Services
Tracey Gabiola	Director of Nursing/Facility Manager – Ayr Health Service	Queensland Health
Mark Wheeler	Acting Deputy Commissioner	Queensland Police Service
Kristy Sutcliffe	SES Group Leader – Giru	State Emergency Services
Katrina McIntosh	Aux Lt, Townsville	The Salvation Army
Lisa Whawell	State-Wide Operations Officer	Uniting Care
<b>Minutes Clerk – Mrs H. Colls</b>		

## 1.1 Mayor's Welcome

Councillor Lyn McLaughlin opened the meeting and welcomed all attendees, including the many new advisors to the Local Disaster Management Group (LDMG) Meeting.

## 2. Apologies

Eileen Devescovi read out the list of apologies.

## 3. Minutes Received

MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING  
HELD ON 21 OCTOBER 2022.

Moved, Andy Pethybridge and seconded, Debra Cochran that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday, 21 October 2022 be received as a true and correct record.

CARRIED

## 4. Business Arising out of Minutes

No business arose out of the previous minutes.

## **5. Correspondence for Information**

- 1725832\* 286 Important Update – Severe Weather Season Preparedness Activities and Outcomes of the Emergency Alert Process Efficiency Review – Queensland Fire and Emergency Services
- 1725961\* 2353 Council Information and Resource Pack – 2022/23 Natural Disaster Season – GIVIT Listed Ltd

## **6. Agency Reports**

### **6.1 Hilary Wilson – Bureau of Meteorology, Senior Meteorologist**

- Showers and thunderstorms increasing next week, with the potential for localised heavy rainfall.
- There are early signs of the monsoon trough returning to the southern hemisphere during next week, but it is too early to predict when it might reach northern Australia.
- Wetter than average conditions may persist over the coming months. Temperatures are also more likely to be above average, particularly overnight.
- Long range forecasts are being influenced by the ongoing La Niña event and warm sea surface temperatures.

### **6.2 Kerry Melrose – Queensland Police Service – District Disaster Management Group, Acting Executive Officer**

- Participating in many agency preparation exercises and district coordination centre preparations.
- Executive Officer, Brenton Webb is well and planning to return in 2023.
- District Disaster Coordinator, Chris Lawson is on leave returning 23 December 2022 with John Hallam relieving as the District Disaster Coordinator.

### **6.3 Ashleigh Hamilton – Queensland Reconstruction Agency, Recovery Officer**

- Pre-season operations underway and wrap up of the 2<sup>nd</sup> damage assessment and reconstruction monitoring was in October 2022.

### **6.4 Steven Mottin – Ergon Energy, Network Asset Officer**

- Business as usual.

### **6.5 Kez Vonarx – National Emergency Management Agency, Assistant Director**

- Provided an overview of the Disaster Ready Fund (DRF) with regards to the primary objectives and application information.
- DRF information to be distributed to the group.

### **6.6 James Sadler – Department of Environmental Sciences**

- Business as usual.
- Business continuity and disaster management plans have been updated.

### 6.7 Geoffrey Norman – Uniting Care

- Business as usual.
- Personnel changes with Lisa Whawell and Karen Prestiege moving into new positions.

### 6.8 Colleen Watkins – North Queensland Primary Health Network, Disaster Preparedness Manager

- Business as usual.
- Completed Business continuity and disaster plan testing in readiness.
- Established emergency alert system for timely reporting with general practitioners and pharmacies particularly in an emergency environment which will support the Local Disaster Management Group if there is a request or requirement for primary care support. The Local Disaster Management Group contact will be through North Queensland Primary Health Network which will then be distributed to Colleen's network.

### 6.9 Temiah Henaway – GIVIT, Queensland Engagement Officer

- Business as usual.

### 6.10 Andrew Dansie – Telstra Enterprise, Business Development Manager

- Business as usual.

### 6.11 Debra Cochran – Burdekin Community Association, Chief Executive Officer

- Business as usual.

### 6.12 Andy Pethybridge – Queensland Fire and Emergency Services, Emergency Management Coordinator

- Please refer to attached Emergency Management Report.
- Australian Warning System with symbols do not replace the Emergency Alerts, these are a pre warning to the Emergency Alert.
- Chair McLaughlin advised that the Burdekin Local Disaster Management Group will continue to work as it always has for this season with all stakeholders and the community.

### 6.13 John Winn – State Emergency Services, Local Controller

- Please refer to attached Emergency Management Report.
- Welcomed new Burdekin SES Deputy Controllers Warren Francis and Laurinda Gorge.
- John to email Eileen with Customer Request to be raised for Rita Island steps and ground maintenance at Rita Island.

### 6.14 David Rutter – Queensland Fire and Emergency Services, Inspector

- Please refer to attached Emergency Management Report.

6.15 Steve Barton – Queensland Police Service, Senior Sergeant Officer in Charge – Ayr

- Business as usual.

6.16 Linda Goven – Burdekin Shire Council, Coordinator Environment and Health Projects

- Business as usual.

6.17 John Furnell – Burdekin Shire Council, Councillor

- Business as usual.

6.18 Kevin Byers – Burdekin Shire Council, Manager Technical Services

- Business as usual.

6.19 Wayne Saldumbide – Burdekin Shire Council, Manager Operations

- Recipient of the successful grant application from the Queensland Resilience and Risk Reduction fund totalling \$330,000 for standalone backup generators at Sewerage Pump Stations number 1 in Home Hill and Brandon. Hoping to go out for quotation early December 2022.
- Currently filling the 10ML reservoir at South Ayr Water Plant for hydrostatic testing and disinfection. Hoping the predicted wet weather will also allow another fill next week due to less demand for water by the community.
- Existing fleet of generators are currently undergoing load testing including operation of auto cutover switches.

6.20 Kayla MacDonald – Services Australia

- Business as usual.

6.21 Mark Lazzarini – WILMAR, Transport Operations Manager

- Business as usual.

6.22 Warren Francis – Volunteer Marine Rescue, Duty Manager

- Business as usual.

6.23 Charlie Scuderi – 97.1 Sweet FM, Station Manager

- Business as usual.

6.24 Sharon Galeano – Department of Communities, Housing and Digital Economy, Senior Community Recovery Officer

- Preparedness activities underway.
- Report provided with emphasis on process for activation.

- Sharon to conduct training on the new process with Eileen Devescovi, Hayley Colls and Burdekin Community Association including the new template.

### 6.25 Craig Caton – Department of Transport and Main Roads, Manager

- Business as usual.

### 6.26 Rebecca Grogan – Burdekin Community Association, Service Coordinator

- Business as usual with an emphasis on service provisions to ensure clients are prepared and self-reliant for the upcoming season.

### 6.27 Helen Davey – Regis Aged Care, Facility Manager Ayr

- Business as usual.

### 6.28 Nick O'Connor – Burdekin Shire Council, Director Corporate and Community Services

- Business as usual.

### 6.29 Hayley Colls – Burdekin Shire Council, Disaster Management Officer

- Business as usual.

## 7. Local Disaster Coordinator Update

- Please refer to the attached Local Disaster Coordinator Report.

## 8. General Business

- If there is an event approaching, the process will begin by Eileen Devescovi and Chair McLaughlin meeting with the Local Disaster Management Group core members and meeting minutes will be distributed to the wider group. Once an imminent event is upon us, the entire Local Disaster Management Group will be called to a meeting. All weather events are monitored by Eileen and Chair McLaughlin.
- Chair McLaughlin provided the Local Disaster Management Group a sincere thank you for their attendance and explained that building strong relationships and good communications with agencies and community organisations are an important part of preparing for any event which may arise.
- Chair McLaughlin wished everyone a Merry Christmas and safe travels over the holiday period.

## 9. Next LDMG Meeting date

There being no further business the meeting closed at 12:50pm.

The next meeting to be held on Friday 3 February 2022 at 12:00pm.

CHAIRPERSON



#### **4.3. MINUTES AND BUSINESS ARISING**

##### **Audit Committee Meeting Minutes - 8 February 2023**

**File Reference:** 388

**Report Author:** Jodie Ordorica, Governance Support Officer

**Authoriser:** Nick OConnor, Director Corporate and Community Services

**Meeting Date:** 28 February 2023

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#### **Purpose**

This report provides the Minutes of the Audit Committee Meeting held on 8 February 2023.

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

##### **Item 3 Minutes from the previous Audit Committee Meeting**

That the minutes from the previous meeting held on 7 September 2022 be formally adopted by the Committee.

##### **Item 4.2 Consider need for closed briefing session with Crowe Horwath/QAO**

That the Committee agree a closed session briefing is not required.

##### **Item 5.1 Confirmation of Internal Audit Charter**

That the Committee accepts the Internal Audit Charter and amendments.

##### **Item 5.2 Internal Audit Report – Customer Request Management**

That the Committee accept the Customer Request Management internal audit report and associated agreed management action items.

##### **Items 6.1 and 6.2 Risk Management Committee minutes held on 30 November 2022 and 2 February 2023**

That the Committee note the Risk Management Committee Meeting minutes from 30 November 2022 and 2 February 2023.

##### **Item 6.3 BCP Testing Strategy and Schedule and BCP outstanding action items – Internal Audit**

That the Committee accept the BCP Testing Strategy and Schedule and Agreed Management Action Items from the BCP Internal Audit with the amendment to the completion dates.

##### **Item 6.4 Outcome of Internal Audit Performance review**

That the Committee accepts the results of the Internal Audit Annual performance Evaluation 2022.

##### **Item 7.1 Results of Self-Assessment – Audit Committee Performance**

That the Committee note the results of the Self-Assessment of Audit Committee Performance.

##### **Item 7.2 Review/Confirm Audit Committee Charter**

That the Committee agreed to table the Audit Committee Charter until amendments can be made to the Risk Management section. Mrs. Stockdale will amend the document and distribute to the Committee for feedback.

##### **Item 8.1 Adoption of Schedule Dates and Agenda Items 2023**

That the 2023 Audit Committee Schedule Dates and Agenda Items be formally adopted by the Committee, subject to any changes necessitated for Risk Management.

## **Recommendation**

That:

1. the minutes of the Audit Committee meeting held on 8 February 2023 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3 to 8.1 above be adopted.

## **Attachments**

1. Minutes - Audit Committee Meeting - 8 February 2023

# Meeting Minutes

<b>Meeting</b>	Audit Committee Meeting		
<b>Date</b>	Wednesday, 8 February 2023	<b>Time</b>	9.00am
<b>Attendees</b>	Mr. David Sibley – Independent Chairperson Mr. Jim Fahey – Independent Professional Member Ms. Ashita Lal – Audit Manager - Queensland Audit Office (via Teams) Ms. Donna Sinanian – External Auditor and Partner – Crowe (via Teams) Mr. Mitchell Witt –Senior Manager BDO (Risk Advisory) Cr. Sue Perry - Councillor Mr. Terry Brennan – Chief Executive Officer Mr. Nick O'Connor – Director Corporate and Community Services Mrs. Kim Olsen – Manager Financial and Administrative Services Mrs. Rebecca Stockdale – Senior Governance Officer Mrs. Tonia Marano – Customer Service Centre Coordinator		
<b>Apologies</b>	Cr. Lyn McLaughlin – Mayor Cr. Michael Detenon – Councillor Mr. Jim Nuttall – Independent Community Member Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services		
<b>Chairperson</b>	Mr. David Sibley – Independent Chairperson		
<b>Minutes Clerk</b>	Mrs. Jodie Ordorica - Governance Support Officer		
<b>Location</b>	John Drysdale Chambers		

## Minutes

### 1. Welcome

Mr. Sibley welcomed all attendees.

### 2. Apologies

Mr. Sibley acknowledged the apologies that were received for the meeting as reflected in the table above.

### 3. Minutes of the Audit Committee Meeting held on 7 September 2022

Minutes of the previous Audit Committee Meeting held on 7 September 2022 were circulated to Committee members prior to the meeting.

Moved Cr. Perry, seconded Mr. Fahey that the minutes from the previous meeting be formally adopted by the Committee. Carried.

### 4. QAO/External Audit

#### 4.1 QAO Briefing – emerging issues/reports to parliament

Ms. Lal advised that no briefing paper was presented due to reduced activity of the QAO over the Christmas period. Ms Lal noted that all previous QAO reports to Parliament are available on the QAO

website. She advised that QAO were preparing to table a report to Parliament sometime between April and June 2023 reflecting their recent work regarding Improving Asset Management in Local Government. QAO will be hosting the Client Technical Update on 28 February. Ms. Lal asked that relevant officers notify her if they haven't received an invitation.

#### **4.2 Consider need for closed session briefing with Crowe/QAO (excluding management and internal audit)**

The Committee considered the need for a closed session briefing with Crowe and QAO.

The Committee agreed that no closed session briefing was required.

### **5. Internal Audit**

#### **5.1 Confirmation of Internal Audit Charter**

Mrs. Stockdale briefed the Committee on the Draft Internal Audit Charter which was circulated to Committee members prior to the meeting.

Mrs. Stockdale provided an overview of the minor amendments to the Charter which included amendments to the following sections:

- Risk Management
- Fraud Control
- Follow Up Activities
- Management Responsibility for Corrective Action, and

Mrs Stockdale advised the Committee that the reference to the Audit Committee conducting the annual performance review of the Internal Audit function has been amended as Management will conduct the review and will report to the Audit Committee.

Moved Mr. Sibley, seconded Cr. Perry that the Committee endorses the Internal Audit Charter and amendments. Carried.

#### **5.2 Internal Audit Report - Customer Request Management**

The Customer Request Management report was circulated to the Committee ahead of the meeting.

Mr. Witt advised that Council's customer service processes are mature and well established when benchmarked against other Councils.

Six (6) "Opportunities for Improvement" findings were noted in the report of which two (2) were given moderate rating and four (4) were considered low range and had a stronger focus on continuous improvement and better control processes. The two (2) moderate findings were lack of controls around authorising and use of On Hold and Target Date Extensions to requests and how sensitive requests are managed from a restriction and management of key documents perspective.

Mr. Sibley requested clarification regarding Finding 2, Recommendation 5. Mrs. Stockdale explained that the recommendation to save sensitive or identifying information in ECM rather than CRM stems from ECM having increased security lock down controls compared with CRM, however CRM has a sequential workflow which ECM does not have. The majority of complaint matters are not of a sensitive nature and if there is a serious sensitive issue, there is the capability of moving it from CRM to ECM and managing it there separately. It is preferable to keep all customer requests within CRM and have them all in the one location.

Mr. O'Connor provided an overview from the ELT perspective:

1. Finding 1 – The ELT were not previously aware this was occurring.
2. Finding 3 – ‘Out of Office Automatic Reply’ the recommendation was not agreed to as Council has other systems in place to address this.
3. Finding 6 – ‘Incorporating Mobility’ – Investigating mobility is in progress and Council is looking into TechnologyOne options for the future.

Cr. Perry commended Council on their procedures currently in place in comparison to other Councils and the knowledge that there are practices of continuous improvement within the departments.

Moved Mr. Fahey, seconded Cr. Perry that the Committee accept the Customer Request Management internal audit report and associated agreed management action items. Carried.

## **6. Management Updates**

### **6.1 Minutes of the Risk Management Committee meeting held on 30 November 2022**

Minutes of the Risk Management Committee Meeting minutes held on 30 November 2022 were circulated to Committee members prior to the meeting.

### **6.2 Minutes of the Risk Management Committee meeting on 2 February 2023**

Minutes of the Risk Management Committee Meeting minutes held on 2 February were circulated to Committee members prior to the meeting.

The minutes of the Risk Management Committee Meetings held on 30 November 2022 and 2 February 2023 were noted by the Committee.

### **6.3 BCP Testing Strategy and Schedule and BCP outstanding action items - Internal Audit**

Mrs. Stockdale briefed the Committee on the newly developed BCP Testing Strategy and Schedule which was a recommendation from the BCP Internal Audit. This schedule outlines the kinds of tests and what circumstances they were likely to be conducted. This schedule outlines testing strategies for each BCP subplan. The Risk Management Committee endorsed the draft BCP Testing Strategy and Schedule at the meeting held on 2 February 2023.

Mrs. Stockdale briefed the Committee on the agreed Management Action Items from the Business Continuity Planning Internal Audit conducted in June 2021 and presented a table displaying the current status of the action items with amended completion dates due to items taking longer than originally expected, and detailed further information on each action item. Mrs. Stockdale advised that although there had been delays in completing the action items, work was continuing to progress and only a small number of action items were still outstanding.

Moved Mr. Sibley, seconded Cr. Perry that the Committee accept the BCP Testing Strategy and Schedule and Agreed Management Action Items from the BCP Internal Audit with the amendment to the completion dates. Carried

### **6.4 Outcome of Internal Audit Performance review (BDO)**

Mr. O'Connor provided an overview of the Internal Audit Annual Performance Evaluation 2022 which was circulated to the Committee prior to the meeting. The evaluation considered five key areas of performance including communication, approach to audit, timeliness of audits and audit reports, quality of reporting and value for money, and all five areas performed to Council's expectations.

Moved Mr. Sibley, seconded Cr. Perry that the Committee accept the results of the Internal Annual

performance Evaluation 2022. Carried

## **7. Effectiveness of Audit Committee**

### **7.1 Results of Self-Assessment of Audit Committee Performance (item 8.1 from Audit committee meeting 7 September 2022 minutes)**

Mrs. Stockdale briefed the Committee on the results of the Annual Self-Assessment Survey completed by the Audit Committee members. The SurveyMonkey survey link was emailed to Committee members to complete the survey. Three (3) of the members completed the survey in full, one (1) of the members commenced the survey however did not complete the survey.

The results of the survey do not highlight any issues associated with the performance and administration of the Audit Committee and no negative responses were received.

The Committee advised they are satisfied with the survey content and length and recommended a follow up reminder be emailed to ensure all members complete the survey.

Moved Mr. Sibley, seconded Mr. Fahey that the Committee notes the results of the Self-Assessment of Audit Committee Performance. Carried.

### **7.2 Review/confirm Audit Committee Charter**

The Audit Committee Charter was distributed to Committee members prior to the meeting.

Mr. Sibley opened for discussion items two to five listed on page 8 of the Charter under the heading of Risk Management and whether the Audit Committee can discharge their responsibilities to the Risk Management Committee and be an oversight of the Audit Committee.

Mr. O'Connor suggested the Strategic Risk Register can be reviewed at officer level and then presented to the Audit Committee meeting.

The Committee agreed to table the Audit Committee Charter until amendments can be made to the Risk Management section. Mrs. Stockdale will amend the document and distribute to the Committee for feedback.

Mr. Witt advised the Committee that he is available to provide guidance and support as required and requested by management in working on the Charter.

## **8. Other Business**

### **8.1 Adoption of 2023 Audit Committee Schedule Dates and Agenda Items**

The 2023 Audit Committee Schedule Dates and Agenda Items was distributed to Committee members prior to the meeting.

Moved Mr. Sibley, seconded Mr. Fahey that the 2023 Audit Committee Schedule Dates and Agenda Items be formally adopted by the Committee subject to any changes necessitated for Risk Management. Carried

### **8.2 Other Business**

Mr. Brennan provided an overview of current major projects:

- Ayr Water Supply Project is largely completed. There are minor outstanding works to be addressed due to the delay in materials. The project is operating effectively and was able to be completed within the Budget that was approved by the State Government.
- Water Park Project at the Ayr Pool opened to the public on Saturday 4 February. The Project was very successful. There were extra costs relating to drainage of which Council has been able to manage. The next stage is the new kiosk and entrance on Macmillan Street. The building contractor has been on site and had some issues due to the weather affecting foundations. The building and roadworks are underway. As the Water Park is part of the pool it is supervised, and a new lease agreement has been entered into with the pool lessee and reflects the fact they will be providing some additional supervision.
- Council has been successful in securing funding for the earthworks component of the Macro Algae Project which will commence in March 2023. Council is currently in negotiations with the contractor carrying out the construction of the facility.
- Round 6 of the Federally funded Building Better Regions Fund (BBRF) for the Ayr Industrial Estate Expansion Project which opened for applications in October 2022 has been cancelled. They are proposing a new funding program in the first or second quarter of this year. In the meantime, Council is looking to proceed with earthworks being funded by Council. An updated estimate will be compiled and when the round opens Council will apply for funding for the other infrastructure that is required.
- Council's Capital works program has experienced some delays due to delays in supply of materials, staff resources and weather events. The recent rain event resulted in some damage in the Giru, Cromarty area. There was significant damage to the floodway at Jerona which is to be reconstructed, but Council is still waiting for flood levels to drop to be able to fully assess the damage.

There being no further business, the meeting closed at 9.40 am

**The next meeting will be held on Wednesday, 3 May 2023**

Mr. David Sibley

Chairman

## Agreed Recommendations to Council

Minute Item	Recommendation
3	That the minutes from the previous meeting held on 7 September 2022 be formally adopted by the Committee.
4.2	That the Committee agree a closed session briefing is not required
5.1	That the Committee accepts the Internal Audit Charter and amendments
5.2	That the Committee accept the Customer Request Management internal audit report and associated agreed management action items
6.1 & 6.2	That the Committee note the Risk Management Committee Meeting minutes from 30 November 2022 and 2 February 2023
6.3	that the Committee accept the BCP Testing Strategy and Schedule and Agreed Management Action Items from the BCP Internal Audit with the amendment to the completion dates
6.4	That the Committee accepts the results of the Internal Annual performance Evaluation 2022
7.1	That the Committee note the results of the Self-Assessment of Audit Committee Performance
7.2	That the Committee agreed to table the Audit Committee Charter until amendments can be made to the Risk Management section. Mrs. Stockdale will amend the document and distribute to the Committee for feedback
8.1	That the 2023 Audit Committee Schedule Dates and Agenda Items be formally adopted by the Committee, subject to any changes necessitated for Risk Management



#### **4.4. MINUTES AND BUSINESS ARISING**

##### **Community and Cultural Development Advisory Group Meeting Minutes - 9 February 2023**

**File Reference:** 2398

**Report Author:** Melissah Lammon, Community Development Support Officer

**Authoriser:** Tony Blackwell, Manager Community Services

**Meeting Date:** 28 February 2023

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#### **Purpose**

This report provides the Minutes of the Community and Cultural Development Advisory Group Meeting held on 9 February 2023.

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

No recommendations to report.

#### **Recommendation**

That:

1. the minutes of the Community and Cultural Development Advisory Group Meeting held on 9 February 2023 be noted.

#### **Attachments**

1. Minutes - Community and Cultural Development Advisory Group Meeting - 9 February 2023

# Meeting Minutes

<b>Meeting</b>	Community & Cultural Development Advisory Group Meeting		
<b>Date</b>	Thursday, 9 February 2023	<b>Time</b>	3:30 PM
<b>Attendees</b>	Cr. Sue Perry – Deputy Mayor, Burdekin Shire Council Cr. John Furnell – Burdekin Shire Council Fiona Christie – Chairperson Dr. Brian Glover Shane James Uli Liessmann Ross Romeo Glenn Arboit – Burdekin Shire Council Tony Blackwell – Burdekin Shire Council Melissah Lammon – Burdekin Shire Council		
<b>Apologies</b>	Mayor, Cr. Lyn McLaughlin, Treena List, Nick O'Connor, Alexis Adams		
<b>Chairperson</b>	Fiona Christie		
<b>Minutes Clerk</b>	Melissah Lammon		
<b>Location</b>	John Hy Peake Meeting Room		

## 1. Welcome

Fiona Christie welcomed everyone to the meeting. Tony Blackwell delivered an acknowledgement to Country.

## 2. Minutes Received

It was agreed that the Minutes from the Community and Cultural Development Advisory Group meeting held on 8 September 2022 be received as a true and correct record.

## 3. Business arising from previous meeting (refer action table)

Uli asked about the Census data discussed at last meeting – Melissah noted to email Uli another copy.

Sue Perry asked about the progress of the Youth Strategy. Tony noted that he will be reporting back to Council regarding the Youth Strategy on Tuesday, 21 February.

## 4. Library Scope of Activities and Lifelong Learning

Tony discussed the variety of activities happening in the Burdekin Library including digital literacy classes, coding classes, First Five Forever and story time. Currently looking to expand activities even



further. Communication regarding activities is via the Burdekin Library facebook page, the website, emails to Library Card Holders and the Council's Monthly EDM.

Burdekin Library recently won the Summer Reading Club competition across QLD Libraries.

Uli Liessmann commented on how friendly and well-liked Carly Kovacich is at the Home Hill Library, he noted she is an asset to the Library and is doing a fabulous job.

## **5. Community Survey – Purpose & Overview of Process**

Tony presented a power point regarding the findings of the Community Group Engagement Survey that was completed by 74 local Community and Sporting organisations.

### **Top priorities identified included:**

1. Financial = Grant Writing / Fundraising
2. Governance / Succession Planning
3. Volunteers – Recruitment; Retention & Compliance
4. 80% aware of Community Grants – only 50% of applicants have applied
5. Leasing Council Assets – 20% unsure
6. Comms 90% Social Media Presence – only 50% Website

### **Priority Action: Next Steps**

1. Finalise analysis and feedback to sectors (February 2023)
2. Conduct sector forums to confirm actions (February/March 2023)
3. Comprehensive Community Directory – Business Case to Council (February 2023)
4. Provide generic resource to roll out to organisations and specific sector (Web based tools)
5. Commission contractor to run tailored workshops to sectors (conduct July/August 2023)

## **6. Half year review of Community & Cultural Development Advisory Group**

As a part of the mid-term review, we canvassed the current role of the Community and Cultural Development Advisory Group members being:

- Identifying and discussing emerging needs or issues
- Facilitating communication between community, arts and cultural and sports community
- Identify barriers and solutions regarding community development, sports and arts and cultural development and participation
- Advising Council's priorities and strategic direction

As a result, responses to questions have been summarised as follows:

### **Q1. Could you describe the Purpose of the Advisory Group and your role on it?**

- Helping to define the needs of the community and feedback to Council
- Connection between the Community and the Council
- Provide advice back to Council on what is working in the Community and what is not
- Unsure of exact purpose of group

### **Q2. Is the Advisory Group meeting your expectations?**

- Roles of group members is unclear
- Would like to be more active with making recommendations



- Prefer to have more regular meetings

**Q3. How do you find the Agenda? (Scale 0 – 5)**

- 5 – Fiona and Uli
- 4 – Shane, Dr. Glover, Cr. Furnell
- 3 – Cr. Perry, Ross and Glenn

**Q4. Frequency of meetings? (Scale 0 – 5)**

- 5 – Uli
- 4 – Dr. Glover and Glenn
- 3 – Cr. Perry, Cr. Furnell, Ross and Shane

**Q5. Do you think the right people/stakeholders are represented?**

- Agree with 10 members from the community to be on the Advisory Committee
- To attract the right kind of people you have to have results
- Need to widen the demographic of members in the group and invite representatives from youth, education, indigenous and agricultural/employment

**Q6. How would you rate the effectiveness of the Advisory group & outputs to date? (0-5)**

This question did not get discussed.

**Q7. What would you like to see the Advisory Group focus on for 2023 & the new financial year?**

This question did not get discussed.

**7. Burdekin Theatre 40<sup>th</sup> Birthday Celebration**

Glenn Arboit spoke about the upcoming Burdekin Theatre 40<sup>th</sup> Birthday celebrations being held on February 18<sup>th</sup> from 4.30pm. Glenn reported that the Birthday celebrations will be an open day event for the community primarily held in the Theatre Forecourt to acknowledge the history of the venue over the past 40 years. There will be history tours backstage, Melville's Animal Farm, Keely Johnson with her Dance Like the Animals children's show and a concert with Timomatic from 7pm. The event is free but tickets need to be secured.

**8. Member Updates**

All members provided the group with an update of the community and sporting groups they are involved with and what they are currently working on.

**Shane James** – provided an overview to the group regarding the upcoming NBL1 Womens and Mens Basketball games being held on Sunday, 12 March from 1pm at the Basketball Stadium. Tickets will be on sale in the next couple of weeks. Shane handed a flyer to each member of the group.

**Cr. John Furnell** – advised everyone of the 'Managing the Aged Care System' event being held at the PCYC tonight (Thursday, 9 February) hosted by the Zonta Club. Everyone is welcome to attend.



**Uli Liessmann** – confirmed the Gateway to Home Hill installed at Lloyd Mann Park is 80% completed. Uli also suggested for Sweet Days Hot Nights to use sign bollards on poles in the Burdekin Shire to promote the event. Home Hill and Giru. Melissah noted that similar sign bollards were used in 2021.

**Cr. Sue Perry** – wished Fiona Christie a Happy 50<sup>th</sup> Birthday.

## 9. General Business

No General Business was discussed.

## 10. Next Meeting – February, 9 February 2023

There being no further business, the meeting closed at 5.10pm.

Action Items from Meeting

	Action Item	Responsible Officer	Due Date	Status

## Recommendations for Council Consideration

	Recommendation	Minutes Item No
	NIL	

# Community & Cultural Development Advisory Group

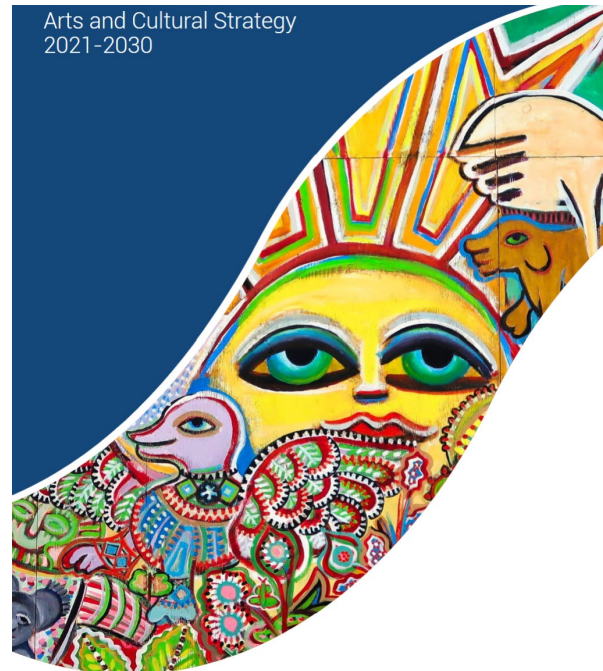
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“Investing in Our People; Our organisations;  
Our Future”

# Overview

30 min timing

- **Charter & Purpose**
- **Mid Term Review**
- **Next Steps**
- **Other?**





# Mid Term Review Due

## Tenure:

- Membership of the group will be for a maximum term of 4 years.  
**Generally, 50% of the members will be changed over after a 2 year period**, to provide others with an opportunity to join the group.  
Members can apply for a second term.



# Key Questions = Listening to your Feedback

1. Could you describe the Purpose of the Advisory Group and your role on it?
2. Is the Advisory Group meeting your expectations?
  - How do you find the Agenda ? (0-5)
  - Frequency of meetings? (0-5).
3. Do you think the right people /stakeholders are represented?
4. How would rate the effectiveness of the Advisory group & outputs to date (0-5)?
5. What would you like to see the Advisory group focus on for 2023 & the new financial year?

# CCDAG Charter /Scope

## **Monitor the development and implementation of Council's community development and arts and cultural strategies**

- **Identify and discuss emerging needs or issues** representative of the community, including the arts and cultural community
- **Facilitate communication between community, arts and cultural** representatives and Council where relevant
- **Identify barriers and solutions regarding community development** and arts and cultural development participation within the Burdekin Shire Council region
- **Help to develop Council's priorities and strategic direction** for community services and arts and cultural development within the Burdekin Shire



## **CCDAG meeting**

- Review: Other feedback welcome during week.
- Analyse & Identify opportunities for improvement.
- Explore synergies with Community Connect/Community.

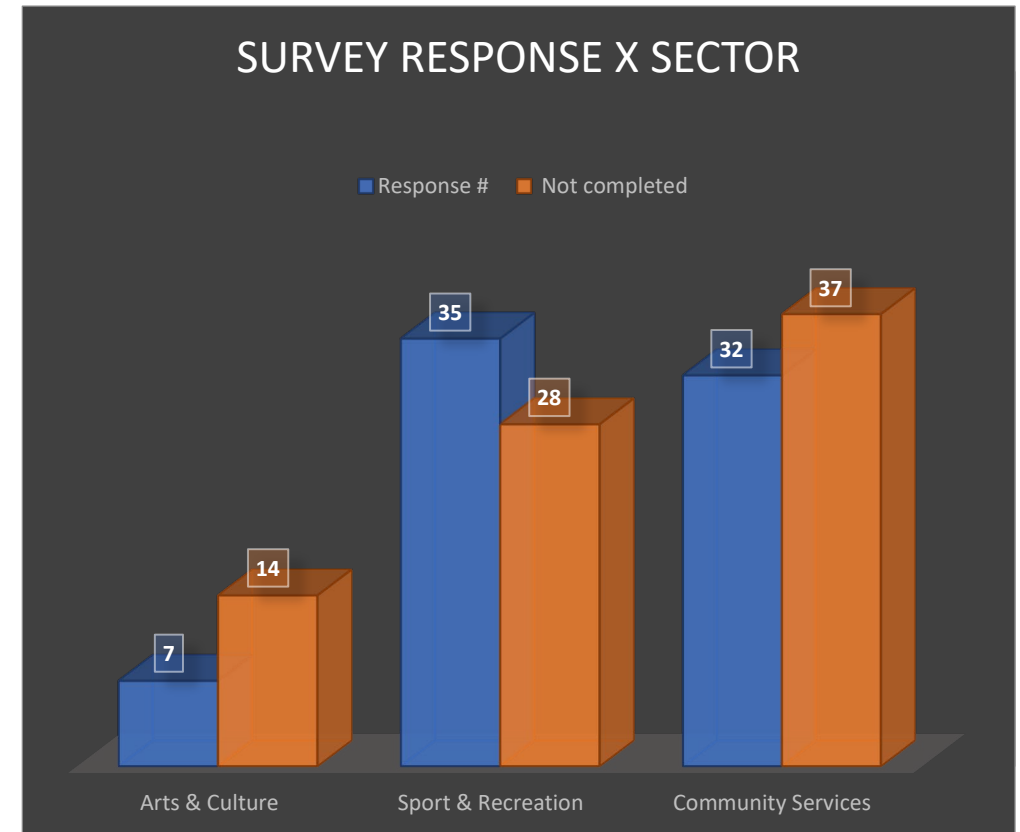
## **Report to Council.**

# COMMUNITY GROUP ENGAGEMENT SURVEY

## KEY FINDINGS

### Total of 74 organisations Completed

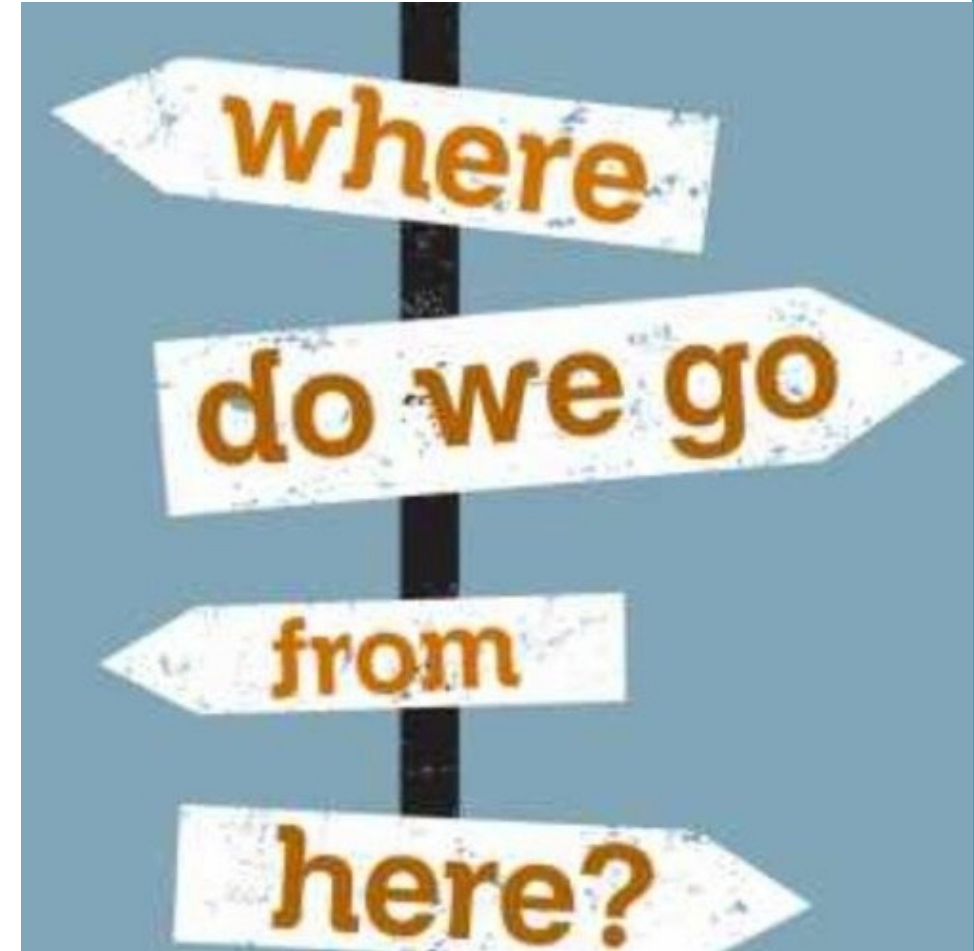
1. Financial = Grant writing / Fundraising
2. Governance / Succession Planning
3. Volunteers – Recruitment; Retention & Compliance.
4. 80% aware of Community Grants – only 50% of applicants have applied
5. Leasing Council Assets – 20% Unsure
6. Comms 90% Social Media Presence – only 50% Website



# COMMUNITY GROUP ENGAGEMENT SURVEY

## Priority Action: Next Steps

1. Finalise analysis and feedback to sectors. Feb
2. Conduct sector forums to confirm actions. Feb/March
3. Comprehensive Community Directory – Business Case to Council. Feb
4. Provide generic resource to roll out to organisations & specific sector. (Web based tools)
5. Commission contractor to run tailored workshops to sectors. (Conduct July/Aug)



**Burdekin**  
Shire Council

#### **4.5. MINUTES AND BUSINESS ARISING**

##### **Local Disaster Management Group Meeting Minutes - 10 February 2023**

###### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 10 February 2023 be received as a true and correct record.

###### **Attachments**

1. Minutes - Local Disaster Management Group Meeting - 10 February 2023

## 1. Attendance and Apologies

Members - Attendance		
Councillor Lyn McLaughlin	Chairperson - Mayor	Burdekin Shire Council
Eileen Devescovi	Local Disaster Coordinator – Manager Client Services	Burdekin Shire Council
Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Linda Govan	Coordinator Environment and Health	Burdekin Shire Council
Debra Cochran	Chief Executive Officer	Burdekin Community Association
Andy Pethybridge	Emergency Management Coordinator	Queensland Fire and Emergency Services
David Rutter	Inspector of Fire and Rescue	Queensland Fire and Emergency Services
John Winn	Burdekin Local Controller	State Emergency Services
Members - Apologies		
Nick Wellwood	Director Infrastructure, Planning & Environmental Services	Burdekin Shire Council
Kevin Byers	Manager Technical Services	Burdekin Shire Council
John Cooper	Officer in Charge - Acting	Queensland Ambulance Service
Advisors - Attendance		
Sue Perry	Deputy Chairperson - Councillor	Burdekin Shire Council
John Furnell	Councillor	Burdekin Shire Council
Kim Olsen	Deputy Local Disaster Coordinator - Manager Financial and Administrative Services	Burdekin Shire Council
Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Terry Brennan	Chief Executive Officer	Burdekin Shire Council
Jenny Cummings	Acting Disaster Management Officer	Burdekin Shire Council
Charlie Scuderi	Station Manager	97.1 Sweet FM
Tracey Wells (online)	Service Manager, Burdekin Centre for Rural Health	Burdekin Community Association
Pieter Classen	Meteorologist	Bureau of Meteorology
Jessie Gray	Advisor	Bureau of Meteorology
Steven Mottin (online)	Network Asset Officer	Ergon Energy Queensland
Brett Townley (online)		Ergon Energy Queensland
Craig Caton (online)	Manager	Department of Transport and Main Roads
Kristin Wright (online)	Compliance Delivery Officer	Department of Environment and Science
Len Phillipson (online)	State-wide Operations Manager Service Lead	Lifeline CR
Christine Spehr (online)	Queensland Manager	GIVIT
David Brown (online)	Recovery Support Officer	National Emergency Management Agency
Colleen Watkins (online)	Disaster Preparedness Manager	North Queensland Primary Health Network
Kerry Melrose (online)	Executive Officer	Queensland Police Service

Sam Savage (online)	Nth Queensland Emergency Services Regional Coordinator	Australian Red Cross
Warren Francis	Burdekin Deputy Local Controller	State Emergency Services
John Tait	Cane Supply Manager – Inkerman	Wilmar
Christopher Wicks (online)	Principal	East Ayr State School
<b>Advisors - Apologies</b>		
Sharon Galeano	Senior Community Recovery Officer	Department of Communities, Housing and Digital Economy
Twyan Grace	Information Referral and Virtual Services	Deaf Services
Andrew Wilcox	Federal Member for Dawson	Federal Member for Dawson
Steve Brennan	Captain Auxiliary - Home Hill Fire Station	Queensland Fire and Emergency Services
Katrina McIntosh	Aux Lt, Townsville	The Salvation Army
Lisa Whawell	State-Wide Operations Officer	Uniting Care
Matthew Wex	General Manager	Southern Cross Austereo
Helen Davies	Facility Manager Ayr	Ayr Regis Aged Care
Paulette Brosnan	Assistant Manager Home Hill	Home Hill Regis Aged Care
Graeme Kenna	North Queensland Planning Manager	State Development, Infrastructure, Local Government and Planning
Senator Susan McDonald	Senator For Queensland	
Miranda Angell	Regional Manager FNQ	Regis Aged Care
<b>Minutes Clerk – Ms J Cummings</b>		

## 1.1 Mayor's Welcome

Councillor Lyn McLaughlin opened the meeting and welcomed all attendees, including the new advisors to the Local Disaster Management Group (LDMG) Meeting.

## 2. Apologies

Eileen Devescovi read out the list of apologies.

## 3. Minutes Received

MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING  
HELD ON 25 NOVEMBER 2022.

Moved, Andy Pethybridge and seconded, Linda Govan that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday, 25 November 2022 be received as a true and correct record.

CARRIED



### MINUTES OF THE BURDEKIN SHIRE COUNCIL CORE LOCAL DISASTER MANAGEMENT GROUP MEETING HELD ON 18 JANUARY 2023.

Moved, Andy Pethybridge and seconded, Eileen Devescovi that the minutes of the Burdekin Shire Council Core Local Disaster Management Group Meeting held on Wednesday, 18 January 2023 be received as a true and correct record.

CARRIED

## 4. Business Arising out of Minutes

No business arose out of the previous minutes.

## 5. Correspondence for Information

- 1731497\* 1131 – NBN Mobility Solutions Brief for the upcoming 2022/2023 wet season preparedness – NBN Co
- 1734134\* 286 & 1811 – Annual communication and information update – North Queensland Gas Pipeline (see attachment)
- 1732690\* 286 – Requesting contact details for key point of contact – Inspector-General of Emergency Management

## 6. Agency Reports

### 6.1 Andy Pethybridge – Queensland Fire and Emergency Services, Emergency Management Coordinator

- Please refer to attached Emergency Management Report.
- Point of interest – Capability trial in Flinders LGA for NBN satellite communications for supporting disaster management groups during times of need – potentially linking funding through QRA and NEMA at federal and state level depending on outcomes of trial.
- Australian Warning Systems Cyclone Warning Language workshop next Friday 17 February 2023 and hosted by QFES. Chair McLaughlin noted that the workshop was oversubscribed and asked if a second workshop could be scheduled, or the workshop videoed for those that could not attend. Andy Pethybridge will speak with the host on Monday and provide feedback.
- Messaging broadcasts to the community for SES support to call 132 500 needs an additional line added to say, “If the situation is life-threatening, call 000”.

### 6.2 David Rutter – Queensland Fire and Emergency Services, Inspector

- Please refer to attached Emergency Management Report.

### 6.3 John Winn – State Emergency Services, Local Controller

- Please refer to attached Emergency Management Report.
- Chair McLaughlin noted that Mount Kelly RFB has a special rateable charge that other RFB's in our region do not have. QFES/agency organising the likely amalgamation between Clare, Mount Kelly and Millaroo/Dalbeg RFB's need to be aware of this charge and contact council to advise of the outcome.

Andy Pethybridge will take the information back to QFES and ask for the information to be provided to council.

- Chair McLaughlin asked if there had been a presentation for the equipment supplied to SES by the NR Energising QLD SES Equipment Program for council to provide a Letter of Thanks. John Winn advised the presentation had occurred at short notice the day before and he would provide photos to council.
- Eileen Devescovi, Andy Pethybridge and Cr. Boccalatte attended the Scott RFB Aurizon Community Giving Fund Equipment Handover on Wednesday 1 February 2023.

### 6.4 Terry Brennan – Chief Executive Officer, Burdekin Shire Council

- Business as usual.

### 6.5 Wayne Saldumbide – Burdekin Shire Council, Manager Operations

- Following the recent rain event some roads remain closed. Jerona Road opened this morning with a load limit of under 4 tonnes until further assessment is completed on the culvert damaged in the previous rain.
- Allen Road at Barrattas is still under water, however, will potentially reopen later in the day.
- Caution is advised when travelling on the unsealed road network as damage assessments are still being carried out from previous rain event.
- Giru water supply experienced moderate flood peaks in the Haughton River. The Cungulla Treatment Plant was shut down due to high turbidity in the Haughton River. No interruption to supply occurred and council remains in contact with Townsville City Council to ensure adequate drinking water supply remains.

### 6.6 Linda Goven – Burdekin Shire Council, Coordinator Environment and Health Projects

- Giru Transfer Station was closed on Sunday 5 February 2023, as the access road was under water and entrance into the Transfer Station was considered unsafe. Giru Transfer Station will be reopened today.
- Business as usual.

### 6.7 Debra Cochran – Burdekin Community Association, Chief Executive Officer

- Business as usual.

### 6.8 John Furnell – Burdekin Shire Council, Councillor

- Business as usual.

### 6.9 Warren Francis – State Emergency Services, Deputy Local Controller

- Business as usual.

### 6.10 John Tait – WILMAR, Cane Supply Manager (Inkerman)

- Business as usual.

### 6.11 Charlie Scuderi – 97.1 Sweet FM, Station Manager

- Business as usual.

### 6.12 Sue Perry, Burdekin Shire Council, Council, Deputy Chair

- Business as usual.

### 6.13 Kim Olsen, Burdekin Shire Council, Deputy Local Disaster Coordinator, Manager Finance and Administrative Services

- Business as usual.

### 6.14 Nick O'Connor – Burdekin Shire Council, Director Corporate and Community Services

- Business as usual.

### 6.15 Jenny Cummings – Burdekin Shire Council, Acting Disaster Management Officer

- Business as usual.

### 6.16 Steven Mottin – Ergon Energy, Network Asset Officer

- Business as usual.

### 6.17 Craig Caton – Department of Transport and Main Roads, Manager

- Reported that the Bruce Highway Haughton River upgrade performed well during the recent rain event.
- Business as usual.

### 6.18 Kristen Wright, Department of Environment and Science, Compliance Delivery Officer

- Business as usual.

### 6.19 Len Phillipson, Lifeline Community Recovery, Statewide Operations Manager Service Lead

- Overview – 300 crisis workers on books with 85 to 100 on standby status for immediate response.
- Recently gone through a restructure - some positions made redundant, and some new ones created.
- Accreditation of all Crisis Support Officers has been verified and updated.
- No current deployments.
- After Southeast Queensland Floods they were funded to provide some case management.
- Currently looking at a model that can be delivered across the state.
- Chair McLaughlin confirmed that Len Phillipson will liaise and update the Local Disaster Coordinator on the new structure.

### 6.20 Kerry Melrose – Queensland Police Service – District Disaster Management Group, Acting Executive Officer

- Executive Officer, Brenton Webb has extended his leave and is due back after Easter weekend.
- Acting Chief Superintendent, Chris Lawson will continue in this role until further notice.
- Business as usual.

### 6.21 Sam Savage, Australian Red Cross, Nth Queensland Emergency Services Regional Coordinator

- Please refer to attached Agency report.

### 6.22 Tracey Wells, Burdekin Community Association, Burdekin Centre for Rural Health, Service Manager

- Business as usual.

### 6.23 Colleen Watkins – North Queensland Primary Health Network, Disaster Preparedness Manager

- During the recent wet weather event they connected with and supported the primary care providers in the Burdekin region.
- Chair McLaughlin asked for clarification on the list of who was contacted. Colleen Watkins advised General Practitioners and Pharmacies were contacted to ensure they were open and able to conduct business. Had that not been the case the LDMG would have been advised. Funded providers were also contacted to see if they required support for service delivery.
- Chair McLaughlin asked if a list of people/services contacted could be forwarded to the Local Disaster Coordinator to ensure during events we are not doubling up on getting/giving information.
- Business as usual.

### 6.24 Christine Spehr, GIVIT, Queensland Manager

- Business as usual.

### 6.25 David Brown, National Emergency Management Agency, Recovery Support Officer

- Business as usual.
- Please refer to Agency report.

### 6.26 Pieter Classen – Bureau of Meteorology, Meteorologist

- Weather occurring now is unlikely to impact the Burdekin.
- Severe Tropical Cyclone 'Gabrielle' expected to affect Norfolk Island, however no direct impact on the Queensland mainland expected.
- Forecast weather is expected to return to a pattern of above average rainfall during March. Above average temperatures with the risk of heatwaves may occur over the next few months.

- Recent rainfall has caused high soil moisture content which could lead to flash and riverine flooding if more rainfall occurs.
- A weak La Niña continues with the possibility of neutral conditions returning later in the month.
- All models agree on the likelihood of warmer temperatures with the trend towards a El Niño side of neutral later in the year causing dryer conditions through winter and into the next wet season.
- It is too early to declare an El Niño at this stage and is just a watch point.
- The Madden-Julian Oscillation is moving through the region over the next few weeks increasing the risk of tropical lows and potential tropical cyclone activity leading to strong monsoon conditions over parts of northern Australia, however unlikely to impact the Burdekin.
- February outlook likely to be dryer than normal although an outside scenario could have the trough moving over the Burdekin causing heavy rainfall mid to late next week.
- Outlook for March returns to above average rainfall.
- Temperature outlook for March to May shows above average temperature possibly leading to heatwaves.

## 7. Local Disaster Coordinator Update

- Eileen Devescovi welcomed the wider LDMG group and the new advisors to the first of the LDMG meetings for 2023.
- The Northern and Central Queensland Monsoon Flooding event occurred from 20 December 2023 through to January 2023.
- Burdekin LDMG held a Core Group meeting on 14 January 2023, and it was agreed to go to STAND UP status. The LDMG Core Group met again on 16 January 2023 and 18 January 2023.
- Rainfall event with simultaneous flooding occurring in the Haughton River and Burdekin River. No impact to habitable areas in residential homes in Giru or Rita Island. Anabranh Bridge on Rita Island Road was impacted and closed for several hours.
- Jerona Road, Jerona was closed from Saturday 14 January and re-opened Wednesday 25 January 2023. No issues were recorded by Jerona residents with most sourcing their own resupply via boats.
- Jerona Road subsequently closed again due to recent rainfalls not associated with the original event.
- The causeway on Jerona Road has significant damage and is being monitored by Council. Load limits are in place and speed restrictions currently apply.
- Eileen Devescovi noted that Disaster Management Officer Hayley Coll's resignation was announced after the November 2022 LDMG meeting. Council wishes Hayley well and are currently recruiting for a replacement to be appointed prior to the next meeting in March 2023.
- The Disaster Dashboard is becoming more popular during events. It is currently being modified and 'Burdekinised'. The upgrade will include the new disaster management logo and flooding photos of the region. A new 'Waste Services' tab has been added to the dashboard to advise the community of waste service information during events.
- Our Emergency Action Guide is available at council chambers for those wanting to take back to their agencies. We are currently distributing them to the community.
- Andy Pethybridge pointed out the 'Opt In' function on the Burdekin Disaster Dashboard. A review by QFES is considering all LGA's to provide this information to the community by 2025.
- Chair McLaughlin suggested that Council promote the use of the 'Opt In' function on the Disaster Dashboard through the media.
- This function evolved to support the Canegrowers groups to notify of Burdekin River rises during a flood event. Liaison between Council and QIT Plus (Disaster Dashboard developers) resulted in the development of the 'Opt In' notification function. This feature was extended to include Emergency News,

Power Outages, Weather Updates and Road Conditions to benefit the wider community. Alerts are sent to users through SMS messaging direct to phones.

### 8. General Business

- Chair McLaughlin met with Inspector-General Alistair Dawson and Deputy Commissioner Steve Gollschewski in Townsville last week for discussions regarding important issues for the Burdekin community and the proposed new restructure. Discussions included what assistance is required for LDMG's, what is working well, and what could be further improved.
- CEO Terry Brennan noted predictions from BOM for the Haughton River flooding in Giru were higher than received during the recent rain events. CEO Terry Brennan questioned if the BOM would consider reviewing the current flood model used. Council noted the Bruce Highway Haughton River upgrade has caused the water levels to reach Giru quicker than previous events. Council is planning on installing a new flood gauge for Giru at the Haughton River Bridge. Eileen Devescovi will liaise with Peter Classen on this issue.
- Chair McLaughlin thanked everyone involved in the recent monsoon event for their commitment and efforts.

### 9. Next LDMG Meeting date

There being no further business the meeting closed at 12:46pm.

The next meeting to be held on Friday 17 March 2022 at 12:00pm.

CHAIRPERSON

### 5.1.1. CEO

#### Council Workshop - January 2023

**File Reference:** 1394

**Report Author:** Terry Brennan, Chief Executive Officer

**Authoriser:** Terry Brennan, Chief Executive Officer

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027:

#### 5.2.1 Demonstrate open and transparent leadership

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#### **Executive Summary**

In line with meeting arrangements over the December/January period each year, the Council conducted one(1) general workshop during January with a workshop held on 24 January 2023.

A range of policy and operational issues were discussed by Councillors and staff at the workshop. A summary of the items discussed at the workshop is outlined in the report.

#### **Recommendation**

That the report on the Council workshop held on 24 January 2023 be received and noted.

#### **Background**

The Council has adopted governance arrangements based on holding Ordinary Council Meetings on a fortnightly basis each month, except in December and January each year, where only one (1) meeting is held in each month. Similar arrangements apply to the conduct of general workshops which are held on the alternate week to Ordinary Council Meetings.

In line with these arrangements there was only one (one) workshop conducted during January which was held on 24 January 2023. A broad range of policy and operational issues were discussed at the workshops along with presentations from external parties.

A summary of the issues discussed at the workshop is outlined below:

#### 24 January 2023

- Development Application for Material Change of Use – Motel and Cafe – Queen and Graham Streets, Ayr
- Development Application for Reconfiguring a Lot – Nina Drive, Ayr
- Adoption of New Planning Scheme
- Change to Planning Regulations and Assessable Development – Rooming Accommodation
- Presentation by North Queensland Sports Foundation
- Ayr Showgrounds Multi-Purpose Hall – Usage Agreement
- Review of Existing Councillor Remuneration policy
- Overview of New Cemetery Management Software and Future Cemetery Planning
- Possible SMART Water Advice Subscription
- Discussion of Tender received for Management of Home Hill Caravan Park and Pool
- Update on Damage to Council Infrastructure Following Recent Flooding

**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 or approvals 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 or major initiatives are not effectively developed with input and support from Councillors.

**Attachments**

None



## 6.2.1. COMMUNITY DEVELOPMENT

### Community Connect - Alva Community Action Plan

**File Reference:** 2549

**Report Author:** Sara-Jane Smith, Community Engagement and Capacity Building Officer

**Authoriser:** Tony Blackwell, Manager Community Services

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

- 1.1.1: Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.
- 1.1.2: Encourage equitable access to facilities and resources.
- 1.1.3: Provide ongoing support for art, culture, youth, seniors, and welfare activities.
- 1.1.4: Build active communities by delivering programs promoting regular physical activity and wellbeing.

Burdekin Shire Council Operational Plan 2022-2023

- CD1 Continue to foster partnerships with community welfare organisations within the Shire including the Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre to ensure a coordinated community-focussed approach.
- CD7 Identify and facilitate relevant community events, activities and programs.
- CD8 Build capacity and resilience of local sport, recreation and community groups through the facilitation of appropriate forums and workshops
- CD12 Facilitate further community-led "Our Town Our Future" community consultation sessions.

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#### **Executive Summary**

The purpose of this report is to seek Council consideration and adoption of the Community Connect - Alva Community Action Plan.

The Draft Plan has been developed following a sustained period of Community and key Stakeholder engagement and represents a true reflection of community aspiration within a broader well-being and community development context.

#### **Recommendation**

That Council adopt the Community Connect - Alva Community Action Plan as attached to help guide future operational planning, advocacy efforts and budget considerations.

#### **Background**

Our Town Our Future pilot program for Giru successfully rolled out in 2020. It was agreed that a full scale 'Our Town our Future' consultation was not required for the size of the next rural communities to be consulted. An abbreviated community engagement program called Community Connect was determined to be more appropriate in consideration of the Council resources allocated.

Using an appreciative enquiry community process more than 30 workshop participants were asked to document the unique aspects of community life which made Alva a desirable location to live, work and recreate. Building on the strong foundations of community life, specific to Alva, workshop participants were

then encouraged to nominate some simple, practical initiatives that could be undertaken to enhance the liveability within their community.

Following the delivery of findings to the broader group, participants were asked to vote using the dotmocracy process identify a list of issues/initiatives and the weighting of their importance to the community.

On 7 February 2023, after consultation with relevant stakeholders and Council officers the draft action plan was taken back to Council workshop with outcomes agreed upon. The Draft Community Action plan in it's entirety can be found in Attachment 1.

### **Consultation**

Community and Stakeholder engagement underpins the Community Connect Program. Specific consultation initiative are detailed in the body of this report.

### **Budget & Resource Implications**

No direct budget impacts. The purpose of the program is to document community aspirations and align identified initiatives with future Council planning and budgeting. Some of the items which were discussed through the consultation process already had allocated budget.

The cost to facilitate the community workshop was from funding allocated to Community Capacity Building through a Disaster Resilience Grant.

### **Legal Authority & Implications**

Not applicable

### **Policy Implications**

Not applicable.

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

The adoption of the Alva Community Action Plan will assist with better alignment of Council Program, budget allocation and advocacy for enhances services. It mitigates the risk of a disconnect between Council actions and community expectations.

### **Attachments**

1. Alva Community Action Plan



# Alva Community Action Plan



Issue/Initiative	Responsible Authority	Lead	Support	Timeframe	Notes
Hard Rubbish Inclusion of Bins / Skips	Council	Council	Residents	Short Term	<ul style="list-style-type: none"> <li>After investigating request Council advises that provision of skips is not feasible.</li> <li>However, Council does provide a free dumping weekend in the lead up to the Cyclone Season.</li> <li>Council promotes waste and recycling information and education. (see <a href="https://www.burdekin.qld.gov.au/waste-and-recycling-factsheet-steel-and-metal">waste-and-recycling-factsheet-steel-and-metal (burdekin.qld.gov.au)</a>)</li> </ul>
Increase Volunteers - Rural Fire	Rural Fire	Rural Fire	Council – Community Development	Short Term	<ul style="list-style-type: none"> <li>Council has undertaken a survey of community organisations to determine organisation health and volunteer capacity issues.</li> <li>Council to meet with Rural Fire; VMR and Lifesavers to explore strategies to increase and attract new volunteers in early 2023.</li> </ul>
Walkway to Causeway	Council	Council	Residents	Short Term	<ul style="list-style-type: none"> <li>Council is exploring possible design/location of the extension of the footpath from Lifesavers to Causeway. Money has been allocated in the budget (See BSC Budget 2023 for further details).</li> </ul>
Improvement of Water Pressure	Council	Council	NIL	Short Term	<ul style="list-style-type: none"> <li>Council operations have advised that Alva community is on a restricted flow due to number of residents drawing from the line. Council to produce educational material on history of determination.</li> </ul>
Vehicle access Signage to dunes	Environment and Health	Council	Council / Community Group / VMR	Short	<ul style="list-style-type: none"> <li>Council has consulted with VMR and Lifesavers to determine best locations for signage. Identified area of greatest concern and will investigate potential for upgrade.</li> </ul>
Half Court Multi-Goal Basketball/Soccer	Council	Council	Council	Medium-term	<ul style="list-style-type: none"> <li>Council is progressing with a multi-goal (basketball/soccer) court. Order has been placed. Council anticipates installing during <b>April 2023</b>.</li> </ul>
Traffic Management / Speed Bumps	Council	Council	Council	Medium-term	<ul style="list-style-type: none"> <li>Council officers have been informed and are in the process of investigating the consistency of speed signs along Braby Street. Issue to be monitored.</li> </ul>
Vector control (moszie treatments)/ Tidy Up at park	Council	Council	Community Groups	Medium-term	<ul style="list-style-type: none"> <li>Council is undertaking a review of the frequency and effectiveness of existing vector control program.</li> <li>Council to undertake further consultation with the Alva community to better understand the issue and extent to which the park requires further cleaning and determine if further action is required.</li> </ul>

Manage Neem Trees	Council	Council	Council	Medium-term	<ul style="list-style-type: none"> <li>• Council Parks and Gardens are determining whether Neem trees are on Council Land and can be removed entirely.</li> <li>• Council to convene a working group of local community members and residents to help with recommendation with Council Parks and Gardens.</li> <li>•</li> </ul>
Library Visit / Mobile Book Exchange	Council		Library/Mens Shed/Residents	Medium	<ul style="list-style-type: none"> <li>• Council to promote online Library lending service such as Hoopla.</li> <li>• Council to consult with Community to determine holding digital literacy/tech connect outreach program.</li> <li>• Council to consult with Alva community regarding local volunteer group managing a mobile book exchange. Lifesavers are agreeable to this being located on their premises.</li> </ul> <p>Council to liaise with local community groups to determine interest in making a book exchange cupboard.</p>
Local Community Garden	Community Groups	Lifesavers	Community Organisation	Medium	<ul style="list-style-type: none"> <li>• Council has liaised with Lifesavers Club who have indicated that they do not have the capacity to manage or sufficient space for a Community Garden. Seek alternative community organisation on interest to proceed together with resourcing requirements.</li> </ul>
Exercise Equipment / Classes	Community	Community	Community Development	Medium	<ul style="list-style-type: none"> <li>• Council to consult with Alva community regarding physical activity requirements.</li> <li>• Council to develop a relevant business case and explore organisation providing outreach programs.</li> </ul>
Improvement of Mobile Network.	Telstra	Telstra/Council	Residents	Long Term	<ul style="list-style-type: none"> <li>• Council to work with Alva community and advocate to Telstra for a review of current coverage.</li> <li>• Council and Alva Community to lobby for service improvement. Note: Long term priority agenda.</li> </ul>
Improved Beach Access to Causeway	Department of Environment & Science	Council	Council	Long Term	<ul style="list-style-type: none"> <li>• NQ Dry Tropics Ongoing monitoring Causeway Drive to Yongala Drive Access as part of re-vegetation process in accordance with Dune Management Plan (Refer: <a href="#">Beach and Dune Protection – Burdekin Shire Council</a>)</li> <li>• <b>Note:</b> Second Part (Stage 2) of this plan will include monitoring of Causeway to Beach.</li> </ul>
Drainage (raw sewerage) to low lying blocks.				Long Term	<ul style="list-style-type: none"> <li>• Drainage in this area has been investigated and presented to Council.</li> <li>• Council advises that due to the level difference between the low-lying areas and existing outlet, there are limited options available. As a result, ongoing maintenance of the current drainage path will be undertaken. There are no capital works improvements programmed for financial year 2023.</li> </ul>

Education and Prevention of Mangrove Destruction	Dept. Environment & Science	Council		Long Term	<p>Alva community to provide information on the location of current destruction of mangroves and provide to Council's Environment and Health Unit to investigate potential for adequate signage.</p> <ul style="list-style-type: none"> <li>Council to communicate issue to the Dept. Environment &amp; Science and determine information education responses.</li> </ul>
Curbing and Channelling				Long Term	Council Officers are currently undertaking a high-level investigation to address drainage issues.

### **6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES**

#### **Monthly Financial Report - January 2023**

##### **Recommendation**

That the Monthly Financial Report for Period Ending 31 January 2023 be received.

##### **Attachments**

1. Monthly Financial Report - January 2023
2. 2022-2023 Capital PCG January 2023

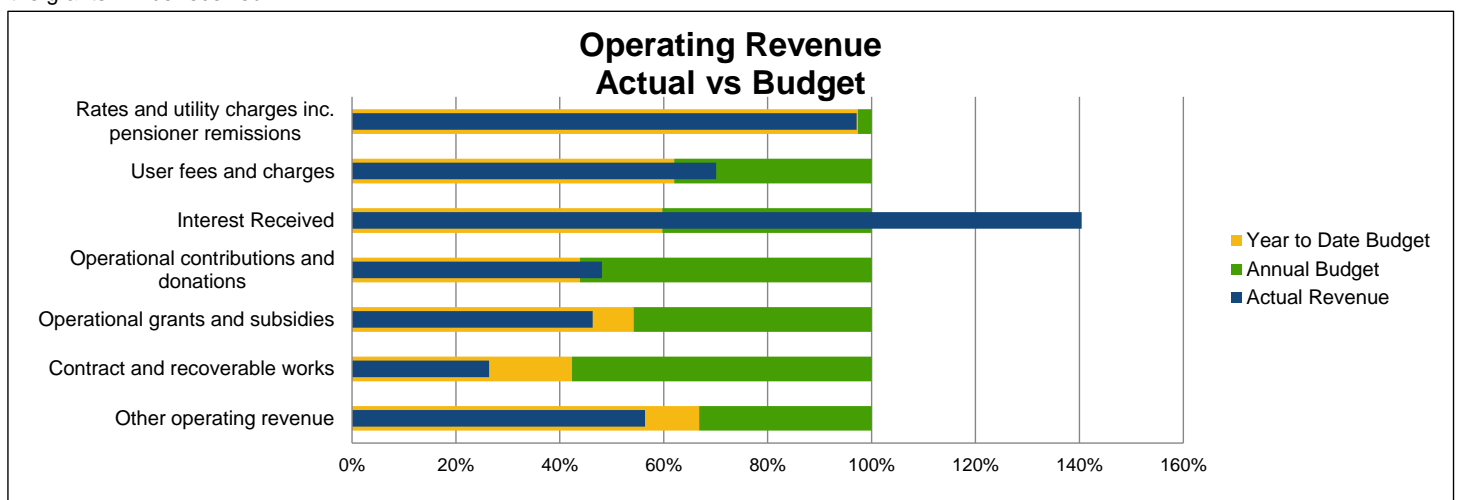
The following report provides a summary of Council's financial performance to 31 January 2023.

## FINANCIAL STATEMENTS AT A GLANCE

As at 31 January 2023	Actual \$	Annual Budget \$	YTD Revised Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	47,483,319	52,995,827	47,193,461	289,858	1%
Total Operating Expenses	31,158,347	56,334,301	33,441,915	-2,283,568	-7%
<b>Operating Position</b>	<b>16,324,972</b>	<b>-3,338,474</b>	<b>13,751,546</b>	<b>2,573,426</b>	<b>19%</b>
Capital Revenue	10,343,527	13,870,228	13,870,228	-3,526,701	-25%
<b>Net Result</b>	<b>26,668,499</b>	<b>10,531,754</b>	<b>27,621,774</b>	<b>-953,275</b>	<b>-3%</b>

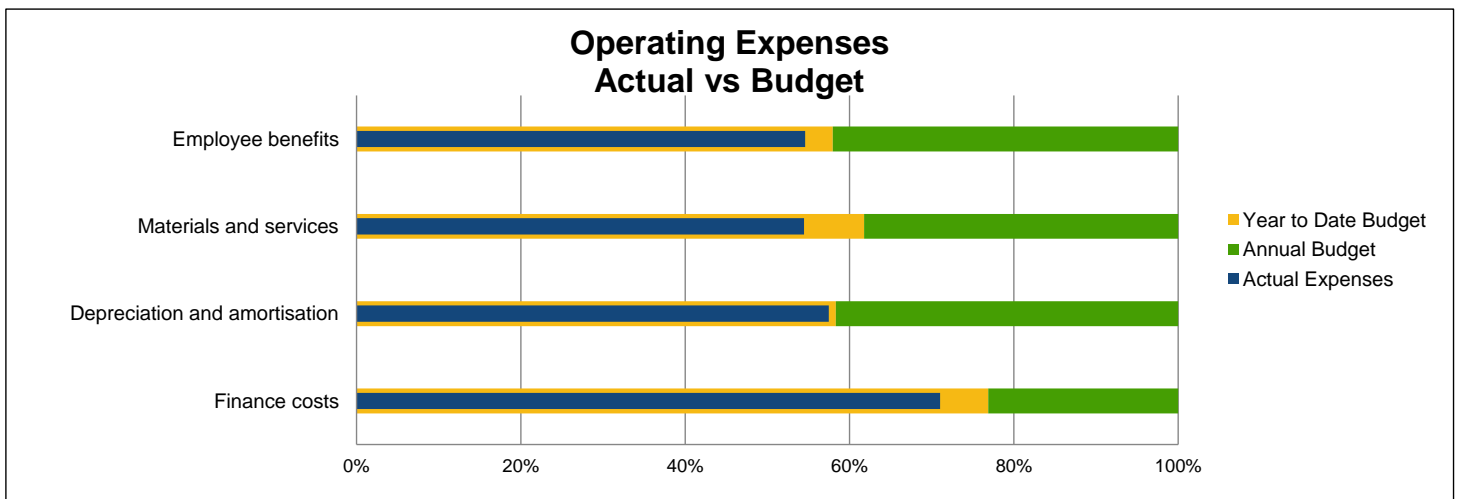
This report contains financial information for the period ending 31 January 2023. Council's operating position at month end is a \$16.3M surplus.

Capital Revenue includes capital grants which are budgeted to be received in July. The nature of capital grants means that it is often unknown when the grants will be received.



### Over Budget:

- Interest Received: Current interest rates are higher than the conservative budget estimates.



### Under Budget:

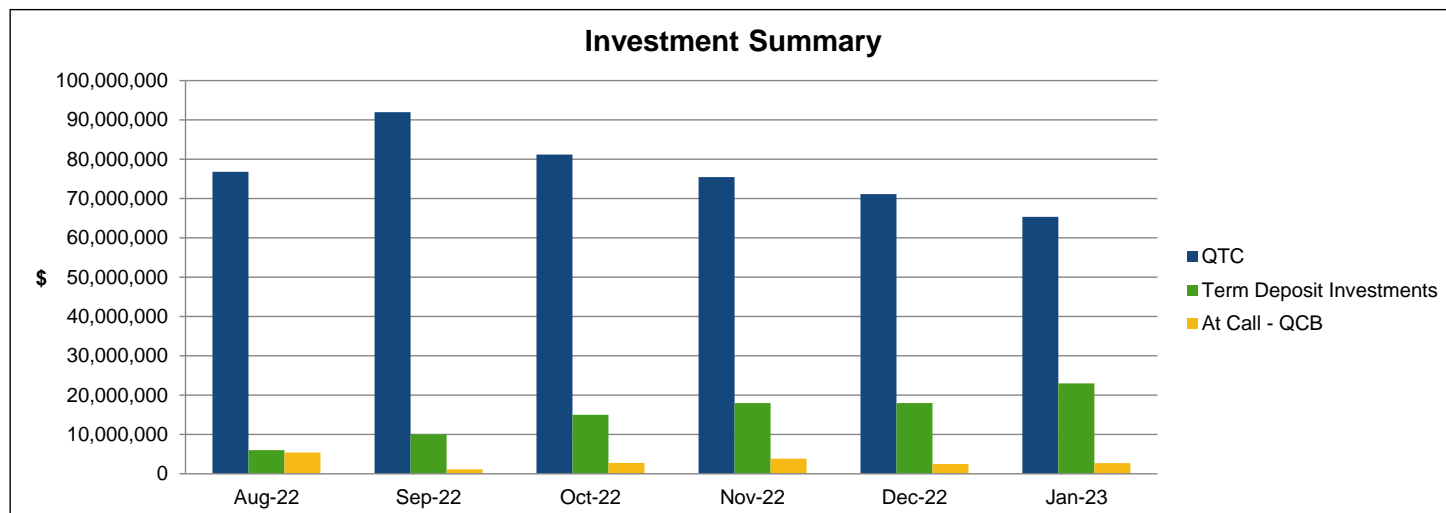
- Materials and services: Major variances are QRA Recoverable works, waste collection, precept payments, road maintenance and recoverable works expenditure as identified in program reports.

- Employee Benefits: Under budget due to staff vacancies, leave taken and timing of payroll transactions.

## INVESTMENT PORTFOLIO

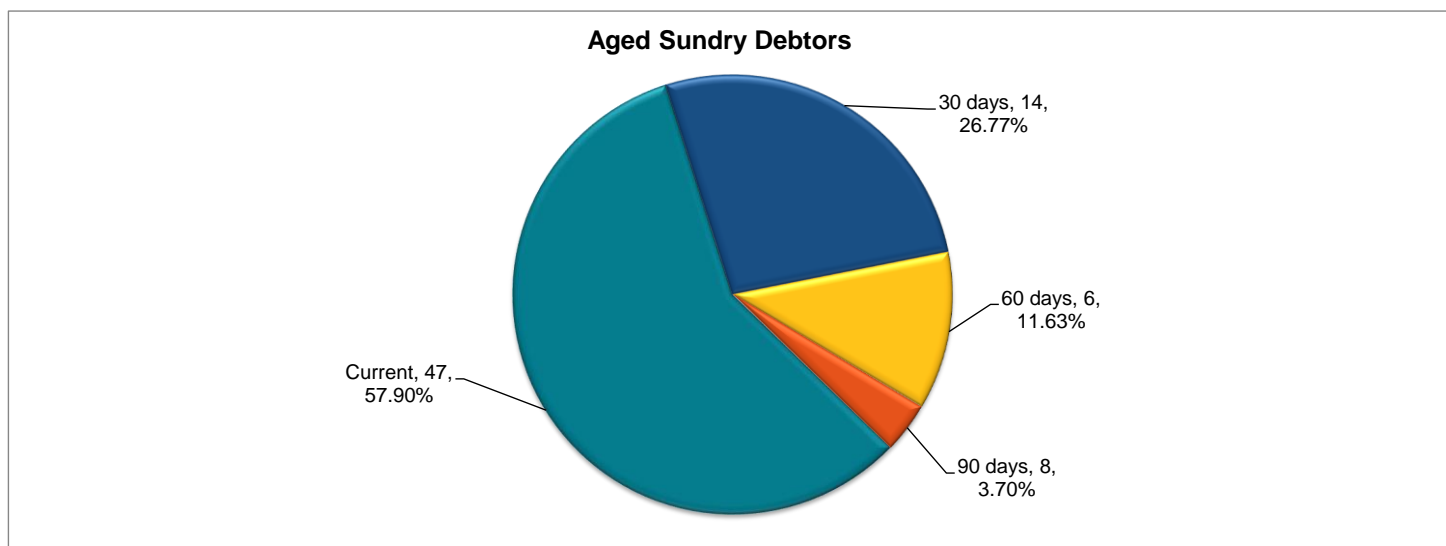
### Investment Report as at 31 Jan 2023 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
Bendigo	2,000,000	3.83%	2.2%
CBA	12,000,000	3.93%	13.2%
NAB	7,000,000	3.75%	7.7%
Suncorp	2,000,000	3.84%	2.2%
QTC	65,342,173	3.80%	71.8%
QCB General	2,718,245	2.05%	3.0%
<b>Total Funds</b>	<b>\$91,060,418</b>		



## SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 January 2023 are \$150,699.04.



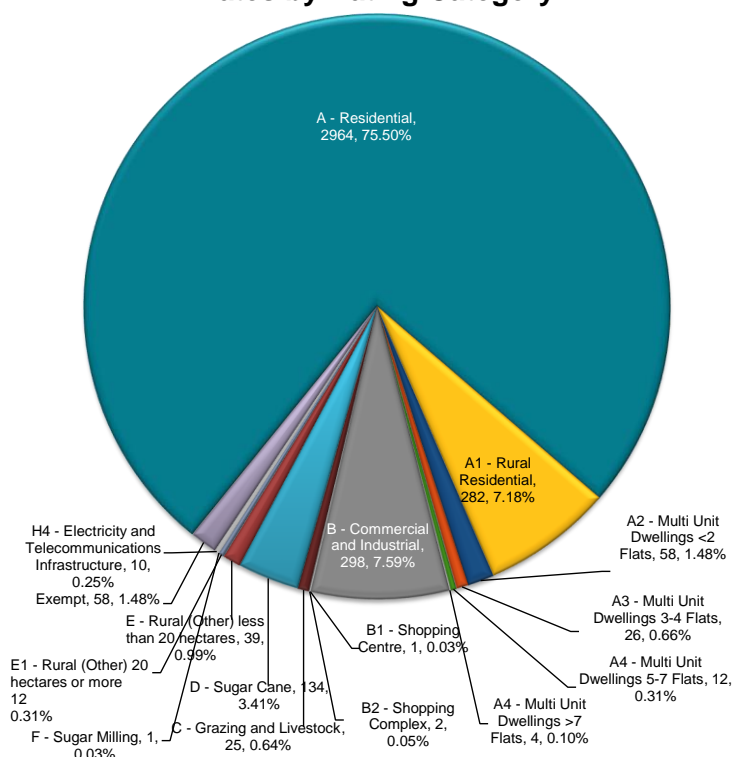


# RATES

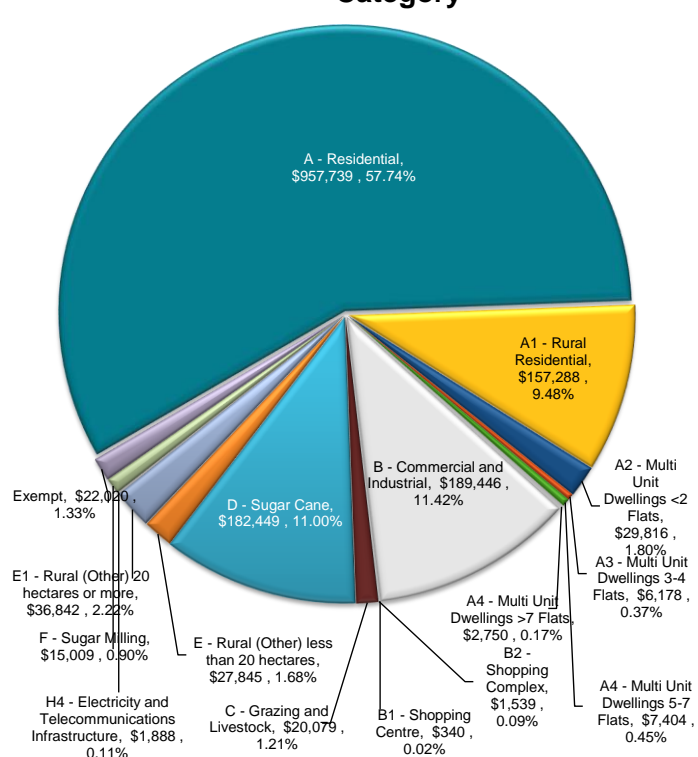
Arrears as at 1 July 2022		\$518,242
Levy and fees raised *	\$44,869,650	
Interest charged *	\$87,543	
Less Pensioner subsidy and rebate	<u>\$662,835</u>	\$44,294,358
Payments received		<u>\$43,155,370</u>
Arrears as at 31 January 2023		<u><u>\$1,657,230</u></u>
% Arrears January 2023		3.70%
% Arrears January 2022		4.20%
Pre-payments as at 31 January 2023		\$1,099,523
Pre-payments as at 31 January 2022		\$1,034,708

\* includes State Govt Emergency Management Levy

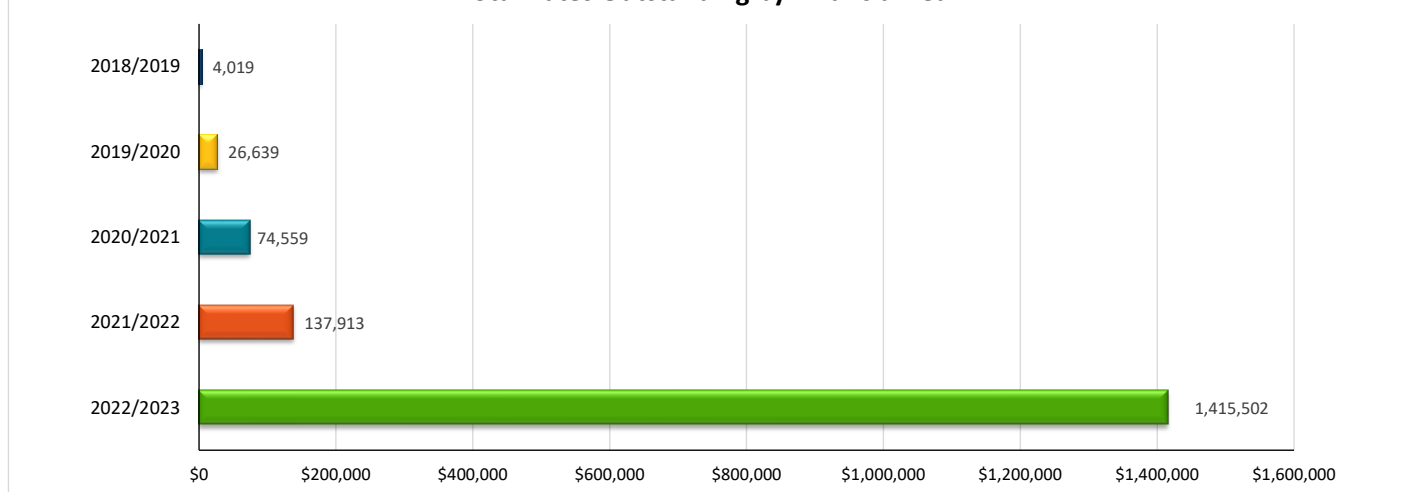
**Number of Properties with Outstanding Rates by Rating Category**



**\$ Value of Outstanding Rates by Rating Category**



**Total Rates Outstanding by Financial Year**



## Collection House - Debt Referral

Council currently has 188 active files with Collection House with an outstanding balance of \$614,677.02.

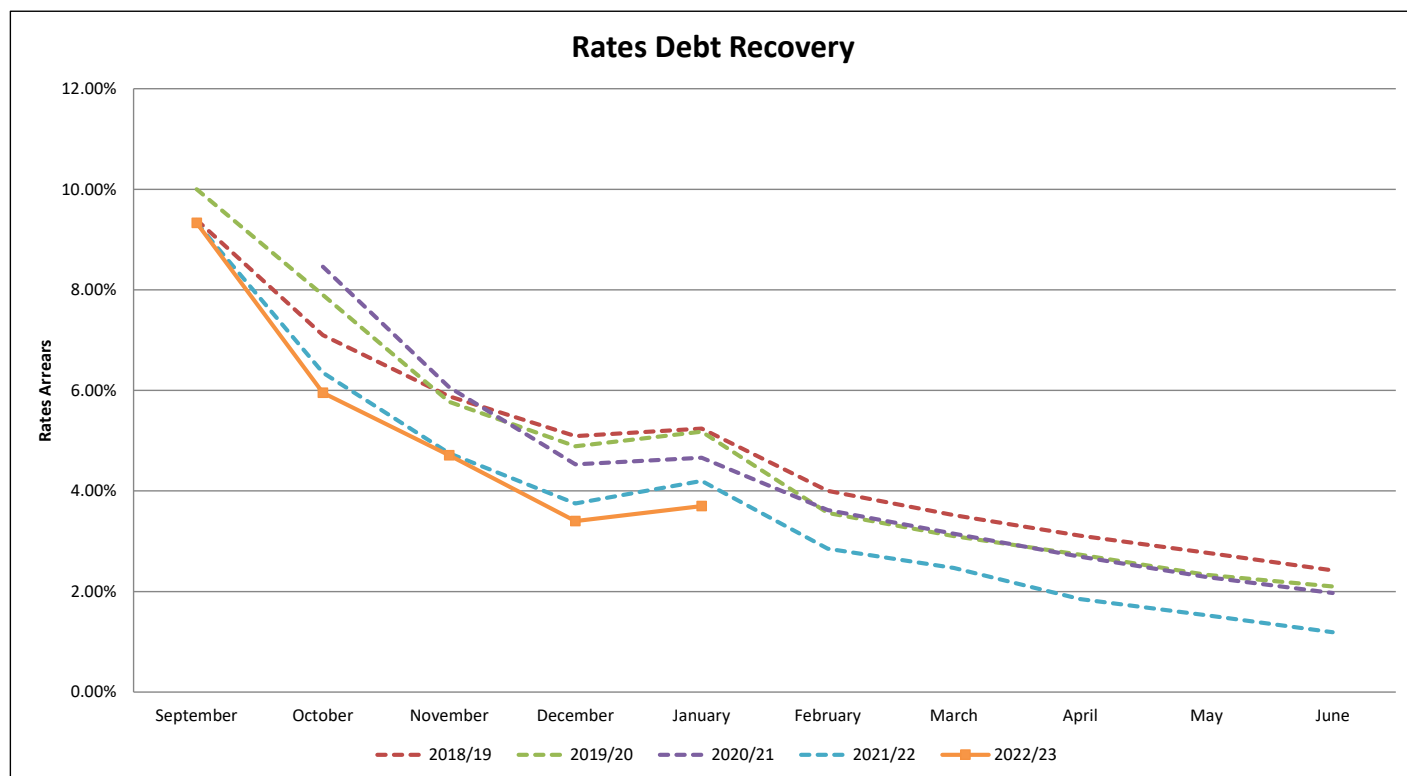
## Council Periodic Payment Plans

Council has 272 formalised periodic payment plans currently in place. These will continue to be monitored by Rates Staff to ensure conformance.

In addition, there are three properties with approved Hardship Applications currently on payment plans.

## Collection House - Sale of Land

On the 23/01/2023 Council received payment for outstanding rates and charges for one property which has subsequently been removed from the sale of land list. Currently there are eight properties remaining on the list.



## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

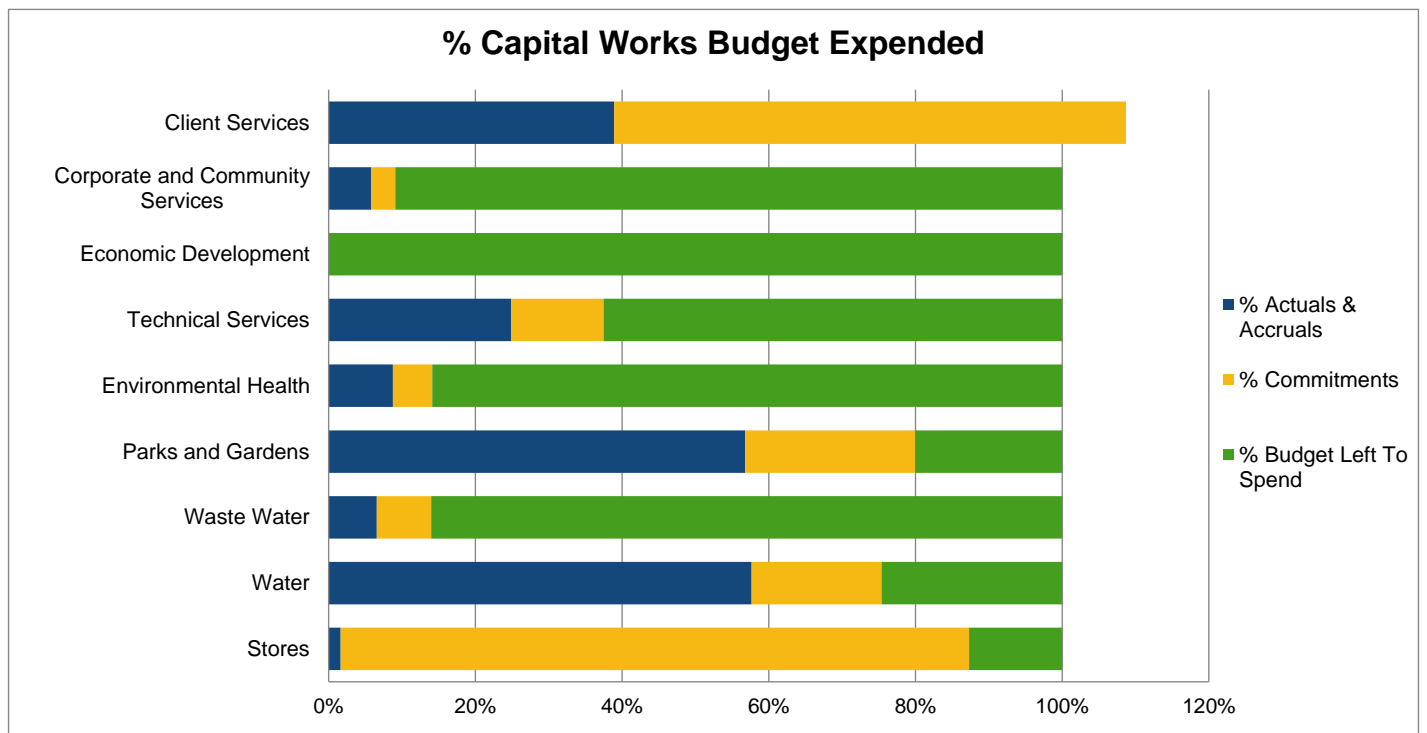
Capital expenditure incurred for the year to 31 January, is shown by asset category in the table below.

Capital project expenditure to 31 January is \$11,522,568. In addition to this, there is \$5,102,531 of commitments. Therefore totalling \$16,625,099.

### Financial Overview by Asset Category

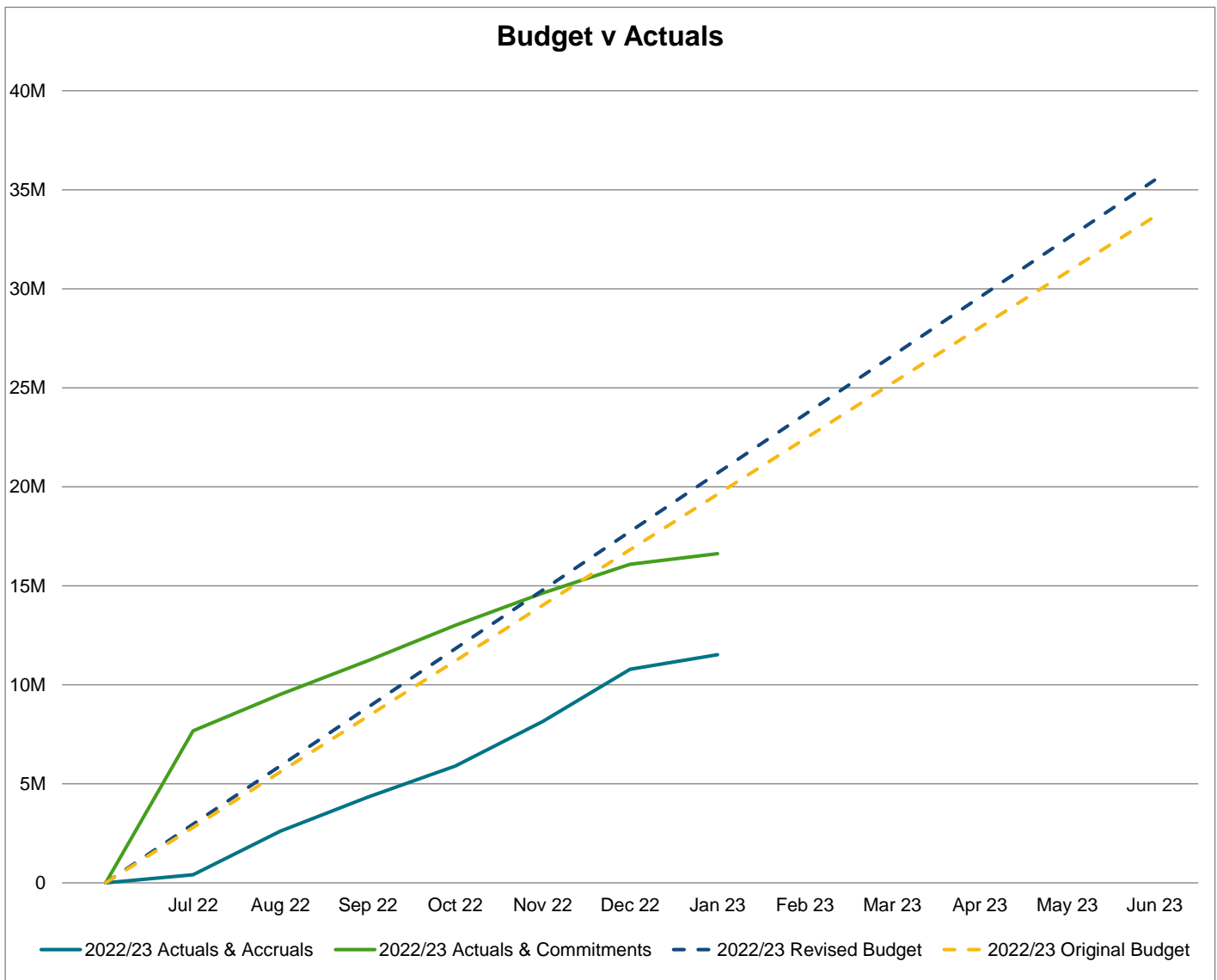
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Client Services	\$ 196,000	\$ 263,056	\$ 102,409	\$ 183,566	\$ 285,975
Corporate and Community Services	\$ 2,622,700	\$ 2,736,287	\$ 158,940	\$ 89,617	\$ 248,557
Economic Development	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -
Technical Services	\$ 13,199,000	\$ 14,203,912	\$ 3,536,285	\$ 1,786,085	\$ 5,322,370
Environmental Health	\$ 335,000	\$ 652,530	\$ 57,223	\$ 35,032	\$ 92,255
Parks and Gardens	\$ 4,898,520	\$ 5,899,624	\$ 3,351,729	\$ 1,365,838	\$ 4,717,567
Waste Water	\$ 4,250,000	\$ 4,677,403	\$ 307,131	\$ 346,241	\$ 653,372
Water	\$ 8,040,483	\$ 6,949,372	\$ 4,007,623	\$ 1,231,893	\$ 5,239,516
Stores	\$ 75,000	\$ 75,000	\$ 1,228	\$ 64,259	\$ 65,487
<b>TOTAL</b>	<b>\$ 33,646,703</b>	<b>\$ 35,487,184</b>	<b>\$ 11,522,568</b>	<b>\$ 5,102,531</b>	<b>\$ 16,625,099</b>

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



Extended information on individual projects has been provided to Council in a separate dashboard report.

## OVERVIEW OF COUNCIL'S CAPITAL PROJECTS



Actuals and Accruals include payments made and materials/services received but not yet invoiced.

Actuals and Commitments include payments made, accrual transactions and purchase orders raised for materials/services not yet provided/supplied.

### APPENDIX 1 - OPERATING STATEMENT BY MANAGER

Attached are the Operating Statement Reports by Manager - please refer to these report for individual comments.

### APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

### APPENDIX 3 - STATEMENT OF FINANCIAL POSITION

Attached is the Statement of Financial Position as at 31 January 2023.

### APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 January 2023.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Chief Executive Officer**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Operational contributions and donations	44	163	467	-304	-65%
Operational grants and subsidies	5,000	34,550	0	34,550	-
Other operating revenue	2,036	44,431	70,092	-25,660	-37%
<b>Total operating revenue</b>	<b>7,079</b>	<b>79,144</b>	<b>70,558</b>	<b>8,586</b>	<b>12%</b>
<b>Operating Expenses</b>					
Employee benefits	63,126	724,570	783,356	-58,785	-8%
Materials and services	9,181	137,336	243,915	-106,579	-44%
<b>Total operating costs</b>	<b>72,306</b>	<b>861,906</b>	<b>1,027,271</b>	<b>-165,364</b>	<b>-16%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-65,227</b>	<b>-782,762</b>	<b>-956,712</b>	<b>173,950</b>	<b>-18%</b>
<b>Net result for period</b>	<b>-65,227</b>	<b>-782,762</b>	<b>-956,712</b>	<b>173,950</b>	<b>-18%</b>

**Comments**

**Operational grants and subsidies**

RADF grant for Sweet Days Hot Nights (SDHN) festival activities received in January. Budget to be amended in second budget revision to include funds received from Arts Queensland previously budgeted against Other Operating Revenue.

**Other operating revenue**

Budget estimate to be updated in second budget review to reallocate Art Queensland grant funds received against Operational grants and subsidies. Bulk of SDHN festival sponsorship has been invoiced for payment.

**Employee benefits**

Employee expenses below budget due to staff leave during January, unfilled staff vacancy for Media position and timing of payroll transactions.

**Materials and services**

Under year to date budget for marketing and promotion activities. Bulk of the costs for staging SDHN festival have not yet been incurred.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Director of Corporate & Community Services**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	12,907	66,443	53,199	13,244	25%
Operational contributions and donations	59	11,405	11,000	405	4%
Operational grants and subsidies	17,968	84,934	65,436	19,498	30%
Other operating revenue	531	2,544	1,458	1,086	74%
<b>Total operating revenue</b>	<b>31,465</b>	<b>165,325</b>	<b>131,094</b>	<b>34,232</b>	<b>26%</b>
<b>Operating Expenses</b>					
Employee benefits	40,778	334,827	373,402	-38,575	-10%
Materials and services	44,461	432,587	450,260	-17,673	-4%
Depreciation and amortisation	116,153	805,524	814,158	-8,635	-1%
<b>Total operating costs</b>	<b>201,392</b>	<b>1,572,938</b>	<b>1,637,820</b>	<b>-64,882</b>	<b>-4%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-169,926</b>	<b>-1,407,613</b>	<b>-1,506,727</b>	<b>99,114</b>	<b>-7%</b>
Capital grants and subsidies	-5,000	0	1,100,000	-1,100,000	-100%
Other capital income (expense)	0	-12,062	-6,867	-5,195	76%
<b>Net result for period</b>	<b>-174,926</b>	<b>-1,419,675</b>	<b>-413,594</b>	<b>-1,006,081</b>	<b>243%</b>

**Comments**

**User fees and charges**

Above budget due to new paddock rental agreements and Showground facility hire income trending above budget forecasts.

**Operational grants and subsidies**

Over budget due to receiving a quarterly payment for the PCYC operational grant, however the budget was based on receiving a bi-annual payment.

**Employee benefits**

Under budget due to staff leave, delay in filling vacancy and timing of payroll transactions.

**Capital grants and subsidies**

Grant application for Ayr Industrial Estate was unsuccessful, to be adjusted in second revised budget.

**Other capital income (expense)**

Disposal of roof covering at Ayr Showgrounds Bird and Poultry Pavilion and switchboard at Burdekin Community Association building.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Client Services**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Operational grants and subsidies	0	34,678	35,940	-1,262	-4%
Other operating revenue	172	32,825	24,033	8,791	37%
<b>Total operating revenue</b>	172	67,503	59,973	7,530	13%
<b>Operating Expenses</b>					
Employee benefits	505,365	2,066,546	1,560,191	506,355	32%
Materials and services	159,891	1,608,423	1,574,484	33,938	2%
<b>Total operating costs</b>	665,256	3,674,968	3,134,675	540,293	17%
<b>Surplus (deficit) from operating activities</b>	-665,084	-3,607,465	-3,074,702	-532,763	17%
<b>Net result for period</b>	-665,084	-3,607,465	-3,074,702	-532,763	17%

**Comments****Other operating revenue**

Over budget due to Queensland Local Government Workcare for reimbursement of wages. Workcare payments are received as the need arises and therefore often varies to budget.

**Employee benefits**

Over year to date for Annual Leave due to higher staff leave taken over the December and January period. Also over budget for Sick leave and Statutory Holidays. Due to the amount of leave taken, oncost recoveries are under year to date budget. The ICT, Safety, HR and CSC sections are also under budget due to length of time to fill vacant positions, excess sick leave and timing of payroll transactions. Amendments to the employee benefits will be undertaken in the second budget revision.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Community Services**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	10,963	110,995	128,625	-17,630	-14%
Operational contributions and donations	0	50	0	50	-
Operational grants and subsidies	10,000	38,098	98,107	-60,009	-61%
Other operating revenue	1,260	29,283	47,396	-18,112	-38%
<b>Total operating revenue</b>	<b>22,223</b>	<b>178,427</b>	<b>274,128</b>	<b>-95,701</b>	<b>-35%</b>
<b>Operating Expenses</b>					
Employee benefits	109,442	977,503	1,063,718	-86,215	-8%
Materials and services	37,642	718,366	866,164	-147,798	-17%
Depreciation and amortisation	8,663	60,088	61,892	-1,804	-3%
<b>Total operating costs</b>	<b>155,748</b>	<b>1,755,956</b>	<b>1,991,774</b>	<b>-235,817</b>	<b>-12%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-133,524</b>	<b>-1,577,530</b>	<b>-1,717,645</b>	<b>140,116</b>	<b>-8%</b>
Capital grants and subsidies	0	43,544	80,000	-36,457	-46%
Other capital income (expense)	0	-6,473	-6,473	0	0%
<b>Net result for period</b>	<b>-133,524</b>	<b>-1,540,459</b>	<b>-1,644,118</b>	<b>103,659</b>	<b>-6%</b>

**Comments**

**User fees and charges**

Under year to date budget for hire fees for the Burdekin Theatre and Burdekin Memorial Hall.

**Operational grants and subsidies**

North Queensland Recovery and Resilience Grant for Community Capacity officer has been budgeted to be received monthly, however is paid on completion of milestones.

**Other operating revenue**

Under budget for theatre promotions and bar sales.

**Employee benefits**

Under year to date budget due to underutilisation of Theatre Casuals and Library Staff extended leave and timing of payroll transactions.

**Materials and services**

Under year to date budget due to Chaplaincy donations and Surf Life Saving not yet paid; timing of expenses for the Community Capacity Building Program, with expenditure to increase in the coming months. Burdekin Library and Theatre operational expenses are under budget.

**Capital grants and subsidies**

Second quarter payment received for Public Library Grant. Under budget due to capital income entered in full in July.

**Other capital income (expense)**

Disposal of Burdekin Theatre LED Message Board.



**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Environmental & Health Services - Waste Program**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	0	4,249,733	4,251,424	-1,691	0%
User fees and charges	71,883	448,183	352,495	95,687	27%
Interest Received	26,915	146,852	63,117	83,735	133%
Other operating revenue	11,585	66,163	86,813	-20,650	-24%
<b>Total operating revenue</b>	<b>110,382</b>	<b>4,910,930</b>	<b>4,753,849</b>	<b>157,082</b>	<b>3%</b>
<b>Operating Expenses</b>					
Employee benefits	67,780	481,770	502,655	-20,885	-4%
Materials and services	327,765	1,377,471	1,482,989	-105,518	-7%
Depreciation and amortisation	36,659	254,249	257,542	-3,293	-1%
<b>Total operating costs</b>	<b>432,204</b>	<b>2,113,490</b>	<b>2,243,186</b>	<b>-129,696</b>	<b>-6%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-321,822</b>	<b>2,797,440</b>	<b>2,510,663</b>	<b>286,778</b>	<b>11%</b>
<b>Net result for period</b>	<b>-321,822</b>	<b>2,797,440</b>	<b>2,510,663</b>	<b>286,778</b>	<b>11%</b>

**Comments**

**User fees and charges**

Over budget due to increased income at Landfill including fees and waste levy.

**Interest Received**

Over year to date for interest on investments as the budget was spread evenly over the year. Current interest rates are higher than the conservative budget estimates.

**Other operating revenue**

Scrap steel income under budget.

**Materials and services**

Under budget due to Cleanaway invoices behind schedule; and timing of consultants fees for the Energy from Waste Project and the Waste Financial and Pricing Model not yet paid. Offset by timing of mulching and processing costs ahead of budget.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Environmental & Health Services excluding Waste Program**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	0	349,452	349,481	-29	0%
User fees and charges	42,374	519,395	506,920	12,476	2%
Operational contributions and donations	6,729	45,990	48,682	-2,692	-6%
Operational grants and subsidies	0	0	12,648	-12,648	-100%
Other operating revenue	500	12,173	4,083	8,090	198%
<b>Total operating revenue</b>	<b>49,603</b>	<b>927,011</b>	<b>921,814</b>	<b>5,196</b>	<b>1%</b>
<b>Operating Expenses</b>					
Employee benefits	92,143	786,639	919,568	-132,928	-14%
Materials and services	158,493	1,174,352	1,357,626	-183,274	-13%
Depreciation and amortisation	27,967	193,964	196,117	-2,153	-1%
<b>Total operating costs</b>	<b>278,603</b>	<b>2,154,955</b>	<b>2,473,310</b>	<b>-318,355</b>	<b>-13%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-229,000</b>	<b>-1,227,945</b>	<b>-1,551,496</b>	<b>323,551</b>	<b>-21%</b>
 Capital grants and subsidies	 2,123,241	 2,123,241	 2,904,922	 -781,681	 -27%
<b>Net result for period</b>	<b>1,894,241</b>	<b>895,296</b>	<b>1,353,426</b>	<b>-458,130</b>	<b>-34%</b>

**Comments**

**Operational grants and subsidies**

QFPI Feral Pig Project grant yet to be received.

**Other operating revenue**

Over budget due to one-off income received from Millaroo Pool Committee. To be revised in second budget revision.

**Employee benefits**

Under year to date budget due to sick and annual leave taken, staff vacancies and timing of payroll transactions.

**Materials and services**

Under budget due to timing differences for payment of precepts and under budget for proposed Siam weed treatment due to use of different weed treatment.

**Capital grants and subsidies**

Capital budget for design, construction and site works at Burdekin Water Park. Funds to be received as works completed and claims submitted.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Financial and Administrative Services**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	0	29,031,596	28,975,813	55,783	0%
Pensioner remissions	2,373	-342,917	-350,000	7,083	-2%
User fees and charges	9,598	82,000	80,045	1,955	2%
Interest Received	143,027	782,518	336,242	446,276	133%
Operational grants and subsidies	26,644	952,086	920,873	31,213	3%
Other operating revenue	345	35,301	35,500	-199	-1%
<b>Total operating revenue</b>	<b>181,988</b>	<b>30,540,585</b>	<b>29,998,473</b>	<b>542,112</b>	<b>2%</b>
<b>Operating Expenses</b>					
Employee benefits	110,039	990,649	1,089,519	-98,870	-9%
Materials and services	33,510	660,842	754,296	-93,454	-12%
Depreciation and amortisation	40,050	278,413	278,192	222	0%
Finance Costs	7,236	56,825	61,500	-4,675	-8%
<b>Total operating costs</b>	<b>190,835</b>	<b>1,986,729</b>	<b>2,183,506</b>	<b>-196,777</b>	<b>-9%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-8,847</b>	<b>28,553,856</b>	<b>27,814,967</b>	<b>738,889</b>	<b>3%</b>
Other capital income (expense)	0	-132	-132	0	0%
<b>Net result for period</b>	<b>-8,847</b>	<b>28,553,724</b>	<b>27,814,835</b>	<b>738,889</b>	<b>3%</b>

**Comments**

**Interest Received**

Over budget for interest as it was spread evenly over the financial year and the current interest rates are higher than conservative budget estimates.

**Employee benefits**

Under budget due to staff leave, timing of payroll transactions and delays in filling vacancies.

**Materials and services**

Under budget due mainly to the timing of subscriptions which includes Technology One transition to CiA. This was offset by over budget on legal fees.

**Finance Costs**

Under budget due to timing of bank charges.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Operations - General Fund**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	5,014	94,640	105,500	-10,860	-10%
Operational contributions and donations	-55,700	38,228	37,800	428	1%
Operational grants and subsidies	0	554,654	848,108	-293,454	-35%
Contract and recoverable works	3,578	20,890	45,500	-24,610	-54%
Other operating revenue	0	7,624	5,400	2,224	41%
<b>Total operating revenue</b>	<b>-47,108</b>	<b>716,035</b>	<b>1,042,308</b>	<b>-326,272</b>	<b>-31%</b>
<b>Operating Expenses</b>					
Employee benefits	378,211	2,730,730	3,061,738	-331,008	-11%
Materials and services	356,962	2,351,315	2,813,343	-462,028	-16%
Depreciation and amortisation	77,300	536,055	567,875	-31,820	-6%
<b>Total operating costs</b>	<b>812,473</b>	<b>5,618,099</b>	<b>6,442,955</b>	<b>-824,856</b>	<b>-13%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-859,581</b>	<b>-4,902,064</b>	<b>-5,400,648</b>	<b>498,584</b>	<b>-9%</b>
Capital contributions	0	5,000	11,750	-6,750	-57%
Capital grants and subsidies	47,111	47,111	153,999	-106,888	-69%
Other capital income (expense)	0	-130,233	0	-130,233	-
<b>Net result for period</b>	<b>-812,470</b>	<b>-4,980,186</b>	<b>-5,234,899</b>	<b>254,713</b>	<b>-5%</b>

**Comments**

**User fees and charges**

Under budget due to invoices for December Cemetery Charges raised in February.

**Operational grants and subsidies**

Under budget due to timing of QRA funding.

**Contract and recoverable works**

Under budget for income received for private works. Income is variable throughout the year and can differ to budget.

**Employee benefits**

Under budget mainly in Roads Maintenance, Works Supervision and Works Section. Drainage Maintenance is over budget which is anticipated at this time of year. Staff leave, vacancies and timing of payroll transactions have contributed to the variation.

**Materials and services**

The recurring rainfall interruptions has impacted ability to undertake general road maintenance activities and QRA repair works from last years claim. This will reduce in the coming months as REPA works are undertaken. Some of the QRA claims from the 2022 event will be impacted by the recent monsoonal flooding. Road maintenance expenditure is also under budget.

**Capital grants and subsidies**

LRCIP 2 Final Acquittal Capital Grant funds for Giru Tennis court received this month. Home Hill Electronic Variable Message Board budgeted in July, not yet received.

**Other capital income (expense)**

Loss from asset disposals in other assets - parks.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Operations - Sewerage**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	0	4,247,116	4,251,136	-4,020	0%
User fees and charges	459	2,754	0	2,754	-
Interest Received	68,180	366,383	150,675	215,708	143%
Operational contributions and donations	0	0	2,000	-2,000	-100%
<b>Total operating revenue</b>	<b>68,639</b>	<b>4,616,254</b>	<b>4,403,811</b>	<b>212,443</b>	<b>5%</b>
<b>Operating Expenses</b>					
Employee benefits	106,004	755,536	798,115	-42,579	-5%
Materials and services	85,398	632,269	619,233	13,036	2%
Depreciation and amortisation	130,669	906,258	912,800	-6,542	-1%
<b>Total operating costs</b>	<b>322,071</b>	<b>2,294,063</b>	<b>2,330,149</b>	<b>-36,085</b>	<b>-2%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-253,433</b>	<b>2,322,190</b>	<b>2,073,662</b>	<b>248,528</b>	<b>12%</b>
Capital grants and subsidies	0	1,053,696	1,930,000	-876,304	-45%
Other capital income (expense)	0	-6,891	0	-6,891	-
<b>Net result for period</b>	<b>-253,433</b>	<b>3,368,995</b>	<b>4,003,662</b>	<b>-634,667</b>	<b>-16%</b>

**Comments**

**Interest Received**

Over year to date for interest on investments as the budget was spread evenly over the year. Current interest rates are higher than the conservative budget estimates.

**Employee benefits**

Under budget due to staff vacancies and timing of payroll transactions.

**Capital grants and subsidies**

Budget includes grant for Ayr Industrial Estate which was unsuccessful. To be adjusted in second revised budget.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Operations - Water**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
Rates and Utility Charges	663,595	3,956,204	4,114,844	-158,640	-4%
User fees and charges	191	52,476	49,100	3,376	7%
Interest Received	35,097	190,943	81,958	108,985	133%
Operational contributions and donations	0	16,000	2,000	14,000	700%
Other operating revenue	0	0	700	-700	-100%
<b>Total operating revenue</b>	<b>698,883</b>	<b>4,215,624</b>	<b>4,248,602</b>	<b>-32,979</b>	<b>-1%</b>
<b>Operating Expenses</b>					
Employee benefits	89,402	715,986	780,013	-64,026	-8%
Materials and services	169,702	1,083,741	1,315,850	-232,109	-18%
Depreciation and amortisation	75,049	520,260	572,425	-52,165	-9%
<b>Total operating costs</b>	<b>334,153</b>	<b>2,319,987</b>	<b>2,668,288</b>	<b>-348,301</b>	<b>-13%</b>
<b>Surplus (deficit) from operating activities</b>	<b>364,730</b>	<b>1,895,636</b>	<b>1,580,315</b>	<b>315,322</b>	<b>20%</b>
Capital grants and subsidies	0	1,625,194	3,985,000	-2,359,806	-59%
Other capital income (expense)	0	-23,021	0	-23,021	-
<b>Net result for period</b>	<b>364,730</b>	<b>3,497,809</b>	<b>5,565,315</b>	<b>-2,067,506</b>	<b>-37%</b>

**Comments**
**Rates and Utility Charges**

First half water consumption levies are under budget estimates by \$116,000 as a result of wetter than usual climatic conditions attributed to the La Nina weather pattern. The drop in revenue will be offset by savings in electrical pumping costs in materials and services.

**Interest Received**

Over year to date for interest on investments as the budget was spread evenly over the year. Current interest rates are higher than the conservative budget estimates.

**Employee benefits**

Under budget in Water Administration, Water Production and Property Connections and over budget in Water Treatment. Staff leave, vacancies and timing of payroll transactions have contributed to the variance.

**Materials and services**

Under budget year to date. Variance largely attributable to electricity savings in water production following higher than average and persistent rainfall and lower bulk water charges to Townsville City Council for Giru water supply.

**Depreciation and amortisation**

Under budget due to finalisation of capital works.

**Capital grants and subsidies**

Variation will reduce significantly upon final acquittal of the State Government Special Purpose Grant for the Ayr Water Supply. Budget also includes grant for Ayr Industrial Estate which was unsuccessful, to be adjusted in second revised budget.

**Other capital income (expense)**

Asset disposals including damaged pump at Bore Number 3 at Home Hill and security fence recently replaced at Home Hill Water Tower.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Planning and Development**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	28,802	289,476	218,750	70,726	32%
Other operating revenue	0	40	0	40	-
<b>Total operating revenue</b>	28,802	289,517	218,750	70,767	32%
<b>Operating Expenses</b>					
Employee benefits	67,817	630,896	679,615	-48,720	-7%
Materials and services	25,388	214,878	131,029	83,849	64%
<b>Total operating costs</b>	93,205	845,774	810,645	35,130	4%
<b>Surplus (deficit) from operating activities</b>	-64,403	-556,257	-591,895	35,637	-6%
<b>Net result for period</b>	-64,403	-556,257	-591,895	35,637	-6%

**Comments**

**User fees and charges**

Over year to date budget due to the large volume of development applications being received.

**Employee Benefits**

Under budget due to staff leave in January and timing of payroll transactions.

**Materials and services**

Actuals are exceeding budget due to legal expenses associated with current appeals at the Planning and Environment Court and other enforcement actions undertaken.

**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

**Manager Technical Services**

	Month of January Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>					
User fees and charges	19,490	178,631	138,200	40,431	29%
Operational grants and subsidies	7,412	41,455	55,002	-13,547	-25%
Contract and recoverable works	115,367	552,232	873,983	-321,751	-37%
Other operating revenue	3,781	4,647	2,917	1,731	59%
<b>Total operating revenue</b>	146,050	776,965	1,070,101	-293,136	-27%
<b>Operating Expenses</b>					
Employee benefits	161,403	1,275,633	1,629,186	-353,553	-22%
Materials and services	-37,353	-88,202	77,476	-165,678	-214%
Depreciation and amortisation	689,923	4,772,049	4,791,675	-19,626	0%
<b>Total operating costs</b>	813,972	5,959,480	6,498,337	-538,857	-8%
<b>Surplus (deficit) from operating activities</b>	-667,923	-5,182,515	-5,428,235	245,721	-5%
Capital contributions	55,134	4,388,134	1,105,000	3,283,134	297%
Capital grants and subsidies	0	1,282,390	2,613,029	-1,330,639	-51%
Other capital income (expense)	-1,299	-45,970	0	-45,970	-
<b>Net result for period</b>	-614,088	442,039	-1,710,206	2,152,246	-126%

**Comments**

**User fees and charges**

Trade waste income higher than anticipated mainly from septage receival income.

**Operational grants and subsidies**

Fuel Tax credits lower than budgeted due to reduction of fuel excise.

**Contract and recoverable works**

Roads Maintenance Performance Contract income under budget due to timing of works.

**Employee benefits**

Under budget due to timing of expenditure on recoverable works, staff vacancies in the following areas - Technical Services, Asset Management Unit, Workshop and Project Engineer, staff leave and timing of payroll transactions.

**Materials and services**

Under budget due to timing of recoverable works expenditure and consultancy payments for asset valuations and Technology One Asset Management.

**Capital contributions**

Contribution for damaged local roads received in full in August, with projects to be completed over two years. Funds unspent at 30 June will be recognised as a Contract Liability.

**Capital grants and subsidies**

Capital grant funds to be received as works completed and claims submitted. Budget includes grant for Ayr Industrial Estate which was unsuccessful, to be adjusted in second revised budget.

**Other capital income (expense)**

Loss from transport asset disposals.



**BURDEKIN SHIRE COUNCIL**  
**OPERATING STATEMENT**  
**Period Ending 31 January 2023**

Appendix 2

	Month of January Actual	Year to Date Actual	Revised Budget	Year to Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
<b>Operating Revenue</b>						
Rates and Utility Charges	663,595	41,834,103	43,072,858	41,942,698	-108,595	0%
Pensioner remissions	2,373	-342,917	-350,000	-350,000	7,083	-2%
User fees and charges	201,680	1,844,994	2,633,499	1,632,834	212,160	13%
Interest Received	273,218	1,486,695	1,058,700	631,992	854,704	135%
Operational contributions and donations	-48,868	111,835	232,401	101,949	9,886	10%
Operational grants and subsidies	67,024	1,740,455	3,758,673	2,036,114	-295,659	-15%
Contract and recoverable works	118,946	573,121	2,173,000	919,483	-346,361	-38%
Other operating revenue	20,211	235,032	416,696	278,392	-43,359	-16%
<b>Total operating revenue</b>	<b>1,298,179</b>	<b>47,483,319</b>	<b>52,995,827</b>	<b>47,193,461</b>	<b>289,858</b>	<b>1%</b>
<b>Operating Expenses</b>						
Employee benefits	1,791,510	12,471,286	22,846,591	13,241,076	-769,789	-6%
Materials and services	1,371,039	10,303,377	18,917,410	11,686,664	-1,383,287	-12%
Depreciation and amortisation	1,202,434	8,326,859	14,490,300	8,452,675	-125,816	-1%
Finance Costs	7,236	56,825	80,000	61,500	-4,675	-8%
<b>Total operating costs</b>	<b>4,372,218</b>	<b>31,158,347</b>	<b>56,334,301</b>	<b>33,441,915</b>	<b>-2,283,568</b>	<b>-7%</b>
<b>Surplus (deficit) from operating activities</b>	<b>-3,074,039</b>	<b>16,324,972</b>	<b>-3,338,474</b>	<b>13,751,546</b>	<b>2,573,426</b>	<b>19%</b>
Capital contributions	55,134	4,393,134	1,116,750	1,116,750	3,276,384	293%
Capital grants and subsidies	2,165,352	6,175,174	12,766,950	12,766,950	-6,591,776	-52%
Other capital income (expense)	-1,299	-224,781	-13,472	-13,472	-211,309	1569%
<b>Net result for period</b>	<b>-854,853</b>	<b>26,668,499</b>	<b>10,531,754</b>	<b>27,621,774</b>	<b>-953,275</b>	<b>-3%</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 January 2023**

Appendix 3

	Year to Date Actual \$	Annual Budget \$
<b>Current Assets</b>		
Cash and Cash Equivalents	91,069,766	59,520,972
Receivables	1,759,362	1,247,512
Inventories	619,484	603,236
Contract Assets	18,879	0
Other Assets	441,064	1,911,475
<b>Total Current Assets</b>	<b>93,908,554</b>	<b>63,283,195</b>
<b>Non-Current Assets</b>		
Receivables	341,018	341,018
Property, Plant and Equipment	591,959,136	609,775,172
Intangibles Assets	338,627	300,750
Other Assets	37,895	70,205
<b>Total Non-Current Assets</b>	<b>592,676,677</b>	<b>610,487,145</b>
<b>TOTAL ASSETS</b>	<b>686,585,231</b>	<b>673,770,340</b>
<b>Current Liabilities</b>		
Payables	2,211,060	5,911,555
Provisions	5,569,551	5,569,551
Contract Liabilities	677,145	91,574
Other Liabilities	328,383	535,315
<b>Total Current Liabilities</b>	<b>8,786,139</b>	<b>12,107,995</b>
<b>Non-Current Liabilities</b>		
Provisions	18,126,667	18,126,667
Other Liabilities	1,665,681	1,665,681
<b>Total Non-Current Liabilities</b>	<b>19,792,348</b>	<b>19,792,348</b>
<b>TOTAL LIABILITIES</b>	<b>28,578,487</b>	<b>31,900,343</b>
<b>NET COMMUNITY ASSETS</b>	<b>658,006,745</b>	<b>641,869,997</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	358,610,465	358,610,467
Retained Surplus (deficiency)	299,396,280	283,259,530
<b>TOTAL COMMUNITY EQUITY</b>	<b>658,006,745</b>	<b>641,869,997</b>

**BURDEKIN SHIRE COUNCIL**  
**STATEMENT OF CASH FLOWS**  
**For Period Ending 31 January 2023**

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
<b>Cash Flows from Operating Activities</b>		
<b>Receipts</b>		
Receipts from Customers	45,261,699	47,946,053
Operating Grants, Subsidies and Contributions	1,862,771	4,001,556
Interest Received	1,518,051	1,058,700
<b>Payments</b>		
Payments to Suppliers and Employees	-26,913,015	-41,844,001
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>21,729,507</u>	<u>11,162,308.00</u>
<b>Cash Flows from Investing Activities</b>		
Commonwealth Government Grants	667,372	0
State Government Subsidies and Grants	5,507,803	12,766,950
State Government Subsidies and Grants arising from Contract Assets and Liabilities	758,441	191,749
Capital Contributions	4,393,134	1,116,750
Payments for Property, Plant and Equipment	-11,385,004	-35,487,184
Proceeds from Sale of Property, Plant and Equipment	72,115	444,000
<b>Net Cash Inflows (Outflow) from Investing activities</b>	<u>13,860</u>	<u>-20,967,735</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<u>21,743,367</u>	<u>-9,805,427</u>
Cash and Cash Equivalents at Beginning of the Financial Year	69,326,399	69,326,399
<b>Cash and Cash Equivalents at end of the Period</b>	<u><u>91,069,766</u></u>	<u><u>59,520,972</u></u>

## 6.4.1. GOVERNANCE

### Burdekin Shire Council Standing Orders and Meeting Procedures

**File Reference:** 395 and 894

**Report Author:** Rebecca Stockdale, Senior Governance Officer

**Authoriser:** Nick OConnor, Director Corporate and Community Services

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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#### **Executive Summary**

The *Local Government Act 2009* and *Local Government Regulation 2012* prescribe that Council must adopt Meeting Procedures and Standing Orders. Recently, the Department of State Development, Infrastructure, Local Government and Planning reviewed the model meeting procedures and standing orders documents.

Previous amendments made to the model meeting procedures and standing orders relating to COVID-19 safety provisions for conducting council meetings remotely are no longer a legislative requirement, and have therefore now been removed. This does not affect the provisions for Councillors to attend a meeting by audio or audio-visual link as provided in section 254K of the *Local Government Regulation 2012*.

Section 29 of the Standing Orders requires that Councillors obtain permission from the Mayor or Chairperson of the meeting at least three (3) business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. Council's Meeting Procedures and Standing Orders have been updated to reflect the changes supplied by the Department.

#### **Recommendation**

That Council adopts the Burdekin Shire Council Meeting Procedures and Burdekin Shire Council Standing Orders as attached to this report.

#### **Background**

During the Global Pandemic, COVID-19, provisions were included in the *Local Government Act 2009* and *Local Government Regulation 2012* to ensure that council meetings could be conducted safely. These provisions allowed Council to conduct meetings via teleconferencing if required. Council amended their Meeting Procedures and Standing Orders to reflect the new provisions. These provisions were repealed in April 2022, therefore the Meeting Procedures and Standing Orders have again been amended to reflect the changes to legislation.

#### **Consultation**

Councillors discussed the model meeting procedure document and standing order documents provided by the Department of State Development, Infrastructure, Local Government and Planning.

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

Not Applicable.

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

The Meeting Procedures and Standing Orders are a requirement of the *Local Government Act 2009*.

**Policy Implications**

Not Applicable.

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

Adoption of the updated Meeting Procedures and Standing Orders helps to mitigate the risk of non-compliance with legislation. These documents also help to mitigate the risks of poor meeting conduct, failure to adequately disclose conflicts of interest and poor decision-making caused by failure to properly manage conflicts of interest.

**Attachments**

1. Burdekin Shire Council Standing Orders
2. Burdekin Shire Council Meeting Procedures

## 1. Standing Orders

1.1 These Standing Orders apply to all meetings of Burdekin Shire Council and any of its standing Committees. These standing orders do not apply to meetings of the audit committee.

1.2 Any provision of these Standing Orders may be suspended by resolution of any meeting of Council, except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

1.3 Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

## Procedures for Meetings of Council

### 2. Presiding Officer

2.1 The Mayor will preside at a meeting of Council.

2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

2.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.

2.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.

2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

### 3. Order of Business

3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.

3.2 Unless otherwise altered, the order of business will be as follows:

- attendances
- apologies and granting of leaves of absence
- confirmation of minutes
- officers' reports.

**Note:** The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made

prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

## **4. Agendas**

4.1 The Agenda may contain:

- Notice of meeting
- Minutes of the previous meetings
- Business arising out of previous meetings
- Business which the Mayor wishes to have considered at that meeting without notice
- Matters of which notice has been given
- Committees' reports to Council referred to the meeting by the CEO
- Officers' reports to Council referred to the meeting by the CEO
- Deputations and delegations
- Any other business Council determines by resolution be included in the agenda paper.

4.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.

4.3 The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports. If the related report is made available to councillors during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors

4.4 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

## **5. Quorum**

5.1 A quorum at a Council meeting is four Councillors.

5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

## **6. Petitions**

6.1 Any petition presented to a meeting of Council shall:

- be in legible writing or typewritten and contain a minimum of ten (10) signatures

- include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
- include the postcode of all petitioners, and
- have the details of the specific request/matter appear on each page of the petition.

6.2 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is

- that the petition be received; or
- received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.

6.3 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

## **7. Deputations**

7.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting. The application must include details of the topic to be discussed and the expected approximate time required to make the address.

7.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.

7.5 The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or staff members.

7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## **8. Public participation at meetings**

8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.

8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time



allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the chairperson.

8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.

8.4 For any matter arising from such an address, the local government may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

8.5 Any person addressing the local government shall stand (if able), and act and speak with decorum and frame any remarks in respectful and courteous language.

8.6 Any person who is considered by the local government or the mayor to be unsuitably dressed may be directed by the mayor or chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## **9. Prescribed conflict of interest**

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

9.1 A councillor who has notified the chief executive officer in writing, including all the particulars of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest and the particulars.

9.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:

- if it arises because of a gift, loan or contract, the value of the gift, loan or contract
- if it arises because of an application or submission, the subject of the application or submission
- the name of any entity other than the councillor that has an interest in the matter
- the nature of the councillor's relationship with the entity that has an interest in a matter
- details of the councillor's and any other entity's interest in the matter.

9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

9.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

## **10. Declarable conflict of interest**

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA will apply. The eligible councillors must then make a decision under 150EX(2) of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

10.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.

10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest, including the particulars.

10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:

- the nature of the declarable conflict of interest
- if it arises because of the councillor's relationship with a related party:
  - (i) the name of the related party to the councillor
  - (ii) the nature of the relationship of the related party to the councillor
  - (iii) the nature of the related party's interest in the matter
- if it arises because of a gift or loan from another person to the councillor or a related party:
  - (i) the name of the other person

**For Council Meetings including Standing Committees**

- (ii) the nature of the relationship of the other person to the councillor or related party
- (iii) the nature of the other person's interest in the matter
- (iv) the value of the gift or loan and the date the gift or loan was made.

10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.

10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than the majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

10.6 The other non-conflicted councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.

10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the particular circumstances of the matter including, but not limited to:

- how does the inclusion of the councillor in the deliberation affect the public trust
- how close or remote is the councillor's relationship to the related party
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
- how does the benefit or detriment the subject councillor stands to receive compare to others in the community
- how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
- whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

10.9 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.

10.10 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

10.11 In making the decision under 9.6 and 9.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

## **11. Reporting a suspected conflict of interest**

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

11.1 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above for prescribed and declarable conflicts of interest.

11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

11.3 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.

11.4 If the eligible councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

## **12. Loss of quorum**

12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA
- defer the matter to a later meeting
- not decide the matter and take no further action in relation to the matter.

12.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

12.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

## **Motions**

### **13. Motion to be moved**

13.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

13.2 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.

13.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.

- A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these Standing Orders shall be received and put to the meeting by the Chairperson.
- The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.4 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion and the vote occur.

13.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

### **14. Absence of Mover of Motion**

14.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:

- moved by another Councillor at the meeting, or
- deferred to the next meeting.

## **15. Motion to be seconded**

15.1 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

## **16. Amendment of Motion**

16.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

16.2 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been voted on.

16.3 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

## **17. Speaking to motions and amendments**

17.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.

17.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.

17.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.

17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.

17.6 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

17.7 In accordance with section 254H of the *Local Government Regulation 2012* (LGR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

## **18. Method of taking vote**

18.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those



voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.

18.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.

18.3 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.

**Note:** If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

## **19. Withdrawing a motion**

19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

## **20. Repealing or amending resolutions**

20.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.

20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

## **21. Procedural motions**

21.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:

- that the question/motion be now put
- that the motion or amendment now before the meeting be adjourned
- that the meeting proceed to the next item of business
- that the question lie on the table
- a point of order
- a motion of dissent against the Chairpersons decision
- that this report/document be tabled
- to suspend the rule requiring that (insert requirement)
- that the meeting stands adjourned.

21.2 A procedural motion, that 'the question be put', may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will resume.

21.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:

21.4 a further motion may be moved to specify such a time or date, or

21.5 the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.

21.6 Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.

21.7 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

21.8 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:

- has failed to comply with proper procedures
- is in contravention of the Local Government Act/Regulations, or
- is beyond the jurisdiction power of Council.

**Note:** Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended pursuant to clause 10.2. The Chairperson shall determine whether the point of order is upheld.

21.9 Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

21.10 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.

21.11 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.



21.12 A procedural motion, “to suspend the rule requiring that ....”, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.

21.13 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor’s time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

## **22. Questions**

22.1 A councillor may at the local government meeting ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting. A question will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

22.2 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

22.3 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson’s ruling be disagreed with, and if carried the chairperson will allow the question.

## **Meeting Conduct**

### **23. Process for dealing with Unsuitable Meeting Conduct**

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors (Add Link to COC). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.

23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.

23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:

- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- apologising for their conduct;
- withdrawing their comments.

23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.

23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.

23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.

23.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 22.3, the chairperson may make one or more of the orders below:

- an order reprimanding the councillor for the conduct
- an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.

23.9 Following the completion of the meeting, the chairperson must ensure:

- details of any order issued is recorded in the minutes of the meeting
- if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
- the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.

23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 22.1, 22.7 and 22.8 above.

**Note:** Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

## **24. General conduct during meetings**

24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## **25. Meeting process for dealing with suspected inappropriate conduct which has been referred to Council by the Independent Assessor (IA)**

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 22.9 dot point two of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

25.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.

25.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor by the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

25.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 9. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

25.4 The council must debate the issue and decide whether the accused councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

25.5 If a decision is reached that the accused councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 24.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

25.6 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct
- an order reprimanding the councillor for the conduct
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated council meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

25.7 A local government may not make an order that the councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a councillor.

25.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

25.9 The chairperson must ensure the meeting minutes reflect the resolution made.

## **26. Disorder**

26.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## **Attendance and Non-Attendance**

## **27. Attendance of public and the media at meeting**

- 1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.

## 28. Closed session

28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO
- industrial matters affecting employees
- the council's budget
- rating concessions
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
- negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- delegate the matter
- decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

**Note:** None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

28.4 To take a matter into a closed session the council must abide by the following:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
- not make a resolution while in a closed meeting (other than a procedural resolution).

## 29. Teleconferencing of meetings

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their

intended absence. The chairperson may allow a councillor to participate in a council or committee meeting by teleconference.

29.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

### 30. Related Documents

Document Title
Councillor Code of Conduct
Meeting Procedures
Investigations of Inappropriate Councillor Conduct Policy

### 31. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1.0	As provided by Department of Local Government, racing and Multicultural Affairs	Ordinary Council Meeting	1499251	27/11/2018
1.1	Updated 6.1 to require requests for deputations to include details of the topic to be discussed.	Ordinary Council Meeting	1528840	14/05/2019
2.0	Updated in line with new legislation introduced 12 October 2020	Ordinary Council Meeting		10/11/2020
3.0	Updated in November 2022			



## Purpose

These meeting procedures set out certain procedures to ensure the Local Government principles are reflected in the conduct of council meetings and advisory committee meetings.

It is not intended that these meeting procedures will deal with all aspects of meeting conduct but only those required to strengthen public confidence in Local Government to deal with the conduct of Councillors in meetings. These meeting procedures do not apply to meetings of Council's audit committee.

## Background

As required under section 150F of the Local Government Act 2009 (LGA) this document sets out:

- the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors.
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting.
- The process for dealing with conflicts of interest and recording them
- The process for dealing with a loss of quorum, and
- Procedures for closed meetings

## Processes

### 1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 1.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, or another warning is unwarranted, proceed to step 1.7 .
- 1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
  - 1.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
  - 1.3.2 Apologising for their conduct
  - 1.3.3 Withdrawing their comments.
- 1.4 If the Councillor complies with the Chairperson's request for remedial action, no

further action is required.

- 1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial actions or the chairperson decided a warning was not appropriate under 1.3, the Chairperson may make one or more of the orders below:
  - 1.7.1 an order reprimanding the Councillor for the conduct
  - 1.7.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.<sup>1</sup>
- 1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.<sup>2</sup>
- 1.9 Following the completion of the meeting, the Chairperson must ensure:
  - 1.9.1 details of any order issued is recorded in the minutes of the meeting.<sup>3</sup>
  - 1.9.2 if it is the third (3<sup>rd</sup>.) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA.<sup>4</sup>
  - 1.9.3 the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.
- 1.10 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

## **2. Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government by the IA**

Pursuant to Chapter 5A, Division 5 of the LGA (referral of conduct to local government), a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document.

In either case, the council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the IA; and
- Consistent with the council's investigation policy; or
- In another way decided by resolution of the council.

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<sup>1</sup> Section 150I (2) of the LGA.

<sup>2</sup> Section 150I (2)(c) of the LGA.

<sup>3</sup> Section 150I (3) of the LGA.

<sup>4</sup> Section 150J of the LGA.



After the completion of the investigation, the Council must decide whether the Councillor has engaged in inappropriate conduct unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the IA:

- 2.1 Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(3)(f) of the *Local Government Regulation 2012* (the LGR).
- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 2.4 The council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillor or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 2.5 If a decision is reached that the subject Councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties detailed in section 2.6, if any, to impose on the subject Councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 2.6 The council may order that no action be taken against the councillor or make one or more of the following:
  - 2.6.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
  - 2.6.2 an order reprimanding the Councillor for the conduct
  - 2.6.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
  - 2.6.4 an order that the Councillor be excluded from a stated council meeting

- 2.6.5 an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee.
- 2.6.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- 2.6.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.
- 2.7 A local government may not make an order under section 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.
- 2.8 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.
- 2.9 The Local Government must ensure the meeting minutes reflect the resolution made.

### **3. Prescribed conflict of interest**

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or committee meeting. When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following details, at a minimum, must be provided:
  - 3.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract.
  - 3.3.2 If it arises because of an application or submission, the subject of the application or submission.
  - 3.3.3 The name of any entity, other than the councillor, that has an interest in the matter
  - 3.3.4 The nature of the councillor's relationship with the entity that has an interest in a matter
  - 3.3.5 Details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

## **4. Declarable conflict of interest**

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council meetings, advisory group meetings or committee meetings (other than ordinary business matters) that might lead to a decision that is contrary to the public interest.

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA will apply.

When dealing with a conflict of interest, Councillors must abide by the following procedures:

- 4.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
  - 4.3.1 the nature of the declarable conflict of interest
  - 4.3.2 if it arises because of the councillor's relationship with a related party:
    - I. the name of the related party to the councillor
    - II. the nature of the relationship of the related party to the councillor
    - III. the nature of the related party's interest in the matter
  - 4.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:
    - I. the name of the other person
    - II. the nature of the relationship of the other person to the councillor or related party
    - III. the nature of the other person's interest in the matter
    - IV. the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote.

The councillor must comply with any decision or condition imposed by the non-conflicted councillors.

- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
  - 4.9.1 how does the inclusion of the councillor in the deliberation affect the public trust
  - 4.9.2 how close or remote is the councillor's relationship to the related party
  - 4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - 4.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
  - 4.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community
  - 4.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
  - 4.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest
- 4.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in

a decision under written approval from the Minister.

## **5. Reporting a suspected conflict of interest**

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who **believes** or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 5.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 5.5 If the councillors cannot reach a majority decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

## **6. Loss of quorum**

- 6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
  - delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
  - defer the matter to a later meeting
  - not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 6.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 6.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

## 7. Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest,
- the particulars of the prescribed or declarable conflict of interest provided by the councillor,
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest,
- any decision then made by the eligible councillors,
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval,
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision,
- the name of each councillor who voted on the matter and how each voted.

If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted

Where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

## 8. Closed Meetings

Council meetings, standing and advisory committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of the CEO,
- Industrial matters affecting employees,
- Council's budget, which does not include the monthly financial statements,
- Rating concessions,
- Legal advice obtained by the council, including legal proceedings that may be taken by or against the council,
- Matters that may directly affect the health and safety of an individual or a group of individuals,
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council,
- negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*,
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.



A council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- delegate the matter (unless the matter cannot be delegated),
- decide by resolution to defer to a later meeting,
- decide by resolution to take no further action on the matter.

None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting. To take a matter into a closed session the council must abide by the following:

- 8.1 Pass a resolution to close the meeting.
- 8.2 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- 8.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
- 8.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

## 9. Related Documents

Document Title
Standing Orders for Council Meetings
Councillor Code of Conduct
Investigation of Inappropriate Councillor Conduct Behaviour

## 10. Document History

Revision Number	Revision Details	Approved By	Resolution Number	Date
1.0	These Meeting Procedures will come into effect on 3 December 2018	Ordinary Council Meeting	1499251	27/11/2018
2.0	As per legislative changes that came into effect on 12 October 2020	Ordinary Council Meeting	1620561	10/11/2020
3.0	Amended November 2022			

## 6.4.2. GOVERNANCE

### Operational Plan 2022/2023 Q2 Report

**File Reference:** 419

**Report Author:** Rebecca Stockdale, Senior Governance Officer

**Authoriser:** Nick OConnor, Director Corporate and Community Services

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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#### **Executive Summary**

In accordance with legislative reporting requirements, a quarterly report on the implementation of the adopted Operational Plan 2022/2023 has been prepared for Council. The report reflects the progress towards achieving the operational objectives for Council for the 2022/2023 financial year. This year's Operational Plan was developed to provide closer alignment with Council's Corporate Plan Objectives and Key Actions. At the end of the Q2 period 89% of operational plan activities are considered to be at or above the agreed targets. This is an increase from 81% at the end of the Q1 period. Adverse weather conditions, delays to material supplies and some staff shortages have led to some of the key operational plan activities not reaching the desired targets this reporting period. The attached report includes "at a glance" graphs and traffic light tables to provide an easy-to-read snap shot of Council's second quarter activities. Further comments have also been provided relating to each of the 168 agreed operational plan activities.

#### **Recommendation**

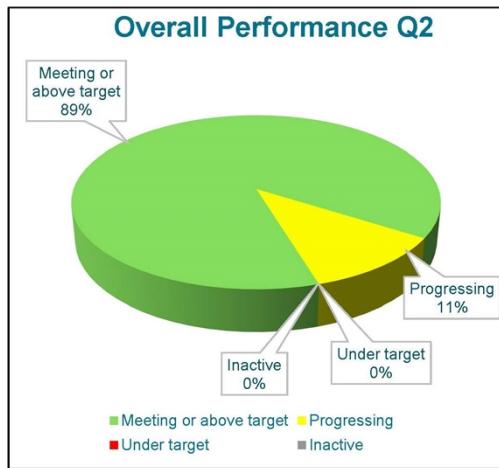
That Council adopts the Operational Plan 2022/2023 Q2 Report as attached to this report.

#### **Background**

Council adopted its Annual Operational Plan 2022/2023 at the same time as adopting its Budget in 2022. The plan outlines all operational activities to be delivered to progress Council closer to achieving its Corporate Plan objectives.

The below charts demonstrate Council's performance in Q2 as compared to Q1 and as compared to the Q2 period of the previous financial year.





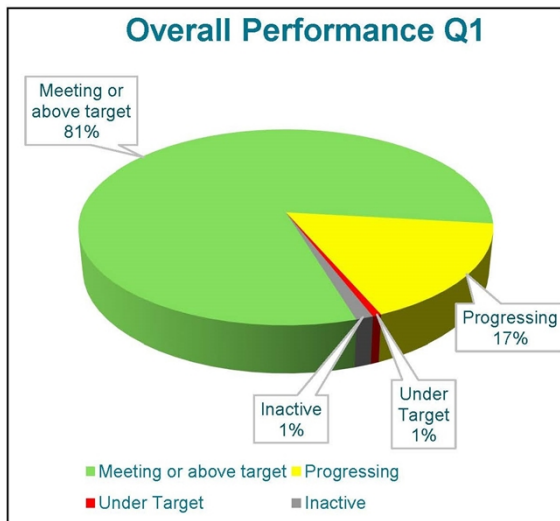
Meeting or above target : 149

Progressing: 19

Under Target: 0

Inactive: 0

Total Activities: 168



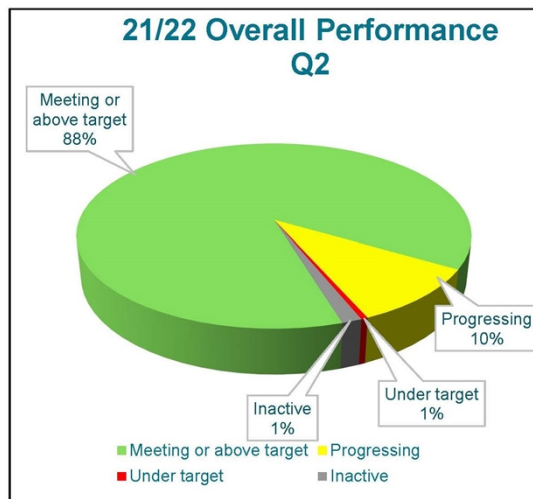
Meeting or above target : 137

Progressing: 28

Under Target: 1

Inactive: 2

Total Activities: 168



Meeting or above target : 186

Progressing: 21

Under Target: 1

Inactive: 3

Total Activities: 211

### Consultation

Councillors discussed the Q2 Operational Plan Report at a workshop of 21 February 2023. All relevant officers and members of the SLG and ELT provided comments for the report.

### Budget & Resource Implications

Not Applicable.

### Legal Authority & Implications

*Local Government Regulations 2012*

**Section 174 (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.*

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

### Policy Implications

Not Applicable.

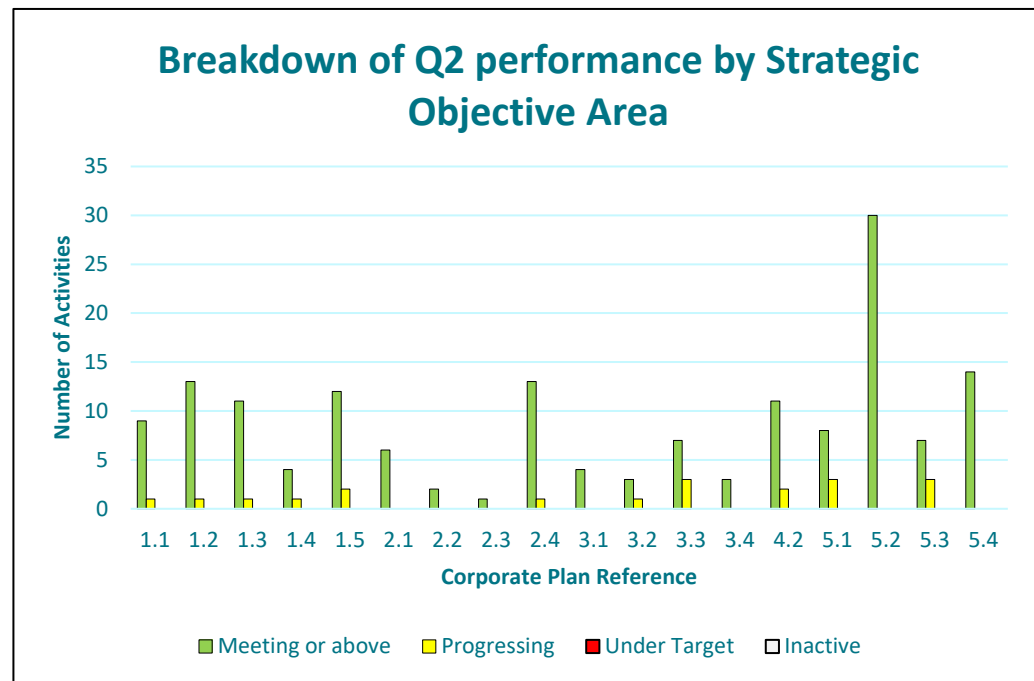
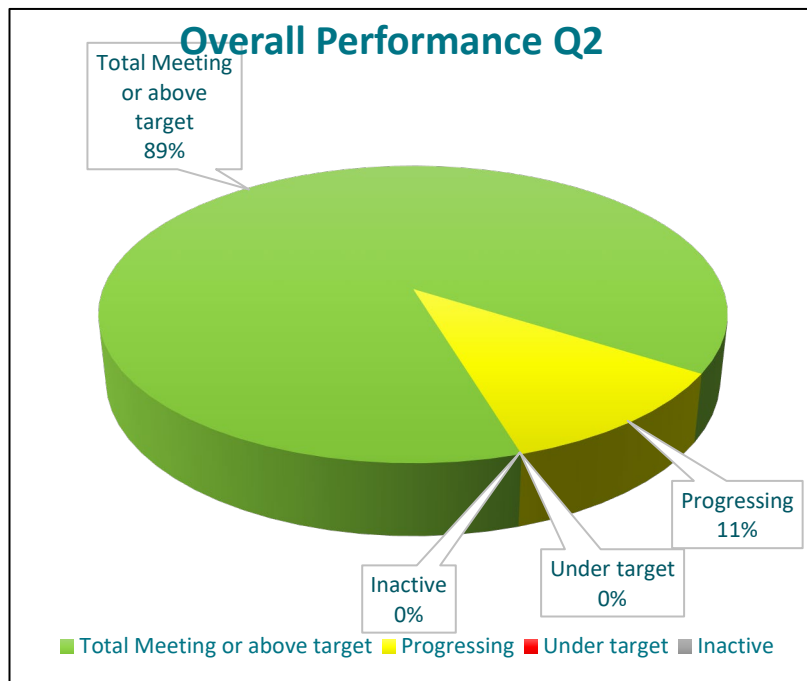
### Risk Implications (Strategic, Operational, Project Risks)

There is a risk of poor decision-making and lack of transparency and accountability if the Operational Plan Report is not prepared and presented to Council.

### Attachments

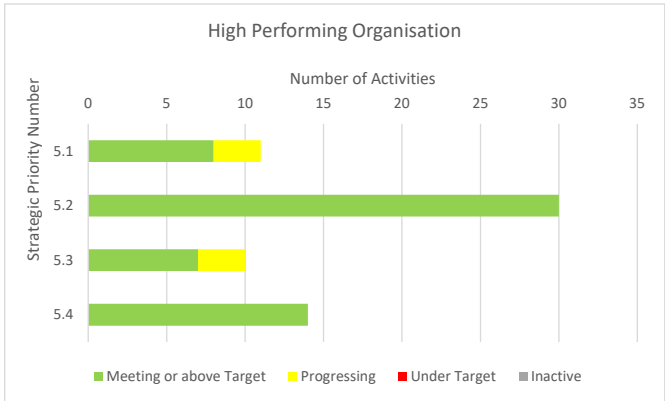
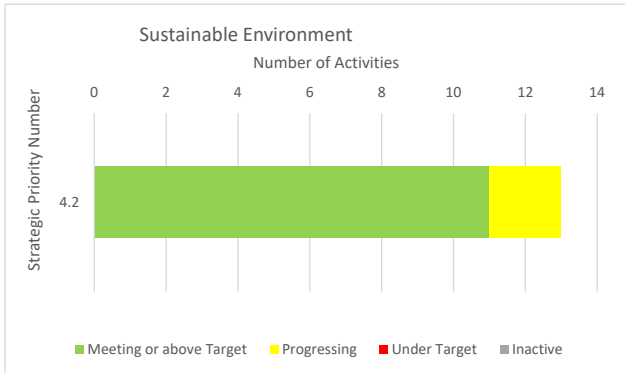
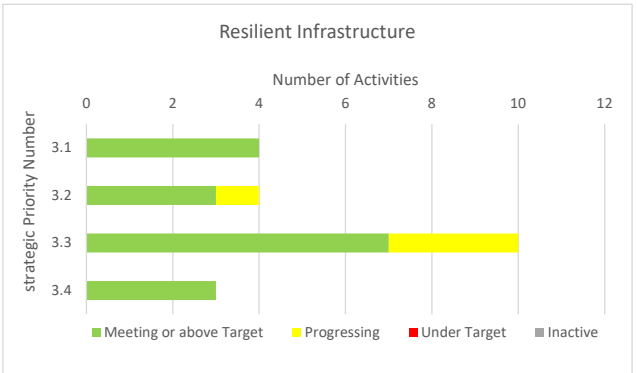
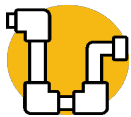
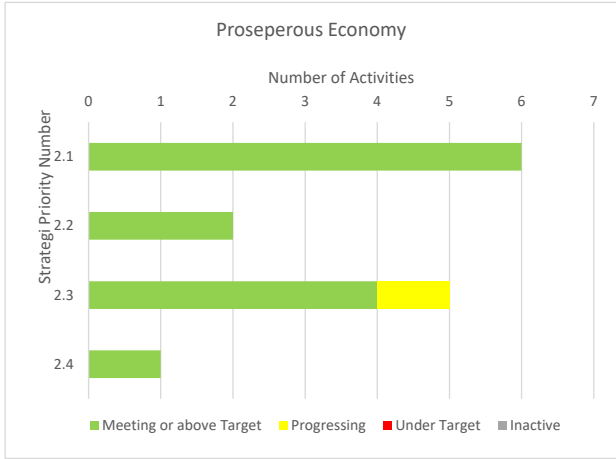
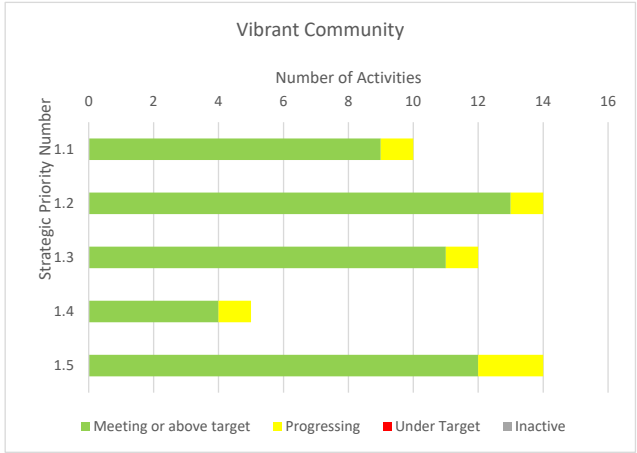
1. Operational Plan 2022\_2023 Q2 Report

## Overall Performance Q2 Operational Plan 2022/23



Q1 Report Dashboard

Plot 13



# Traffic Lights

Record Name	Targeted Activity	Q1 Traffic Light
<b>Vibrant Community</b>		
Community Development 1	Continue to foster partnerships with community welfare organisations within the Shire including the Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre to ensure a co-ordinated community-focussed approach.	●
Library 01	Investigate collaboration opportunities with community organisations and educational institutions to promote lifelong learning for shire residents. Library Strategic Plan 9.1.	●
Vector Management 01	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Shire Mosquito Management Plan including proactive larvicide control during adverse weather	●
Animal Management 01	Participate in and promote community events such as the Pet Fair to promote responsible animal ownership.	●
Cultural Venues 01	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	●
Library 02	Deliver contemporary, innovative and dynamic Library services and programs to Shire residents. Library Strategic Plan 1.1 & 2.3.	●
Library 03	Deliver workshops and programs to maximise the use of the Create@108 space.	●
Community Development 2	Develop a Burdekin Shire Youth Strategy.	●
Community Development 3	Facilitate and provide ongoing support for the Burdekin Youth Council and provide appropriate regional youth events.	●
Community Development 4	Engage with community groups to identify opportunities to improve wellbeing and increase participation in community life including initiatives and programs delivered in partnership with the North Queensland Sports Foundation.	●
Environmental Health 1	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. Risk-based enforcement action to achieve compliance. 4. Annual renewal of licenses.	●
Environment and Health 2	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. Risk-based enforcement action to achieve compliance. 4. Annual renewal of approvals.	●
Environment and Health 3	Deliver Food Safety education and awareness activities to the community.	●
Animal Management 2	Enforce animal management legislation and local laws including: animal management; illegal camping on Council land; and overgrown properties.	●
Animal Management 3	Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.	●
Planning and Development 1	Ensure development approvals are fully compliant with relevant imposed development conditions.	●
Planning and Development 2	Undertake a Building Certification service within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations.	●
Planning and Development 3	Ensure all new and existing swimming pools comply with current pool fencing legislation.	●
Planning and Development 4	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	●
Environment and Health 4	Conduct water quality testing of drinking water (on a fee for service basis) and public swimming pools.	●
Environment and Health 5	Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.	●
Local Disaster Management Group 1	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	●
Local Disaster Management Group 2	Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.	●
Natural Resources 1	Undertake preventative measures as proposed in the Burdekin Bushfire Risk Mitigation Plan.	●
Tourism 1	Continue membership of Townsville Enterprise Ltd. and host industry forums/workshops to encourage development of tourism product.	●
Tourism 2	Provide support to the Visitor Information Centres in Ayr and Home Hill	●
Tourism 3	Participate in Economic Development/Tourism Expos.	●
Tourism 4	Promote the Burdekin as a business and lifestyle destination. Source and develop new advertising opportunities to market Burdekin tourism and lifestyle e.g. Qld Country Week, RegionsQ.	●
Caravan Parks 1	Promote the Council-owned caravan parks in local, state and national outlets and publications.	●
Community Development 5	Implement key initiatives of Arts & Cultural Strategy.	●
Media and Communications 1	Develop and issue media releases including posting releases to Council website informing the community on Council activities.	●
Media and Communications 2	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	●
Community Development 6	Celebrate our community's achievements through acknowledgement and recognition (E.g. Australia Day Ceremony).	●
Community Development 7	Identify and facilitate relevant community events, activities and programs.	●
Library 4	In collaboration with relevant community organisations and advisory groups, provide opportunities for local cultural heritage and history to be created and displayed. Library Strategic Plan 6.2.	●
Tourism 5	Continue to develop 'Sweet Days Hot Nights Festival', including associated events, as a biennial destination event for the Burdekin.	●
Community Development 8	Build capacity and resilience of local sport, recreation and community groups through the facilitation of appropriate forums and workshops.	●
Community Development 9	Provide financial and in-kind support to recognised community events through the Community Assistance Program.	●
Corporate Governance 1	Co-ordinate RADF (Regional Arts Development Funding) Program.	●
Corporate Governance 2	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	●
Community Development 10	Finalise review of the Burdekin 10 Year Sport & Recreation Plan.	●

Swimming Pools 1	Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.	●
Swimming Pools 2	Implement outcomes of the Burdekin Aquatics Facility Study.	●
Operations- Works 1	Completion of works associated with the Burdekin Be-Active Trail in Home Hill	●
Cultural Venues 2	Undertake a review the Ayr Showgrounds Master Plan to identify outstanding projects.	●
Library 05	Investigate need and options for delivery of Library materials to remote communities. Library Strategic Plan 2.2.	●
Parks and Gardens 1	Ensure operational responsiveness and departmental performance of the parks and gardens team aligns with Council's Customer Service Charter and agreed service timeframes.	●
Parks and Gardens 2	Develop a 5-year parks and gardens maintenance reduction strategy.	●
Parks and Gardens 3	Refurbishment and replacement of playground equipment at Groper Creek.	●
Parks and Gardens 4	Complete renewal of street furniture and waste bins in Home Hill.	●
Corporate Governance 3	Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.	●
Planning and Development 5	Manage existing service contracts for Council facilities and implement facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.	●
Community Development 11	Continue to implement elements of the Watson's Green and Memorial Park Master Plan and commence planning for future year initiatives.	●
Caravan Parks 2	Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.	●
Technical Services 1	Construct the Water Park at the Ayr Swimming Pool.	●
<b>Prosperous Economy</b>		
Economic Development 1	Facilitate meetings of the Economic Advisory Group and implement agreed recommendations as endorsed by Council.	●
Economic Development 2	Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.	●
Economic Development 3	Promote funding opportunities available to businesses for research and development.	●
Economic Development 4	Market and promote Ayr Industrial Estate opportunities to potential developers/investors.	●
Tourism 6	Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.	●
Tourism 7	Commence review of the Burdekin Tourism Strategy.	●
Economic Development 5	Host industry breakfasts/mentoring sessions to encourage development and expansion of existing business and to encourage start-up and small businesses. Collaborate with Smart Precinct NQ to identify, promote and implement activities and initiatives.	●
Economic Development 6	Collaborate with State and Federal Government Departments and with Townsville Enterprise Ltd. (TEL) to identify, promote and implement economic development opportunities for the Burdekin region.	●
Economic Development 7	Implement actions identified in the Burdekin Economic Development Strategy 2020-2025.	●
Economic Development 8	Secure grant funding and commence construction of Stage 1 of the Ayr Industrial Estate Expansion.	●
Economic Development 9	Encourage and support individuals and businesses to better participate in regional economic development initiatives.	●
Planning and Development 6	Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes.	●
Planning and Development 7	Finalise adoption of new Planning Scheme.	●
Economic Development 10	Encourage businesses and individuals to participate in activities to promote employment and training opportunities.	●
<b>Resilient Infrastructure</b>		
Operations- Works 2	Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.	●
Technical Services 2	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.	●
Technical services 3	Complete Roads to Recovery Program in accordance with Australian Government requirements.	●
Technical Services 4	Undertake investigation and concept designs for stormwater strategic drainage projects for future year consideration.	●
Water Wastewater 1	Implement approved Drinking Water Quality Management Plan.	●
Water Wastewater 2	Completion of the Ayr Water Supply Infrastructure (Stage 2) Water Resilience Program.	●
Water Wastewater 3	Ensure operational responsiveness and departmental performance of the Water Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.	●
Water Wastewater 4	Secure grant funding to undertake construction of a macro-algae bioremediation facility at the Ayr-Brandon Wastewater Treatment Plant.	●
Technical Services 5	Complete asset inspections in accordance with inspection program.	●
Technical Services 6	Complete asset capitalisations in a timely manner.	●
Technical Services 7	Complete asset valuation reviews including desktop reviews for Water, Sewerage, Buildings and comprehensive valuation of Transport, Drainage, Land and Improvements and Other Assets.	●
Technical Services 8	Completion of assigned Asset Management Roadmap tasks.	●
Technical Services 9	Produce three year resal program commencing 2023/2024.	●
Technical Services 10	Detail designs of 2023/2024 reseals.	●
Planning and Development 8	Coordinate and manage major facilities management projects and asset management plans as required and in line with agreed strategic outcomes.	●
Operations- Works 3	Implement annual works program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.	●
Technical Services 11	Develop and monitor Annual capital delivery program.	●

Technical Services 12	Develop 5 and 10 year Roadworks and Drainage capital works program.	●
Planning and Development 9	Ensure all new developments are assessed against provisions contained within Council's adopted Local Government Infrastructure Plan (LGIP), Planning Act 2016, Planning Scheme, legislative requirements and other relevant instruments.	●
Corporate Governance 4	Coordinate and project manage Council's external funding applications.	●
Library 6	Ensure Libraries are visible by reviewing street signage, and placemaking signage and implementing necessary changes. Library Strategic Plan Strategy 1.2.	●
<b>Sustainable Environment</b>		
Planning and Development 10	Implement the new Planning Scheme to achieve balanced environmental outcomes.	●
Vector Management 2	Vector management public education and community awareness activities.	●
Environment and Health 6	Maintain Council's status as a Reef Guardian Council.	●
Environment and Health 7	Undertake works identified in the Dune Management Strategy.	●
Natural Resources 2	Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire.	●
Natural Resources 3	Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners.	●
Natural Resources 4	Manage Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy.	●
Natural Resources 5	Surveillance, monitoring and community education in relation to new invasive pests as identified in Shire Biosecurity Plan and legislation.	●
Waste Management 1	Participation in approved Local Government Illegal Dumping Partnership Grant Program - Round 2A (ends 15 March 2023).	●
Waste Management 2	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.	●
Waste Management 3	Supervise waste management sites to ensure compliance with conditions of the Environmental Authority and improve performance for Kirknie Landfill and Ayr, Home Hill, Giru and Clare Transfer Stations.	●
Waste Management 4	Complete an audit of Council-generated waste and implement a community sample recycling bin audit.	●
Waste Management 5	Continue environmental monitoring programs: - Cromarty Landfill (groundwater and surface water). Legacy Landfill Sites (groundwater); Kirknie Landfill (groundwater, surface water and landfill gas);- Ayr and Home Hill Transfer Stations' green-waste runoff (surface water).	●
<b>High Performing Organisation</b>		
Technical Services 13	Assess items identified by the Burdekin Road Safety Advisory Committee.	●
Community Development 12	Facilitate further community-led "Our Town Our Future" community consultation sessions.	●
Community Development 13	Facilitate Community and Cultural Advisory Group meetings.	●
Customer Service 1	Biennial public customer service survey	●
Customer Service 2	Deliver professional customer service assistance to internal and external customers.	●
Media and Communications 3	Facilitate the production of corporate publications including the Annual Report and Annual Budget Documents.	●
Media and Communications 4	Produce community updates including riparian and food safety newsletters, internal staff communications including quarterly staff newsletters, and other publications as required by the Executive Leadership Team and Senior Leadership Group.	●
Executive Office 1	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.	●
Technical Services 14	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	●
Executive Office 2	Support provision of training activities for Councillors to help them meet their legislative responsibilities.	●
Corporate Governance 5	Manage Council's Corporate Policy Program.	●
Corporate Governance 6	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.	●
Corporate Governance 7	Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.	●
Corporate Governance 8	Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee.	●
Financial Management 1	Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office.	●
Corporate Governance 9	Coordinate Council's insurance program to manage risks associated with Council operations and assets.	●
Financial Management 2	Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.	●
Financial Management 3	Report actual performance against budget to Council monthly.	●
Financial Management 4	Coordinate and submit 10 year financial forecast to Local Government Department.	●
Financial Management 5	Maximise recovery of outstanding sundry debtors	●
Rates 1	Issue timely and accurate rates and charges notices	●
Rates 2	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.	●
Expenditure Services 1	Administer accounts payable and contract register.	●
Expenditure Services 2	Maximise earnings on cash holdings.	●
Expenditure Services 3	Administer financial delegations.	●
Expenditure Services 4	Conduct Refresh 2 of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2020 to 30 September 2023.	●
Purchasing and Stores 1	Conduct review of the inventory management practices to explore further opportunities for efficiency gains.	●

Technical services 15	Implementation of Council fleet renewal program - ordered, delivered and program developed.	●
Administration and Records 1	Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.	●
Executive Office 3	Manage risks effectively through ongoing enhancements to Council's Enterprise Risk Management Systems.	●
Safety and Quality 1	Undertake audits to ensure continued certification of Council's Quality Management System.	●
Corporate Governance 10	Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.	●
Corporate Governance 11	Continue the review and update of Council's Delegations Register.	●
Corporate Governance 12	Ensure Council's Business Continuity Plans are relevant through review and testing.	●
Corporate Governance 13	Implement key initiatives from the procurement improvement program.	●
Administration and Records 2	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	●
Administration and Records 3	Provide support and coordination of Council's statutory meetings and provide accurate and timely minutes of meetings.	●
Corporate Governance 14	Coordinate Council's Public Interest Disclosure Investigations and Training.	●
Rates 3	Maintain the property and rating database to ensure a high level of accuracy.	●
Rates 4	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	●
Financial Management 6	Prepare and deliver draft and annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.	●
Customer Service 3	Biennial full review of the current CRM workflows and timeframes.	●
Information and Communication Technology 1	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	●
Information and Communication Technology 2	Provide corporate systems software and applications that meet the current and future needs of the organisation.	●
Information and Communication Technology 3	Provide quality ICT services to internal customers, including timely resolution of customer requests.	●
Information and Communication Technology 4	Progress the transition of Council's ICT core system modules from Ci to Ci Anywhere for improved utilisation and enhanced mobility.	●
Local Disaster Management Group 3	Coordinate systems that support disaster planning and preparedness.	●
Purchasing and Stores 2	Assist in the implementation of Tech One CiA Supply Chain upgrade.	●
Technical Services 16	Implement Technology One mobility modules.	●
Tourism 8	Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.	●
Media and Communications 5	Manage, monitor and promote Council's social media platforms as an effective community engagement tool.	●
Executive Office 4	Undertake effective planning and coordination of Council programs and operations through Senior Leadership Group.	●
Training 1	Develop and maintain the 2022/2023 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.	●
Training 2	Facilitation of traineeships, apprentices and work experience opportunities.	●
Customer Service 4	Implement a customer service staff training program to build greater understanding of other Council departments and functions.	●
Operations- Works 4	Ensure operational responsiveness and departmental conduct (operations- works) aligns with Council's Customer Service Charter and agreed service timeframes.	●
Training 3	Coordinate Council's corporate training and employee professional development initiatives.	●
Administration and Records 4	Deliver Systematic, ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.	●
Local Disaster Management Group 4	Education and training for key personnel regarding the Community Recovery Plan, Priorities and Strategies.	●
Safety and Quality 2	Ensure compliance with Council's Safety Management System (SMS) and implement a safety awareness program.	●
Human Resources 1	Provide a framework for the management of work-related injuries including the facilitation of workers compensation claims and return to work programs.	●
Executive Office 5	Progress implementation of agreed actions from the Strategic Workforce Planning and Succession Management internal audit report.	●
Human Resources 2	Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.	●
Executive Office 6	Continue to implement initiatives that improve organisational culture through implementation of Action Plan to support adopted values.	●
Human Resources 3	Manage Council's human resources functions including employee relations, compliance, compensation and benefits, and all other employee related matters.	●














# Vibrant Community






We are a welcoming, inclusive and adaptive community.






Reference Number	Targeted Activity	Measure	Q2 Comment	Q2 Traffic Light
<b>Corporate Plan Objective: 1.1 Healthy, inclusive and socially engaged community</b>				
<b>Corporate Plan Key Action: 1.1.1 Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.</b>				
CD1	Continue to foster partnerships with community welfare organisations within the Shire including the Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre to ensure a co-ordinated community-focussed approach.	Regular collaborative program planning and coordination.  Manage targeted donations and in-kind support to Burdekin Community Association, Burdekin Neighbourhood Centre and other welfare groups.	Updated Council's electronic community newsletter and broadened membership. Partnership meetings held with CEO BCA & Manager PCYC during Oct, Nov & Dec 2022. Liaising re Minor capital works, allied health & Domestic violence issues. PCYC grant extension Department of Communities, Housing and Digital Economy for Multi Tennant funding secured till Sept 2023. Represented Council at AGMs for BCA, Burdekin Neighbourhood House, Burdekin Men's Shed, Giru Show Society and Ayr Show Society and Volunteering North Queensland.  Capacity Building Survey to Arts, Community and Sporting groups to identify issues for further support. Results to be compiled Q3.	●
L01	Investigate collaboration opportunities with community organisations and educational institutions to promote lifelong learning for shire residents.  Library Strategic Plan 9.1.	Collaborative opportunities identified.  Number of collaborations undertaken to promote lifelong learning.	The Community and Digital Programs Officer has been making contacts with community groups and will be visiting schools in the new year. Existing digital literacy programs have been expanded after consultation with library members.	●
VM1	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Shire Mosquito Management Plan including proactive larvicide control during adverse weather conditions.	Implementing the Mosquito Management Plan and treatment of known breeding sites.  Identifying adverse weather events and developing appropriate response.	Vector treatment data are now recorded using Survey 123 and TechOne MapInfo on a mobile tablet increasing the efficiency and validity/authenticity of records. All current breeding sites monitored for larvae twice weekly and treated with larvicide as required. 353 litres of Teknar over 278.2 Ha, 6.5 kgs of Pro Link slow release pellets over 4.8 Ha were used in treatments taking 259 hrs. Two aerial treatment were carried out. Various parks barrier/harbourage sprayed using 400 litres of Biflex aquamix over 4007m2 for adult mosquitoes. Notifiable disease report by QH reported 0 Barmah Forest and 1 Ross River case in October and 1 Barmah and 1 Ross river case in Burdekin region for November 22.	●










AM1	Participate in and promote community events such as the Pet Fair to promote responsible animal ownership.	<p>Pet Fair event publicised and held.</p> <p>Four animal management topics covered in media.</p> <p>De-sexing applications approved in accordance with guidelines.</p> <p>Three discounted microchipping events held.</p>	<p>Article on enclosures submitted - on hold until January 2023.</p> <p>3 new applications for subsidised desexing received. 1 approved and 2 withdrawn.</p> <p>No discount microchipping events held.</p>	
<b>Corporate Plan Key Action 1.1.2 Encourage equitable access to facilities and resources.</b>				
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.	<p>Capacity % at events, shows and activities.</p> <p>Number of attendees, number of events.</p> <p>Reports delivered quarterly to Council.</p> <p>Client satisfaction survey conducted annually.</p>	<p>Cultural Venues has undertaken the following actions to facilitate ongoing arts product into 2023/24:</p> <p>2023 Event Program finalised (Entrepreneurial) - 11 shows locked in with contracts signed/deposits paid (includes 6 Morning Melodies events).</p> <p>Marketing Officer produced the Season Program Booklet promoting 16 events throughout the 2023 calendar year which includes events by Council, Independent Hirers and Community Arts Organisations i.e. Burdekin Singers &amp; Theatre Company.</p> <p>Ongoing planning for 2024 Event Program with 2 events contracted and deposits paid.</p> <p>Theatre Technicians provided full complement of audio/lighting/big screen equipment including operational expertise for Christmas Carols event.</p> <p>Cultural Venues Manager presented analysis of business to Council which included breakdown of past performance (strengths, weaknesses) and outlined future initiatives to enhance business performance i.e. community engagement, audience development.</p> <p>Installation of new Point of Sale system in Burdekin Theatre Bar.</p>	







CV1 continued			<p>Events during Q2:</p> <p>Burdekin Theatre</p> <p>9/10 Wedding Reception - 50; 12/10 Ella, Etta &amp; Eartha - 168; 15/10 Beethoven Dvorak (Livestream) - 24; 20/10 Ayr High Awards Night - 441; 21/10 Elton &amp; Billy Joel Experience - 173; 12/11 Rotary Club Raffle - 80; 15/11 Burdekin Community College - 437; 22/11 QPS Christmas Party - 50; 25,26/11 Rhythm Edge Dance Concert x 2 - 917; 28/11 Rhythm Edge Christmas Break Up - 150 ; 2/12 Library Christmas Storytime - 150; 3/12 Simply Delightful Dance Concert x 2 - 415; 7/12 A Holly Christmas - 446; Total Attendance - 3501</p> <p>Memorial Hall</p> <p>7/10 Students Ball - 380; 18/10 Home Hill High Awards - 380; 30/10 Harvest Festival Church Service - 60; 4/11 Harvest Festival Ball - 300; 11/11 Remembrance Day - 60 17/11 Ayr High Graduation - 380; 17/11 BCHS Graduation - 450; 3/12 Burdekin Craft Spectacular - 500; 31/12 Hogmanay - New Years Eve - 280; Total Attendance 2790</p> <p>Showgrounds</p> <p>2/10 Christening; 7/10 Wake; 8/10 Fiji Independence Day Celebrations; 15/10 Birthday Party; 5/12 Home Hill State Primary Graduation; 28/10 Seniors Month Luncheon &amp; Expo - 86</p>	
L02	<p>Deliver contemporary, innovative and dynamic Library services and programs to Shire residents.</p> <p>Library Strategic Plan 1.1 &amp; 2.3.</p>	<p>Wide variety of services and programs delivered including:</p> <p>First 5 Forever</p> <p>Baby Rhyme Time</p> <p>Toddler Time</p> <p>Tech Connect (Digital literacy)</p> <p>School holiday programs.</p> <p>Number of book/resource borrowings.</p>	<p>New Community and Digital Programs Officer has increased attendance at digital literacy classes with 23 attending individual Tech Assist sessions and 65 attending Tech Connect classes</p> <p>December school holiday activities have generally been oversubscribed and additional sessions for Polybridge, Robotics and Summer Reading Challenge were added to the program.</p> <p>Burdekin Library and Home Hill Branch are currently heading the leader board for the State Library of Queensland's Summer Reading Club.</p> <p>Two very successful book launches/author talks hosted - Chris Hammer attracted 33 attendees and Leigh Caldwell attracted 53 attendees.</p>	
L03	<p>Deliver workshops and programs to maximise the use of the Create@108 space.</p>	<p>Number of workshops and programs delivered per quarter.</p> <p>Number of participants in programs per quarter</p>	<p>New Digital and Community Programs Officer has completed audit of equipment and setup of space.</p> <p>The space had been heavily booked by an external agency which restricted library use. This booking has ceased and programming has increased during the school holidays.</p>	

Corporate Plan Key Action 1.1.3 Provide ongoing support for art, culture, youth, seniors, and welfare activities.				
CD2	Develop a Burdekin Shire Youth Strategy.	Youth Strategy adopted by Council by 30 June 2023.	<p>Young people engaged in variety of forums including pop up sessions and small groups.</p> <p>Youth Strategy Reference group Terms of reference developed. Reference group meeting held 17 September 2022.</p> <p>Youth Needs survey completed with approximately 450 respondents. Initial analysis of youth issues indicate mental health is reported as a high priority issue.</p>	
CD3	Facilitate and provide ongoing support for the Burdekin Youth Council and provide appropriate regional youth events.	<p>10 Youth Council meetings held annually.</p> <p>One Regional Youth Event run annually.</p>	<p>Youth Council held monthly. Outputs include: Youth Needs Survey. Support for Seniors week It's OK to have a Blue Day Project' - local schools identified Conducting the Youth First Aid Course held December 2022.</p>	
Corporate Plan Key Action 1.1.4 Build active communities by delivering programs promoting regular physical activity and wellbeing.				
CD4	Engage with community groups to identify opportunities to improve wellbeing and increase participation in community life including initiatives and programs delivered in partnership with the North Queensland Sports Foundation.	Facilitation and/or promotion of targeted health and fitness programs.	<p>BoxFit program delivered in partnership with PCYC. Target Group 5-25 year olds. Three classes held weekly. Attendance slowed during September school holidays (to be evaluated) BoxFit program due to complete 31 December 2022.</p>	
Corporate Plan Objective 1.2 A safe and resilient community				
Corporate Plan Key Action 1.2.1 Deliver regulatory and advisory programs				
EH1	<p>Undertake regulatory responsibilities under State legislations: Food Act 2006, High Risk Personal Appearances Services, Public Health Act 2005.</p> <p>1. Processing and issuing new licenses. 2. Regular annual inspections. 3. Risk-based enforcement action to achieve compliance. 4. Annual renewal of licenses.</p>	<p>Timely and accurate processing and issuing new licenses.</p> <p>Regular annual inspections with 100% of non-compliances addressed as per standard procedure.</p> <p>Enforcement as per risk matrix to achieve compliance.</p> <p>Annual renewal of licenses - notices sent by 30 April, licenses issued by 30 August.</p>	<p>No new licenses/transfers were approved from Oct 1 to Dec 31 2022.</p> <p>36 regular inspections conducted with 30 reinspections from Oct 1 to Dec 31 2022.</p>	
EH2	<p>Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping.</p> <p>1. Processing and issuing new approvals. 2. Regular annual inspections. 3. Risk-based enforcement action to achieve compliance. 4. Annual renewal of approvals.</p>	<p>Processing and issuing new licenses within 20 working days of receipt.</p> <p>Each licenced premise inspected at least once annually. Non-compliance issues identified and addressed.</p> <p>Enforcement as per risk matrix to achieve compliance. Annual renewal of approvals - renewal notices by 30 May and licenses issued by 30 August.</p>	<p>No new applications received.</p> <p>1 annual inspection conducted from Oct1 to Dec 31 2022.</p> <p>2 Reinspections conducted from Oct 1 to Dec 31 2022.</p>	







EH 3	Deliver Food Safety education and awareness activities to the community.	<p>Relevant information maintained on website - reviewed and updated twice annually.</p> <p>Two food safety training sessions conducted annually.</p> <p>Two or more food-related media activities (newsletter/media release/social media post).</p> <p>Participation in environmental health events e.g. Clean Up Day, Food Safety Week, Plastic Free July.</p>	<p>No food safety training session conducted this quarter. One session conducted in July.</p> <p>No media release or food newsletters were sent this quarter. 2 media releases or food newsletters sent in Q1.</p> <p>Participation in National Tree Day with Landcare on 31 July 2022.</p>	
AM2	Enforce animal management legislation and local laws including: animal management; illegal camping on Council land; and overgrown properties.	<p>80% of requests responded to within adopted timeframes.</p> <p>Implement out of hours patrol roster.</p> <p>Increased patrolling of target areas to monitor non-compliance - Animal Blitz.</p>	<p>94% of Animal CRMs; 100% of overgrown CRMs responded to within adopted timeframes.</p> <p>Out of hours roster has not been implemented due to staff leave and illness.</p> <p>Early patrols have been undertaken in target areas.</p>	
AM3	Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.	<p>Facility cleaned daily with animal containers disinfected prior to reuse.</p> <p>Drop off cages checked twice per day on work days and once on other days.</p> <p>Animals relocated to offsite pound facility within 24 hours.</p> <p>75% of animals are rehomed where suitable.</p>	<p>Facility cleaned daily and animal containers disinfected after use.</p> <p>Drop off cages checked at least twice a day on work days and once a day otherwise.</p> <p>All animals were relocated to off site pound within 24 hours, usually the same day.</p> <p>86 animals went through the pound this quarter. 68% (53 of 78) were rehomed or returned to owner. 23 animals were unable to be rehomed. 8 animals were unsuitable to be rehomed.</p>	
PD1	Ensure development approvals are fully compliant with relevant imposed development conditions.	Two compliance audits and inspections planned and conducted each quarter. 100% of identified non-compliance matters raised with relevant proponents.	More than two compliance checks have been completed in Q1.	
PD2	Undertake a Building Certification service within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations.	100% compliance with statutory timeframes for Building Certification activities.	All statutory timeframes have been met for Building Certification in Q1.	
PD3	Ensure all new and existing swimming pools comply with current pool fencing legislation.	<p>100% of all new pools erect compliant fencing (e.g. temporary) before filling in excess of 300mm.</p> <p>100% of all permanent fencing to be compliant within three months from temporary pool fence inspection date.</p> <p>100% of all pool safety certificates issued within two business days of inspection being carried out.</p>	All new and existing swimming pools comply with current pool fencing legislation.	








PD4	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 - Design on-site effluent design systems (on a fee for service basis)	95% of plumbing and drainage related customer requests responded to within five business days.  90% of plumbing and drainage applications determined with a compliance permit within 10 business days from commencement of the decision stage.	Plumbing Services delivered within statutory timeframes.	
EH4	Conduct water quality testing of drinking water (on a fee for service basis) and public swimming pools.	Testing of private drinking water supplies completed within agreed timeframes. Monthly testing of water quality at Council swimming pools.	Two water quality CRMs completed this quarter. Monthly testing of Council swimming pools undertaken.	
<b>Corporate Plan Key Action 1.2.2 Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.</b>				
EH5	Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.	80% complaints resolved within specified time frame.	32 Environment and Health CRM requests received this quarter. 87% of CRMs completed within target or open within target.	
<b>Corporate Plan Key Action 1.2.3 Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.</b>				
LDMG1	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	100% of plans and sub-plans reviewed.	The Local Disaster Management Plan and sub-plans were approved by the Local Disaster Management Group on Friday 21st October 2022 and adopted by the Burdekin Shire Council on Tuesday 8th November 2022.  The LDMP and sub plans have now been uploaded to the website and are available for public use.	
LGMG2	Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.	Applications for all State Emergency Services funding opportunities submitted on time.  SES operations delivered in accordance with adopted budget.	OBUD 2022/23 has been completed on time.  RBUD1 2022/23 has been completed on time  The 2022/23 QFES subsidy support grant has been received for \$23,200.  QRA Recovery and Resilience Program - Funding allocated to Home Hill SES refurbishment is \$72,500 and has been approved and we are currently sourcing quotations. Expected completion of works by end of 2023.  Grant funding approved from Preparing Australian Communities for \$93,879 for an electronic variable message board in Home Hill. The project has commenced and the completion date is set for February 2023.	





NR1	Undertake preventative measures as proposed in the Burdekin Bushfire Risk Mitigation Plan.	Attend meetings hosted by local and regional QFES.  Coordinate with different stakeholders and Council departments to mitigate the risk on identified Council properties.	No meetings held this quarter. Controlled burn undertaken at Gardeners Lagoon, Home Hill. Regular sites at Alva monitored and mitigation activities undertaken on one site.	
<b>Corporate Plan Objective 1.3 Celebrate our unique identity</b>				
<b>Corporate Plan Key Action 1.3.1 Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.</b>				
TOU1	Continue membership of Townsville Enterprise Ltd. and host industry forums/workshops to encourage development of tourism product.	Increased presence in regional and national tourism promotion and marketing. 5% increase in visitor numbers.	Continuation of EDM newsletter with Burdekin Tourism Members. Promoted Townsville Enterprise campaigns and development opportunities to operators. Attended roundtable discussion presentation by Townsville Enterprise and Tourism and Events Queensland.	
TOU2	Provide support to the Visitor Information Centres in Ayr and Home Hill	5% increase in visitor numbers.  Six volunteer familiarisations/workshops conducted.	Visitor Information Centre Visitor Statistics: Oct – Dec 2022: 2,066 visitors. Hosted Tourism Volunteer familiarisation trip to a variety of Ayr Accommodation operators. Hosted annual Tourism Volunteers Christmas party.	
TOU3	Participate in Economic Development/Tourism Expos.	Attend three expos and distribute a minimum of 100 information packs at each event.	Attended the 2022 Queensland Visitor Centres Association Conference in Noosa. This provided an opportunity to network with other VIC managers and distribute marketing material to other VICs in Queensland.	
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 Country Week, RegionsQ.	Four promotional opportunities identified and pursued annually.	Continued promotion of the 2023 Sweet Days Hot Nights Festival to external markets. Reel Action TV fishing episode filmed in the Burdekin went to air in December. Engaged and hosted photographer Sean Scott in region to capture updated content for destination marketing.	
CP1	Promote the Council-owned caravan parks in local, state and national outlets and publications.	Four promotional activities undertaken.  Updated website developed.	Renewed Yellow Pages advertising. Reviewed information on Australian Tourism Data Warehouse site. Reviewed Google My Business site and responded to reviews. New website has been delayed due to some IT difficulties.	
<b>Corporate Plan Key Action 1.3.2 Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.</b>				
CD5	Implement key initiatives of Arts & Cultural Strategy.	Key initiatives of Arts & Cultural strategy implemented as per agreed timelines.	Community and Cultural Development Liaising with indigenous community member to attend the CCDAG meetings. Key outputs included: Development Youth Strategy - New Community Grants Update RADF Update Cultural Venues – Program update and Summary findings of Business Review – Burdekin Theatre and Culture Venues.	
<b>Corporate Plan Key Action 1.3.3 Communicate our story and recognise the achievements of our community members.</b>				
MC01	Develop and issue media releases including posting releases to Council website informing the community on Council activities.	30 media releases per quarter.	Number of media releases reduced during quarter due to vacancy in position of Media and Communications Officer.	
MC02	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	Factual and positive coverage of Council issues. 90% response rate provided within 2 business days of enquiry.	Press releases issued on major initiatives and projects, along with social media posts. Prompt response provided to enquiries received from media outlets.	

CD6	Celebrate our community's achievements through acknowledgement and recognition (E.g. Australia Day Ceremony).	Nominations called for award recipients in September 2022.  Australia Day Ceremony hosted in January 2023.	Australia Day Nominations Closed 7 December 2022.  Australia Day Ceremony hosted 26 January 2023.	
<b>Corporate Plan Key Action 1.3.4 Facilitate events for the community.</b>				
CD7	Identify and facilitate relevant community events, activities and programs.	Successfully host community events, activities and programs.  Community events to be conducted within agreed timeframes and budget. Grant funding sourced if relevant.	Community Events conducted including: Seniors' week Luncheon and expo held 28 October 2022 with over 100 people attending. And as a result, December morning Melodies was also a sell-out performance.  Supported successful Home Hill harvest Festival. Festival Comprised of a Record 12 events  Community Connect - Giru Tennis Court Opening with approx. 80 local community members attending.	
L04	In collaboration with relevant community organisations and advisory groups, provide opportunities for local cultural heritage and history to be created and displayed.  Library Strategic Plan 6.2.	Local cultural heritage and history works collected and showcased through displays and events.	Cataloguing and indexing of the photographic collection to provide better public access to contents of collection has continued.	
TOU5	Continue to develop 'Sweet Days Hot Nights Festival', including associated events, as a biennial destination event for the Burdekin.	Event plan developed and delivered. % increase in level of external visitation to the event.  80% positive feedback from sponsors.	Continued to promote the Sweet Days Hot Nights Festival to local and external markets. Sent out information and application letters to community, sporting and cultural groups to host associated events. Mick the Mascot public appearances: Selectability fun run, Millaroo School open day, Regis Ayr Market Day, Home Hill Harvest Festival parade and Burdekin Shire Council Christmas Carols.	
<b>Corporate Plan Objective 1.4 Strong community organisations</b>				
<b>Corporate Plan Key Action 1.4.1 Promote and encourage community participation, volunteerism, and capacity building within community organisations.</b>				
CD8	Build capacity and resilience of local sport, recreation and community groups through the facilitation of appropriate forums and workshops.	Community capacity development program adopted and initiatives implemented.	Developed Community Capacity Building Survey to Arts, Community and Sporting groups to identify issues for further support and development. Results to be compiled Q3.	
<b>Corporate Plan Key Action 1.4.2 Support community organisations and events.</b>				
CD9	Provide financial and in-kind support to recognised community events through the Community Assistance Program.	Three funding rounds annually. Number of events/organisations supported and amount of financial & in-kind resources provided.  Reports provided to Council.	Grants round rescheduled to be conducted on a quarterly basis. Applications Open 1 October – 14 October 2022. Six applications received in total. Council endorsed five successful applicants including: Ayr Surf Lifesaving Club Inc. FNQ Regional Committee of Highland Dancing Association. Burdekin Race Club Inc. Rotary Club of Ayr, etc.	



CG1	Co-ordinate RADF (Regional Arts Development Funding) Program.	Ensure RADF funding supports local artists and arts and cultural activities, provides opportunities for participation in cultural and arts activities and contributes towards achieving Arts & Cultural Strategy objectives.	During the quarter being Round 1 of 2022/23, ten RADF applications totalling \$28,535 were received. Nine applications were approved totalling \$24,435.	
<b>Corporate Plan Key Action 1.4.3 Support sporting organisations in providing opportunities for physical activity.</b>				
CG2	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	Appropriate support provided to applicants.  Funds allocated in accordance with Council Policy.  Acquittals received and processed in a timely manner.	No Interest Free Loan applications were received in the period. The amount of the previously application forwarded to the Department of State Development, Infrastructure, Local Government and Planning for approval was reduced to \$120,000, and therefore departmental approval was not required. Of the two applications under review, one application was withdrawn and the second application was approved with a lesser amount.	
<b>Corporate Plan Key Action 1.4.4 Implement the 10 Year Sport and Recreation Plan.</b>				
CD10	Finalise review of the Burdekin 10 Year Sport & Recreation Plan.	Review completed. Outcomes reported to Council by 30 March 2023.	Capacity Building Survey to Community and Sporting groups to identify issues for further support. Results to be compiled Q3	
<b>Corporate Plan Objective 1.5 Engaging public spaces</b>				
<b>Corporate Plan Key Action 1.5.1 Encourage active communities through provision and maintenance of recreational spaces.</b>				
SP01	Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.	Customer satisfaction. Positive feedback from users of the facilities.  Facilities are maintained in accordance with the contract specifications.  Prepare and conclude tender for Ayr Pool for period Dec 2022 onwards.  Biannual site inspections.  Maintenance items addressed as identified.	Tender for Burdekin Aquatic Centre called and awarded. Tender for Home Hill Swimming Pool and Caravan Park has closed. Assessment of responses is underway. Planning currently underway for the opening of the Water Park. Site inspections have not yet commenced. Working with Managers to address maintenance and repair issues promptly.	
SP2	Implement outcomes of the Burdekin Aquatics Facility Study.	Implementation of outcomes of Study adopted by Council.	Burdekin Aquatics Facility Study has been workshopped with Council on 4 October 2022. Not yet formally adopted.	
QPW1	Completion of works associated with the Burdekin Be-Active Trail in Home Hill	30 June 2023	The original scope of works for the 2022/23 budget has been completed at December 31, 2022 within the allocated budget allowing the design and construction of additional sectors ahead of schedule.	

Corporate Plan Key Action 1.5.2 Provide safe, attractive, accessible, and functional community spaces and facilities.				
CV2	Undertake a review the Ayr Showgrounds Master Plan to identify outstanding projects.	Progress report to be tabled to Council for a future review of the Ayr Showgrounds Master Plan.	<p>2022/23 Capital Projects/Funds that were allocated for the Showgrounds Precinct were re-evaluated in Q1 following a site inspection of Canteen Building and Main Hall.</p> <p>Further inspection was conducted by Facilities Management Co-Ordinator, Manager Community Services and Cultural Venues Manager. PCG endorsed changes include reduction of funds spent on Canteen Building (due to one use per annum for Show) and saving to be reallocated to supplement the existing capital budget for design work for Main Hall which is hired by community, schools and businesses on a regular basis.</p> <p>Consultant is scheduled for site inspection on 12th January 2023 to commence development of report outlining design recommendations/enhancements and provide cost estimate.</p>	
L05	Investigate need and options for delivery of Library materials to remote communities.  Library Strategic Plan 2.2.	<p>Appropriate service delivery options identified through community consultation and collaboration with other libraries.</p> <p>Initiatives planned in response to community feedback.</p>	Liaison with Community Connected project officer continued.	
PG1	Ensure operational responsiveness and departmental performance of the parks and gardens team aligns with Council's Customer Service Charter and agreed service timeframes.	<p>Quarterly analysis of compliments versus complaints received with a target of 7.5:1 compliments to complaints.</p> <p>90% or more of customer requests completed within target timeframes.</p>	Six compliments received in the period with no complaints recorded bringing progressive YTD compliments to eleven with no complaints registered. 100% of customer requests completed within target timeframes at December 31, 2022.	
PG2	Develop a 5-year parks and gardens maintenance reduction strategy.	<p>Draft strategy presented to Council by 31 March 2023.</p> <p>Strategy adopted by Council by 30 June 2023.</p>	Ongoing consultation with Parks and Gardens employees continuing with draft strategy on schedule to be presented to Council prior to March deadline.	
PG3	Refurbishment and replacement of playground equipment at Groper Creek.	Works completed by 30 June 2023.	Purchase order placed December 2022 with anticipated delivery March 2023 and installation prior to Easter 2023.	
PG4	Complete renewal of street furniture and waste bins in Home Hill.	Works completed by 30 June 2023.	Orders placed November 2022 with fabrication by local manufacturing business early 2023 with installation scheduled April, 2023.	
CG3	Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.	100% of Council leases and maintenance issues up to date.	<p>Lease renewals being processed: 6</p> <p>New Leases being entered: 1</p> <p>Paddock Rental Agreements being entered: 4</p>	







PD5	Manage existing service contracts for Council facilities and implement facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.	<p>Timely response to building maintenance requests for Council buildings.</p> <p>In accordance with relevant asset management categorisation, complete condition assessments on all relevant Council buildings.</p> <p>100% of building maintenance service contracts are actively monitored throughout term and reviewed and renewed in accordance with Council's adopted procurement processes.</p>	<p>All building maintenance service contracts issued.</p> <p>Facilities Manager currently working through tenders awarded and remaining RFQ's for other capital projects in accordance with the requirements of the relevant managers.</p>	
CD11	Continue to implement elements of the Watson's Green and Memorial Park Master Plan and commence planning for future year initiatives.	<p>Identify and scope projects associated with the agreed Master Plan.</p> <p>Implement agreed projects within agreed budget and in consultation with Council and relevant community groups.</p>	<p>Consultation held with local early childhood stakeholders.</p> <p>Seeking quotes for Watsons Green project including all abilities access pathway and sensory trial to support early childhood development.</p> <p>Forever 5 applications for \$30K developed to support sensory trial for early childhood development unsuccessful.</p> <p>Significant work also undertaken to bring up to standard at Ayr Show Grounds and on Burdekin Theatre Water Feature.</p>	
CP2	Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.	<p>Customer satisfaction.</p> <p>Maintaining both caravan parks to optimize customer satisfaction and occupancy levels.</p> <p>Liaise with BCCP Managers to facilitate dynamic pricing arrangement.</p>	<p>Positive reports received from guests to both Parks on social media.</p> <p>Tender for Management of Home Hill Pool and Caravan Park called in November 2022.</p> <p>Work with Managers to identify and act on maintenance items to ensure high quality services provided at the caravan parks.</p> <p>BCCP Managers to provide new pricing suggestions.</p>	
<b>Corporate Plan Key Action 1.5.3 Shape the built environment to enhance connectivity, social interaction, and a healthy lifestyle.</b>				
TS1	Construct the Water Park at the Ayr Swimming Pool.	Project reports delivered quarterly to Council.	Quarterly reports delivered to State Government (Works for Queensland).	





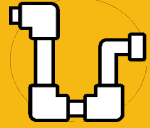
## Prosperous Economy

We build upon our strong agricultural base and encourage opportunities that strengthen a thriving and resilient community.

Reference Number	Targeted Activity	Measure	Q2 Comment	Q2 Traffic Light
<b>Corporate Plan Objective 2.1 Diverse and innovative industry</b>				
<b>Corporate Plan Key Action 2.1.1 Position the Burdekin as regional leaders in agriculture, aquaculture, manufacturing, and other agribusiness activities.</b>				
ED01	Facilitate meetings of the Economic Advisory Group and implement agreed recommendations as endorsed by Council.	Minutes presented to Council. Number of actions implemented.	Economic Advisory Group meetings held on 3/11/22 and 8/12/22. Completed actions and recommendations as required.	●
<b>Corporate Plan Key Action 2.1.2 Facilitate the provision of information to encourage a digitally connected community.</b>				
ED02	Support initiatives and facilitate programs that build capacity of individuals and local businesses to better utilise digital technology.	10% increase annually in business attendance at digital information and/or training workshops.	Promoted all programs that encourages small businesses to better utilise digital technology. Promoted through Smart Precinct NQ Mentoring Sessions.	●
<b>Corporate Plan Key Action 2.1.3 Promote opportunities and initiatives that encourage business to invest in research and diversification.</b>				
ED03	Promote funding opportunities available to businesses for research and development.	100% of funding opportunities identified and appropriate businesses advised through EDM distribution.	Promoted all funding programs that had been released to chambers of commerce, relevant businesses and organisations via email, EDMs, media releases and social media.	●
<b>Corporate Plan Key Action 2.1.4 Encourage business establishment, development, and expansion.</b>				
ED04	Market and promote Ayr Industrial Estate opportunities to potential developers/investors.	6 marketing and promotional activities undertaken	Council has received advice from the Federal Government that it has made changes to its regional grant programs and discontinued round 6 of the Building Better Regions Fund. Council currently undertaking a review of the budget and scope of works for the earthworks component of Stage 1 of the expansion with a view to undertaking these works in the 2022/23 financial year.	●
<b>Corporate Plan Key Action 2.1.5 Support and encourage the development of tourism through implementation of the Burdekin Tourism Strategy.</b>				
TOU6	Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.	100% of selected activities completed within agreed timeframes.	Reel Action TV episode broadcast in December showcased fishing in the Burdekin. Sent out application forms for the 2023 Destination Events Calendar to all local community, sporting and cultural groups. Continued to implement initiatives and actions in the strategy.	●
TOU 7	Commence review of the Burdekin Tourism Strategy.	Strategy review report presented to Council with consideration given to developing a new 4-year strategy.	Tourism Officer continued the review of the Burdekin Tourism Strategy. Update to be provided to Council.	●

Corporate Plan Objective 2.2 Strong networks				
Corporate Plan Key Action 2.2.1 Support business and industry networks.				
ED05	Host industry breakfasts/mentoring sessions to encourage development and expansion of existing business and to encourage start-up and small businesses. Collaborate with Smart Precinct NQ to identify, promote and implement activities and initiatives.	2% annual increase in attendance numbers at industry breakfasts and mentoring sessions.	Hosted Smart Precinct NQ mentoring sessions on 13/10/2022, 23/11/2022 and 06/12/2022.	
Corporate Plan Key Action 2.2.2 Advocate for local and regional needs through lobbying and partnerships.				
ED06	Collaborate with State and Federal Government Departments and with Townsville Enterprise Ltd. (TEL) to identify, promote and implement economic development opportunities for the Burdekin region.	Two collaborative initiatives conducted annually. TEL service level agreement activities delivered.	Continued to promote workshops, events and campaigns hosted by Townsville Enterprise. Finalised Service Level Agreement with Townsville Enterprise. Economic Development Coordinator participated in a panel discussion at Townsville Enterprise AGM on 29/11/2022.	
Corporate Plan Objective 2.3 Investment growth and opportunities				
Corporate Plan Key Action 2.3.1 Implement actions from the Burdekin Shire Economic Development Strategy.				
ED07	Implement actions identified in the Burdekin Economic Development Strategy 2020-2025.	Number of action items completed within agreed timeframes.	Continued to investigate initiatives and activities identified by the Economic Development Advisory Group that align with Council strategies. Continued Smart Hub Burdekin initiatives and hosted 3 delegations for potential projects in the Burdekin.	
ED08	Secure grant funding and commence construction of Stage 1 of the Ayr Industrial Estate Expansion.	Outcome of grant funding application.  Contract awarded for commencement of works.	Council has received advice from the Federal Government that it has made changes to its regional grant programs and discontinued round 6 of the Building Better Regions Fund. Council currently undertaking a review of the budget and scope of works for the earthworks component of Stage 1 of the expansion with a view to undertaking these works in the 2022/23 financial year.	
Corporate Plan Key Action 2.3.2 Support, facilitate and promote potential synergies with agribusiness including bio-futures, technology, and innovation.				
ED09	Encourage and support individuals and businesses to better participate in regional economic development initiatives.	20 businesses showcased annually across four economic development activities.	Continued implementing initiatives associated with Smart Precinct NQ. Hosted 3 delegations for potential developments in the Burdekin.	
Corporate Plan Key Action 2.3.3 Support development, value-adding, diversification, and expansion to provide a sustainable economic base.				
PD6	Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes.	100% of written responses provided to applicants within 5 business days of pre-lodgement meetings.	Multiple pre-lodgement meetings (more than 10) held in Q2 and all provided with written responses within 5BD of meeting with Council.	










PD7	Finalise adoption of new Planning Scheme.	Final Council agreement and gazettal of Planning Scheme.	<p>Ministerial Conditions provided late December 2022.</p> <p>Planning Scheme endorsement anticipated by full Council on the 14 February 2023.</p> <p>Proposed commencement date of 1 March 2023.</p>	
<b>Corporate Plan Objective 2.4 Resilient adaptive business</b>				
<b>Corporate Plan Key Action 2.4.2 Promote local employment and training opportunities.</b>				
ED10	Encourage businesses and individuals to participate in activities to promote employment and 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.	









## Resilient Infrastructure

We provide an advocate for cost-effective infrastructure that supports our quality of life.

Reference Number	Targeted Activity	Measure	Q2 Comment	Q2 Traffic Light
<b>Corporate Plan Objective 3.1 Effective transport and drainage networks</b>				
<b>Corporate Plan Key Action 3.1.2 Collaborate with State and Federal Governments to enhance the regional transport network.</b>				
OPW2	Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.	95% compliance against Key Performance Indicators.	RMPC Audit conducted by DTMR in July 2022 reviewing the period January to June 2022. Burdekin Shire Council achieved a score of 99.3%. The results of all RMPC contractors in the Northern Region ranged from 86.8% to 99.3%. The next six monthly audit is scheduled for early February, 2023.	●
TS2	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.	100% of TIDS funding claimed by 30 June 2023.  Prioritisation of construction projects to achieve 100% expenditure.	93% Claimed to 31 December 2022	●
TS3	Complete Roads to Recovery Program in accordance with Australian Government requirements.	100% of Roads to Recovery funding claimed by 30 June 2023.	100% of funds received. Projects to commence in February	●
<b>Corporate Plan Key Action 3.1.3 Improve drainage networks and structures through upgrades and renewals.</b>				
TS4	Undertake investigation and concept designs for stormwater strategic drainage projects for future year consideration.	90% of detailed drainage network project designs completed by 31 May 2023	Third Avenue concept presented to Council. South Ayr and Brandon drainage investigations commenced	●
<b>Corporate Plan Objective 3.2 Sustainable water resources</b>				
<b>Corporate Plan Key Action 3.2.1 Enhance water security and protect and improve water quality.</b>				
WW1	Implement approved Drinking Water Quality Management Plan.	Maintain strict compliance with water quality testing matrix and continued implementation of water safety improvement initiatives.	An updated DWQMP has been submitted to the Regulator for approval. The updated plan recognises the significant operating changes at both the Home Hill and South Ayr reservoirs including new Ultra Violet and Sodium Hypochlorite disinfection infrastructure. All water quality criteria are within ADW Guideline values.	●
WW2	Completion of the Ayr Water Supply Infrastructure (Stage 2) Water Resilience Program.	Completion of infrastructure projects by 30 November 2022.	Practical completion of major packages for Tei, QPAMS and Trility awarded December, 2022 with reservoir brought into service 20 December. Delays in shipment of specialist valve have extended practical completion of entire project to February 2023.	●

Corporate Plan Key Action 3.2.2 Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.				
WW3	Ensure operational responsiveness and departmental performance of the Water Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.	Quarterly analysis of compliments versus formal complaints received with a target of 4:1 compliments to complaints.  90% or more of customer requests completed within target timeframes.	Four compliments received in the reporting period with two complaints recorded in relation to water quality. A total of five compliments have been received YTD and two complaints. 98% of customer requests closed out within allocated response times to December 31, 2022.	
WW4	Secure grant funding to undertake construction of a macro-algae bioremediation facility at the Ayr-Brandon Wastewater Treatment Plant.	Grant funding support committal for project.  Construction of new facility commenced.	Queensland Government Department of State Development, Infrastructure, Local Government and Planning has approved funding of \$3,512,318.40 through the 2022-24 Local Government Grants and Subsidies Program to deliver the Ayr Macroalgae Wastewater Treatment Project. Council was also successful in attaining \$2,000,000 in funding through the Queensland Government Department of Regional Development, Manufacturing and Water Building Our Regions Round 6 for the earthworks portion of the project. Construction of the earthworks pad had commenced prior to the January weather event. The earthworks component is scheduled for completion by September 2023.	
Corporate Plan Objective 3.3 Vibrant community assets				
Corporate Plan Key Action 3.3.1 Implement the Asset Management Strategy and Roadmap.				
TS5	Complete asset inspections in accordance with inspection program.	Asset inspection program completed by 31 March 2023.	2022-23 Asset inspections continuing. Contractors engaged to complete road and drainage inspections	
TS6	Complete asset capitalisations in a timely manner.	90% of projects capitalised within three (3) months after financial completion.	71% of projects capitalised within three (3) months after financial completion. Current achievement affected by staff vacancies	
TS7	Complete asset valuation reviews including desktop reviews for Water, Sewerage, Buildings and comprehensive valuation of Transport, Drainage, Land and Improvements and Other Assets.	Valuations complete by 30 April 2023.	Asset valuation process commenced for comprehensive valuations. Consultants to completes desktop valuations in March	
TS8	Completion of assigned Asset Management Roadmap tasks.	Strategic Asset Management Plans for Transport, Drainage, Water Supply and Sewerage reviewed by February 2023.	Asset Management Plan review currently on hold to complete valuations	
Corporate Plan Key Action 3.3.2 Plan, build and maintain infrastructure that enhances and extends the life of community assets.				
TS9	Produce three year reseal program commencing 2023/2024.	Three-year re-seal program developed by 31 May 2023.	Inspection and condition assessment of sealed pavement commencing in February with completion planned by 30 April 2023	
TS10	Detail designs of 2023/2024 reseals.	90% of detailed designs for reseal program 2023/2024 completed by 30 June 2023.	Detail designs will not commence until program completed in May 2023	
PD8	Coordinate and manage major facilities management projects and asset management plans as required and in line with agreed strategic outcomes.	Project plans identified and drafted with appropriate project management resources for all major projects.  Asset management plans defined for major Council facilities.	Works to assist the Asset Management Team continuing.	






OPW3	Implement annual works program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.	85% of works completed at end of financial year, including dollar value.	Rain delays have currently affected annual works program. Planning underway to expedite works over Q3 and Q4 periods.	
<b>Corporate Plan Key Action 3.3.3 Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.</b>				
TS11	Develop and monitor Annual capital delivery program.	Monitor program in Capital PCG and number of monthly meetings to track progress. Provide reports to Council.	Five monthly meetings held to 31 December 2022 and reports submitted to Council.	
TS12	Develop 5 and 10 year Roadworks and Drainage capital works program.	Plans adopted by Council.	Ongoing review of 5 and 10 year works programs throughout year. Will be finalised during budget process in 2023.	
<b>Corporate Plan Objective 3.4 Well-planned communities</b>				
<b>Corporate Plan Key Action 3.4.1 Support strategic projects that will contribute to liveability and economic growth in the Burdekin.</b>				
PD9	Ensure all new developments are assessed against provisions contained within Council's adopted Local Government Infrastructure Plan (LGIP), Planning Act 2016, Planning Scheme, legislative requirements and other relevant instruments.	Compliance checks completed for 100% of new developments at pre-lodgement stage to identify relevant Infrastructure Charges.  100% of development applications for planning matters processed within relevant statutory timeframes for each stage of the application process.	All new development applications are assessed within statutory timeframes and against all relevant legislation and instruments.	
CG4	Coordinate and project manage Council's external funding applications.	100% of applications for identified grant opportunities submitted on time.  100% of acquittals submitted accurately and on time.	Three funding applications for identified grant opportunities were submitted on time. Advice received that three previous funding applications were successful. Seven acquittals submitted accurately and on time.	
L06	Ensure Libraries are visible by reviewing street signage, and placemaking signage and implementing necessary changes.  Library Strategic Plan Strategy 1.2.	Signage reviewed by 30 December 2022. Additional signage identified and installed by 30 June 2023.	Street signage ordered by Works Department. Opportunities for customer and indigenous consultations being pursued.	









## Sustainable Environment

We value and respect our natural and built environments and work towards balance and improved outcomes for our community.

Reference Number	Targeted Activity	Measure	Q2 Comment	Q2 Traffic Light
<b>Corporate Plan Objective 4.2 Balanced environmental outcomes</b>				
<b>Corporate Plan Key Action 4.2.1 Maintain the balance between positive environmental outcomes and ongoing development.</b>				
PD10	Implement the new Planning Scheme to achieve balanced environmental outcomes.	Once gazetted, ensure compliance with new Planning Scheme for all Development Applications.	Ministerial Conditions now issued. Report recommending endorsement of the proposed planning scheme with a commencement date of 1 March 2023 to be determined by full Council on the 14 February 2023.	●
<b>Corporate Plan Key Action 4.2.2 Promote and support community education programs that contribute to improved environmental and community outcomes.</b>				
VM2	Vector management public education and community awareness activities.	Provision of appropriate information via website and other media channels.  Information reviewed and updated on website six monthly.  Two or more vector management-related media activities (newsletter/media release/social media post) conducted annually.	One vector media release done this quarter. Information will be reviewed and updated in January 23.	●
<b>Corporate Plan Key Action 4.2.3 Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas</b>				
EH6	Maintain Council's status as a Reef Guardian Council.	Progress report delivered.  Community event held.	Attended Reef Guardian face to face meeting at Cairns Attended 2 lunch time learning sessions	●
EH7	Undertake works identified in the Dune Management Strategy.	Revegetation work undertaken in priority phase one area at Wunjunga/Beachmount by 30 May 2023.  Liaise with other environmental groups and organisations to plan and undertake work within the dune systems.	Received funding to assist with revegetation work, signage and fencing at Wunjunga. Planning is underway to undertake works under the grant. Difficulty in sourcing appropriate vegetation will impact delivery timeframe.	●

NR2	Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire.	<p>Issue Riparian Management Agreement invoices for the current financial year by 28 February 2023.</p> <p>Provide agreement holders with copy of weed management newsletter with invoices.</p> <p>Aquatic weed under control to be maintained at low to medium scattered growth in participating waterways.</p>	<p>Aquatic weed control ongoing, all lagoons in good condition and monitored regularly.</p> <p>Saltwater - Good. LBW excavator has just completed the full run and have commented that Council maintained sections are very well maintained.</p> <p>Sheep station - Good. Fair mass of water hyacinth at bottom on Gorizia's lagoon which is supported by NQDT. Drone treatment to be recommended.</p> <p>Lilliesmere- Good. Helicopter treatment planned in next quarter for bottom end.</p> <p>Healy's - Good. Early flush cleared the last of Salvinia.</p> <p>Plantation - Good</p> <p>Ironbark - Good. Drone treatment carried out in inaccessible area. Weevils production not supported by BIFFMAC anymore. Council to look at an alternative source.</p> <p>Horseshoe- Good. NQDT carried out helicopter treatment</p> <p>Collinson's - Good. Bottom end treated with drone.</p> <p>Pyott's - Good</p>	
NR3	Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners.	<p>Pest animal and plant activities as described in the Shire Biosecurity Plan.</p> <p>Participation in QFPI Feral Pig Cluster Project and existing aerial shoot program.</p> <p>Inspection of property biosecurity plans biennially.</p> <p>Participation in other weed control projects with stakeholders.</p>	<p>Six feral pig baiting events covering landholder parcels totalling 1662 hectares. Pig baiting of 124 kg of grain and 64kg of meat treated with 1080.</p> <p>Three aerial shoot conducted for QFPI project 163 feral pigs shot in Rangeland cluster, 200 in Northern shoot and 38 in Barratta.</p> <p>Road side spraying continues - used 97.25Lt mix Weedmaster Duo &amp; Metsulfuron Methyl.</p> <p>Basal bark Neem trees in Alva Sand Dunes.</p> <p>Signed MOU with DAF for trial of different herbicides to control Grader grass.</p> <p>Waiting for capsule supply from DAF for bio-control application for Chinese Apple.</p> <p>Release of bioagent for Bellyache bush with DAF Brisbane.</p> <p>Monitoring and spraying associated with Siam Weed infestation (refer NR5).</p> <p>Itch Grass, GRT and water mimosa infestation sites monitored monthly and sprayed as required.</p> <p>Two hazard reduction burns.</p> <p>Yellow Crazy Ant surveys x 1.</p> <p>5 Property Biosecurity plans renewed/inspected - annual target 50.</p>	
NR4	Manage Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy.	<p>Applications administered within agreed timeframes.</p> <p>Percentage of budget expended.</p>	<p>\$65,248 spent on herbicide subsidy for Q1&amp;Q2 - 50% of budget.</p> <p>7 herbicide subsidy policy requests received this quarter.</p> <p>\$1,500 for Wild Dog Assistance Policy.</p> <p>No bounty payments for Wild Dog pelts.</p>	

NR5	Surveillance, monitoring and community education in relation to new invasive pests as identified in Shire Biosecurity Plan and legislation.	<p>Ongoing surveillance of waterways completed.</p> <p>Inspections of each commercial nursery</p> <p>Liaise and act on instruction from Biosecurity Queensland.</p> <p>Progress with Siam Weed Taskforce and Action Plan.</p> <p>One workshop and media release per annum.</p> <p>Weed of the quarter on social media.</p>	<p>Ongoing surveillance of waterways and identified high risk landmarks (e.g. entry points, roads) continued.</p> <p>One inspection of 4 x nurseries carried out this quarter.</p> <p>Liaison with Biosecurity Queensland ongoing.</p> <p>Siam Weed</p> <ul style="list-style-type: none"> <li>- Taskforce - 1 communication via email.</li> <li>- Specialised on ground treatment carried out at 8 strategic points by contractor identified to ensure the new if any growth is contained as per Biosecurity Plan management.</li> <li>- 6 x weekly ground delimitation surveys conducted during flowering;</li> <li>- 3 surveillance and monitoring surveys on quadbike conducted after the treatment.</li> <li>- spray and hand removal of Siam.</li> <li>- monitoring of biocontrol sites.</li> </ul> <p>1 media release.</p> <p>2 newsletters to participating Feral pig cluster group projects.</p> <p>Weed of the quarter done for this quarter.</p> <p>Newsletters have been sent to Northern &amp; Barratta groups &amp; links to emerging animal diseases.</p>	
<b>Corporate Plan Key Action 4.2.4 Actively encourage reduction, reuse, and recycling of waste to support sustainable waste management principles through the implementation of the North Queensland Waste and Resources Recovery Strategy 2020-2030.</b>				
WM1	Participation in approved Local Government Illegal Dumping Partnership Grant Program - Round 2A (ends 15 March 2023).	<p>Completion of grant milestone reports.</p> <p>Percentage of successful compliance outcomes (over 80% success).</p> <p>Development of educational materials and program.</p> <p>Liaise with regional partners to develop and implement a regional illegal dumping prevention strategy.</p>	<p>Half yearly report submitted to DES in September 2022 besides submission of ongoing regular monthly reports. DES was provided a monthly update regarding LID activities in an online meeting on 09 Nov 2022.</p> <p>28 requests received - 25 completed within target; 3 still open within target.</p> <p>DES presentation available to customise and use for spreading knowledge among community and educational institutes.</p> <p>Draft Litter and Illegal Dumping (LID) Strategy developed and to be reviewed in 2022-23.</p>	
WM2	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.	<p>Achievement of standards listed in the collection service specification.</p> <p>Analysis of complaints and compliments received regarding kerbside collections.</p> <p>90% or more of customer requests actioned within agreed timeframes.</p>	<p>5 performance measures identified with contractor. All measures met. Details are as follows:</p> <p>Delivery of new bin service - 23 requests, all completed within time frame.</p> <p>Number of missed services - 31 requests - 27 of recorded missed services were bins not out, 3 too heavy and 1 contaminated. All requests completed within timeframe unless bin not presented.</p> <p>Bin repairs/replacements - 104 requests, all completed within timeframe.</p> <p>Service complaint - Nil reported</p>	









WM3	Supervise waste management sites to ensure compliance with conditions of the Environmental Authority and improve performance for Kirknie Landfill and Ayr, Home Hill, Giru and Clare Transfer Stations.	<p>Full compliance with audits conducted by Department of Environment and Science.</p> <p>100% compliance with internal inspection and audit programme.</p> <p>100% compliance with Objectives and Target Register.</p>	<p>Volumetric survey report for Kirknie landfill submitted to DES in July 2022. No concerns raised.</p> <p>Application for agreed way to measure and record amount of waste other than by Weighbridge submitted to DES in August 2022. The permit allows ease of operation in transporting cover and track road material to the tipface, in an efficient and safe manner. Permit received from DES</p> <p>Internal audit program established. Audits completed as per the audit schedule. Ayr TS operation audit underway.</p> <p>O&amp;T Register to be reviewed annually for ongoing use.</p>	
WM4	Complete an audit of Council-generated waste and implement a community sample recycling bin audit.	<p>Completion of audit and implementation of actions to improve waste management practices and recycling across various Council work functions.</p> <p>Increase in the level of recycling across Council work functions.</p> <p>50 Premises audited within financial year. Reduction achieved in contamination rates in recycling bins.</p>	<p>Council generated waste audit completed and a report issued to Environment and Health Manager for review.</p> <p>Meeting scheduled to discuss concept plan for auditing 50 premises. Implementation of concept plan is to be achieved by 30 June 2023.</p>	
<b>Corporate Plan Key Action 4.2.5 Promote the implementation of environmental best practice by Council, residents, and business.</b>				
WM5	Continue environmental monitoring programs: - Cromarty Landfill (groundwater and surface water). - Legacy Landfill Sites (groundwater); - Kirknie Landfill (groundwater, surface water and landfill gas); - Ayr and Home Hill Transfer Stations' green-waste runoff (surface water).	<p>Complete monitoring and reporting as detailed in the monitoring program.</p> <p>Record and analyse monitoring data and revise monitoring programs if required.</p> <p>Complete report outlining treatment plans for priority legacy landfill sites.</p>	<p>Consultant completed two quarters of Environmental monitoring and the program is up to date. Staff training on undertaking monitoring has been completed. Consultant to issue reports - Quarterly monitoring and Annual report, by end of Jan 2023</p>	













## High Performing Organisation











We deliver positive outcomes for our community through ethical, transparent, and financially sustainable decision-making.












Reference Number	Targeted Activity	Measure	Q2 Comment	Q2 Traffic Light
<b>Corporate Plan Objective 5.1 Engaged community and stakeholders</b>				
<b>Corporate Plan Key Action 5.1.1 Undertake meaningful community engagement through Community Advisory Groups and other engagement methods to encourage diverse community participation and feedback.</b>				
TS13	Assess items identified by the Burdekin Road Safety Advisory Committee.	90% of recommendations from advisory group reviewed by management to determine applicability and key recommendations brought to Council for decision and appropriate implementation plan developed within 3 months.	November meeting actions to be completed by February 2023	
CD12	Facilitate further community-led "Our Town Our Future" community consultation sessions.	Develop plan for "Community Connect" consultation session for Rita Island/Jarvisfield Communities. Community Action Plan developed in accordance with agreed schedule.	Draft priorities report disseminated from Alva Community Connect workshop held 28 August 2022.  Progressing Action Plan. Additional community initiatives being scoped including updating community directory and population demographics intelligence.	
CD13	Facilitate Community and Cultural Advisory Group meetings.	Meetings facilitated in accordance with adopted committee charter.	Liaising with indigenous community members to attend the CCDAG meetings. Key outputs included: Development Youth Strategy - New. Youth Needs survey completed. Analysis Q3. Community Grants Round 2 successfully completed.  Community Capacity Building Survey to Arts, Community and Sporting groups to identify issues for further support and development. Results to be compiled Q3.	









CS1	Biennial public customer service survey	Survey completed by June 2023.  Number of survey responses received.  % of surveys fully completed.	Customer service survey has been conducted and results are currently being compiled for review by Director.	
<b>Corporate Plan Key Action 5.1.2 Be responsive and proactive in providing information to keep the community informed.</b>				
CS2	Deliver professional customer service assistance to internal and external customers.	Minimum 80% service level - all calls answered within 20 seconds.  Less than 5% of calls abandoned.  Less than 5% error rate in call codes.	Service level 81%  Abandonment Rate 3%  Non-Compliant 3%	
MC03	Facilitate the production of corporate publications including the Annual Report and Annual Budget Documents.	100% compliance with statutory obligations.	High quality Annual Report was prepared and adopted within required timeframes. The process was completed earlier this year during the first quarter following completion of the audit of the financial statements.	
MC04	Produce community updates including riparian and food safety newsletters, internal staff communications including quarterly staff newsletters, and other publications as required by the Executive Leadership Team and Senior Leadership Group.	One staff newsletter produced quarterly.  All communications prepared and distributed in appropriate timeframes.	Limited activity this quarter due to vacancy in Media & Communications officer role, with more urgent items prioritised.	
<b>Corporate Plan Key Action 5.1.3 Foster cooperative and collaborative partnerships on matters of regional, state, and national importance.</b>				
EXC1	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 Ltd.	Council representatives have participated in meetings of NQROC and its various sub-committees during the last quarter.  Continuing engagement has been occurring with TEL, including input into the preparation of an updated Unlock the North document for advocacy purposes.	
TS14	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	Contract obligations fulfilled within budget.	Program of works developed. Currently on track to complete all works and meet all requirements within budget. Approx. 30% complete to 31 December 2022	
<b>Corporate Plan Key Action 5.1.4 Demonstrate the Council's strategic direction to government, business, and the community through strong leadership and advocacy.</b>				
EXC2	Support provision of training activities for Councillors to help them meet their legislative responsibilities.	Relevant education and training activities provided as required.	Information relating to online training programs available through Peak Services provided. Elected Member update conducted in early July in conjunction with Hinchinbrook Shire representatives.	
CG5	Manage Council's Corporate Policy Program.	95% of policies that are due for review, are reviewed within the agreed timeframes.	92.54% of policies have been reviewed within the agreed timeframes. 7.46% are overdue for review. Responsible officers have been notified and work has commenced on the review of these policies. Shortfall of 2.46% is due to staff with competing priorities.	



Corporate Plan Objective 5.2 Transparent and accountable governance				
Corporate Plan Key Action 5.2.1 Demonstrate open and transparent leadership.				
CG6	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.	100% compliance with Council's adopted Complaints Management Process.	Seven administrative action complaints have been received during the quarter. 100% of complaint matters have been managed in accordance with the adopted complaints management policy.	
CG7	Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.	100% of application for information are processed in accordance with legislative timelines.	RTI/IP Applications received and processed: 0	
CG8	Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee.	Internal audits are delivered in accordance with adopted internal audit plan and within budget.  Agreed management action items from internal audit implemented and reported to Audit Committee.	One internal audit was completed during the quarter on Customer Request Management. The Audit Report will be presented to the Audit Committee at their first meeting for 2023 in February. Planning is underway for the next internal audit topic - Fuel and Fleet Management.	
FM1	Co-ordinate/provide information for external audit projects undertaken by Queensland Audit Office.	Timeliness of response to Queensland Audit Office requests and results of audits if applicable.	Assisted with the co-ordination of the external audit of the LRCIP grant funding.	
Corporate Plan Key Action 5.2.2 Responsibly manage Council's financial position to ensure sustainability.				
CG9	Coordinate Council's insurance program to manage risks associated with Council operations and assets.	100% of insurance products reviewed.	All insurance policies for the period 1 July 2022 to 30 June 2023 have been bound.	
FM2	Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.	Council budget prepared and presented to Council by 30 June 2023.	First budget revision was approved by Council on the 25 October 2022. Planning for the second revised budget and Original budget have commenced.	
FM3	'Report actual performance against budget to Council monthly.	Monthly reports prepared and submitted in accordance with agenda deadlines.	The monthly reports have been submitted to the agenda each month within the agreed timeframes.	
FM4	Coordinate and submit 10 year financial forecast to Local Government Department.	Submission by 31 August 2022.	The 10 year financial forecast was submitted on the 31 August 2022 which was within the lodgement timeframe.	
FM5	Maximise recovery of outstanding sundry debtors	Review of aged debtors particularly those in 60 and 90 days.	Sundry debtors are regularly monitored with a focus on those in 60 and 90 days. Low value of debtors remain in 60 and 90 days.	
R1	Issue timely and accurate rates and charges notices	Annual notices and supplementary notices issued within agreed timeframes with less than 10 instances of incorrect notices issued.	245 Supplementary Rate Notices were issued on 04/11/2022.  No instances of inaccurate notices.	
















R2	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.	Less than 5% increase in rate arrears % at 30 June 2023 as compared to rate arrears from previous financial year.	'3.40% arrears of nett rates as at 31/12/2022 compared with 3.75% for the same period ending 31/12/2021.  229 active files with Collection House at 31/12/22. 299 current periodic payment plans with Council, which are being monitored by Council at 31/12/2022.  3 approved Hardship applications.	
EXP1	Administer accounts payable and contract register.	Invoices to be paid within 30 days from EOM in weekly, fortnightly and monthly payment runs.	In Quarter 2 a total of 2,650 invoices were processed with 1% of invoices not paid within 30 days due primarily to negotiations with suppliers.	
EXP2	Maximise earnings on cash holdings.	Interest earnings - Rates sourced from various institutions to ascertain best rate for period of investment.	Average interest rate to 31 December 2022 - 3.44%. Interest received up to and including Quarter 2 2022/2023 is \$1,136,793.17, compared with interest received in Quarter 2 2021/2022 of \$193,685.90.	
EXP3	Administer financial delegations.	Update of Financial Delegations Register.	Financial delegation register changes were made in a timely manner.	
EXP4	Conduct Refresh 2 of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2020 to 30 September 2023.	Collate and update private hire and traffic control information for database throughout year.	Conforming tenders for ACL/20/001 and ACL/20/002 were tabled and adopted at the Council Meeting on the 11th October, 2022. Acceptance letters were sent in October. Ongoing database updates and plant rate amendments completed in a timely manner. Compliance checking of insurances in Vendor Panel remains ongoing.	
PS1	Conduct review of the inventory management practices to explore further opportunities for efficiency gains.	Root analysis of inventory management practices.  Report prepared for management by 30 March 2023 with observations and recommendations regarding continuation, modification or cessation of existing practices.	Exchange with TCC Fleet relating to fuel management and dispensing in Technology 1. Technology 1 upgrades being investigated by BSC Fleet section as a part of the current upgrade of fuel storage and dispensing Assets at the Jones Street Depot. Ongoing dialogue with Technology 1 for improvements to supply chain and inventory management.	
TS15	Implementation of Council fleet renewal program - ordered, delivered and program developed.	80% of fleet items ordered by 31 December 2022. 90% of fleet items delivered by 30 June 2023. Program developed by 30 April 2023.	85% ordered by 30 December 2022	
<b>Corporate Plan Key Action 5.2.3 Implement effective governance frameworks.</b>				
AR1	Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.	Completion of registration of all correspondence into the records management system within 48 working hours of receipt.	100% of Correspondence was registered within 48 working hours of receipt.	
EXC3	Manage risks effectively through ongoing enhancements to Council's Enterprise Risk Management Systems.	Conduct annual risk register reviews. Regular meetings of the Risk Management Committee. Oversight and testing of Council's Business Continuity Plans. Regular risk briefings provided to Audit Committee and Council.	The risk management committee meets on a regular basis and updates are provided to the Audit Committee. Annual review of strategic and operational risks commenced during last quarter and will be completed during Q3.	
SQ1	Undertake audits to ensure continued certification of Council's Quality Management System.	Audits completed in accordance with agreed timeframes. Action items implemented in accordance with agreed timeframes - measured by percentage completed.	Q2 Internal Audit - Harmonised Temporary Traffic Management System	

CG10	Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.	Annual Review of Fraud and Corruption Risks.  Monitor other ongoing prevention and response activities as necessary.	Fraud and Corruption Control activities continue to be monitored. Council's Fraud and Corruption Risk review has commenced and will be finalised within the third quarter period.	
CG11	Continue the review and update of Council's Delegations Register.	Registers are updated within 2 months of LGAQ updates.	Delegation registers are now managed via RelianSys software. Registers are currently up to date.	
CG12	Ensure Council's Business Continuity Plans are relevant through review and testing.	BCP Test conducted annually. Relevant amendments to BCPs applied.	BCP testing plan to be developed and executed in Q3 and Q4 period. Business Impact Assessments have continued to progress during the quarter as the first step of reviewing Council's Business Continuity Plans.	
CG13	Implement key initiatives from the procurement improvement program.	Initiatives implemented in accordance with agreed action plan	The procurement hub has 'gone live' with user training successfully conducted to assist staff with the transition. All standardised procurement documents have been uploaded to the hub for use during procurement activities.	
<b>Corporate Plan Key Action 5.2.4 Undertake regulatory responsibilities in accordance with legislative obligations.</b>				
AR2	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	70% of records archived within six months of delivery to Records team.	100% of records archived or disposed of within six months of delivery to Records Team.	
AR3	Provide support and coordination of Council's statutory meetings and provide accurate and timely minutes of meetings.	Accurate, complete and timely minutes published to website within five (5) days of each statutory Council meeting.  Minutes to comply with requirements of Local Government Regulation 2012.	Council's statutory meeting minutes were accurately completed and published on Council's Website within the 5 business day statutory requirement.	
CG14	Coordinate Council's Public Interest Disclosure Investigations and Training.	100% of complaints assessed against Public Interest Disclosure criteria.  100% of new employees to receive PID awareness in induction training.	100% of complaints received within the quarter were assessed against Public Interest Disclosure criteria.  100% of new employees inducted during the quarter received PID awareness in induction training.	
R3	Maintain the property and rating database to ensure a high level of accuracy.	Less than 10 instances of errors in rating data brought to the attention of Council.	All received maintenance was completed in a timely manner within set timelines, with no errors recorded for this quarter.	
R4	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	Returns and payments submitted in accordance with State Government requirements.	No claims submitted during quarter two.	
FM6	Prepare and deliver draft and annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.	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.	Financial statements were signed off by Queensland Audit Office on 8 September 2022. No changes were made between the draft and final versions and no audit issues raised.	
<b>Corporate Plan Objective 5.3 Embrace technology</b>				
<b>Corporate Plan Key Action 5.3.1 Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.</b>				
CS3	Biennial full review of the current CRM workflows and timeframes.	Review completed by June 2023.  % completed.	Placed on hold for this quarter pending the results of the internal audit of the Customer Request system, conducted as part of the Burdekin Shire Council Internal Audit Plan 2021 to 2024.	

ICT1	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	Project workplans developed and delivered in accordance with budget and agreed timeframes.	Orders have been raised for budgeted hardware projects and all are on schedule: • Ethernet MAN Site Links – Home Hill Remote Facilities - Completed • Back-Up System Replacement (Server and Tape) - Equipment due to arrive in January 2023. • Camera Surveillance Asset Expansion/CCTV Expansion - Water Park Cameras due to arrive January 2023. • Photocopier Replacement Program - Completed. • Tablet and phone replacement program - Equipment received and 15% deployed. • Computer replacement program - Equipment received. Imaging for the new computers is being undertaken.	
ICT2	Provide corporate systems software and applications that meet the current and future needs of the organisation.	Corporate systems software and applications are delivered according to planned roadmaps (where applicable) and within budget.  ICT Officers consulted in relation to 100% of new corporate software decisions.	Orders have been raised for budgeted corporate system upgrades and all are on schedule: • Exchange Online Migration - Completed. • Archive Manager Upgrade - Delayed due to version being removed by the software provider. Expected to recommence in January 2023.  In-house server and system upgrades are progressing.  No new corporate software was considered or procured in Q2.	
ICT3	Provide quality ICT services to internal customers, including timely resolution of customer requests.	95% helpdesk requests responded to and resolved in accordance with agreed service levels.	The number of new requests created in Q2 was 633. Of those, ICT completed 600 within the agreed service level to give a compliance rate of 94.8%.  ICT was slightly under the target compliance rate of 95% this quarter, mainly due to the absence and resignation of key staff.	
ICT4	Progress the transition of Council's ICT core system modules from Ci to Ci Anywhere for improved utilisation and enhanced mobility.	Improvements implemented in line with agreed implementation roadmap and budget.	Human Resources and Payroll module configuration in CiA is complete and UAT has been completed.  Payroll timesheets went live for inside employees in November 2022. No issues experienced.	
LDMG3	Coordinate systems that support disaster planning and preparedness.	Management of Council Disaster Management Software - Guardian IMS.	The updated configuration of the Guardian IMS software has been completed (22/23rd November 2022).  All staff and key agency familiarisation and training completed by Qitplus Chris Madsen on Thursday 1st December 2022.	
PS2	Assist in the implementation of Tech One CiA Supply Chain upgrade.	Fully operational Supply Chain functions in CiA relating to Purchasing and Stores.	Progress ongoing. Testing of Technology 1 CiA Supply Chain Upgrade will commence January 2023 as per project schedule.	
TS16	Implement Technology One mobility modules.	Reconfigure asset registers and works system to facilitate implementation of new Field App and associated modules.	Implementation of defects and maintenance schedules currently being configured in preparation for new Technology One Mobility modules. Consultant engaged to complete reconfiguration transition of Works and Assets modules.	
<b>Corporate Plan Key Action 5.3.2 Improve access to information through digital platforms.</b>				
TOU8	Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.	5% increase in hits and likes on sites.	Continued to update Visit Burdekin website as required. Quarterly statistics for Visit Burdekin Social media: Facebook - 2.69% increase in followers. Instagram - 0% increase in followers.	

MC05	Manage, monitor and promote Council's social media platforms as an effective community engagement tool.	Number of unique "news items" published to Council's social media platforms.	Interim arrangements implemented to monitor and manage social media platforms and post content as required. Will be reviewed once appointment of a Media & Communications officer finalised.	
<b>Corporate Plan Objective 5.4 An enviable organisational culture that actively demonstrates our values</b>				
<b>Corporate Plan Key Action 5.4.1 Build effective leadership and management capability.</b>				
EXC4	Undertake effective planning and coordination of Council programs and operations through Senior Leadership Group.	Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG).  Level of planning and coordination of Council operations across Departments.	Effective planning and coordination is being achieved through various processes including regular meetings of the ELT & SLG, monthly capital PCG meetings and specific working groups/PCGs for large projects requiring significant coordination.	

Corporate Plan Key Action 5.4.2 Develop a cost-effective, adaptable, and capable workforce to implement our vision.				
TR1	Develop and maintain the 2022/2023 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.	Reported quarterly- 98% training compliance for new and renewed qualifications and skills in accordance with position requirements and legislation.	98% compliant. All qualifications and skills required by legislation have been maintained/updated.	
TR2	Facilitation of traineeships, apprentices and work experience opportunities.	Four (4) trainees appointed in line with proposed budgetary limitations.  One apprentice appointed annually.  Number of work experience students to be included in the quarterly HR report.	A total of four (4) trainee positions are held within Council. Of these, two (2) Trainees have been appointed for 2022 Administration and Library; one (1) Water and Wastewater trainee was appointed in 2021 for a 2-year traineeship. The 2022 ICT Traineeship has also been extended to a 2-year traineeship. The 2023 allocation for the traineeship will be made available for other departments to utilise for 2023.  One (1) first-year Diesel-Fitting apprentice has been appointed to the Workshop.  <u>Council hosted 12 work-experience students for the second quarter</u>	
CS4	Implement a customer service staff training program to build greater understanding of other Council departments and functions.	Ongoing support and facilitation of the Professional Development and Training Program specific to Customer Service Officers.	No change from last quarter due to limited staffing availability. 44% of training complete (including one CSO who has just commenced the program and new staff member CSO who is yet to start the program) With existing staff (4) having completed 67% of the program.	
OPW4	Ensure operational responsiveness and departmental conduct (operations- works) aligns with Council's Customer Service Charter and agreed service timeframes.	Quarterly analysis of compliments versus formal complaints received with a target of 7.5:1 compliments to complaints.  90% or more of customer requests completed within target timeframes.	One compliment received in the reporting period with no complaints YTD total of five compliments without complaint. 99% of Customer requests closed out within allocated timeframe to December 31, 2022.	
Corporate Plan Key Action 5.4.3 Provide training and development opportunities to meet organisational needs.				
TR3	Coordinate Council's corporate training and employee professional development initiatives.	Quarterly Reports on current operational expenditure for staff training and professional development.	The first quarter report that was outstanding has been completed. The second quarter report was completed in January 2023 due to needing financial and statistical information that was processed after 31st December 2022.	
AR4	Deliver Systematic, ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.	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	100% of new employees receive records awareness training as part of their induction.  All new ECM Users have received ECM CiAnywhere System training and one-on-one recordkeeping training within three months of commencement with Council.	
LDMG4	Education and training for key personnel regarding the Community Recovery Plan, Priorities and Strategies.	Conduct workshops for the Community Recovery Plan with relevant stakeholders by 30 November 2022.	The Community Recovery Plan has been reviewed and updated. The plan was endorsed by the Burdekin Local Disaster Management Group on Friday 21st October 2022 and adopted by the Burdekin Shire Council on Tuesday 8th November 2022.	
Corporate Plan Key Action 5.4.4 Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.				
SQ2	Ensure compliance with Council's Safety Management System (SMS) and implement a safety awareness program.	Quarterly reports to be provided to the Risk Management Committee on all agreed activities within the Annual Work Health and Safety Plan.  100% of Safety Management System Operational Standards reviewed according to set review schedule.	100% of Safety Management Standards current. Quarterly report for Q2 period provided to Risk Management Committee by Safety and Quality Coordinator	

HR1	Provide a framework for the management of work-related injuries including the facilitation of workers compensation claims and return to work programs.	100% of workers' compensation claims recorded and managed in accordance with Council policies and procedures.  Successful facilitation of 100% of workers' compensation claims to ensure employees return to work on suitable duties or are fully integrated back into the workforce	4 claims within the period 3 employees back to full duties 1 employee on suitable duties  3 claims from previous periods ongoing 2 employee on suitable duties 1 employee requiring medical treatment only	
<b>Corporate Plan Key Action 5.4.5 Develop and implement a strategic workforce plan to advance Council's recruitment, onboarding, career mapping and succession planning activities.</b>				
EXC5	Progress implementation of agreed actions from the Strategic Workforce Planning and Succession Management internal audit report.	Implement actions as per timelines in audit report.	Work has progressed on the identification and review of critical positions using a range of criteria. Final moderation of results to be undertaken by ELT in late January.	
HR2	Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.	Reports prepared and presented according to agreed reporting timetable to meet strategic and operational needs.	HR Quarterly Report for October to December 2022 emailed to SLG 16/1/2022  Annual Workforce Data report January 2022 to December 2022 to be completed by end of January 2023	
<b>Corporate Plan Key Action 5.4.6 Implement the Staff Culture Program.</b>				
EXC6	Continue to implement initiatives that improve organisational culture through implementation of Action Plan to support adopted values.	Action Plan initiatives implemented in accordance with budget and agreed timeframes.	Review of Reward & Recognition processes undertaken with review of existing operational standards undertaken by internal working group. Combined operational standard developed for final review and feedback.	
HR3	Manage Council's human resources functions including employee relations, compliance, compensation and benefits, and all other employee related matters.	Successful facilitation of all employee related matters.  Recruitment completed within agreed timelines and operational guidelines.	7 pays processed within the period.  20 positions advertised in period with recruitment process ongoing for 12 positions	

## **7.1.1. ENVIRONMENTAL AND HEALTH SERVICES**

### **Awarding of Tenders - TBSC/23/001 and TBSC/23/002 - Kirknie Landfill Leachate Hydraulics and Electrical Infrastructure Works**

**File Reference:** 2311

**Report Author:** Dan Mulcahy, Manager Environmental and Health Services

**Authoriser:** Nick Wellwood, Director Infrastructure Planning and Environmental Services

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2024

4.2.5: Promote the implementation of environmental best practice by Council, residents, and business.

Burdekin Shire Council Operational Plan 2022-2023

3.3.2: Plan, build and maintain infrastructure that enhances and extends the life of community assets.

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#### **Executive Summary**

Council originally decided in 2021-22 to include a capital project to design and then construct an improved leachate control solution for the Kirknie Landfill. Following finalisation of the design, tenders were called for the associated hydraulic and electrical infrastructure works. Tenders closed on 6 February 2023 and a recommendation is provided below for their acceptance.

#### **Recommendation**

That:

1. tenders received for TBSC/23/001 – Kirknie Landfill Leachate Infrastructure Works (Hydraulics), Council accepts the tender of Roebuck Civil.
2. tenders received for TBSC/23/002 – Kirknie Landfill Leachate Electrical Upgrade, Council accepts Burdekin Air Conditioning and Electrical as the preferred tenderer; and agrees to liaise with them on the proposed scope changes in their non-conforming tender; and request a revised price for the accepted non-conformances.

#### **Background**

In the 2021-22 Budget Council decided to include a capital project to design and then construct an improved leachate control solution for the Kirknie Landfill.

The rationale for this project were conclusions drawn from the preparation of the Leachate Management Plan by Golder, including as follows:

- The constructed leachate pond evaporation capacity serving Cell 1 and Cell 2 are only considered adequate for average annual rainfall conditions and once waste has been filled up to bund height under general operating conditions.
- During periods of high annual rainfall or early operating conditions within each cell the two (2) leachate storage ponds will not have adequate evaporation capacity and large volumes of excess leachate will require alternative management.

The hydraulics work consists of installation of pipework and pumping systems to transfer leachate between leachate ponds 1 and 2 and to existing landfill cells 1 and 2.

The electrical works consist of connection to the Ergon supply and reticulation and connection of supply to all facilities on site and new pump locations.

During the design process it was established that the standalone containerised power unit (solar, battery and generator) to run the pumps was prohibitive. A decision was then made to apply to Ergon for mains power supply. This was approved and Council's contribution was \$78,909.00 (ex GST). There was some delay with the Ergon construction schedule, but their works were completed in February 2023.

Tenders for the infrastructure works were re-called in January 2023 and closed on 6 February 2023. Tenders were received from the following firms.

#### Electrical

- Northern Energy Group (NEG)
- Laser Electrical
- Burdekin Air Conditioning and Electrical (BAE)

#### Hydraulics

- Roebuck Civil

The tenders were assessed by GHD in relation to the evaluation criteria and also on a technical basis. Non-conforming tenders were also assessed to determine whether the non-conformances were feasible and/or acceptable. Three (3) staff members also assessed the tenders in relation to the evaluation criteria.

The staff tender assessment for the electrical tenders based on the evaluation criteria as detailed in attachment.

#### **Consultation**

Tenders were placed on Vendor Panel on 12 January 2023 and closed on 6 February 2023.

Tenders were originally called in August 2022. After the close of these tenders, only one (1) tender was received for the hydraulics component and only one (1) tender was received for the electrical component. A decision was made not to accept any tender based on the amounts being above budget and advice from Ergon that their construction schedule was to be delayed.

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

The tenders fit within the Council's budget for this project.

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

Local Government Regulations 2012, Chapter 6 Contracting.

#### **Policy Implications**

Burdekin Shire Procurement Policy 2021/22

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

The purpose of the project is to improve the Council's ability to manage leachate control at the Kirknie Landfill. Leachate management is an important condition in Council's licence or environmental authority for the operation of the landfill. Therefore, the project has important strategic and operational implications for Council.



## **Attachments**

1. Evaluation Criteria

## **Evaluation Criteria**

<b>Criteria</b>	<b>Weighting</b>	<b>NEG - Conforming</b>	<b>Laser - Conforming</b>	<b>Laser – Non-conforming</b>	<b>BAE – Conforming</b>	<b>BAE – Non-conforming</b>
Experience	20%	4.67	5.00	5.00	4.50	4.50
Methodology	15%	4.33	5.00	5.00	4.67	4.67
Local Content	15%	3.17	5.00	5.00	5.00	5.00
Price	50%	3.34	3.34	4.07	3.98	5.00
<b>Total Weighted Score</b>		<b>3.728</b>	<b>4.170</b>	<b>4.535</b>	<b>4.340</b>	<b>4.850</b>

### 7.3.1. PLANNING AND DEVELOPMENT

#### Adoption of New Planning and Development Fees Associated with the Commencement of the Burdekin Shire Planning Scheme 2022

**File Reference:** 367 and 1765

**Report Author:** Kellie Galletta, Manager Planning and Development

**Authoriser:** Nick Wellwood, Director Infrastructure Planning and Environmental Services

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

- 1.1.1: Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.
- 1.1.2: Encourage equitable access to facilities and resources.
- 1.1.3: Provide ongoing support for art, culture, youth, seniors, and welfare activities.
- 1.1.4: Build active communities by delivering programs promoting regular physical activity and wellbeing.
- 1.2.1: Deliver regulatory and advisory programs.
- 1.2.2: Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.
- 1.2.3: Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.
- 1.3.1: Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.
- 1.3.2: Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.
- 1.3.3: Communicate our story and recognise the achievements of our community members.
- 1.3.4: Facilitate events for the community.
- 2.1.1: Position the Burdekin as regional leaders in agriculture, aquaculture, manufacturing, and other agribusiness activities.
- 2.1.2: Facilitate the provision of information to encourage a digitally connected community.
- 2.1.3: Promote opportunities and initiatives that encourage business to invest in research and diversification.
- 2.1.4: Encourage business establishment, development, and expansion.
- 2.1.5: Support and encourage the development of tourism through implementation of the Burdekin Tourism Strategy.
- 2.2.1: Support business and industry networks.
- 2.2.2: Advocate for local and regional needs through lobbying and partnerships.
- 2.3.1: Implement actions from the Burdekin Shire Economic Development Strategy.
- 2.3.2: Support, facilitate and promote potential synergies with agribusiness including biofutures, technology, and innovation.
- 2.3.3: Support development, value-adding, diversification, and expansion to provide a sustainable economic base.
- 2.4.1: Build relationships with educational institutions to identify gaps in skills, qualifications, and training programs valued in the Burdekin.
- 2.4.2: Promote local employment and training opportunities.
- 3.4.1: Support strategic projects that will contribute to liveability and economic growth in the Burdekin.
- 3.4.2: Review land supply and uses to meet community and business needs.
- 3.4.3: Design facilities that are adaptable and inclusive with consideration of the needs of all residents.
- 3.4.4: Implement the 10 Year Sport and Recreation Plan and provide innovative facilities that meet the

- current and future needs of our community.
- 3.4.5: Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.
- 4.2.1: Maintain the balance between positive environmental outcomes and ongoing development.
- 4.2.2: Promote and support community education programs that contribute to improved environmental and community outcomes.
- 4.2.3: Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas.
- 4.2.4: Actively encourage reduction, reuse, and recycling of waste to support sustainable waste management principles through the implementation of the North Queensland Waste and Resources Recovery Strategy 2020-2030.
- 4.2.5: Promote the implementation of environmental best practice by Council, residents, and business.
- 5.2.2: Responsibly manage Council's financial position to ensure sustainability.

#### Burdekin Shire Council Operational Plan 2022-2023

- PD1 Ensure development approvals are fully compliant with relevant imposed development conditions.
- PD6 Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes
- PD7 Finalise adoption of new Planning Scheme.
- PD9 Ensure all new developments are assessed against provisions contained within Council's adopted Local Government Infrastructure Plan (LGIP), Planning Act 2016, Planning Scheme, legislative requirements and other relevant instruments.
- PD10 Implement the new Planning Scheme to achieve balanced environmental outcomes.
- FM2 Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.

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### Executive Summary

The new planning scheme 'Burdekin Shire Council Planning Scheme 2022' commences on the 1 March 2023 and requires an amended fee schedule to align with and reflect the new scheme.

The revised 2022/2023 Fees and Charges schedule is required to be adopted by Council to be effective from 1 March 2022.

### Recommendation

That in accordance with the *Local Government Act 2009*, Council adopt the fee schedule, as included in **Attachment A** effective from 1 March 2023.

### Background

Council has the power to establish user pay charges under the *Local Government Act 2009*.

As such, Council undertakes an annual review of the fees and charges schedule to ensure only the costs associated with providing services is recovered in the fees.

However, as the new Planning Scheme comes into effect prior to the adoption of the 2023/2024 budget, Council's Fees and Charges for Planning Services relevant to the new planning scheme were reviewed by Council officers in February 2023.

Where fees and charges are adopted which is the case here, Council's policy states that the fees and charges schedule can be amended at any time throughout the year in accordance with legislation.

The adopted amended 2022/2023 Fees and Charges schedule will be uploaded and presented on Council's website from 1 March 2023.

## **Officers Summary**

Council's current planning scheme has been in effect since 2011. During those eleven years, the fees have remained relatively unchanged aside from the annual CPI increase applied at the beginning of each fiscal year and two (2) additions to the schedule in 2020, being the introduction of Request for Exemption Certificates Charge and Construction of Levee Banks (Levels 1 – 3) application fees.

With the commencement of the new scheme under the *Planning Act 2016* legislation, a whole array of new and amended definitions, zonings and levels of assessment now apply to proposed developments and town planning matters, within Burdekin Shire.

This required the fees and charges to be reviewed and amended to reflect and align with the requirements of the new planning scheme.

The proposed new fees have been calculated on a cost recovery basis, using the current on costed hourly rates for the relevant officers involved in development assessment (Town Planning, Design and Technical Services and Environment and Health).

Comparison with other similarly sized regional councils (Hinchinbrook, Charters Towers and Whitsunday) was also undertaken given these Councils have already implemented a *Planning Act 2016* compliant planning scheme.

## **Consultation**

The costs associated with delivery of services have been reviewed by Council Managers and staff to develop a revised schedule of fees and charges reflecting the costs and resources required to deliver services, associated with town planning services.

Any increases/decreases to fees have been reviewed and justification has been provided.

Consultation was undertaken with the Mayor and Councillors at the Council workshop on 21 February 2023.

## **Statutory Environment**

Council is required to deal with and assess all development applications in the context of the *Planning Act 2016*, *North Queensland Regional Plan* and the *Burdekin Shire Council Planning Scheme 2022*.

## **Budget & Resource Implications**

Proposed fees have been calculated on cost recovery basis only. Where the true cost of services is not recovered through fees then additional impost is placed on other revenue sources, typically rates.

## **Legal Authority & Implications**

*Local Government Act 2009* sections 97, 98, 99 and 262.

## **Policy Implications**

The fees and charges schedule can be amended at any time throughout the year in accordance with legislation.

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

There are several risks associated with the development, review and adoption of an amended Fees and Charges Schedule for 2022/2023.

The *Local Government Act 2009* prescribes the way in which Councils can raise fees and charges for services, facilities, or activities.

A collaborative approach has been applied, ensuring feedback is obtained from across the organisation which mitigates the risks associated

with accuracy and completeness of the fees and charges schedule.

By adopting the fees and charges schedule, Council helps to mitigate the risks of noncompliance with legislation and inadequate financial return in relation to the provision of certain services.

### **Attachments**

1. Recommended Amended New Fees and Charges for Town Planning

	Current Fee Description	New fee description	2022/2023 Fee (incl. GST)	New fee amount
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT				
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   RECONFIGURING A LOT DEVELOPMENT APPLICATION FEES				
	Minimum Fee		\$920.00	
		Preliminary Approval		\$2,631.00
		Preliminary Approval inc. Variation Request		POA
	Reconfiguring a lot - per lot (including boundary re-alignments)		\$460.00	\$460/lot (min. fee \$920.00)
	Lease exceeding 10 years - per lot		\$460.00	\$460/lot (min. fee \$920.00)
		Access easement not associated with a plan of subdivision	\$460.00	
		Where a reconfiguration application triggers Impact assessment – Minimum Fee (in addition to per lot fee).		\$1,711.00
		Endorsement of survey plan, building format plan, community management statement or easement document		\$250
		Resigning of survey plan, building format plan, community management statement or easement document	\$110.00	
		Valuation maintenance fee per lot including balance allotments (*fee subject to change as determined by the State)		\$41.00/lot*
	Second or subsequent endorsement of plan		\$110.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES				
		Preliminary Approval - All Use Types		\$2,631.00
		Preliminary Approval inc. Variation Request - All Use Types		POA
	Council endorsement of Building Format Plans and Community Management Statement (N.B. fee is per lot)		\$110.00	
	Approval of an access easement to a road not associated with a plan of subdivision		\$245.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Accommodation Type Uses				
	All Code Assessable Development Applications		\$710.00	
	(N.B. If a Property Management Plan or Environmental Management Plan is required, additional fee applies).		\$2,300.00	
		Caretakers Accommodation, Community Residence Dual Occupancy, Dwelling House (triggering assessment against the Planning Scheme), Dwelling Unit, Multiple Dwelling, Non-Resident Workforce Accommodation, Relocatable Home Park, Residential Care Facility, Retirement Facility, Rooming Accommodation, Rural Worker's Accommodation, Short-Term Accommodation, Tourist Park		
		Code Assessment		\$1,356
		Impact Assessment		\$2,631
		Resort Complex		POA
		Nature Based Tourism		POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Impact Assessment   Residential Use Class				
	Accommodation Building		\$1,240.00	
	Caravan Park		\$1,240.00	
	Caretakers Residence		\$980.00	
	Dual Occupancy		\$980.00	
	Duplex Units		\$980.00	
	Dwelling House		\$980.00	
	Home Occupation		\$980.00	
	Multiple Unit Development		\$1,240.00	
	Relative's Apartment		\$980.00	
	Retirement Village		\$1,240.00	
	Rural Worker's Camp		\$1,240.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Business Type Uses				

	Child Care Centre		\$1,240.00	
	Commercial Premises		\$980.00	
	Estate and Agency Office		\$980.00	
	Fast Food Store		\$980.00	
	Funeral Premises		\$1,240.00	
	Licensed Premises		\$980.00	
	Local Surgery		\$980.00	
	Medical Centre		\$980.00	
	Motel		\$980.00	
	Off Street Car Park		\$980.00	
	Office		\$980.00	
	Produce Store		\$980.00	
	Restaurant		\$980.00	
	Roadside Stall		\$980.00	
	Service Station		\$1,240.00	
	Service Trades		\$980.00	
	Shop		\$980.00	
	Shopping Centre (GFA greater than 500m²)		\$1,240.00	
	Vehicle & Machinery Sales		\$980.00	
	Veterinary Hospital		\$980.00	
		Home Based Business, Funeral Palour, Parking Station, Office, Roadside Stall, Service Station, Shop, Shopping Centre, Adult store, Food and drink outlet, Hotel, Office, Sales office, Showroom, Veterinary services, Agricultural supplies store, Bulk landscape supplies, Car wash, Function facility, Garden centre, Hardware and trade supplies, Market; and Outdoor sales.		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
		Air Service		POA
		Shopping Centre with GFA greater than 2,500m2		POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   -Rural Type Use				
	Agriculture		\$980.00	
	Aquaculture – Minor		\$980.00	
	Aquaculture – Moderate		\$1,395.00	
	Aquaculture – Major		\$2,330.00	
	Forestry		\$980.00	
	Intensive Agriculture		\$980.00	
	Intensive Animal Husbandry		\$1,765.00	
	Kennels		\$1,765.00	
	Rural Activity		\$980.00	
	Rural Industry		\$980.00	
	Stables		\$980.00	
	Stock Sales Yard		\$980.00	
		Animal Keeping, Aquaculture, Permanent Plantation, Cropping, Intensive Horticulture, Animal Husbandry, Rural Industry, Roadside Stall, Wholesale Nursery, Winery, Warehouse		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Industry Type Uses				
	Bulk Store		\$980.00	
	Concrete Batching Plant		\$2,440.00	
	Extractive Industry – Major		\$2,440.00	
	Extractive Industry – Minor		\$980.00	
	Fuel Depot		\$2,440.00	
	General Industry		\$980.00	
	Light Industry		\$980.00	
	Noxious/Offensive or Hazardous Industry		\$2,440.00	
	Road & Machinery Transport Depot		\$980.00	
		Extractive Industry, Service Industry, High impact industry, Low impact industry, Marine industry, Medium impact industry, Research and technology industry, Special industry, Transport depot, Warehouse.		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
		Major Electricity Infrastructure		POA
		Renewable Energy Facility		POA



		Substation		POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Community Type Activity Uses				
	Community Facilities		\$980.00	
	Educational Establishment		\$980.00	
	Hospital		\$980.00	
	Institution		\$980.00	
	Landing Place		\$980.00	
	Park		\$980.00	
	Place of Worship		\$980.00	
	Public Purpose		\$980.00	
	Telecommunications Facility		\$980.00	
		Childcare Centre, Park, Place of Worship, Community care centre, • Community use, • Club, • Emergency services, • Health care services • Cemetery, • Utility installation.		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
		Crematorium		POA
		Detention Facility		POA
		Hospital		POA
		Educational Establishment		POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Entertainment Type Use Class				
	Bed and Breakfast		\$980.00	
	Host Farm		\$980.00	
	Marina		\$2,440.00	
	Sport, Recreation and Entertainment		\$980.00	
	Tourist Facilities		\$1,240.00	
	Tourist Accommodation		\$1,240.00	
		Bar, Nightclub, Entertainment Facility, Theatre		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Recreation Type Uses				
		Indoor Sport and Recreation		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
		Major Sport, Recreation and Entertainment Facility		POA
		Motor Sport Facility		POA
		Other Recreation Type Uses - Environmental Facility, Outdoor Sport and Recreation		POA
		Tourist attraction		POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   MATERIAL CHANGE OF USE DEVELOPMENT APPLICATION FEES   Other Type Uses				
		Landing		
			Code Assessment	\$1,356
			Impact Assessment	\$2,631
		Port Services		POA
		Undefined Use		POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   OPERATIONAL WORK S APPLICATION FEES				
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT   Operational Works				
	Up to \$25,000	Application Fee (for works up to \$25,000 in estimated value) (minimum fee)	\$750.00	
			2% value of work	2% value of work (Min. fee \$1,356.00)
	For estimated works between \$25,000 – \$249,000	Application Fee (for works between \$25,000 - \$249,000 in estimated value)	Min. Fee (incl. GST): \$750.00	

	For estimated works over \$250,000	Application Fee for works over \$250,000 in estimated value	\$6,670 + 1.5% value of work over \$250,000	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT  Operational Works - Other				
		Prescribed Tidal Works		POA
		Infrastructure Agreements (non-trunk infrastrucontrion only)		POA
		Maintenance Bond for Operational Works	2% value of work	
		Inspections and Compliance Assessment (minimum fee per inspection)		\$450
	Constructing or modifying a levee bank - Category 1			\$1,356.00
	Constructing or modifying a levee bank - Category 2 and 3			POA
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT - GENERAL FEES				
		Request for consideration by Council that development is accepted.		\$715
		Request for an Exemption Certificate under the Planning Act 2016	\$715	
		The cost of external consultant's fees including any associated legal fees incurred for any further assessment or advice required to be undertaken by Council in consideration of any application, submission and/or technical report may be charged to the applicant. The cost of external consultant's fees including any associated legal fees incurred for any further assessment or advice required to be undertaken by Council in consideration of any application, submission and/or technical report may be charged to the applicant. Such costs must be paid prior to the final determination of the application	POA	
		Pre-Lodgement Meeting Fee (where a written response is required)	\$219 inc. GST	INC gst
		Confirmation of compliance of use with Planning Scheme and/or confirmation of existing use rights		\$715
		Requests for Applications to be considered under Superseded Planning Scheme. Note: If the application under consideration is accepted by Council for assessment, the applicable assessment fee will apply.		\$1,356
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Other Development				
	Request for an Exemption Certificate		\$715.00	
	Filling other than a Rural Zone		\$545.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Consultants and Other Costs				
	The cost of external consultant's fees including any associated legal fees incurred for any further assessment or advice required to be undertaken by Council in consideration of any application, submission and/or technical report may be charged to the applicant. Such costs must be paid prior to the final determination of the application.		POA	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Undefined Uses				
	Development Application – to be determined by Manager Planning and Development – Minimum Fee		\$980.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Preliminary Approval				
	Preliminary Approval that includes a variation approval.		\$2,330.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Preliminary Approval – Other				
	Code – Level of Assessment		POA	
	Impact – Level of Assessment		POA	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Public Notification				
	First sign included in application. Each additional sign.		\$65.00	
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING OTHER   Planning and Development Certificates				
	Limited (per lot)		\$94.00	
	Standard (per lot)		\$193.00	
	Full (per lot)		\$484.00	
	Pre-Lodgement Meeting Fee		\$219.00	

BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING OTHER   Sale of Copies of Town Planning Scheme				
	USB including scheme and maps		\$75.00	At cost.
	Printed copy of scheme only (no maps)		\$100.00	At cost.
	Printed copy of full set of zoning maps		\$100.00	At cost.
	Printed copy of individual zoning map (A4 per sheet)		\$15.00	At cost.
	Printed copy of individual zoning map (A3 per sheet)		\$20.00	At cost.
	Verbal request for information on zoning and potential land use rights	Nil		
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING OTHER   Request to change Development Approval				
	Request for a change development approval (minor)		\$260.00	50% of original application fee
	Request for a change(other) approval (other than a minor change)		\$715.00	\$1,356
		Request for change (other) for an approval that involved impact assessment		\$2,361
	Request to extend the currency period for a development approval		\$260.00	
	Request for change/amendment to be Considered Generally in Accordance With			\$260
BURDEKIN SHIRE COUNCIL   FEES AND CHARGES FOR COUNCIL SERVICES   TOWN PLANNING ASSESSABLE DEVELOPMENT – GENERAL   Operational Works				
	Constructing or modifying a levee bank – Category 1		\$500.00	
	Constructing or modifying a levee bank – Category 2 and 3		POA	

### 7.3.2. PLANNING AND DEVELOPMENT

#### **P. Burrelli - Report to Use Council Land for Pedestrian Only Fire Evacuation Purposes - Industrial Shed Complex Located at 19-21 McCathie Street, Ayr (Lot 11 on SP296509)**

**File Reference:** 222

**Report Author:** Kellie Galletta, Manager Planning and Development

**Authoriser:** Nick Wellwood, Director Infrastructure Planning and Environmental Services

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

- 1.1.1: Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.
- 1.1.2: Encourage equitable access to facilities and resources.
- 1.1.3: Provide ongoing support for art, culture, youth, seniors, and welfare activities.
- 1.1.4: Build active communities by delivering programs promoting regular physical activity and wellbeing.
- 1.2.1: Deliver regulatory and advisory programs.
- 1.2.2: Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.
- 1.2.3: Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.
- 1.3.1: Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.
- 1.3.2: Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.
- 1.3.3: Communicate our story and recognise the achievements of our community members.
- 1.3.4: Facilitate events for the community.
- 2.1.1: Position the Burdekin as regional leaders in agriculture, aquaculture, manufacturing, and other agribusiness activities.
- 2.1.2: Facilitate the provision of information to encourage a digitally connected community.
- 2.1.3: Promote opportunities and initiatives that encourage business to invest in research and diversification.
- 2.1.4: Encourage business establishment, development, and expansion.
- 2.1.5: Support and encourage the development of tourism through implementation of the Burdekin Tourism Strategy.
- 2.2.1: Support business and industry networks.
- 2.2.2: Advocate for local and regional needs through lobbying and partnerships.
- 2.3.1: Implement actions from the Burdekin Shire Economic Development Strategy.
- 2.3.2: Support, facilitate and promote potential synergies with agribusiness including biofutures, technology, and innovation.
- 2.3.3: Support development, value-adding, diversification, and expansion to provide a sustainable economic base.
- 2.4.1: Build relationships with educational institutions to identify gaps in skills, qualifications, and training programs valued in the Burdekin.
- 2.4.2: Promote local employment and training opportunities.
- 3.4.1: Support strategic projects that will contribute to liveability and economic growth in the Burdekin.
- 3.4.2: Review land supply and uses to meet community and business needs.
- 3.4.3: Design facilities that are adaptable and inclusive with consideration of the needs of all residents.
- 3.4.4: Implement the 10 Year Sport and Recreation Plan and provide innovative facilities that meet the

current and future needs of our community.

- 3.4.5: Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.
- 4.2.1: Maintain the balance between positive environmental outcomes and ongoing development.
- 4.2.2: Promote and support community education programs that contribute to improved environmental and community outcomes.
- 4.2.3: Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas.
- 4.2.4: Actively encourage reduction, reuse, and recycling of waste to support sustainable waste management principles through the implementation of the North Queensland Waste and Resources Recovery Strategy 2020-2030.
- 4.2.5: Promote the implementation of environmental best practice by Council, residents, and business.

#### Burdekin Shire Council Operational Plan 2022-2023

- PD1 Ensure development approvals are fully compliant with relevant imposed development conditions.
- PD6 Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes.
- PD7 Finalise adoption of new Planning Scheme
- PD9 Ensure all new developments are assessed against provisions contained within Council's adopted Local Government Infrastructure Plan (LGIP), Planning Act 2016, Planning Scheme, legislative requirements and other relevant instruments.

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### Executive Summary

Council received a request from landowner/applicant, Pio Burrelli on 16 February 2023, requesting to use part of Council owned land (Lot 16 on RP745329) adjacent to his premises at 19-21 McCathie Street, Ayr (Lot 11 on SP296509), to provide a pedestrian only fire evacuation route as required by the National Construction Code which his proposed building application is subject to assessment against, should he wish to extend his current buildings on site.

As Pio Burrelli does not have the required room available on his site to be able to comply, he will need to engage a fire engineer to undertake a performance review and implement any requirements required as a result of the review.

Pio Burrelli has advised that this review option is not currently viable from a cost perspective which has led to his request to use part of the adjacent Lot 16 on RP745329 (being Council owned land) to provide the pedestrian only fire evacuation route.

### Recommendation

That Council approve the request from Pio Burrelli, and permit him to use part of Lot 16 on RP745329 to provide a pedestrian only fire evacuation route from Lot 11 on SP296509 subject to the following requirements:

1. provision of a professional legal undertaking/agreement prepared by suitably experienced, practicing solicitor, for Council's review and approval, that indemnifies Burdekin Shire Council against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with granting permission for the use of part Lot 16 on RP745329 for the purposes of providing a pedestrian only fire evacuation route, for life of the structure on Lot 11 on SP296509 whilst it remains under Pio Burrelli's ownership.
2. The use of part Lot 16 on RP745329 to provide a pedestrian only fire evacuation route associated with uses on Lot 11 on SP296509, must not interfere with Council's use of Lot 16 on RP745329 for drainage purposes.

3. The use of part Lot 16 on RP745329 for pedestrian only fire evacuation purposes is not transferrable. A new request will need to be submitted for approval if Lot 11 on SP296509 changes ownership.
4. Burdekin Shire Council reserves the right to retract its permission for use of part Lot 16 on RP745329 for fire evacuation purposes, at any time.
5. The applicant/owner is responsible for ensuring that the proposed pedestrian only fire evacuation route complies with all legislative requirements and is fit for purpose for the life of its use. Burdekin Shire will not be responsible for any maintenance requirements on Lot 16 on RP745329 associated with the applicant/owner use of it to provide a pedestrian only fire evacuation route.
6. Preparation of the undertaking/agreement will be at the applicant/owner's cost, and at no cost to Council.

### **Background**

Currently Mr. Burelli has two separate sheds on this property that comply with the fire exit travel distances.

Mr. Burelli is wanting to undertake a shed extension to make one large shed.

However once these buildings have been enclosed (making one building) the new larger building will not comply with the National Construction Code.

The only way to make this new proposal comply is to engage a fire engineer to do a performance solution to make the building compliant or install another exit door at the rear of the building.

Given the cost associated with undertaking the performance solution with a fire engineer, Mr Burelli is seeking Council permission to use part of the adjoining freehold land (owned by Council for drainage purposes) to place his fire evacuation route on. A copy of Mr Burelli's request received on the 16 February 2023, is provided at **Attachment A**.

The blue line shown on the below in Diagram 1 (being the marked up aerial) is potentially the 400.0m in length path required until the new road to Stage 2 of the Industrial Estate is built.

Once the new road is built then potentially only 50.0m of path would be required.

## Diagram 1



### Fire Evacuation Route Requirements

- No point on a floor can be more than 20.0m from an exit OR
- A point from which travel in different directions to 2 exits is available AND maximum distance to one of these exits cannot exceed 40.0m.
- Pedestrian sized path width (min. 1.0m wide).
- Path needs to be unobstructed throughout (i.e. free from trip hazards and a flat grade).
- Has to provide access to open space/public land i.e. road.

### **Consultation**

All relevant Council Departments have been consulted with comments forming part of the formulation of the recommendation.

The application was also workshopped with the Mayor and Councillors on 21 February 2023

### **Statutory Environment**

Not applicable.

### **Budget & Resource Implications**

Possible legal fees associated with a review of the proposed legal undertaking/agreement provided by Mr. Burelli, should Council's review find it unsatisfactory.

### **Legal Authority & Implications**

A potential risk is present in that a claim may still arise against the use of Council's land for private use

arrangements.

However it is considered that these risk implications can be adequately addressed and mitigated through the implementation of a suitable undertaking from the applicant/owners solicitor that indemnifies Burdekin Shire Council against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with granting permission for the use of part Lot 16 on RP745329 for a pedestrian only fire evacuation route purposes, for life of the structure on Lot 11 on SP296509 whilst it remains under Pio Burelli's ownership.

### **Policy Implications**

Not applicable in concerning the acceptance of this report.

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

There are several risk implications to consider with granting approval to Pio Burelli's requests which may not be under Council's control:

- Egress for a fire evacuation may be restricted in the event of extreme weather (depth of flood water/internal drainage level; damage to pathway due to flood/drainage flows (e.g. washouts).
- Approval may impact Council's future use of the site.
- Registration of an access easement and its future use rights may impact Council's future use of the site.
- May lead to Council being liable if the route fails in a fire.
- Approval may set a precedence for requests from other users in the Estate.

### **Attachments**

1. Fire Exit Door Approval Letter



16 February 2023

Burdekin Shire Council  
P.O. Box 974  
AYR Q 4807

Dear Sir/Madam

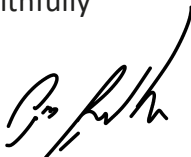
RE: 19 – 21 Mc Cathie Street, AYR

We have a local business currently leasing the above property, which is continuing to expand and unfortunately the premises are now becoming too small for them to conduct their daily activities. They have approached us to seek an extension on the building.

As part of the extension, we are requesting approval to install an exit door on the back boundary (which is currently a water easement), so we can meet safety regulations. This door will only be used in case of an emergency.

Looking forward to hearing from you to resolve this issue.

Yours faithfully



Pio Burelli

#### **7.4.1. TECHNICAL SERVICES**

##### **Burdekin Aquatic Facilities Strategy**

**File Reference:** 1234

**Report Author:** Nick OConnor, Director Corporate and Community Services

**Authoriser:** Terry Brennan, Chief Executive Officer

**Meeting Date:** 28 February 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

1.5.1: Encourage active communities through the provision and maintenance of recreational spaces.

Burdekin Shire Council Operational Plan 2022-2023

SP2 Implement outcomes of the Burdekin Aquatics Facility Study.

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#### **Executive Summary**

Burdekin Shire Council currently owns four (4) aquatic facilities throughout the Shire:

- Ayr Swimming Pool
- Home Hill Swimming Pool
- Clare Swimming Pool
- Millaroo Swimming Pool

The Giru Swimming Pool also provides community access through a partnership between the Giru Progress Association and Education Queensland.

Council's 10 Year Sport and Recreation Plan identified the need to undertake a regional pool strategy to help guide decision making for resource allocation in the future.

In line with the sport and recreation plan recommendation, Council has engaged Ross Planning to prepare an aquatic facilities strategy for the Shire.

At its 14 February 2023 meeting Council considered the draft Burdekin Aquatic Facilities Strategy and requested amendments be made regarding further consultation to be undertaken in the future, when renewal of pool facilities are planned, to ensure final facility design meets community need.

This report seeks Council's adoption of the amended draft Burdekin Aquatic Facilities Strategy.

#### **Recommendation**

That Council adopts the Burdekin Aquatic Facilities Strategy as attached to this report.

## Background

Council's 10 Year Sport and Recreation Plan identified the need to undertake a regional pool strategy to help guide decision making for resource allocation in the future.

Specifically the sport an recreation plan states:

Medium	8. Undertake an Aquatic Facilities Strategy	<p>Burdekin Shire LGA has five public pools, three of which support small communities with limited Council involvement. There are two 50 m pools however, only Home Hill Swimming Pool is open all year.</p> <p>As some of the infrastructure is aging and participation trends are changing it is recommended that an Aquatics Strategy be prepared to consider the future use and management of all the pools and to prioritise future investment.</p> <p>The strategy should:</p> <ul style="list-style-type: none"><li>› Undertake a condition audit of the existing pools</li><li>› Investigate future plant and facility maintenance needs</li><li>› Review current use and operating costs</li><li>› Identify how best to meet community needs</li><li>› Determine the best approach for provision over the next 10-15 years</li></ul>
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In February 2022 Council called for quotations from suitably qualified consultancy firms to develop the aquatic strategy, and in March 2022 recreation, open space and sport specialist consulting firm Ross Planning was appointed to prepare the strategy. The project brief required Ross Planning to prepare the strategy based on stakeholder consultation, facility condition assessment, current and future operating costs, a risk and liability assessment of the current operating models and a thorough needs analysis.

In short, the project brief required evidence based recommendations to help guide future decision making.

In November 2022, and after a period of sustained key stakeholder consultation Ross Planning presented the final draft report as attached.

The report is split in to five (5) key areas as follows:

- 1 Introduction (project background)
- 2 Facility analysis
- 3 Trends influencing aquatic design and usage
- 4 Management considerations
- 5 Summary & recommendations

While a number of safety audit recommendations are detailed in the strategy, of particular note are the following (summarised) strategic recommendations for individual Council controlled pools:

Ayr Swimming Pool: continue to develop in line with recommendations from other Council-adopted reports and plans, ie construction of the Water Park and redevelopment and relocation of the kiosk and entry to provide access from Macmillan Street, Ayr.

Home Hill: In the distant future, when it is time to replace the pool shell, design the new facility to complement other aquatic facilities in the Shire an ensure the design reflects community need.

Clare and Millaroo Pools: The current operating model is not reflective of modern pool supervisory

standards and poses a significant liability risk for Council and pool users. Rationalisation of the two (2) pools - with the closure of the Millaroo Pool in the Short term and Clare Pool in the medium term.

There is an opportunity for Council to engage with the Millaroo and Clare communities to discuss alternative recreation opportunities.

### **Consultation**

Key stakeholder consultation was undertaken during the development of the draft strategy. Ross Planning and Council staff provided Councillors with regular briefings at key project milestones

### **Budget & Resource Implications**

Funds for the development of the aquatic strategy were approved in the 2022/23 Budget.

### **Legal Authority & Implications**

Not Applicable.

### **Policy Implications**

Not Applicable.

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

An agreed strategic approach to facility management and service provision will ensure financial resources are allocated to meet community need.

### **Attachments**

1. Final Burdekin Aquatic Facility Strategy February 2023.

# Burdekin Aquatic Facilities Strategy

February 2023





recreation  
open space  
and sport  
specialists

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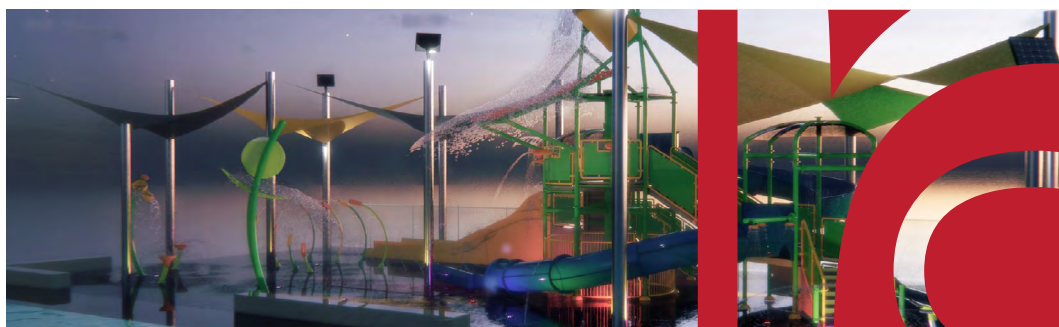
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# Introduction

## Project background

Located in north Queensland, approximately one hour drive south from Townsville, the Burdekin Local Government Area (LGA) is home to 16,692 residents as of the 2021 Census.

Burdekin Shire Council currently owns four aquatic facilities across the Shire:

- ☐ Ayr Swimming Pool
- ☐ Home Hill Swimming Pool
- ☐ Clare Swimming Pool
- ☐ Millaroo Swimming Pool

The Giru Swimming Pool also provides community access through a partnership with the school/Education Department.

Councils across Australia are well aware of the importance of this type of facility and the opportunities they provide to facilitate and encourage physical activity thus reducing the burden of chronic disease, especially as the LGA's population continues to age.

However, given the relatively low populations serviced by at least three of the existing facilities, Council needs to strategically plan for the future provision of aquatic facilities for a variety of reasons, with the main ones being:

- ☐ their ageing infrastructure needs to either be replaced or requires significant repair
- ☐ the costs associated with repairs/refurbishments and the development of new aquatic facilities and features is very costly
- ☐ significant ongoing maintenance costs are associated with any aquatic facility, let alone ageing, non-efficient facilities.

In addition to the above costs involved regarding the provision of aquatic facilities, the direction of this Strategy has given consideration to the fact that the Shire is currently well and truly over-supplied with such facilities.

Generally accepted provision rates for aquatic facilities across Queensland are as follows:

- ☐ District level: 1:60,000 residents
- ☐ Major District: 1:100,000 residents
- ☐ Metro: 1:150,000 residents (or LGA wide)

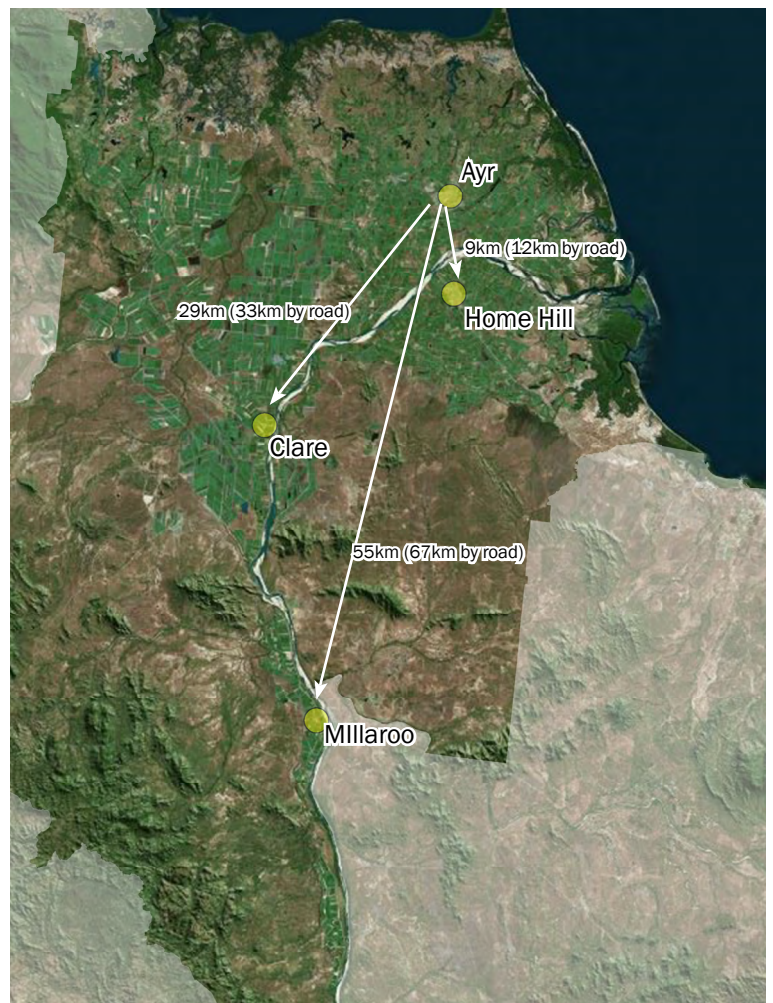
A district level facility may include a heated 25m indoor program pool and/or a 25 or 50m outdoor lap pool, leisure pool, water play area, shade structures, seating, change rooms, toilets, administration area, café or kiosk, first aid room, service facilities, storage areas and outside play area.

Therefore, Council is in a position to assess its current level of provision of aquatic facilities and ensure that it does so in the future in a viable and responsible manner.

This can occur by planning to 'spread' different types of opportunities/experiences over the facilities, and not develop facilities or features in an ad-hoc and unsustainable manner. It is also noted that more detailed consultation with the community and user groups should occur prior to implementing any specific recommendations.

Informing the development of this Strategy was an engineering and safety audit undertaken for each of the four existing facilities.

*Burdekin Shire public swimming pool locations*





# Facilities analysis

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## Current facility snapshot

The following provides a snapshot of each facility's general details and features, with the main outcomes of the engineer's audit included. The recommendations of the safety audit are provided in the Strategy's recommendations.

### **Aquatic engineer (J.H. Cockerell)**

J.H.Cockerell (JHC) was established in 1979 and Mr Allan Cockerell, a director of JHC, has over 40 years of experience in the Australian Aquatic Industry. As a specialist Aquatic Engineer, Mr Cockerell has designed and acted as project manager for delivery of several new and upgraded council pools. In recent years, Mr Cockerell has built a reputation as Australia's leading aquatic engineer, particularly in relation to the design of public pool water treatment plants and public pools founded in poor ground conditions.

Mr Cockerell's specialist expertise has been relied upon by Australian State Health Departments, in relation to the publication of Guidelines for public pool water quality, and he has often been called upon to undertake pool audits and assessments when pools have not been designed, constructed or performed to available standards.

JHC undertook the following:

- ☐ above-water inspection of pool shell finishes for condition and suitability
- ☐ above-water inspection of pool shell structures for signs of damage or degradation
- ☐ visual inspection of the pool water treatment plant to identify, based on the requirements of the DIN19643 - TREATMENT OF WATER OF SWIMMING POOLS AND BATHS Standard, design changes that could be made to improve pool water treatment. It is noted that this International Standard is used due to there being no National Standard
- ☐ inspection of the pool water treatment plant, together with Council's Plant Operator, to identify operational issues with plant room equipment.

### **Safety audit (Darben Training)**

Michael Darben, Managing Director of Darben Training, is a dedicated aquatic industry, vocational education professional with a Business Management and Registered Training Organisation (RTO) background including compliance, resource development and program delivery experience with a passion for water safety.

Michael was the Executive Director of Royal Life Saving Society Queensland for 10 years and brings that experience to his safety audits of public swimming pools.

Darben Training undertook facility safety assessments of the four facilities to identify how Council and pool operators could ensure they obtain and maintain compliance with the Guidelines for Safe Pool Operations.

## Ayr

Located at 242 Queen Street, Ayr, the Ayr Swimming Pool offers a 50m outdoor pool and a separate children's wading pool. Both pools are shaded, with the main pool cover restricted to the shallow end.

A water play feature is currently being developed in the site, and included in this development is the relocation of the existing main entrance and kiosk to Macmillan Street.

The pool closes over the winter months from 1 May to 31 August each year.

Currently a minimum of one lifeguard is on duty at all times that the pool is operating.

### **Current annual usage (average of past four years):**

7,075 individual entries (not including the annual average of 83 ten-session passes for adults and 110 for children, and a small number of season passes).



## Engineering considerations

### **Water treatment**

The Ayr 50 metre pool, based on the pool's dimensions, has the capacity to safely accommodate approximately 250 bathers at any one time. Advice received indicated the current daily use is below this figure, confirming the pool has significant excess capacity.

- ☐ an inline turbidity meter be installed to continuously measure turbidity of water leaving the four filters, to confirm the filters are effectively filtering pool water, between filter backwashes (i.e. pool water does not pose a public health risk due to ineffective sand filtration)
- ☐ dye tests be performed, in accordance with Standard EN15288-2 Swimming pools for public use - Part 2: Safety requirements for operation, to identify areas of inadequate water circulation in both the 50 metre and wading pools, with the solution to be investigated at that time
- ☐ to provide the Shire with water for the Ayr Pools that does not pose health risks for pool users, replacement pools will need to be designed in accordance with relevant Australian standards and a replacement pool water treatment plant will need to be designed in accordance with a standard, DIN19643 - TREATMENT OF WATER OF SWIMMING POOLS AND BATHS.

### **Condition of Pool Concrete Shells and Tiles**

Tiles to the wading pool are generally in good condition, however, there are a few cracked and chipped tiles in the 50 metre pool. In 2018, the pool scum gutters were replaced, grout to pool tile joints was replaced, along with mastic sealant to movement joints in the 50 metre pool. They are all now still in good condition, although bathers have picked out the mastic sealant from some of the horizontal movement joints, located at the intersection of pool walls and the pool floor.

Therefore, care must be taken to prevent cuts to bathers from the sharp edges of cracked and chipped tiles, and when the 50 metre pool is next emptied, mastic sealant should be made good where bathers have picked out the mastic sealant from some of the horizontal movement joints, located at the intersection of pool walls and the pool floor.

The pool concrete shells appear to be watertight and there does not appear to be any loss of water from pipework connecting the pools to the pool water treatment plant.



## Home Hill

Located at 63 Eleventh Avenue, Home Hill, this facility has a 50.3m (55 yard) pool and a separate children's wading pool. Both pools have shade cover, with the main pool covered only over the shallow end.

The pool has a basic kiosk and a lifeguard is on duty when the pool is open. Due to the pool's circulation system taking advantage of a naturally occurring artesian bore, the water maintains a constant temperature of approximately 27° Celcius. This allows the pool to be the only facility in the Shire open year-round (with reduced hours over winter).

### **Current annual usage (average of four past years):**

9,973 entries (not including the annual average of 212 10-session passes for adults and 79 for children, and a small number of season passes).



## Engineering considerations

### **Water treatment**

The Home Hill 55 yard pool, based on the pool's dimensions, has the capacity to safely accommodate approximately 170 bathers at any one time. Advice was received that the pool is, on average, currently used by less than 170 bathers per day, confirming the pool has significant excess capacity.

Main water treatment considerations at Home Hill are:

- ☐ testing of pool water in both pools must be carried out in accordance with the Queensland Health's current "Water Quality Guidelines for Public Aquatic Facilities"
- ☐ there is substandard circulation of water in both pools.

### **Condition of Pool Concrete Shells and Tiles**

A significant number of the 55 yard pool's floor and wall tiles have chips and cracks, as do several of precast scum gutter units.

All of the pool shell construction joints need resealing with a suitable mastic sealant.

### **Considerations**

- ☐ Council should not waste money trying to upgrade the pools, given they were constructed approximately 60 years ago and both have substandard circulation of water in the pools, creating a public health risk
- ☐ in order to capitalise on what appears to be a good supply of bore water to the site, Council in the long term give consideration to replacing the 55 yard pool with an appropriate pool designed in accordance with relevant Australian standards and the DIN 19643 - TREATMENT OF WATER OF SWIMMING POOLS AND BATHS Standard and that meets community needs.

## Clare

Located on the corner of School Road and George Road, Clare Pool is a 25m pool with shade cover over the shallow end.

A very basic and ageing facility, it is open from 1 September to 30 April each year. Users obtain a key by signing an agreement and paying a seasonal access fee to the Clare Pool committee which gives them access to this pool at their convenience.

There is no kiosk or lifeguard on duty.

Accurate entry numbers are unable to be determined from available data, but the revenues received from the current system indicate very low patronage.



## Engineering considerations

### Water treatment

The Clare 25 metre pool, based on the pool's dimensions, has the capacity to safely accommodate approximately 84 bathers at any one time. Although precise daily usage numbers are not able to be determined (due to the current entry management processes), the pool is currently used by significantly less than 84 bathers per day, confirming the pool has significant excess capacity.

It was reported that the pool is losing a significant quantity of chemically treated pool water (a procedure has been suggested to the pool supervisor to quantify the water loss).

Improvements could be made to Clare's 25 metre pool water treatment plant to reduce pool water quality health risks, however, the only way to eliminate the health risks would be to replace the pool and pool water treatment plant.

### Condition of Pool Concrete Shells and Tiles

- ☐ the pool's tiles are badly damaged. JHC's 2006 Report recommended pool tile replacement. The condition of pool tiles has further deteriorated, with many tiles having now lost their applied glazed finish.
- ☐ the pool's steel shell sand filter, that is over 50 years old and losing sand into the pool, has reached the end of its useful life. A replacement filter should be a suitably sized pressurised sand filter, designed manufactured and operated in accordance with Standard DIN19643 - TREATMENT OF WATER OF SWIMMING POOLS AND BATHS.

### Considerations

- ☐ the pool and its water treatment plant have both reached the end of their useful lives and require replacement
- ☐ replacement of the pool is the only way to eliminate pool water quality and the associated health risks associated with substandard circulation of water in the pool.



## Millaroo

Located at 4-8 Cartys Street, Millaroo Pool is a 25m pool with shade cover over the shallow end.

Very similar to the Clare facility, it is a very basic and ageing facility, open from 1 September to 30 April each year. Users obtain a key by signing an agreement and paying a seasonal access fee to the committee which gives them access to this pool at their convenience.

There is no kiosk or lifeguard on duty.

Accurate entry numbers are unable to be determined from available data, but the revenues received from the current system indicate very low patronage.



## Engineering considerations

### Water treatment

The Millaroo 25 metre pool, based on the pool's dimensions, has the capacity to safely accommodate approximately 84 bathers at any one time. As in the case for the Clare Pool, although precise daily usage numbers are not able to be determined (due to the current entry management processes), the pool is currently used by significantly less than 84 bathers per day, confirming the pool has significant excess capacity.

The pool's original steel shelled sand filter has been replaced with an under-sized, fibreglass shelled sand filter that the manufacturer only recommends for domestic pools. The filter should be replaced by a suitably sized, pressurised sand filter, designed, manufactured and operated in accordance with Standard DIN19643 - TREATMENT OF WATER OF SWIMMING POOLS AND BATHS.

The automatic chemical dosing equipment has reached the end of its useful life.

### Condition of Pool Concrete Shells and Tiles

If widespread black spot algae in the pool's pebblecrete finish cannot be removed by the use of an algaecide, the pebblecrete must be considered to have reached the end of its useful life.

### Considerations

Improvements can be made to Millaroo's 25 metre pool water treatment plant to reduce pool water quality health risks however the only way to eliminate the health risks would be to replace the pool and pool water treatment plant.



# Trends influencing aquatic design and usage

When developing and implementing an aquatic facility strategy, Council needs to be mindful of the encompassing range of functions that such venues can provide to the Burdekin community. As any venue aims to cater to a broad range of users within its catchment over a long period of time, it is important that Council is aware of the current and projected community needs and of all the prevailing trends (social and aquatic) over the forthcoming years.

## Burdekin Shire profile

As of the 2021 Census<sup>1</sup>, the population of the Burdekin Council Shire area was 16,692, a decrease of 672 persons since the 2011. An overview of selected demographics and characteristics for the Burdekin LGA, as of 2021, is provided below. No population growth is projected through to 2041<sup>2</sup>.

Characteristics	Queensland	Burdekin local government area
Population	5,156,140	16,692
Median age	38	45
Age profile		
0 - 4 years	5.7%	4.9%
5 - 14 years	13.0%	11.7%
15 - 24 years	12.4%	10.9%
25 - 34 years	13.6%	10.8%
35 - 44 years	13.3%	10.5%
45 - 54 years	13.1%	13.0%
55 - 64 years	11.9%	14.4%
65 years and over	17.0%	23.8%
Household/family composition		
Couples without children	40.3%	48.0%
Couples with children	41.2%	36.4%
One parent families	16.8%	14.0%
Median weekly income		
Personal	\$787	\$723
Family	\$2,024	\$1,804
Household	\$1,675	\$1,345

### Population considerations

- ☐ opportunities offered should consider the older and ageing population of the Shire
- ☐ there is no foreseeable increase in demand for aquatic facilities due to population growth
- ☐ the resident population has less ability than many areas to pay for 'high end' aquatic experiences.

<sup>1</sup> 2021 Census QuickStats, Australian Bureau of Statistics (2022)

<sup>2</sup> Projected Populations (medium), Queensland Government Statistician's Office (2022)

# Facility and usage trends

## Changing population

### Ageing population

Almost a quarter of the Shire's population is aged over 65 years, with this percentage projected to increase to almost 28% of the population in 2041<sup>1</sup>.

An ageing population and high proportion of people requiring assistance are important considerations. This group of people:

- ☐ are more likely to participate in recreational swimming
- ☐ prefer heated indoor or covered outdoor pools
- ☐ require a pool suitable for therapy and older adult exercise
- ☐ desire the inclusion of improved design features to increase accessibility to and within the Facility
- ☐ require an array of low impact programs and activities targeting older adults and people requiring assistance, such as aqua aerobics.

## Variety of experiences

### Dry experiences

Aquatic facilities in major population centres are no longer a place for the stand alone 50m swimming pool. The inclusion of dry features, such as meeting rooms, medical and therapy clinics and gyms are seen as greatly improving the operations and subsequent viability of aquatic centres.

However, due to the relatively small population of the Burdekin Shire, the provision of such dry features should be at a lower level and include features such as multi-purpose grassed areas, shade and the provision of barbecues, tables and seating.

While these types of dry features do not generate significant revenue streams, they do add to the user's experience and should result in longer duration visits, resulting in increased secondary spends at kiosks.

### Wet experiences

Aquatic facility users are becoming more exposed to and aware of new recreation experiences and opportunities. As a result, the residents of Burdekin Shire are more likely to seek a facility that provides a variety of recreation activities.

While it is impractical to develop such features at every facility, their inclusion in the facility servicing the major population centre (such as the water park in Ayr) expands the experiences currently available to residents.



<sup>1</sup> Projected Populations (medium), Queensland Government Statistician's Office (2022)



## Different types of aquatic facility users

Aquatic users are typically defined by four main groups, each with a different need configurations for aquatic spaces and different water temperatures.

The four types of users are:

1. recreation and social users
  - families and friends
  - gather for fun and/or social gatherings such as birthday parties
2. fitness and competition users
  - club members
  - competitive swimmers
  - users that swim to keep fit
  - participate in aquatic fitness classes
3. education users
  - swimming lessons (private and/or done through the school)
  - school carnivals
  - first aid, surf lifesaving and CPR courses
4. therapy users
  - rehabilitation
  - elderly
  - disabled

### Recreation users

Recreation users make up the majority of aquatic users accounting for approximately 60 to 70% of users. These users often recreate in the warmer months and cover a wide variety of age groups, from toddler to seniors. Often families, they require a range of aquatic features for children of varying ages to play and interact with. Shaded picnic and BBQ areas, lockers, kiosk and lounge chairs are extra comforts desired by parents and encourage extended stays.

### Fitness and competition users

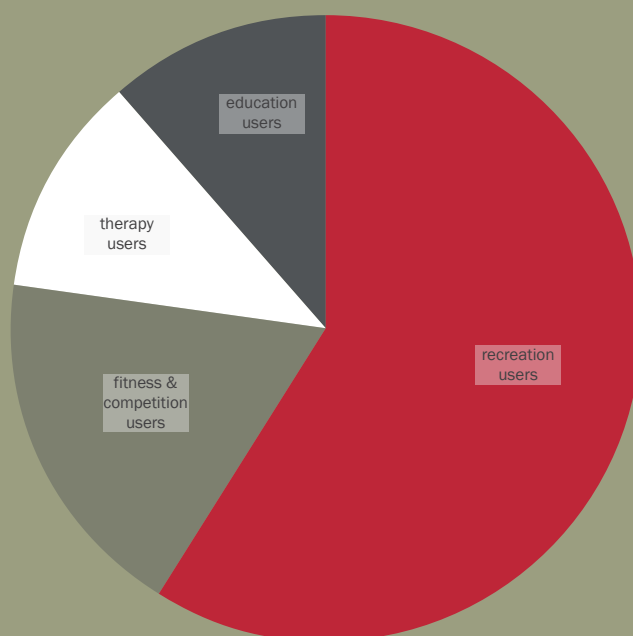
Fitness and competition users account for 20 to 25% of aquatic centre patrons. This group doesn't often bring in a lot of revenue however, they are often the most consistent users, particularly if the facility is built for all-year use.

### Education users

Learn to swim, water safety and CPR training are important and essential education programs. The aquatic centre users that normally partake in these programs range from babies to seniors. These programs can either be private or conducted through local schools, making them a popular revenue earner for aquatic centres. A good design that allows all-year round use (heated pool) and protection from the weather can further increase the number of this user type.

### Therapy users

Therapy users are a targeted group of individuals that require specific facilities and programs. Currently the fastest growing user group it consists mainly of older adults, people with a disability and/or medical conditions.



Source: Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation.



# Management considerations

## 4

The following outlines key considerations for Council when entering into future agreements for the management of its two main aquatic facilities, the Ayr and Home Hill Pools.

It is noted that the Clare and Millaroo Pools currently operate under a different arrangement. This arrangement of providing access to the facilities with no supervision is one that opens Council to public safety risks. The recommendations of this Strategy following addresses this and the long term future of these two facilities.

The engagement of a facility manager, usually through a lease agreement, can be an effective manner to manage and operate aquatic centres. This is due to the fact that such facilities are highly specialised in their operational nature, requiring specialists with the adequate experience, qualifications and resources available to ensure the facility's ongoing viability.

A significant advantage of utilising this management model (assuming satisfactory tender responses are received) is the ability of these managers to accurately determine the appropriate facilities, services and programs that should be offered by a facility. This is due to the fact that they will be highly driven by 'the market'. That is, they have to offer popular attractions to ensure that people will come and pay to use the facility and the programs being offered. Another advantage of this model is the 'distancing' of Council from the day to day issues associated with aquatic facility management, including the risk of litigation through personal injury claims.

Other major benefits of employing a contractor to manage the facility include, but are not necessarily limited to:

- ☐ access to specialised staff in various program and facility management areas
- ☐ a proven ability to develop and effectively manage quality programs
- ☐ a knowledge of the importance of, and an ability to, apportion revenues across different areas, such as admission fees, membership fees and program participation fees
- ☐ the employment of strategies to ensure effective marketing and promotion of the Centre and its services, including the use of social media (facebook, twitter, etc)
- ☐ greatly enhanced ability to access appropriate training needs for staff through established networks.

Consideration should be given to inviting tenders from operators of aquatic facilities. It would be anticipated that two main 'types' of organisations may submit offers under this process:

- ☐ community operators (such as currently in place)
- ☐ community organisations (e.g. YMCA/PCYC)/professional management companies.

The success of any commercial or community operator is highly dependent on the terms and conditions, and structures, of the associated management agreements negotiated by Council. It is imperative that the agreement clearly defines performance criteria in relation to community obligations and access, quality of service levels, financial performance, program outcomes, fees and charges, asset management (including maintenance), quality control and reporting protocols. There is also a need to ensure that skilled in-house staff resources are available to effectively manage the contract.

Community and commercial operators need to clearly demonstrate their capacity to manage a facility including access to the resources required to deliver the outcomes established under the agreement. There is considerable capital outlay required with the fit-out of facilities including information and communications technology to support the management of the venue, hospitality equipment and resources, facility management operating systems (e.g. bookings), furnishings and fixtures.

There is a recognised expectation that Council will provide an on-going level of operating subsidy with major maintenance and capital works (provided by Council).

It should be noted there are a limited number of successful commercial providers delivering these services. The past two decades has seen a gradual decline in the number of commercial operators in the market, principally due to issues surrounding poor delivery standards and lack of financial resources.

The need to provide community service obligations for Council whilst achieving commercial returns for the operator are very difficult to manage. The management agreement will need to clearly define these areas and performance outcomes. Council's decision making processes and systems can inhibit the commercial operator in their ability to make independent and quick business decisions.

There are advantages and disadvantages involved with both types of organisations, with the main issues identified (in no particular order) in the table below.

Management type	Advantages	Disadvantages
Community operators (CO)	CO's can be more interested in a balance of community benefit and profit, not just profit alone. However, this focus is changing.	In recent times, CO's have developed a much higher 'business' focus and may well expect Council to subsidise the facility's operations.
	CO's usually have extensive networks within a local community.	CO's have in the past, assumed an unreasonable level of control over a facility, reducing access to other community groups. This has however, been diminishing over recent years.
	The CO usually operates with a regular, small group of people, building familiarity with customers at the facility and creating a greater presence.	Some CO's may have limited resources, especially in comparison to commercial organisations, and can be affected by changes in the political landscape.
	COs have experience with the community's needs and wants and it is usually in their best interest to provide benefits to the community through their operations.	PM's are usually well resourced in all the relevant areas of facility management (administration, financial control, asset management, etc).
	Usually have established systems for the business-related aspects of managing a facility such as marketing, financial management, asset management and effective administration processes.	Potential for obtaining a capital contribution from the PM in return for a long-term lease/contract.
Management types	Advantages	Disadvantages
Professional management/ community organisation (PM)	Suitable PM's are generally staffed by personnel with facility management experience.	PM's reason for involvement in such centres is to make a profit – sometimes community organisations can suffer as a result through high hire fees, lack of access, etc.
	PM's are usually well resourced in all the relevant areas of facility management (administration, financial control, asset management, etc).	PM's are likely to have a higher level of skill in negotiations than Council staff and users of the facility. This may result in a PM achieving a higher level of control than intended.
	Potential for obtaining a capital contribution from the PM in return for a long-term lease/contract.	Conditions of the arrangement must be well documented to ensure capital development meets expectations and is managed appropriately.

While it is recommended that Council continues to lease its two main facilities to community operators, there are important considerations to include in any future arrangements:

- ☐ there are major risks involved in estimating accurate projected revenues and expenses for the operation of any aquatic facility
- ☐ these projections will guide the development of the terms and conditions of the management contract and the amounts payable by both Council and the contractor and subsequently must be as realistic as possible.

# Summary & Recommendations



This Strategy represents an opportunity for Council to provide appropriate aquatic facilities for locals and visitors in a realistic and affordable manner.

As mentioned previously, the Shire is currently over-supplied with such facilities. In fact, the provision of a single, district level facility in the population centre of Ayr would be an appropriate level of provision for the population of under 17,000 residents. Given the lack of projected growth in the Shire it is not feasible to develop major aquatic facilities to cater for this, so Council should focus on the development of appropriate facilities that don't result in significant capital and ongoing operational/maintenance expenses.

It is proposed that, over time, Council rationalises the Clare and Millaroo facilities and concentrates on providing aquatic opportunities via the Ayr and Home Hill facilities. Given the proximity of the Ayr and Home Hill facilities, Council has the opportunity to develop both facilities in a complementary manner that provides a range of features for the community without the duplication of facilities and features, and without over-embellishing/investing in a single facility.

It must be recognised that this is a long term goal, due both to the costs involved and to provide Council the opportunity to effectively communicate the intended process to residents, especially those in the Clare and Millaroo areas.

For ease of reference, the recommended actions for Ayr and Home Hill are provided separately, with those for Clare and Millaroo combined. The safety audit recommendations are provided following.

Implementation of the recommendations outlined in this Strategy will require strong leadership, appropriate resources from Council and a commitment to making some difficult decisions.

## Ayr Swimming Pool

As mentioned previously, the Ayr facility will soon have a new water park, entrance and kiosk. In addition to the recommendations made in the 2022 Business Plan (provided separately), the following is also recommended:

- ☐ an inline turbidity meter be installed to continuously measure turbidity of water leaving the four filters, to confirm the filters are effectively filtering pool water, between filter backwashes (i.e. pool water does not pose a public health risk due to ineffective sand filtration)
- ☐ dye tests be performed, in accordance with Standard EN15288-2 Swimming pools for public use - Part 2: Safety requirements for operation, to identify areas of inadequate water circulation in both the 50 metre and wading pools.

## Home Hill Swimming Pool

Given the significant repairs/improvements identified in the engineering audit of the facility, the long term goal for the Home Hill Pool is the replacement of the existing 50.3m pool with an appropriate modern pool.

It is believed this is a preferable outcome for not only the facility, but for the overall provision of aquatic facilities in the Shire. The significant costs associated with shortening the existing pool shell do not address other issues identified with the facility.

Replacing the existing main pool with a modern pool that complements other aquatic facilities in the Shire widens the variety of aquatic facilities in the Shire and is supported by the local swimming club. If this development is to proceed in the future, further consultation with the community and user groups will need to be undertaken at that time to ensure all relevant feedback is considered.

However, given that this is a long term goal, the outcomes of the engineering audit should be undertaken for the interim period of operations.

They include:

- ☐ testing of pool water in both pools must be carried out in accordance with the Queensland Health's current "Water Quality Guidelines for Public Aquatic Facilities"
- ☐ replace chipped and cracked floor and wall tiles
- ☐ all of the pool shell construction joints need resealing with a suitable mastic sealant.

## Clare and Millaroo Swimming Pools

Both facilities are out-dated, costly and at the end of their useful lives. They are also significantly under-utilised.

The engineering audits for these facilities identified that money spent upgrading either the pool or the pool water treatment plants would do little to reduce public health risks for pool users, given they were constructed approximately 50 years ago, without the use of design standards that are now available.

While it is understood that such community pools are often seen as historical components of communities, this can not outweigh the need for their rationalisation.

The long term rationalisation of these two facilities is based on need, current utilisation, asset condition and liability risk. It is recommended closing the Millaroo Pool in the shorter term and re-allocating its operating budget to the Clare Pool to ensure compliance with supervisory standards. The medium-long term goal for Council should then be to close the Clare Pool.

## Giru Pool

It is recommended that Council should clarify the roles and responsibilities for community access to the Giru State School Pool through the development and execution of a Memorandum of Understanding with the Giru Progress Association and Education Queensland.

## Rationalisation

Given all of the above, and that the current access process puts Council at risk in regard to public safety, it is proposed that both facilities are replaced with more appropriate community facilities over time so that the community is provided other recreation opportunities in their stead. Facilities that may be considered at that time may include:

- ☐ recreation parks designed as community gathering spaces and providing features such as playgrounds, picnicking furniture and barbecues
- ☐ low level skate bowls or pump tracks
- ☐ quiet, reflection spaces with enhanced shaded areas and grassed, open spaces.

It is recommended that a high level of community engagement occur to achieve two main outcomes:

- ☐ explanation of the rationale behind removing the pools
- ☐ seek input into the features to replace the pools.

As mentioned, this will be a long term process and in the interim period, it is suggested:

- ☐ that both pools operate under approved supervision arrangements, with qualified lifeguards possibly being sourced through the current operators of the Ayr and Home Hill facilities
- ☐ that pool water testing be carried out in accordance with Queensland Health's Water Quality Guidelines for Public Aquatic Facilities. The recommended daily tests include free and combined chlorine, pH and turbidity, and recommended weekly tests include calcium hardness, total alkalinity, TDS and temperature.

## Safety audit recommendations

### Recommendation 1

It is recommended that the facility operators and/or Council continue their subscription to the online version of the Guidelines for Safe Pool Operations. The RLSSA Guidelines for Safe Pool Operations clearly set out the requirements for a safe aquatic facility and are a must for managers of aquatic facilities. The GSPO also contains invaluable information for local government, facility owners, architects, engineers, duty managers and pool lifeguards.

### Recommendation 2

The facility operators should ensure Risk Assessments are completed on all tasks, activities, premises and utilities including:

- ☐ Safe work procedures (use of pool vacuum; use of gardening equipment)
- ☐ Supervision
- ☐ Activities: Free swim; Learn to Swim; Aqua Aerobics; School Swimming
- ☐ Premises: Pool; Changing rooms; storage cupboard; plant room
- ☐ Utilities: Lights; fire equipment; Pool Equipment
- ☐ Specific People: Young workers; pregnant workers, disabled workers and specific at risk groups:
- ☐ Recommend that a risk assessment is done on the delivery, use and Storage of chemicals at the Facility. This should be done in accordance with the requirements of relevant state government regulations:
  - Workplace Health and Safety Act 2011
  - AS/NZS 4801:2001 Occupational Health and Safety Management Systems
  - AS/NZS 4360:2004 Risk Management
  - AS/NZS 31000:2018 Risk management Principles and Guidelines
  - COP : How to Manage Work Health and Safety Risks (2011)
  - COP: Hazardous Manual Tasks (2011)
  - COP: Managing Risks of Hazardous Chemicals in the Workplace (2013).

### Recommendation 3

It is recommended that an Operations Manual is developed that outlines all aspects of the facility operations. This may include:

- ☐ Facility floor plan including pool's dimensions
- ☐ Maximum number of patrons including bather loads
- ☐ Location of alarms, exits, fire fighting equipment and first aid areas
- ☐ Communication equipment
- ☐ Incident control and reporting protocols
- ☐ Supervision Plan
- ☐ Emergency Response
- ☐ Roles and Responsibilities
- ☐ Personal directory
- ☐ Call out procedures.

#### Recommendation 4

It is recommended that an Emergency Action Plan (EAP) be developed to be included in the facility's Operations Manual in compliance with the RLSSA Guidelines for Safety Pool Operations. The EAP should be able to be used as a stand-alone document. It should include procedures for various scenarios in different locations in the facility and provision for different staffing levels in the facility. The EAP should be developed in compliance with the RLSSA Guidelines for Safe Pool Operations Guidelines. Recommend that an EAP is developed to include alternative plans for each staffing level or activity. It is recommended that the duties of all staff present should be explicitly stated. Extra provisions, such as raising a remote alarm, should be made if only one staff member/ person is present. The EAP should include, but not limited to:

- ☐ Drowning
- ☐ Spinal Injuries
- ☐ Cardiac Arrest
- ☐ Chemical Spill or Leak
- ☐ Minor Incident
- ☐ Overcrowding
- ☐ Disorderly behaviour
- ☐ Lack of water quality
- ☐ Chemical irregularities.

#### Recommendation 5

It is recommended that signage specifying the conditions of entry be posted at the facility entrance. Conditions may include, but are not limited to:

- ☐ Age under which child must be supervised by a guardian (10 is recommended)
- ☐ Minimum age of guardian (16 years or older recommended)
- ☐ Responsibilities of guardians
- ☐ Responsibilities of other customers
- ☐ Disclaimer
- ☐ Desirable behaviour and rules.

N.B. Given the facilities are used by schools and the general public it would be important that a sign covers for both groups.



Sample entry sign

#### Recommendation 6

It is recommended that depth markings be clearly visible from within and outside the pool from all angles. The depth markings should be at the deep and shallow ends of the pools and intermittently along all sides of the pool at 10-15 metre intervals or where there is a change of depth.



### Recommendation 7

It is recommended that the shallow water and deep water signs be compliant with AS2416 Water Safety Signs and Beach Safety Flags 330mm high or sufficiently large to be visible from intended viewing distance. Positioned close to observer's line of sight, visible from within the pool, utilises appropriate references to improve comprehension, co-located with prohibition signs where appropriate and free of additional signage or marketing material.

### Recommendation 8

It is recommended that signs notifying recreational swimmers of No Diving in water depth less than 1.8m be prominently displayed. No Diving signs used should be compliant with AS2416 Water Safety Signs and Beach Safety Flags.



Sample No Diving sign

### Recommendation 9

It is recommended that a risk assessment is completed to determine the supervision needs at the facility to manage patron safety. The risk assessment should consider, but not be limited by, the following:

- ☐ Users of the facility and swimming ability
- ☐ The type of activities undertaken
- ☐ The size, number and layout of pools
- ☐ The design of the pools
- ☐ Environmental factors such as surface reflection
- ☐ Average and anticipated attendance
- ☐ The duties, or procedures of staff to facilitate appropriate and sufficient supervision

This risk assessment should be recorded and retained as part of the facilities overall risk management process. A Supervision Plan should be developed aligning to the supervision risk assessment.

It was noted that two of the facilities are currently not supervised when in use. Whilst a waiver is signed, without trained personnel on site if drowning, medical emergency, or major injury occurs, an adequate response will not be available. There is not adequate rescue equipment, access to First Aid kits or a defibrillator.

### Recommendation 10

It is recommended that adequate equipment is supplied to perform safe rescues and perform first aid and resuscitation. This will include but not limited to:

- ☐ First Aid kit
- ☐ Rescue tubes and reach poles
- ☐ Spinal rescue equipment
- ☐ Resuscitation equipment
- ☐ Access to a defibrillator.

### Recommendation 11

It is recommended that there is an increased presence of signage and communication regarding parental supervision. This should include but not limited to:

- ☐ Entry signage
- ☐ Signage throughout the facility with an emphasis on child play zones
- ☐ Staff advising and enforcing of the rules
- ☐ PA announcements.

### Recommendation 12

It is recommended that there should be consistency of documents and processes across the locations. This will enable ease of transition of operators and or staff as well as an increased ability for the council to track compliance.



recreation  
open space  
and sport  
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