



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**on 9 May 2023**

**COMMENCING AT 9:00 AM**

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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 - 26 April 2023**
- 5. EXECUTIVE**
  - 5.1. CEO**
    - 5.1.1. Council Workshops - April 2023**
  - 5.2. ECONOMIC DEVELOPMENT**
- 6. CORPORATE AND COMMUNITY SERVICES**
  - 6.1. CLIENT SERVICES**
    - 6.1.1. Council Annual Leave and Long Service Leave Report 28 April 2023**
  - 6.2. COMMUNITY DEVELOPMENT**
  - 6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**
  - 6.4. GOVERNANCE**
    - 6.4.1. Conflict of Interest for Workers Policy**
    - 6.4.2. Operational Plan 2022/2023 Q3 Report**
- 7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**
  - 7.1. ENVIRONMENTAL AND HEALTH SERVICES**
    - 7.1.1. Adoption of Vending Policies**
    - 7.1.2. Adoption of Reef Action Plan 2023 - 2027**
  - 7.2. OPERATIONS**
  - 7.3. PLANNING AND DEVELOPMENT**
    - 7.3.1. Reconfiguring a Lot - Subdivision One (1) into Two (2) Lots at 39 and 43 Robins Road, Ayr**
  - 7.4. TECHNICAL SERVICES**
    - 7.4.1. Proposals Received for Tender TBSC/23/011 Supply and Installation of Guardrails at Brown Road Mona Park, George Road and School Road, Clare**
- 8. NOTICE OF MOTION**
- 9. RECEIPT OF PETITIONS**
- 10. CORRESPONDENCE FOR INFORMATION**
- 11. GENERAL BUSINESS**
- 12. CLOSED BUSINESS ITEMS**
- 13. DELEGATION**

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

##### **Ordinary Council Meeting Minutes - 26 April 2023**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 26 April 2023 be received as a true and correct record.

##### **Attachments**

1. Minutes - Ordinary Council Meetings - 26 April 2023



# Burdekin Shire Council

## **MINUTES**

## **ORDINARY COUNCIL MEETING**

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

**on 26 April 2023**

**COMMENCING AT 12:30 PM**

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## **ORDER OF BUSINESS:**

### **1. ATTENDANCE**

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

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor - Director Corporate and Community Services  
Mr. W. Saldumbide - Acting Director of Infrastructure Planning and Environmental Services  
Mr. K. Byers - Manager Technical Services  
Mrs. K. Galletta - Manager Planning and Development  
Mr. D. Mulcahy - Manager Environmental and Health Services  
Mr. T. Blackwell - Manager Community Services

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

Minutes Clerk - Mrs. S. Iturriaga

### **2. PRAYER**

The meeting prayer was delivered by Pastor Gerry MacManus of the Australian Christian Churches.

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

The Mayor called for declarations of interest.

Councillor Boccalatte advised she had a Declarable Conflict of Interest in relation to Item 4.2 RADF Advisory Group Minutes - 4 April 2023 as her image has been taken for this project and to her knowledge will be included as part of those exhibited.

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

#### **4.1. Ordinary Council Meeting Minutes - 11 April 2023**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 11 April 2023 be received as a true and correct record.

##### **Resolution**

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

CARRIED

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#### 4.2. RADF Advisory Group Minutes - 4 April 2023

12.36 pm - 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 RADF Advisory Group Minutes - 4 April 2023 as her image has been taken for this project and to her knowledge will be included as part of those exhibited.

#### Recommendation

##### Item 4 - Consideration of Out-of-Round Application

That Council approve the recommended funding below:

Applicant	Project	Requested Funding	Recommended Funding
Marnie Hine Photography	Towards cost of conducting photographic exhibition of 42 images from Project RAW to be held at Burdekin Theatre from 25-28 May 2023 as part of Sweet Days Hot Nights Festival and to further promote the Burdekin as the sugar cane capital of Australia  <i>RADF members suggest that a gold coin donation from attendees could recoup the additional funds of \$300.00.</i>	\$3,000.00	\$2,700.00
TOTAL		\$3,000.00	\$2,700.00

That:

1. the minutes of the RADF Advisory Group Meeting held on 4 April 2023 be noted, and;
2. the recommendation as detailed in the minutes and summarised in Item 4 above be adopted.

12.42pm - Mr. N. O'Connor left the meeting.

12.43pm - Mr. N. O'Connor entered the meeting.

12.44pm - Mr. D Mulcahy entered the meeting.

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## **Resolution**

Moved Councillor Musumeci, seconded Councillor Furnell that the report lay on the table pending additional information on the application regarding budget and distribution of funds.

CARRIED

*12.46pm - Councillor Boccalatte and Mr. T. Blackwell entered the meeting.*

## **5. EXECUTIVE**

### **5.1. CEO**

### **5.2. ECONOMIC DEVELOPMENT**

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

### **6.1. CLIENT SERVICES**

### **6.2. COMMUNITY DEVELOPMENT**

#### **6.2.1. Community Connect - Community Profile Id.**

##### **Executive Summary**

This report seeks to award a direct contract for a community population profile dataset and information for the Burdekin Shire Council, staff, residents, and local organisations to access and utilise.

##### **Recommendation**

That Council:

1. Approve to enter into a contract for subscription of service with the Community Profile id from ID Consulting Pty Ltd at an annual cost of \$6,600.00.

2. Acknowledges the estimated total value of the proposed contract with ID Consulting Pty Ltd (over an estimated 12-month period) is not categorised as a large-sized contractual arrangement as defined by Section 224(3) of the Local Government Regulation 2012; and

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3. Agrees, that in accordance with Section 235 (b) of the Local Government Regulation 2012 the services to be provided by ID Consulting Pty Ltd are of a specialised nature, and as such it would be impractical or disadvantageous for Council to invite written tenders; and

4. Approve awarding sole provider status to ID Consulting Pty Ltd for the Community Profile id, without seeking a competitive tender or quotations from the market as after a review of the market, there are no comparable all-inclusive products.

### **Resolution**

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

CARRIED

*12.55pm - Mr. N. O'Connor left the meeting.*

*12.56pm - Mr. N. O'Connor entered the meeting.*

*12.56pm - Mr. T. Blackwell left the meeting.*

### **4.2 RADF Advisory Group Meeting Minutes - 4 April 2023**

*12.58 pm - Councillor Boccalatte left the meeting at the re-commencement of the discussion of 4.2 RADF Advisory Group Minutes - 4 April 2023 as she had a Declarable Conflict of Interest as her image has been taken for this project and to her knowledge will be included as part of those exhibited.*

### **Executive Summary**

Further information regarding Marnie Hine Photography RADF application was provided by Mr. O'Connor for deliberations.



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## Recommendation

### Item 4 - Consideration of Out-of-Round Application

That Council approve the recommended funding below:

Applicant	Project	Requested Funding	Recommended Funding
Marnie Hine Photography	Towards cost of conducting photographic exhibition of 42 images from Project RAW to be held at Burdekin Theatre from 25-28 May 2023 as part of Sweet Days Hot Nights Festival and to further promote the Burdekin as the sugar cane capital of Australia  <i>RADF members suggest that a gold coin donation from attendees could recoup the additional funds of \$300.00.</i>	\$3,000.00	\$2,700.00
TOTAL		\$3,000.00	\$2,700.00

That:

1. the minutes of the RADF Advisory Group Meeting held on 4 April 2023 be noted, and;
2. the recommendation as detailed in the minutes and summarised in Item 4 above be adopted.

## Resolution

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

CARRIED

## 6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

### 6.3.1. Monthly Financial Report - March 2023

#### Recommendation

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

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## **Resolution**

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

CARRIED

## **6.4. GOVERNANCE**

### **6.4.1. Social Media Policy**

#### **Executive Summary**

Council's Social Media Policy sets out the standards of behaviour expected in relation to professional use of social media platforms on behalf of Council and personal use of social media by Council employees and Elected Members. The policy addresses the key risk areas associated with the use of social media including reputational risks (both positive and negative), legislative compliance risks (information and privacy) and more generally, the risks associated with the overall management of a range of social media platforms (access, content creation, permissions, administration). The policy has been reviewed and amended in accordance with the agreed review schedule and is now presented to Council for readoption.

#### **Recommendation**

That Council adopts the updated Social Media Policy as attached to this report.

## **Resolution**

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

CARRIED

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

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

#### **7.1.1. Flying-fox Dispersal Activity for Home Hill**

##### **Executive Summary**

Black flying-fox roosts have been common in the town of Home Hill since at least 2013. Historically, the most common roosting site has been Lloyd Mann Park. Council staff have undertaken dispersal activities in the past with reasonable success. A more recent roosting site has been identified in Kidby Gully and most recent attempts in April 2021 failed to move the flying-foxes on. The flying-foxes are increasing in number and impacting on the quality of life of nearby residents from a noise, odour and property impact basis. A recommendation is provided below to address this problem.

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**Recommendation**

That Council engage the services of Biodiversity Australia Pty Ltd for an amount of \$131,031.00 (ex GST) to conduct a flying-fox dispersal activity in the town of Home Hill.

**Resolution**

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

CARRIED

**7.1.2. Adoption of Revised Waste Management Policy****Executive Summary**

The Waste Management Policy is reviewed on a two (2) year basis to determine if any improvements or changes are required.

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

**Recommendation**

That Council adopts the attached revised Waste Management Policy.

**Resolution**

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

CARRIED

*1.45pm - Mr. D. Mulcahy left the meeting.*

*1.48pm - Mrs. K. Galletta and Mr. K. Byers entered the meeting.*

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## **7.2. OPERATIONS**

### **7.3 PLANNING AND DEVELOPMENT**

#### **7.3.1. Development Application for Reconfiguring a Lot - Subdivision One (1) Lot into Two (2) Lots at 39 and 43 Robins Road, Ayr (Lot 4 on RP719819)**

##### **Executive Summary**

Council is in receipt of a development application lodged by Milford Planning on behalf of applicant, Antonio Sandona for reconfiguring a lot (subdividing one (1) lot into two (2) lots) on land described as Lot 4 on RP719819 and located at 39 and 43 Robins, Ayr. The total current site area of Lot 4 is 28.9ha.

The application has been made under the *2011 Burdekin Shire Council IPA Planning Scheme* (2011 Scheme) and must be assessed against it. Weight however has also been given to the relevant aspects of the new Burdekin Shire Council 2022 Planning Scheme (2022 Scheme) which is now in effect, in the assessment of the proposed development.

The application is code assessable under the 2011 Scheme and therefore did not require public notification. The application did not require referral to any referral agencies.

Officers have assessed the development application and have determined it is inconsistent with and is not able to be conditioned to be consistent with, the assessment benchmarks relevant to the development application (neither in the formal assessment against the 2011 Scheme nor the informal assessment against the 2022 Scheme).

Agricultural resources, especially those undertaken on good quality agricultural land are of significant importance in the Burdekin Shire and should be maintained at the minimum size determined by the State as being viable and protected from incompatible uses, as GQAL land is not easily restored once removed from the productive agricultural activity.

The application is therefore recommended for refusal.

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## **Recommendation**

That Council refuse the proposed Reconfiguring of a Lot (one (1) lot into two (2) lots) on land described as Lot 4 on RP719819 and located at 39 and 43 Robins Road, Ayr, given it is inconsistent with, and not able to be conditioned to be consistent with, the assessment benchmarks relevant to the development. In particular:

- a) The proposed development is not consistent with the purpose and overall outcomes sought for the Reconfiguring a Lot Code, specifically:
  - (i) Lot Layout - SO6 Acceptable Solution S6 prescribes the minimum lot sizes for Rural land to have a (minimum) 200.0m frontage and a 30.0ha minimum lot size.
  - (ii) Good Quality Agricultural Land – SO11 provides: Good quality agricultural land is retained for agriculture or intensive agriculture by avoiding reconfiguring good quality agricultural land for other purposes, unless it can be demonstrated that:
    - a) the land is not actually good quality agricultural land;
    - b) the proposal does not create any additional new lots;
    - c) the balance area has acceptable utility for rural, rural industry or other rural purposes;
    - d) the intended use of the balance area will not lead to degradation of the land or water resources;
    - e) the balance area has a reliable water supply, the ability to meet acceptable effluent disposal standards, practicable constructed road access and acceptable drainage provisions;
    - f) the excision of land containing a valuable feature of natural or cultural heritage significance.
- b) The proposed development results in allotments of a size that make contribute to a net loss in overall agricultural productivity and will impact on future use of land within the Priority Agricultural Area, which is inconsistent with the assessment benchmarks under Regional Outcome 1.1 of the North Queensland Regional Plan.

## **Resolution**

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

## **Voting on the Motion**

FOR: Councillors McLaughlin, Boccalatte and Furnell.

AGAINST: Councillors Perry, Bonanno, Musumeci and Detenon.

3/4

LOST

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### **Motion**

Moved Councillor Perry, seconded Councillor Detenon that:

1. Council approve the Development Application for Reconfiguring of a Lot (one (1) lot into two (2) lots) on land described as Lot 4 on RP719819 and located at 39 and 43 Robins Road, Ayr with the following reasons noted:
  - a. The proposal will not result in any loss of agricultural land; and
  - b. There are existing dwellings already located on each of the proposed lots, which will not impact on the future use of the existing agricultural land.
2. Council Officers develop conditions of approval for the Development Application at the next Ordinary Council Meeting to be held on Tuesday, 9 May 2023 for consideration.

### **Voting on the Motion**

FOR: Councillors Detenon, Musumeci, Bonanno and Perry.

AGAINST: McLaughlin, Furnell and Boccalatte.

4/3

CARRIED

### **7.3.2. Development Application for Reconfiguring a Lot - Subdivision One (1) into Two (2) Lots and Access Easement at 31 and 87 Klondyke Road, Ayr (Lot 100 on SP272027 and Lot 103 on SP217493)**

#### **Executive Summary**

Council is in receipt of a development application lodged by Milford Planning on behalf of applicants, Fiona and Heath Salter for a reconfiguration of a lot (subdividing one (1) lot into two (2) lots) and creation of an access easement on land described as Lot 100 on SP272027 and Lot 103 on SP217493 and located at 31 and 87 Klondyke Road, Ayr.

Lot 100 is currently 43.69ha in area. Proposed Lot 1 is proposed to be 41.8ha, with proposed Lot 2 to be 1.8ha in area.

The application has been made under the 2011 Scheme and must be assessed against it. However as significant weight has been given to the relevant aspects of the new 2022 Scheme (which is now in effect) in the assessment of the proposed development, the officers recommendation comes to Council for determination.

## Recommendation

That Council approve the proposed reconfiguring of a lot (one (1) lot into two (2) lots) and access easement application on land described as Lot 100 on SP272027 and Lot 103 on SP217493 and located at 31 and 87 Klondyke Road, Ayr, subject to reasonable and relevant conditions as set out below:

Condition	Reason	Timing
<b>1. General and Administration</b> <u>Compliance with Conditions</u> 1.1 The Applicant is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Applicant. 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) will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied as to any matter or conferring on Council a function, power or discretion that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council. 1.4 The proposed development must comply in full with all conditions of this approval, relevant Planning Scheme requirements and the relevant policies, guidelines and standards, as applying at the date of this approval, except as otherwise specified by any condition, to Council's satisfaction prior to the commencement of the use. 1.5 All civil works associated with this development permit must be constructed by a suitably qualified/ licenced contractor and delivered as per the accepted design plans, as per Council specifications and requirements. 1.6 Council's assessment of the design has been an audit only. In the issuing of this permit Council makes no acknowledgement that the design meets the above requirements. 1.7 It is a condition of this permit that any errors in the design are the responsibility of the consulting engineer, and that any rectification costs which may be applicable are to be borne by the	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
developer. Council bears no responsibility for any errors associated with the design or any costs arising therefrom. <u>Works – Applicant's Expense</u> 1.8 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 at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition. <u>Infrastructure Conditions</u> 1.9 All development conditions contained in this development approval about 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. <u>Works – Applicants Responsibility</u> 1.10 The Applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, it must be repaired immediately. <u>Works – Design and Standard</u> 1.11 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.		

Condition	Reason	Timing						
2. Approved Plans and Supporting Documents								
<table><tr><th>Drawing Title</th><th>Drawing/Revision</th><th>Date</th></tr><tr><td>Proposed Lot Configuration and Access Arrangement</td><td>M2027-SK-02, Issue A, Sheet 1</td><td>15.03.23</td></tr></table>			Drawing Title	Drawing/Revision	Date	Proposed Lot Configuration and Access Arrangement	M2027-SK-02, Issue A, Sheet 1	15.03.23
Drawing Title	Drawing/Revision	Date						
Proposed Lot Configuration and Access Arrangement	M2027-SK-02, Issue A, Sheet 1	15.03.23						
Associated Reports								
Development application prepared by Milford Planning, February 2023 including the Further Information Responses, March 2023.								
2.1 The proposed development must be completed, comply with and maintained generally in accordance with the drawings/ documents identified in the above, except as otherwise specified and/or amended by any condition of this approval.	The development must comply with all planning scheme requirements as approved and conditioned by this development permit.	At all times.						
2.2 The development must be constructed in 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 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.								
3. Payment of Rates, Charges and Expenses								
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.	Confirmation to be provided to Council prior to the release of the Plan of Survey.							

Condition	Reason	Timing
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.		
<b>4. Confirmation of Existing Services</b> The existing services for each lot must be contained within the individual allotments.	To ensure the development is appropriately serviced 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>5. Relocation/alteration of Public Utilities</b> The developer must at its own cost undertake all necessary alterations to public utility mains and services as rendered necessary by the carrying out of any required external works or other works associated with the approved development to the satisfaction of Council, and at no cost to Council.	To ensure development is appropriately serviced by public services and/or facilities in accordance with relevant code/s and policy direction.	Prior to the release of the Plan of Survey.
<b>6. Roadworks</b> The construction of any crossovers to give access to the land is to be the owner's responsibility and at no cost to Council, to the satisfaction of the Chief Executive Officer.	To provide appropriate access in accordance with relevant code/s and policy direction.	Prior to the issuing of a Development Permit for Building Works.
<b>7. Access Easement</b> 7.1 The applicant must provide and register a minimum 6.0m wide easement for access and utilities from Klondyke Road to proposed Lot 2.	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
7.2 This easement must not cross any existing drainage easements (Easement H on SP272027 and Easement F on SP217493).		
<b>8. Drainage/Stormwater</b> 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.	To convey stormwater across other lands legally and in an environmentally responsible manner in accordance with relevant code/s and policy direction.	At all times.
<b>Advice</b>		
<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.		
<b>2. 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.		
<b>3. Reticulated Water and Sewer Infrastructure</b> Proposed lots 1 and 2 are unable to be connected to Council's reticulated water supply and sewerage infrastructure.		
<b>4. Future Development and Flood Management</b> 4.1 Any future on-site sewerage treatment and disposal on the proposed lots must be in accordance with the On-Site Sewerage Code and AS/NZS 1547:2000. 4.2 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.		
<b>5. Acid Sulfate Soils</b>		



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Condition	Reason	Timing
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.		
<b>6. Limitation of Approval</b>		
6.1 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.		
6.2 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 rise to any claim by a third party the applicant agrees to indemnify and save the council harmless in respect of any claim so arising.		
<b>7. Miscellaneous</b>		
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>		
<b>8. Earthworks</b>		
Earthworks are not approved as part of this Development Permit. If any earthworks are required and deemed assessable development, an operational works development application is to be lodged with Council for assessment in accordance with relevant code/s and policy direction.		

## Resolution

Moved Councillor Musumeci, seconded Councillor Detenon that the recommendation be adopted noting the following additional conditions to Section 7 Access Easement:

7.3 The Proposed access easement must not cross existing drainage Easement F on SP217493 and

7.4 Should the proposed access easement traverse existing drainage Easement H on SP272027, a Report from a Registered Professional Engineer of Queensland (RPEQ) demonstrating no adverse Impacts on the function of the drain is required for assessment and approval by Council.

CARRIED

*2.48pm - Mr. K. Byers and Mrs. K. Galletta left the meeting.*

## 7.4. TECHNICAL SERVICES

## 8. NOTICE OF MOTION

## 9. RECEIPT OF PETITIONS

## 10. CORRESPONDENCE FOR INFORMATION

## 11. GENERAL BUSINESS

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**12. CLOSED BUSINESS ITEMS**

**13. DELEGATION**

There being no further business the meeting closed at 3.22pm.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 9 May 2023.**

**MAYOR**

### **5.1.1. CEO**

#### **Council Workshops - April 2023**

**File Reference:** 1394

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

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

**Meeting Date:** 9 May 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 its normal meeting arrangements, the Council conducted two (2) general workshops during April with workshops held on 4 and 18 April 2023.

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

#### **Recommendation**

That the report on the Council workshops held on 4 and 18 April 2023 be received and noted.

#### **Background**

The Council has adopted governance arrangements based on holding 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 Council meetings.

In line with these arrangements, two (2) general workshops were conducted during April with workshops held on 4 and 18 April 2023. A number of budget workshops were also held during April.

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 workshops is outlined below:

#### **4 April 2023**

- Development Application – Proposed Motel Extension – Eighth Avenue, Home Hill
- Development Application – Proposed Service Station and Shop – Edwards Street, Ayr
- Discuss request for installation of Fire Fighting Parking Signage – Soper Street, Ayr
- Proposed Road Realignment – Garrone Road, Shirbourne
- Presentation on Customer Service Survey Results
- Outline of Working from Home Operational Standard
- Budget Discussions

## **18 April 2023**

- Delegation from Canegrowers Burdekin – Sugar Cane Industry Update and Council Budget Deliberations
- Update on Status of Dealing with Removal House – Twelfth Avenue, Home Hill
- Presentation by Townsville Public Health Unit – Wolbachia Mosquito Release Proposal
- Update on Current Planning appeals
- Presentation on Community connect – Jarvisfield and Rita Island
- Review of existing policies:
  - Social Media
  - Waste Management
- Presentation on Wheelie Bin Tagging Project
- Outline of Reef Funding Project Selection
- Discussion on Millaroo and Clare Pools Closure Transition
- Update on discussions with State Government concerning Ayr Water Supply

### **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

### 6.1.1. CLIENT SERVICES

#### Council Annual Leave and Long Service Leave Report 28 April 2023

**File Reference:** 395

**Report Author:** Eileen Devescovi, Manager Client Services

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

**Meeting Date:** 9 May 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.4.2: Develop a cost-effective, adaptable, and capable workforce to implement our vision.

Burdekin Shire Council Operational Plan 2022-2023

HR2 Deliver workforce data reports that meet Council's requirements and highlight workforce trends to inform workforce planning.

---

#### **Executive Summary**

The purpose of this report is to provide Council with an update on current Annual Leave and Long Service Leave accrued entitlements for staff.

#### **Recommendation**

That the Staff Accrued Annual Leave and Long Service Leave Entitlement Reports be received and noted.

#### **Background**

Annual Leave (AL)

The Burdekin Shire Council Certified Agreement (CA) 2021 states: -

42.7 Council encourages all employees to take their full complement of annual leave during each year of employment. Council shall consider annual leave accruals of more than 9 weeks to be excessive.

Employees who exceed the excessive limits will be required to submit an appropriate leave plan to reduce their accrual balance to below the limits within an appropriate timeframe.

The excess Annual Leave limit was reduced from 10 weeks to 9 weeks effective 1 July 2020. With the effects of Covid-19 over the past 2-3 years and the decision not to enforce these reduced targets until the Covid-19 directives had been relaxed, saw an increase in staff annual leave balances above 9 weeks.

Over the past 12 months Council has been proactive in reducing leave balances. An email was sent to all employees in October 2022 and again in April 2023 with excess annual leave balances, requesting they discuss leave with their direct Supervisor/Manager and submit a suitable leave plan.

Balances have however remained high with 19 employees above the 9 weeks cap, and one employee above 15 weeks. Management is currently working with these employees.

## Long Service Leave (LSL)

The Burdekin Shire Council Certified Agreement (CA) 2021 states:

43.7 Council encourages all employees to take their entitled long service leave. The Council shall consider long service leave accruals of more than 20 weeks to be excessive. Employees who exceed the excessive limits will be required to submit an appropriate leave plan to reduce their accrual balance to below the limits within an appropriate timeframe.

Excess Long Service Leave limits were reduced from 22 weeks to 20 weeks effective 5 November 2021. As outlined above, the effects of Covid-19 over the past 2-3 years and the decision not to enforce these reduced targets until the Covid-19 directives had been relaxed, saw an increase in staff long service leave balances above 20 weeks. The reduction in the upper limits from 22 weeks to 20 weeks also had a significant impact on staff excess accruals.

An email was sent to all employees in October 2022 and April 2023 with excess long service leave balances, requesting they discuss leave with their direct Supervisor/Manager and submit suitable leave plans.

Long Service Leave provisions have reduced significantly with 13 employees, now with balances over 20 weeks, down from 18 employees at the same time last year. Management will continue to work with employees to reduce their balances.

### **Consultation**

Not Applicable.

### **Budget & Resource Implications**

Excess leave accruals have been noted as a significant liability in previous financial audits. It has been recommended that Council reduce its excess leave balances and subsequently reduce Council's liability.

### **Legal Authority & Implications**

Not Applicable.

### **Policy Implications**

Burdekin Shire Council Certified Agreement 2021.

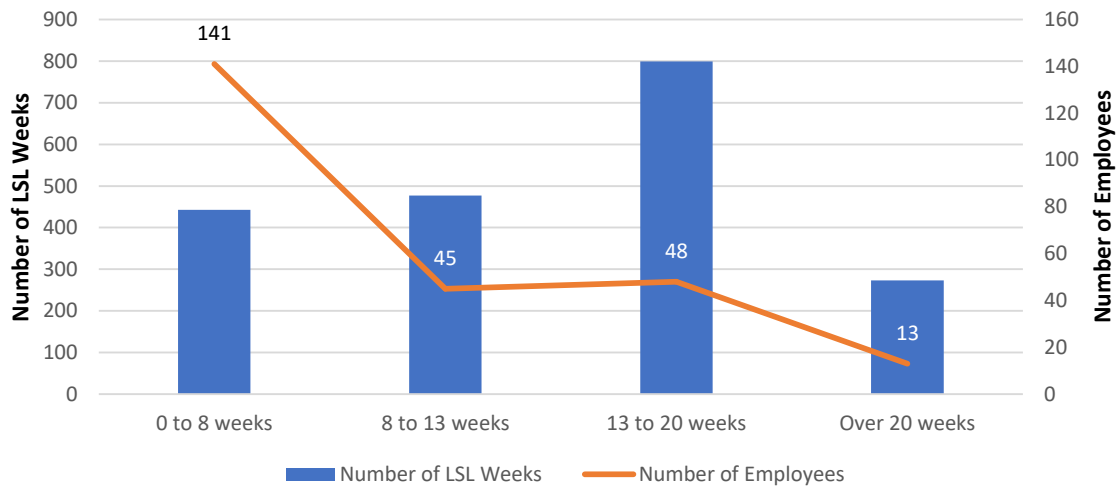
### **Risk Implications (Strategic, Operational, Project Risks)**

Not Applicable.

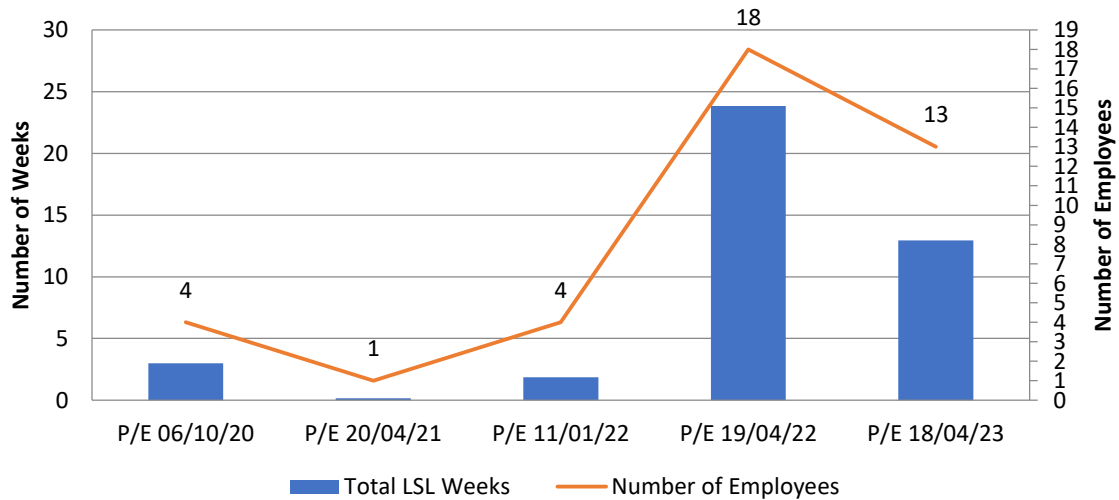
### **Attachments**

1. Leave Graphs PE 180423 (1)

### Long Service Leave - P/E 18.04.2023



### LSL - Over Excess Cap

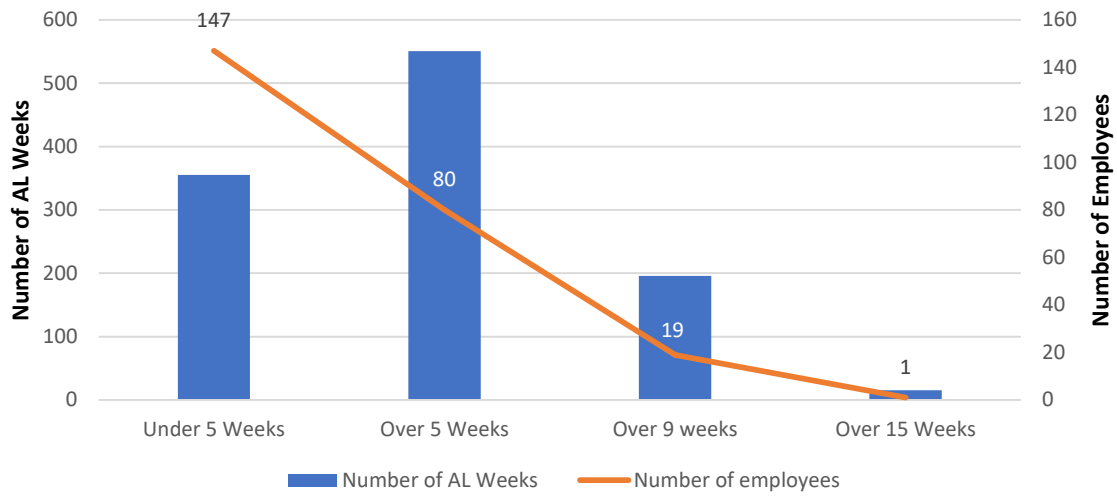


Note: Excess limit reduced from 26 weeks to 24 weeks effective from 01.07.19

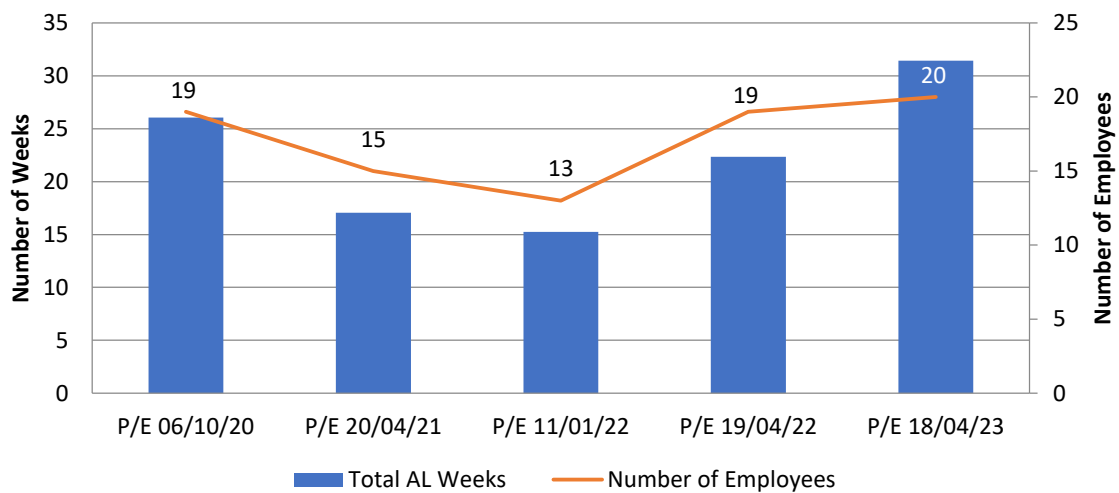
Note: Excess limit reduced from 24 weeks to 22 weeks effective from 01.07.20

Note: Excess limit reduced from 22 weeks to 20 weeks effective from 05.11.21

**Annual Leave - P/E 18.04.2023**



**Annual Leave - Over Excess Cap**



*Note: Excess limit reduced from 10 weeks to 9 weeks effective from 01.07.20*



## 6.4.1. GOVERNANCE

### Conflict of Interest for Workers Policy

**File Reference:** 2323

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

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

**Meeting Date:** 9 May 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.

Burdekin Shire Council Operational Plan 2022-2023

CG5 Manage Council's Corporate Policy Program.

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#### **Executive Summary**

Conflicts of interest can arise when there is competition between an Officer's private interests, financial or otherwise, and their official duties. Unidentified and unmanaged conflicts of interest can lead to bias or corruption, which in turn can harm the community's trust in Council and may undermine the legitimacy of its decisions. Council's Conflict of Interest for Workers Policy establishes clear guidelines for identifying, disclosing and managing conflicts of interest. The policy ensures transparency in the decisions-making process in relation to declared conflicts, ensuring that senior officers oversee and agree to appropriate treatments and responses to identified conflicts. The Conflict of Interest for Workers Policy forms part of Council's Fraud and Corruption Control Framework and has been reviewed and updated in accordance with the normal review cycle.

#### **Recommendation**

That Council adopts the updated Conflict of Interest for Workers Policy as attached to this report.

#### **Background**

Council's Conflict of Interest for Workers Policy forms part of Council's broader Fraud and Corruption Control Plan. The policy helps to set the expected standards of behaviour in relation to Officers who may be in a situation where their personal interests conflict with their public duties. The policy has been reviewed in accordance with the adopted review schedule.

#### **Consultation**

The policy has been reviewed by Council's Senior Governance Officer. It has been circulated to members of the Senior Leadership Group and was discussed at a Council Workshop on 2 May 2023.

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

There are no budgetary implications associated with the adoption of this policy.

**Legal Authority & Implications**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Crime and Corruption Act 2001*

**Policy Implications**

This policy will replace the previous Conflict of Interest for Workers Policy and will be updated on Council's website and policy register.

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

The Conflicts of Interest for Workers Policy is a mitigation measure for the risks of lack of transparency and accountability and poor decision-making. The policy helps to improve public trust in public administration and helps to mitigate against the risk of financial losses that may occur due to poor decision-making. Unmanaged and unidentified conflicts of interest can also increase the risk of corrupt conduct and legal and ethical violations.

**Attachments**

1. Conflict of Interest for Workers Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Director Corporate and Community Services
Effective Date	9 May 2023

## Purpose

The purpose of this policy is to provide guidance to all Council workers regarding the proper identification, disclosure and management of actual and perceived conflicts of interest in relation to performance of their public duties. The policy details Council's commitment to ethical and impartial decision-making and service delivery in all activities where conflicts between the public interest and the private interests of workers may arise.

## Scope

This policy applies to all workers.

## Exceptions

This policy does not apply directly to elected members of Council whose responsibilities regarding the management of all interests are defined and governed by the *Local Government Act 2009*.

## Objectives

The objectives of this policy are to:

- Ensure that when conflicts of interest arise, they are resolved in favour of the public interest over and above the interests of workers
- Instil and maintain public confidence in Council and its workers through accountable and transparent processes.
- Ensure workers routinely apply the highest ethical standards to all decisions and actions so they are free from bias.
- Outline requirements for the maintenance of appropriate records regarding the management of conflicts of interest.
- Support compliance with *Burdekin Shire Council Code of Conduct for Workers*.
- Support compliance with all relevant legislation including the *Public Sector Ethics Act 1994* and the *Local Government Act 2009*.

## Principles

Council is committed to open, transparent and accountable public administration and has a responsibility to make ethical decisions. Council acknowledges that full disclosure of actual or perceived conflicts of interests is necessary for effective governance, in conjunction with adequate procedures that ensure conflicts are managed appropriately.

The following principles apply to this policy:

- a) Workers must make decisions and take actions that are in the public interest. Any conflict of interest issue must be resolved or appropriately managed in favour of the public interest.

- b) All conflicts of interest must be managed in a transparent nature and workers are accountable for the decisions they make in regard to how they identify, disclose and manage conflicts of interest.
- c) It is not always possible to avoid a conflict of interest and it is understood that a conflict of interest is not necessarily unethical or wrong. However, it is important that conflicts of interest are identified, disclosed and managed effectively and appropriately.
- d) Effective management of conflicts of interest depends on the support and involvement of all workers including senior executive, management, and supervisors.

## Policy Statement

### Identifying and Disclosing Conflicts of Interest

Each Council worker is responsible for considering actual or perceived conflict of interest in all aspects of fulfilling their public duties. Workers should utilise the decision-making guide located in *Appendix A and B* to assess a situation and identify any conflicts of interest.

Conflicts may be financial or non-financial in nature and can arise due to a potential loss or some kind of gain either to the worker, relative or close associate of the worker.

. Without limitation, the following list includes situations and circumstances where conflicts of interest may arise:

- Appointing or managing staff;
- Administering or receiving sponsorship or grant funds;
- Receiving gifts and/or benefits;
- Undertaking secondary employment;
- Financial and economic interests such as shares, property portfolios, debts or other assets;
- Entering into contracts to procure goods and services;
- Engaging in projects with external entities or with other local government organisations;
- Family relationships;
- Family-owned or self-owned business;
- Affiliations with clubs, organisations, sporting bodies and charity groups;
- Collecting, retaining, accessing or using confidential or private information;
- Relationships with individuals living in the same household;
- Harboring feelings of ill will or animosity towards another individual, business or group;
- Direct competition with another individual or group (e.g. two workers contending for the same promotional position);
- Performing a regulatory role (e.g. monitoring compliance or issuing approvals or licenses).

Once identified, workers have an ethical obligation to disclose the actual or perceived conflict and decide how the conflict will be avoided or appropriately managed.

### Managing Conflict of Interests

Where a conflict of interest has been identified, a worker must take reasonable steps to avoid or appropriately manage the conflict. Strategies for managing an identified conflict are detailed further in the table below.

Workers should ensure in the first instance, all conflicts are disclosed to their supervisor, manager or director as appropriate and recorded in the appropriate way. The next step to undertake is to determine the most appropriate action to managing the conflict.

Options for managing conflicts of interest include:

Management strategy	Description
<b>Register</b>	Where a personal interest can be managed in favour of the public interest (i.e. personal interest is set aside), the interest should be disclosed and documented and recorded to formally register how the interest has been effectively managed.
<b>Remove and Substitute</b>	Where a personal interest cannot be managed in favour of the public interest (i.e. the personal interest is too great), the worker should remove themselves (or be removed) from the process or matter. An alternative worker (with no conflict) may be substituted to replace the removed officer and perform the process or deal with the matter.
<b>Relinquish</b>	Workers can opt to give up or relinquish the private interest that is causing the conflict. For example, they may choose to step down from their position within a private club or organisation because of the conflict it may create with their professional duties. This can be an acceptable management option in cases where relinquishing the interest removes all conflict. It is important to note, that relinquishing an interest does not always remove the conflict.
<b>Resign</b>	Where the worker resigns from their position within Council. This is the most extreme solution which may be suitable in limited circumstances where serious conflicts of interest arise. An example might be where a worker with decision making authority or influence over others decides to open their own business and intends to contract mainly to Council. It may be appropriate for the worker to resign from their position with Council to pursue the private business interest. Similarly, if a worker chose to run for election as a Councillor and were successful, they would be required to resign from their position in accordance with legislative requirements.

All conflicts of interest should be registered regardless of the management strategy adopted.

Wherever there is any doubt about the suitability or appropriateness of the proposed management strategy, workers are encouraged to completely avoid the conflict by removing themselves from the relevant process or situation.

### Recording Conflicts of Interest

It is important that all conflicts of interest are appropriately documented in line with relevant procedural requirements.

The following information must be provided using the *Conflict of Interest Declaration Form*:

- A summary of the conflict situation; and
- The nature of the conflict (actual or perceived); and
- The type of conflict (financial or non-financial); and
- The action taken to resolve or manage the conflict (i.e. remove and substitute, relinquish, resign).

Where possible, recording of the chosen action regarding conflict of interests should be intrinsic to each process. For example, Council's recruitment process requires all selection panel members to complete a form to declare they have no conflict of interest with any candidates before being eligible to continue as a member of the selection panel.

However, regardless of whether an explicit step for consideration of conflicts of interest is included in each process, all workers have an obligation, not only to identify and declare any conflict of interest, but to appropriately document the chosen action pertaining to that conflict.

All completed *Conflict of Interest Declarations* must be registered in Council's Enterprise Content Management (ECM) system, applying the relevant confidentiality class.

A central register of all declared conflicts of interest will be maintained in ECM. Council's Human Resources section will be responsible for entering all recruitment and human resources related *Conflict of Interest Declarations* in the register. All other *Conflict of Interest Declarations* will be entered into the central register by the Governance section. Therefore, hard copy *Conflict of Interest Declaration* forms should be provided to the Governance Section once completed.

### Reports to Management

A report will be provided to Council's Executive Leadership Team (ELT) summarising conflict of interest information included in the register upon request. Any known anomalies will be addressed as they arise and will be reported to the ELT. The ELT will monitor compliance with this policy and the effectiveness of management strategies that have been applied to declared conflicts of interest. The ELT may inspect the Conflict of Interest Register at any time.

### Breaches of this policy

Failure to properly identify, disclose and manage conflicts of interest as outlined in the policy may lead to disciplinary action under *Burdekin Shire Council's Code of Conduct for Workers*. Serious conflict of interest matters not managed appropriately may also be deemed as Corrupt Conduct and be referred accordingly to the Crime and Corruption Commission.

## Risk Management

The management of all conflicts of interest should align with Council's adopted Enterprise Risk Management Framework which has been developed to align with Australian Standard ISO 31000:2018 Risk Management Guidelines. Conflict of Interest risks should be identified and assessed in accordance with the ERM framework. Appropriate treatments should be implemented in accordance with the residual risk rating.

There are some activities which pose a greater risk regarding conflict of interest management- including but not limited to procurement, recruitment, permits and approvals, licensing and compliance activities. Where a conflict of interest has been identified as part of a higher risk activity, it is important for officers to consider the management options outlined in the policy and apply them appropriately with consideration to the residual risk rating. For example, where existing treatments do not reduce the risks of a conflict of interest to low for a particular activity, officers should identify and document an appropriate treatment that reduces or eliminates the risk.

This policy serves as a mitigation measure by establishing clear guidelines for the identification and appropriate management of conflicts of interest which if left unmanaged can pose risks to Council's reputation and financial sustainability.

## Legislation

*Public Sector Ethics Act 1994*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

## Definitions and Abbreviations

<b>Close associate</b>	a person with whom a worker maintains a close social, personal or professional relationship with. A close associate may be a good friend, a neighbour or even another work colleague. To remove doubt, a person is not a close associate merely because they work with, occasionally socialise with or live next to a worker. Generally, a close associate would be someone with whom the worker has regular contact with over a period of time who is more than an acquaintance and is someone a reasonable member of the public would think the worker may be prepared to favour.
<b>Council</b>	means Burdekin Shire Council.
<b>Worker/s</b>	includes a direct employee of Council whether employed on a permanent, temporary, full-time, part-time, casual or job-share basis. Also includes contractors, sub-contractors, apprentices and trainees, work experience students and volunteers engaged to perform duties on behalf of Council.
<b>Conflict of interest</b>	involves a potential, perceived or actual conflict between a Council worker's official duties and responsibilities in serving the public interest and their private interests.
<b>Conflict of Interest (or actual conflict of interest)</b>	refers to situations where a conflict arises between public duty and private interest which could influence the performance of official duties and responsibilities. Such conflict generally involves opposing principles or incompatible wishes or needs. Conflicts of interest can be actual, perceived or potential. A conflict of interest can be financial (pecuniary) or non-financial (non-pecuniary). A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise. An actual conflict of interest will arise when a worker's private interests' conflict with their duty to serve the public interest.
<b>Interest</b>	means anything that can have an impact on an individual or group. It includes anything that can bring a benefit or disadvantage to a Council worker, or others an individual may wish to benefit or disadvantage.
<b>Non-Financial (non-pecuniary) interest</b>	does not have a financial component but may arise from personal or family relationships or involvement in sporting, social, community or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias an employee's judgment or decisions.
<b>Financial (Pecuniary) interest</b>	involves an actual or potential financial gain or loss. It may result from the Council worker or close associate owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not have to change hands for an interest to be financial but it may involve an exchange that can equate to a financial value.
<b>Perceived (or apparent) conflict of interest</b>	exist where it appears that a workers private interests could improperly influence the performance of their duties - whether or not this is in fact the case.
<b>Potential conflict of interest</b>	arises where a worker has private interests that could interfere with their public official duties in the future.

**Private or personal interest**

means private, professional or business interests that can benefit or disadvantage Council workers, or others an individual may wish to benefit or disadvantage. They also include the personal, professional and business interests of individuals or groups of which are a close associate of the Council worker. Private interests include a wide range of external activities including financial and economic interests, family or private businesses and interest groups and involvement in other employment.

**Public interest**

means the collective interest of the entire community, not the sum of individual interests nor the interest of a particular group.

## Related Documents

Reference Number	Document Title
ECM 1068863	Burdekin Shire Council Code of Conduct for Workers
GOV-POL-0009	Fraud and Corruption Control Policy
GOV-POL-0019	Declaration of Gifts, Benefits and Prizes Policy
FIN-POL-0004	Procurement Policy
HRS-OSD-0010	Recruitment and Selection Operational Standard
HRS-FRM-0024	Declaration of Conflict of Interest
GOV-FRM-0003	Conflict of Interest Declaration

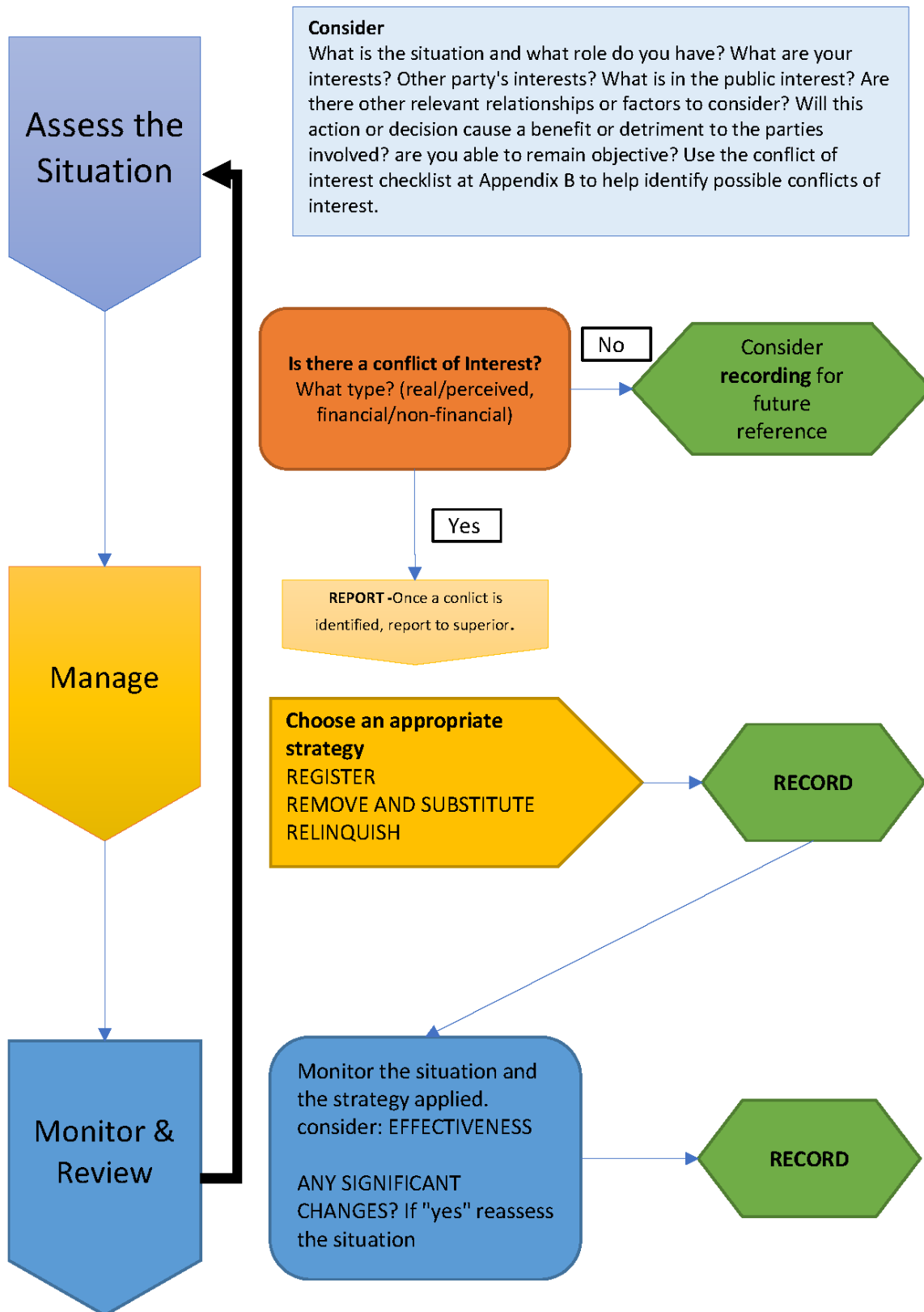
## Document History and Version Control

Title of Document	Conflict of Interest for Workers Policy
Document Reference Number	GOV-POL-0020 Rev 1
Review Schedule	36 months
Council Meeting Date	9 May 2023
Council Resolution Number	<a href="#">Click or tap here to enter text.</a>



# Conflict of Interest Decision-Making Guideline

## Appendix A



## Appendix B

### What is the situation?

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a current or previous personal, professional or financial relationship or association with the party/s of the action or decision?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the proposed action or decision pose a benefit or detriment to yourself or your associates (e.g. your friends, family members, business partners)?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the action or decision create benefits for you in the future that could cast doubt on your objectivity now?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Would your reputation, or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you (or your friend, relative or associate) stand to gain or lose financially in some covert or unexpected way?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you hold any personal or professional views or biases that may lead others to reasonably conclude that you are not an appropriate person to deal with the matter? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you contributed privately in any way to the matter outside of your official duties as a Council employee?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you made any promises or commitment in relation to the matter?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any ties, membership or affiliation with an organisation party to the action or decision?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Could this action or decision have any influence on any future employment opportunities outside of your current official duties?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Could there be any other benefits or factors that could cast doubt on your ability to act impartially and without bias?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any doubts about your ability to remain objective?   |

### What perceptions could others have?

- What assessment would a fair-minded member of the public make of the circumstances?
- Could your involvement in this matter cast doubt on your integrity or the integrity of Council?
- If you were to see someone else taking this action/making this decision, would you suspect that they may have a conflict of interest in the same circumstances?
- Would you be happy if your colleagues or the public became aware of your actions or decisions?
- Does your action/decision pass the “newspaper test”?

### When to seek guidance:

- When you have answered “yes” to one or more of the above dot points.
- When you are not confident of your ability to act impartially and in the public interest.
- When the views of an objective party would help provide clarity.
- When you need more information to make an informed decision.
- When you want to seek clarification about the application of the Code of Conduct for workers.

## 6.4.2. GOVERNANCE

### Operational Plan 2022/2023 Q3 Report

**File Reference:** 419

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

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

**Meeting Date:** 9 May 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**

Council's 2022/2023 Operational Plan outlines the activities and performance measures aimed at progressing Council towards achieving its corporate objectives within the Corporate Plan 2022-2027. The Operational Plan Q3 report provides Council with an overview of all operational plan activities and their status as at the end of the third quarter period (1 January 2023- 31 March 2023). Management comments have been provided for each operational plan activity, along with a traffic light reporting system which provides an "at a glance" view of progress. At the end of the Q3 period, 146 activities (86%) were considered to be at or above the agreed targets, 21 activities (13%) were progressing and 1 activity (1%) were under target. No activities were considered to be "inactive" during the Q3 period. This position is a slight decline on the position at the same time last year when 90% of activities were reported to be at or above target.

#### **Recommendation**

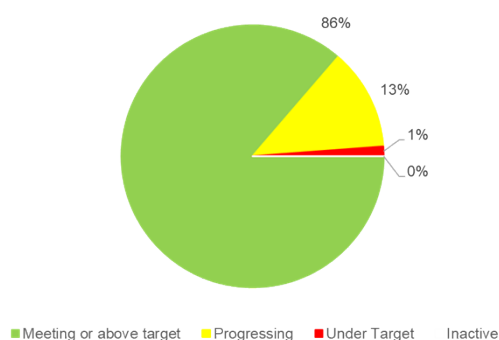
That Council adopts the Operational Plan 22/23 Q3 report as attached to this report.

#### **Background**

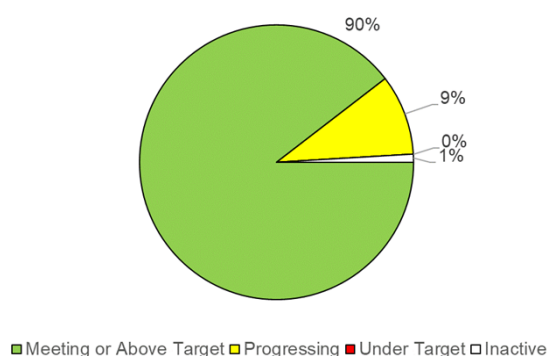
In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, Council is required to prepare an annual operational plan that is consistent with the annual budget. The CEO is required to provide a report to Council on the implementation of the Operational Plan every three (3) months. The Operational Plan Q3 report has been prepared in consultation with relevant managers, supervisors and other staff and outlines the progress achieved during the period 1 January 2023- 31 March 2023.

The below graph provides a visual overview of the progress achieved during the Q3 period 2022/2023.

Operational Plan Activities



This graph shows the same period last year 2021/2022



## Consultation

All responsible officers were provided with an opportunity to provide comments for the third quarter report. The report was presented to a Council Workshop on 2 May to allow Councillors to seek any further clarification on comments.

## Budget & Resource Implications

All operational plan activities must be delivered in accordance with Council's adopted budget.

## Legal Authority & Implications

*Local Government Regulation 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.*

## Policy Implications

Not Applicable.

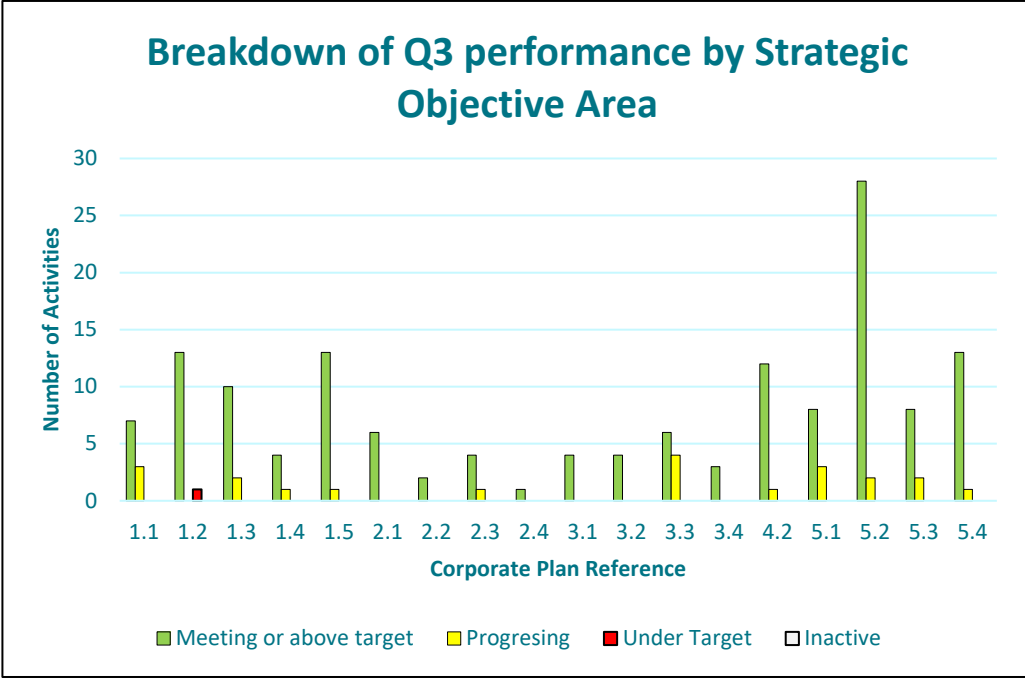
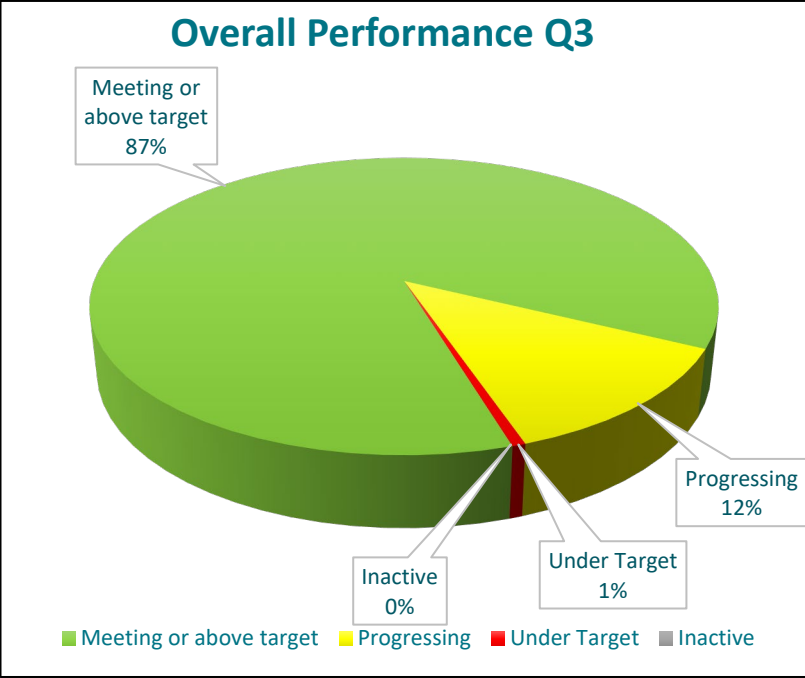
## Risk Implications (Strategic, Operational, Project Risks)

The Operational Plan Q3 reports mitigates against the risks of lack of transparency and accountability. The report also helps to mitigate against the risk of non-compliance with legislation as it is a legislative requirement that a written assessment is provided to Council every three (3) months.

## **Attachments**

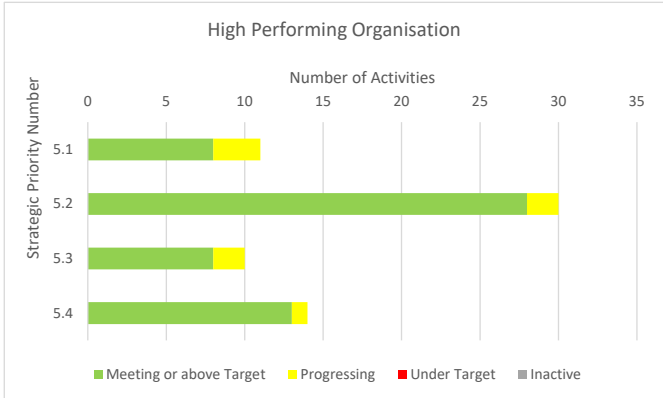
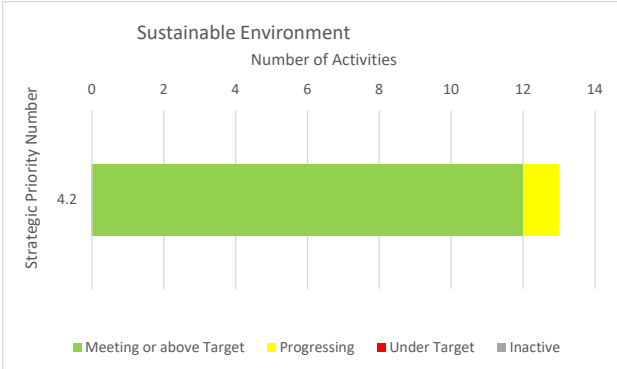
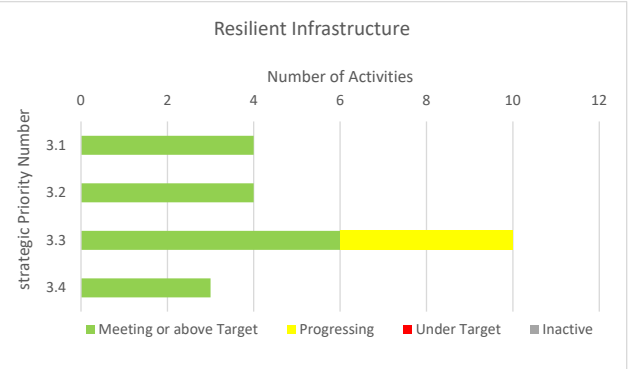
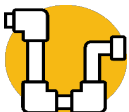
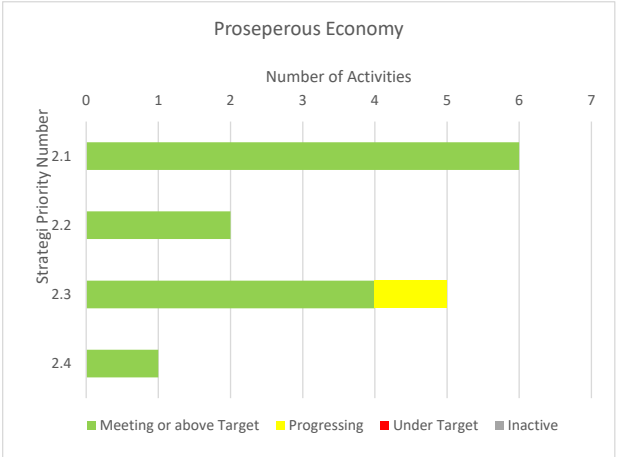
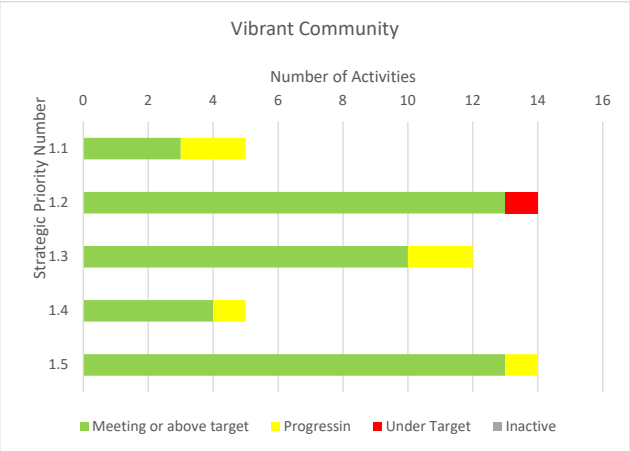
1. Operational Plan 2022\_2023 Q3 Report FINAL

# Overall Performance Q3 Operational Plan 2022/23



Total Activities: 168  
Meeting or above Target: 146  
Progressing:21  
Under Target:1  
Inactive: 0

Q3 Report Dashboard



# Traffic Lights

Record Name	Targeted Activity	Q3 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.	●
SP2	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 reseal 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.	●
ICT 1	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	●
ICT 2	Provide corporate systems software and applications that meet the current and future needs of the organisation.	●
ICT 3	Provide quality ICT services to internal customers, including timely resolution of customer requests.	●
ICT 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	Q3 Comment	Q3 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.	<p>Regular collaborative program planning and coordination.</p> <p>Manage targeted donations and in-kind support to Burdekin Community Association, Burdekin Neighbourhood Centre and other welfare groups.</p>	<p>Conducted Council workshop re business case updating community directory and creation of digital partnerships.</p> <p>Held meeting with CEO of BCA &amp; Manager PCYC during Feb 2023. Liaising re: Community Directory, Indigenous inclusion, and PCYC grant for Multi Tennant funding secured till Sept 2023 strengthening indigenous inclusion and funding opportunities.</p> <p>Represented Council at AGMs for BCA and Burdekin Neighbourhood Centre.</p> <p>Burdekin Capacity Building Survey of community groups across Arts and Culture, Sports and Recreation and community organisations completed and results compiled - key themes include governance and succession planning, volunteering and financial sustainability.</p> <p>Forums held to foster partnership opportunities with Art &amp; Culture and Sport and Recreation Groups in Q3. Additional forums planned for Q4 period.</p>	●
L01	<p>Investigate collaboration opportunities with community organisations and educational institutions to promote lifelong learning for shire residents.</p> <p>Library Strategic Plan 9.1.</p>	<p>Collaborative opportunities identified.</p> <p>Number of collaborations undertaken to promote lifelong learning.</p>	<p>The Community and Digital Programs Officer has increased the number of programs offered (58 this quarter) and attendance is good. Five visits were made to the Men's Shed. Visits were also made to the Neighbourhood Centre and the Uniting Church Men's Group</p>	●
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.	<p>Implementing the Mosquito Management Plan and treatment of known breeding sites.</p> <p>Identifying adverse weather events and developing appropriate response.</p>	<p>Vector treatment data is now recorded using Survey 123 and Techone MapInfo on a mobile tablet increasing the efficiency and validity/authenticity of records.</p> <p>All current breeding sites monitored for larvae twice weekly and treated with larvicide as required. Two aerial treatment were carried out.</p> <p>Various parks barrier/harbourage sprayed.</p> <p>Notifiable disease report by QH reported 7 Ross River cases in Burdekin region.</p>	●

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>Pet Fair planning has commenced for May 2023.</p> <p>1 article posted this quarter - reminder to update registration details</p> <p>6 desexing applications received - 2 approved, 3 pending, 1 ineligible.</p> <p>No discount microchipping events held.</p>	
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**Corporate Plan Key Action 1.1.2 Encourage equitable access to facilities and resources.**








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>Ongoing planning of Event Program and working towards confirmation of 3 additional events to 2024 Season Program.</p> <p>Instigate meeting of Memorial Hall Committee to determine if it will continue into the future. Committee decided to remain in place and will investigate new ways to raise funds.</p> <p>Delivered the Burdekin Theatre's 40th Anniversary event in Theatre Forecourt featuring children's entertainment, music concert, theatre tours and food stalls.</p> <p>Events during Q3</p> <p>Burdekin Theatre</p> <p>10/1 Memorial Service - 150</p> <p>11/1 Verve Dance - 800</p> <p>26/1 Australia Day Awards - 395</p> <p>1/2 Meeting Sunwater (Loft) - 20</p> <p>3/2 Shrek The Musical - Burdekin Singers - 2425</p> <p>8/2 Meeting Catchment Solutions (Loft) - 20</p> <p>8/2 Technical Conference Dinner (Foyer) - 55</p> <p>15/2 Morning Melodies 1 - Lovely Day - 136</p> <p>18/2 Theatre 40th Anniversary - 250</p> <p>2/3 Event Launch - Sweet Days - (Foyer) - 60</p> <p>6/3 Friends of Theatre AGM - 40</p> <p>8/3 Meeting RaboBank (loft) - 110</p> <p>13/3 Meeting -Sunwater (Loft) - 14</p> <p>18/3 Fast Track - 336</p> <p>20/3 Sport &amp; Rec Forum - Foyer - 15</p> <p>22/3 Industry Breakfast - 60</p> <p>22/3 Morning Melodies 2 - Blue Bayou - 151</p> <p>23/3 Meeting - Manbulloo Mangoes (Loft) - 30</p> <p>23/3 Mother Africa - 295</p> <p>27&amp;28/3 Meeting Qld Sugar Ltd (Loft) - 60</p> <p>27/3 Meeting - ANZ - 70</p> <p>31/3 Book Launch - (Foyer) - 50</p> <p>Total Attendance 5542</p> <p>Memorial Hall</p> <p>25/2 Meeting KJS Mining (Minor Hall) - 20</p> <p>20 &amp; 21/3 Training (Wilmar) - 80</p> <p>25/3 Take the Floor - 380</p> <p>7/4 Birthday Party - 60</p> <p>Total Attendance 540</p>	
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L02	Deliver contemporary, innovative and dynamic Library services and programs to Shire residents.  Library Strategic Plan 1.1 & 2.3.	Wide variety of services and programs delivered including: First 5 Forever Baby Rhyme Time Toddler Time Tech Connect (Digital literacy) School holiday programs.  Number of book/resource borrowings.	First 5 Forever early literacy program offered at local pools through Splish, Splash, Play sessions have been very well attended (93 attendees). Preparations for Sweet Days, Hot Writes children's writing competition are underway. Board games afternoons have attracted good numbers (146 attendees for the quarter) with a spinoff card group starting up. Afternoon Coding Club has commenced with good attendance (42 attendees for the 3 sessions).	
L03	Deliver workshops and programs to maximise the use of the Create@108 space.	Number of workshops and programs delivered per quarter.  Number of participants in programs per quarter	Audit completed and orders placed for new and replacement equipment. Regular Tech Connect classes being run (83 attendees at 14 sessions). Coding Club afternoon program has commenced. Signage for the space has been ordered utilising marketing material commissioned last year.	
<b>Corporate Plan Key Action 1.1.3 Provide ongoing support for art, culture, youth, seniors, and welfare activities.</b>				
CD2	Develop a Burdekin Shire Youth Strategy.	Youth Strategy adopted by Council by 30 June 2023.	Youth Council elections held. New Council being endorsed and inducted.  Youth Strategy progressing. Planning re further engagement forums for young people specifically during Youth week (Q4).  Some issues with timelines and may need to adjust in seeking to best align with Qld Government Strategy themes and implementation.  Additionally, developing a digital health promotion resource to enable young people to access local positive lifestyle information and resources.	
CD3	Facilitate and provide ongoing support for the Burdekin Youth Council and provide appropriate regional youth events.	10 Youth Council meetings held annually.  One Regional Youth Event run annually.	Youth Council meetings held : . 27th February 2023 . 13th March 2023 Youth Council elections held. New Council being endorsed and inducted.  Outputs include: Volunteer support for: . Burdekin Aquatic Park launch. . Burdekin Theatre Anniversary Celebrations – 18 Feb 2023 . Burdekin Fast Track Talent Showcase – 18 March 2023 . Compilation of CORES Youth Packs – 27 March 2023  Youth Strategy progressing.	






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>NQSports MOVEIT BoxFit program delivered and acquitted in partnership with PCYC.</p> <p>Council workshop held re SporstNQ and MOVEIT NQ re: future directions and partnership opportunities for Burdekin.</p> <p>Burdekin Capacity Building Survey to Arts, Results to be compiled key themes include governance and succession planning, volunteering and financial sustainability. Local Community organizations sport &amp; recreation, arts and culture and community service sector forums held to foster partnership opportunities held Q3</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> <ol style="list-style-type: none"> <li>1. Processing and issuing new licenses.</li> <li>2. Regular annual inspections.</li> <li>3. Risk-based enforcement action to achieve compliance.</li> <li>4. Annual renewal of licenses.</li> </ol>	<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>2 new licenses/transfers were approved from Jan 1 to March 31 2023.</p> <p>32 regular inspections conducted with 12 reinspection from Jan 1 to March 31 2023.</p> <p>Annual renewals to be sent out on 26 April 2023. Currently 129 food premises licensed under Food Act 2006.</p>	
EH2	<p>Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping.</p> <ol style="list-style-type: none"> <li>1. Processing and issuing new approvals.</li> <li>2. Regular annual inspections.</li> <li>3. Risk-based enforcement action to achieve compliance.</li> <li>4. Annual renewal of approvals.</li> </ol>	<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.</p> <p>Annual renewal of approvals - renewal notices by 30 May and licenses issued by 30 August.</p>	<p>No new applications received.</p> <p>7 annual inspection conducted from Jan 1 to 31 March 2023.</p> <p>2 Reinspections conducted from Jan 1 to 31 March 2023.</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>Website information reviewed and updated in Jan 2023.</p> <p>One food safety training session conducted this quarter in March 2023 - 12 attendees.</p> <p>1 communication email updating Food regulation changes</p> <p>2 kindy talks</p>	
















AM2	Enforce animal management legislation and local laws including: animal management; illegal camping on Council land; and overgrown properties.	80% of requests responded to within adopted timeframes.  Implement out of hours patrol roster.  Increased patrolling of target areas to monitor non-compliance - Animal Blitz.	95% of Animal CRMs; 98% of Overgrown CRMs; and 97% of abandoned vehicle CRMs responded to within adopted timeframes. Out of hours patrols undertaken as necessary. Blitz on hold while down a staff member.	
AM3	Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.	Facility cleaned daily with animal containers disinfected prior to reuse.  Drop off cages checked twice per day on work days and once on other days.  Animals relocated to offsite pound facility within 24 hours.  75% of animals are rehomed where suitable.	Facility cleaned daily and animal containers disinfected after use. Drop off cages checked at least twice a day on work days and once a day otherwise. All animals were relocated to off site pound within 24 hours, usually the same day. 97 animals went through the pound this quarter. 84% (65 of 77) were rehomed or returned to owner. 12 animals were unable to be rehomed. 20 animals were unsuitable to be rehomed.	
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.	No compliance checks have been completed in Q3, due to volume of development applications and lack of resources. A budget bid has been entered into the 2023/2024 for a compliance officer resource to be allocated for the Planning and Development department.	
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.	100% of all new pools erect compliant fencing (e.g. temporary) before filling in excess of 300mm.  100% of all permanent fencing to be compliant within three months from temporary pool fence inspection date.  100% of all pool safety certificates issued within two business days of inspection being carried out.	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. Interim Inspectors in place until new full time plumbing inspector is employed.	
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.	Three water quality CRMs completed this quarter. Monthly testing of Council swimming pools undertaken.	





Corporate Plan Key Action 1.2.2 Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.				
EH5	Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.	80% complaints resolved within specified time frame.	64 Environment and Health CRM requests received this quarter. 87% of CRMs completed within target or open within target.	
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.				
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.	RBUD2 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 works are currently underway. The project is on schedule.  Grant funding approved from Preparing Australian Communities for \$93,879 for an electronic variable message board in Home Hill. The project is now complete and the VMB is operational.	
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.	Burdekin Fire Management group meeting held in March 2023 and attended by staff. Site inspections undertaken of potential risk sites. Liaising with owners and other agencies to undertake mitigation work.	
Corporate Plan Objective 1.3 Celebrate our unique identity				
Corporate Plan Key Action 1.3.1 Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.				
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 Tourism Members. Facilitated workshop for Burdekin tourism operators for Townsville Enterprise to present the new Townsville North Queensland Tourism Brand and research into the current consumer market. Townsville Enterprise also presented at the Burdekin Industry Breakfast on the new brand and consumer research. Attended the Townsville Enterprise Tourism Futures Forum.	
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: Jan – March 2023: Ayr 971 visitors / Home Hill 812 visitors.	
TOU3	Participate in Economic Development/Tourism Expos.	Attend three expos and distribute a minimum of 100 information packs at each event.	Attended the 2023 Defence Expo in Townsville to promote the Burdekin as a place to visit for new defence families moving to the region.	

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.	Assisted Townsville Enterprise and the TODAY Show Weather team to host a live cross from the Burdekin to promote the new Townsville North Queensland brand. Filmed at Alva and included promotion of the Burdekin lifestyle, tourism operators and the Sweet Days Hot Nights Festival.	
CP1	Promote the Council-owned caravan parks in local, state and national outlets and publications.	Four promotional activities undertaken.  Updated website developed.	Additional advertising arranged in TEL Official Visitor Guide and Burdekin Visitor Guide for both Parks.  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 Key outputs included: Review of CCDAG Charter and Terms of reference. Taken to Council workshop for updating. Ongoing Liaising with indigenous community member to attend the CCDAG meetings. RADF Update Community Grants round 3 conducted and reported. Cultural Venues – Burdekin Theatre and Culture Venues 40th Birthday celebrations. Burdekin Capacity Building Survey to Arts, Results to be compiled key themes include governance and succession planning, volunteering and financial sustainability. Local Community organisations sport & recreation, arts and culture and community service sector forums held to foster partnership opportunities held Q3.	
<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.	The number of media releases has been reduced during the last quarter due to the vacancy in the Media and Communications Officer role. The position has recently been filled.	
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 have been issued on major initiatives and projects, along with regular social media posts. Prompt response provided to any 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 Ceremony hosted 26 January 2023.  Exploring opportunities to : Leverage Ambassadors message re volunteering and increase Capacity Building activities.  Engage Citizen of the Year in Indigenous cultural inclusion activities and  Further recognition of key Awardees and volunteers at regional and state level.	

Corporate Plan Key Action 1.3.4 Facilitate events for the community.				
CD7	Identify and facilitate relevant community events, activities and programs.	<p>Successfully host community events, activities and programs.</p> <p>Community events to be conducted within agreed timeframes and budget. Grant funding sourced if relevant.</p>	<p>Community Events Conducted include: Australia Day Ceremony hosted 26 January 2023. Burdekin Aquatic Park - Launch 3 February Burdekin Theatre 40th Birthday Fast Track; Community Workshop and Finals 17 March. Community Connect - Rita Island and Jarvisfield 19 March.</p> <p>Community Integration of Arts and Culture program activities and ongoing planning of Event Program and working towards confirmation of 3 additional events to 2024 Season Program.</p> <p>Logistical preparation for Sweet Days Hot Nights cultural event May 2023.</p>	
L04	<p>In collaboration with relevant community organisations and advisory groups, provide opportunities for local cultural heritage and history to be created and displayed.</p> <p>Library Strategic Plan 6.2.</p>	Local cultural heritage and history works collected and showcased through displays and events.	Cataloguing and indexing project has continued. Book launch for new book on James Morrill by John Elliott was held with 55 attendees.	
TOU5	Continue to develop 'Sweet Days Hot Nights Festival', including associated events, as a biennial destination event for the Burdekin.	<p>Event plan developed and delivered. % increase in level of external visitation to the event.</p> <p>80% positive feedback from sponsors.</p>	Hosted Sponsors event to launch the Festival. Distributed event programs to Visitor Information Centres across Queensland and to local businesses. Promotion on the TODAY Show Weather Cross. 5 school visits with Mick the Mascot to promote the festival and children's competitions.	
Corporate Plan Objective 1.4 Strong community organisations				
Corporate Plan Key Action 1.4.1 Promote and encourage community participation, volunteerism, and capacity building within community organisations.				
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.	<p>Burdekin Capacity Building Survey to 153 Sports, Arts and Community service organizations, Results compiled key themes include governance and succession planning, volunteering and financial sustainability.</p> <p>Result reported to February Council Workshop.</p> <p>Service sector forum held with Local Community organisations sport &amp; recreation, arts and culture and community services to feedback survey results and to foster partnership opportunities with 78 key respondents held March 2023.</p>	
Corporate Plan Key Action 1.4.2 Support community organisations and events.				
CD9	Provide financial and in-kind support to recognised community events through the Community Assistance Program.	<p>Three funding rounds annually. Number of events/organisations supported and amount of financial &amp; in-kind resources provided.</p> <p>Reports provided to Council.</p>	<p>Grants round conducted on a quarterly basis. Applications Open 1 January – 14 January 2023 Six applications received in total. Council endorsed five successful applicants including:</p> <p>Burdekin Road Runners and Walkers Club cash and in-kind Home Hill Tennis Association - in-kind Burdekin Brass Band - cash Ayr Local Ambulance Committee - cash Burdekin Netball Association - cash and in-kind</p>	

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, one out-of-round RADF application was received.	
<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.	
<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.	Burdekin Capacity Building Survey to 153 Sports, Arts and Community service organizations, Results compiled key themes include governance and succession planning, volunteering and financial sustainability.  Result reported to February Council Workshop.  Exploring opportunities to update and refresh Sport and Recreation strategy.	
<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 Home Hill Swimming Pool and Caravan Park awarded, to commence on 1 May 2023. Water Park opened and has been well attended by residents and visitors. Chlorination issues have been experienced at Millaroo Pool. Pool water has been treated and chlorinator repaired to improve water quality. 3 requests received in relation to the state of the water. Site inspections have been undertaken at Millaroo Pool. 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 Strategy has been adopted by Council on 28 February 2023. Actions identified in the Strategy are currently being worked on including improving signage at the pools.	
QPW1	Completion of works associated with the Burdekin Be-Active Trail in Home Hill	30 June 2023	Original scope of works for 2022/23 program completed on time and under budget. Additional scope from future years program to be completed within remaining budget allocation.	

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>Upgrade to Canteen Building now complete which includes installation of roller shutters and replacement of doors. This work enhances building security, functionality, safety. Design Consultant report outlining design recommendations/enhancements/costings for Main Hall upgrade has been commissioned (Internal refurbishment, window &amp; door replacement and construct new storage area). Consultant's report due May 2023. However, the project (Est \$350K) has been submitted to Council for consideration in the 2023/24 budget planning process.</p> <p>Council approved a casual hire fee for Showgrounds including lighting and access to toilets to accommodate use by local groups i.e. Burdekin Canine Club - Puppy Pre-School Classes.</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 Connect 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>	Four compliments received in the period with no complaints recorded bringing progressive YTD compliments to 15 with no complaints registered. 100% of customer requests completed within target timeframes as off 31 March.	
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>	The Draft Maintenance Reduction Strategy was presented @ Council Workshop 21 March 2023 for endorsement. Implementation of some of the strategies have already commenced.	
PG3	Refurbishment and replacement of playground equipment at Groper Creek.	Works completed by 30 June 2023.	Installation scheduled to commence 20/04/2023 with a three week timeframe for completion and reopening of playground. Estimated date for opening 19 May, 2023.	
PG4	Complete renewal of street furniture and waste bins in Home Hill.	Works completed by 30 June 2023.	Seating units have arrived and are ready to install. Planter box panel designs are currently with Economic Development for input. Design to be completed by 30 April with fabrication to commence immediately.	
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: 3</p> <p>New Leases being processed: 1</p> <p>Lease renewals completed: 1</p> <p>Transfer of lease being processed: 1</p> <p>Surrender of lease: 2</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, with a view for all works to be completed before the end of the financial year.</p> <p>Facilities Manager currently working through 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>	Works underway on Watsons Green project including all abilities access pathway and sensory trial to support early childhood development. Anticipated completion June 2023.	
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>New contract awarded for Home Hill Caravan Park to commence in May 2023.</p> <p>Positive reviews received on Google and responded to.</p> <p>Working with Managers of Burdekin Cascades Caravan Park on dynamic pricing.</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 submitted to State Government (Works for Queensland). Project completed and officially opened in February 2023.	











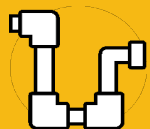
## Prosperous Economy

We build upon our strong agricultural base and encourage opportunities that strengthen a thriving and resilient community.

Reference Number	Targeted Activity	Measure	Q3 Comment	Q3 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 02/02/2023 and 30/03/2023. 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.	Hosted Small Business Social Media Workshop on 10/03/2023 - attended by 40 businesses. 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 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 commencing 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.	Printed and distributed 2023 Destination Events Calendar across Burdekin tourism operators and to regional Visitor Information Centres.	●
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.	Presented review of current strategy to Council. Investigating funding opportunities to update current Tourism Strategy.	●









<b>Corporate Plan Objective 2.2 Strong networks</b>				
<b>Corporate Plan Key Action 2.2.1 Support business and industry networks.</b>				
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 Burdekin Industry Breakfast on 22/03/2023. Presentations included RegenAqua, Burdekin Rum Distillery, Townsville Enterprise Brand launch, RDA Jobs and Live NQ websites launch. Attended by 62 people.	
<b>Corporate Plan Key Action 2.2.2 Advocate for local and regional needs through lobbying and partnerships.</b>				
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. Coordinated Today Show outside broadcast as part of brand launch to promote the Burdekin. Provided information to advocate for the Burdekin's priority projects as part of the State and Federal Government delegations.	
<b>Corporate Plan Objective 2.3 Investment growth and opportunities</b>				
<b>Corporate Plan Key Action 2.3.1 Implement actions from the Burdekin Shire Economic Development Strategy.</b>				
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 2 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.	Awaiting announcement of new federal funding program following cancellation of previous program. 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 commencing these works in the 2022/23 financial year.	
<b>Corporate Plan Key Action 2.3.2 Support, facilitate and promote potential synergies with agribusiness including bio-futures, technology, and innovation.</b>				
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 Small Business Workshop on 10/03/2023 - attended by 40 businesses. Hosted Burdekin Industry Breakfast on 22/03/2023. Hosted Business Connect information session to promote 2 potential agri projects in the Burdekin.	
<b>Corporate Plan Key Action 2.3.3 Support development, value-adding, diversification, and expansion to provide a sustainable economic base.</b>				
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 held with public in Q3. Written responses were issued within 5BD of meeting with Council.	
PD7	Finalise adoption of new Planning Scheme.	Final Council agreement and gazettal of Planning Scheme.	Burdekin Planning Scheme 2022 effective 1 March 2023.	
<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	Q3 Comment	Q3 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 February 2023 reviewing the period July 2022 to January 2023. Burdekin Shire Council achieved a score of 99.6%. The results of all RMPC contractors in the Northern Region ranged from 91.1% to 99.6%.	●
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.	100% claimed by 28 February 2023	●
TS3	Complete Roads to Recovery Program in accordance with Australian Government requirements.	100% of Roads to Recovery funding claimed by 30 June 2023.	Funding received. 50% expended to 31 March 2023	●
<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 complete. South Ayr and Brandon underway and due for completion 31 May 2023	●
<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.	Revised DWQMP has been lodged with the Regulator for approval. The regulator has requested further information with a response required by June. The updated plan recognises 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 2022. Official opening by Assistant Minister for Local Government Nikki Boyd - Thursday 9 March, 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.	One compliment received in the reporting period with no complaints. A total of six compliments have been received year to date and two complaints. 98% of customer requests closed out within allocated response times to March 31, 2023.	
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 has commenced. 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.	Road and stormwater inspections complete	
TS6	Complete asset capitalisations in a timely manner.	90% of projects capitalised within three (3) months after financial completion.	67% 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.	Desktop reviews complete and comprehensive valuations progressing well. Currently progressing to complete by 30 April 2023	
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 and implementation of asset management mobility.	




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 completed by contractor. Final check by Council officers planned for April/May with three year program developed by 31 May 2023	
TS10	Detail designs of 2023/2024 reseals.	90% of detailed designs for reseal program 2023/2024 completed by 30 June 2023.	Detail designs planned to commence 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, however Facilities awaiting new process.	
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.	45% of works completed at end of Q3 period. Delays due to wet weather during Q2 period have resulted in program running behind.	
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.				
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.	Eight monthly meetings held to 31 March 2023 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 and incorporate new asset condition survey data	
Corporate Plan Objective 3.4 Well-planned communities				
Corporate Plan Key Action 3.4.1 Support strategic projects that will contribute to liveability and economic growth in the Burdekin.				
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 one previous funding application was successful. Six 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 installed. 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	Q3 Comment	Q3 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.	Burdekin Shire Planning Scheme 2022 now in effective, commencing 1 March 2023. Overlay Codes for flood, fire and coastal hazards now present and updated biodiversity and conservation overlay for which development assessment is required to be assessed against.	
<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 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 training workshop on Reef guardian Council grant funding  Attended 2 lunch time learning sessions Grant application for relevant projects undertaken	
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.	Verbal advice received of extension of time for completing grant, due to difficulties in sourcing plants. Liaising with local agencies to undertake work.	

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>RMA newsletter and invoices sent out in March for current financial year.</p> <p>Continued treatment of Aquatic Weeds in all systems, after a reasonable flush from an early wet season weather event. Most creeks experienced moderate flooding, which caused a lot of weeds to be displaced from the waterways.</p> <p>The use of Drone treatment is proving very useful and economical, but the Helicopter treatment is still required in large areas such as Harper/Johnson lagoon in Saltwater Creek.</p> <p>Quite a few mechanical issues were suffered by the Spray Boat early in the year, but now all is back in order with a few repairs and new parts.</p> <p>Program started with Salvinia Weevils for Biocontrol exercise. 4 tubs purchased and Salvinia Weevils collected from local waterways and farmed at Depot. First batch released in Lilliesmere system 14th March, appear to be surviving and hopefully thrive. Also, 1 tub of Water Lettuce Weevils, collected locally, being farmed. First release for them, again in Lilliesmere, was 27th March.</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>All 13 BSC pig traps out on loan to Landholders, along with cameras.</p> <p>3 landholders participated in 1080 baiting for feral pigs using 49kg grain over 67.73Ha area.</p> <p>No wild dog baiting for the Quarter.</p> <p>A Contract Trapper surrendered 116 wild dog scalps for the bounty in January. 50 of the wild dogs came from one large grazing property.</p> <p>Rangelands Cluster Group shoot conducted after group member reported pigs in the area. 39 pigs and 2 wild dogs accounted for in the shoot on February 3rd. More shoots to be arranged as required, once the rain season is finished and the Cane Harvesting season begins.</p> <p>Road side spraying continues to Roadside Weeds in the Shire. The main targets being Chinese Apple, Grader Grass, Parthenium, Rubber Vine, Belly Ache Bush, and Prickly Acacia.</p> <p>Signed MOU with DAF for trial of different herbicides to control Grader grass. DAF Charters Towers implementing a Grader Grass management project in our Shire for Roadside areas.</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>7 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>\$ 102,198 spent on herbicide subsidy for Q1&amp;Q2 &amp; Q3 - 85 % of budget.</p> <p>4 herbicide subsidy policy requests received this quarter.</p> <p>\$ for Wild Dog Assistance Policy.</p> <p>Bounty payments for 116 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>- Siam containment ongoing, with heaps of galls present at release sites. Noticeably very little, if any, new Siam plants have come up in areas treated with Herbicide last year by a Contractor.</li> </ul> <p>On ground surveillance and monitoring carried out at 8 strategic points treated by contractor to ensure any new growth is contained as per Biosecurity Plan management.</p> <ul style="list-style-type: none"> <li>- 6 x weekly ground delimitation surveys conducted during flowering;</li> <li>- 3 surveillance and monitoring surveys on quadbike conducted.</li> <li>- spray and hand removal of Siam.</li> <li>- monitoring of biocontrol sites.</li> </ul> <p>1 media release.</p> <p>1 newsletters to participating Feral pig cluster group projects.</p> <p>Weed of the quarter done for this quarter.</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>Yearly report submitted to DES in April 2023 besides submission of ongoing regular monthly reports. DES was provided a monthly update regarding LID activities in an online meeting on 12 April 2023.</p> <p>For Q3, 8 requests received - 7 completed within target; 1 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 2023-24.</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 - 20 requests, all completed within time frame.</p> <p>Number of missed services - 64 requests - 14 of recorded missed services were bins not out or empty, 8 were wrong bin out contaminated. All requests completed within timeframe unless bin not presented.</p> <p>Bin repairs/replacements - 139 requests, all completed within timeframe.</p> <p>Service complaint - Nil reported apart from missed services</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>DES update</p> <p>Jan 2023 – DES conducted Remotely piloted Aircraft Systems (RPAS) survey at Kirknie landfill to record baseline volume covering active landfill cells and Resource recovery area.</p> <p>Jan 2023 - DES issued notification regarding their plan to carry out a comprehensive audit under the Waste Reduction and Recycling Act 2011 (WRR Act) for Kirknie Landfill. In preparation for the audit, DES requested information via questionnaire. The requested information was submitted on 3 Feb 2023 further information/submitted queries were responded to.</p> <p>DES plans undertaking comprehensive audit at Kirknie landfill in the week starting 17th April 2023</p> <p>Internal audit program established. Audits completed as per the audit schedule. Ayr TS operation audit completed.</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. Some sections to be re-audited for latest trends.</p> <p>Concept plan for auditing 50 premises, finalised. Workshop updating Councillors scheduled on 18th April 2023. Implementation of concept plan is to be achieved by 30 June 2023.</p> <p>Plans for School poster competition encouraging recycle right are underway.</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 issued Quarterly monitoring reports for Aug and Nov 2022 quarters. Feb 2023 quarterly environmental monitoring completed.</p>	






























## High Performing Organisation










We deliver positive outcomes for our community through ethical, transparent, and financially sustainable decision-making.








Reference Number	Targeted Activity	Measure	Q3 Comment	Q3 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.	All recommendations from advisory group have been reviewed.	●
CD12	Facilitate further community-led "Our Town Our Future" community consultation sessions.	Develop plan for "Community Connect" consultation session for Rita Island/Javisfield Communities. Community Action Plan developed in accordance with agreed schedule.	<p>Council Workshop held 7 March regarding Community Profile id and the merits of having quality evidenced community demographics for staff and community.</p> <p>Rita Island workshop held for 19 March 2023. Thirty-Five residents attended. Residents reported high level of satisfaction in living in Jarvisfield and Rita Island. Discussion regarding what makes the community a great place to live, including the strong sense of community connection, respect for the natural environment and stories of years gone by.</p> <p>Key themes included:            Climate adaptation and flooding            Opportunities for Community engagement and strengthening resilience and opportunities to improve the health and wellbeing of the community.</p>	●
CD13	Facilitate Community and Cultural Advisory Group meetings.	Meetings facilitated in accordance with adopted committee charter.	<p>Aligning community engagement activities with Arts, Community Development and Library.</p> <p>Key outputs included:            Review of CCDAG Charter and Terms of reference. Taken to Council workshop for updating. Ongoing Liaising with indigenous community member to attend the CCDAG meetings.</p> <p>Scheduling of regular Arts stakeholder meetings e.g. Friends of the Theatre and negotiation of new MOU. Giru and Ayr Show Society to share learnings..</p> <p>Conducting monthly Burdekin Youth Council meetings and election of new Youth Councillors to assist in Development Youth Strategy - New. Youth Needs survey completed.</p> <p>Community Grants Round 2 successfully completed.</p> <p>Negotiations with readers and Writers to determine continuance or wind up of the organisation to name but a few.</p>	●






CS1	Biennial public customer service survey	Survey completed by June 2023.  Number of survey responses received.  % of surveys fully completed.	Surveys Compiled and presentation drafted to be presented at Council Workshop in early April. Phone calls to customers requesting a call back has been completed.	
<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 85% Abandonment Rate 2% 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 produced earlier in the year, well within the required legislative timelines. Work on budget document will commence in Q4 once development of the Budget is further progressed.	
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 during the quarter due to the vacancy in Media & Communications officer role for majority of quarter, 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.  Updated content provided for the Unlock the North document and the Mayor is participating in regional delegations to Canberra and Brisbane during March.	
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. 45% complete to 31 March 2023 with remaining works planned for the June quarter	
<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.	Limited activity during the quarter with information provided about on online training programs available through Peak Services. Elected Member update conducted in early July in conjunction with Hinchinbrook Shire representatives. Presentations at workshops on relevant legislative changes.	
CG5	Manage Council's Corporate Policy Program.	95% of policies that are due for review, are reviewed within the agreed timeframes.	90% of policies have been reviewed within the agreed timeframes. There have been some delays to the review of policies in the technical services area due to competing priorities and staff vacancies. These policies are considered to be low risk.	








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.	Five 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.	1 x RTI Application received, not proceeded with as information available via other means. No IP Applications received.	
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.	Field work for an internal audit of Council's Fuel and Fleet Management Processes was conducted during the Q3 period. The draft report is expected to be received during the Q4 period which will be presented to the Audit Committee for consideration. The forward plan for the 23/24 year is also expected to be developed during the Q4 period.	
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.	Initial Planning meeting was held in February and dates for the interim and final audits were agreed with the auditors. The QAO audit plan has not yet been received.	
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.	2022/2023 insurance finalised. 2023/2024 insurance renewals in progress, close to completion.	
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.	Second revised budget was presented to Council on 28th March. Original Budget 23/24 is currently underway with council workshops undertaken and capital and operational estimates being prepared.	
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.	5764 Water Notices issued 13/01/2023.  1081 Overdue Reminder Notices issued 01/03/2023.  149 Supplementary Rate Notices issued 24/03/2023.  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.	'2.08% arrears of nett rates as at 31/03/2023 compared with 2.47% for the same period ending 31/03/2022.  152 active files with Collection House as at 31/03/23 of which 8 properties are currently on the Sale of Land list.  219 current periodic payment plans with Council, which are being monitored by Council staff as at 31/03/2023.  2 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 3 a total of 2,725 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 March 2023 - 4.06%. Interest received up to and including Quarter 3 2022/2023 is \$1,886,190.46, compared with interest received up to end of Quarter 3 2021/2022 of \$286,798.42.	
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.	Ongoing database updates and plant rate amendments completed in a timely manner. Compliance checking of insurances in Vendor Panel remains ongoing. Planning has commenced for the new Tender of Approved Contractors Listing for Private Hire and Traffic Control Providers which will commence 1 October 2023.	
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.	Report received by management by 21 March 2023 with observations and recommendations regarding continuation, modification or cessation of existing inventory management practices. Report tabled for discussion with Technology 1 CiA Transition Working Group.	
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.	95% ordered by 31 March 2023. Deliveries postponed by suppliers due to production delays. Expected to achieve 70% deliveries prior 30 June 2023	








Corporate Plan Key Action 5.2.3 Implement effective governance frameworks.				
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 has continued to meet during the last quarter and additional risk management information is being provided to the Audit committee. Annual review of strategic and operational risk registers completed during the quarter.	
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.	Q3 Internal Audit - Confined Space Completed Q3 Internal Audit - Work-related dust and airborne contaminants Completed Q3 Internal Audit - Excavating - In progress	
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.	100% of risks within Council's Fraud and Corruption Risk Register have been reviewed and are current. Documents that form part of Council's broader fraud and corruption control framework have been reviewed and updated during the Q3 period. The Entertainment and Hospitality Policy was reviewed and readopted. Other documents currently under review include the Code of Conduct for Workers and the Conflict of Interest for Workers Policy. These document reviews should be finalised within the Q4 period.	
CG11	Continue the review and update of Council's Delegations Register.	Registers are updated within 2 months of LGAQ updates.	Updates to the delegations register were provided by LGAQ and applied to Council's delegations software. Due to competing priorities, some of the newly listed powers have not yet been appropriately delegated to officers and submitted to the CEO for approval. It is expected that this work will be completed within the Q4 period.	
CG12	Ensure Council's Business Continuity Plans are relevant through review and testing.	BCP Test conducted annually. Relevant amendments to BCPs applied.	A new BCP Testing Strategy and Schedule was developed and endorsed by Council's Risk Management Committee and Audit Committee during the Q3 period. Further work has continued on completing Business Impact Assessments for all critical business areas. A preliminary revised draft subplan template has been developed in response to internal audit recommendations and work to update BCP subplans has commenced.	
CG13	Implement key initiatives from the procurement improvement program.	Initiatives implemented in accordance with agreed action plan	The new Procurement Hub has now "gone live". Staff training has been completed and further investigation is being undertaken on the reporting configuration and functionality.	
Corporate Plan Key Action 5.2.4 Undertake regulatory responsibilities in accordance with legislative obligations.				
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.	All claims and payments submitted within required timeframes.	
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.	Work plans have commenced for the preparation of the Shell Financial Statements 2022/23 in the next quarter.	
<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.  0% completed.	Collaboration has commenced between departments to develop more detailed reporting of Customer Requests. Charter drafted for use of on-hold and extension of time. Presentation provided to SLG on the CRM audit results and request for Depts to commence review at their CRM categories and timeframes. Meetings to be scheduled in the next quarter and going forward for the review of events lists for all categories.	
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.	All budgeted hardware projects are on schedule: • Ethernet MAN Site Links – Home Hill Remote Facilities - Completed • Back-Up System Replacement (Server and Tape) - Completed • Camera Surveillance Asset Expansion/CCTV Expansion - Completed • Photocopier Replacement Program - Completed • Tablet and phone replacement program - Equipment received and 25% deployed • Computer replacement program - Equipment received and 45% deployed	
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 - Installed and available to staff. Waiting on one issue to be resolved.  In-house server and system upgrades are progressing.  The LG Solutions YE (Year End) SaaS solution was purchased and implement in Q3 in consultation with ICT.	

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.	<p>The number of new requests created in Q3 was 646. Of those, ICT completed 599 within the agreed service level to give a compliance rate of 92.7%.</p> <p>ICT was under the target compliance rate of 95% this quarter, mainly due to the absence and resignation of key staff, and the focus on operational projects.</p>	
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.	<p>Technology One has appointed a project manager and meetings have been held regularly. Solution designs have been signed off for the GL &amp; AP and Purchase Card modules. The TechOne consultants are currently configuring the changes required for CiA. Training and testing will commence next quarter and go live prior to 30 June 2023. Accounts Payable (AP) will only be partially transitioned at this time with the remainder transitioned when the Supply Chain Maintenance module commences after the end of the financial year.</p> <p>HRP Module - Testing of the new CiA Bulk Timesheet Entry is currently being undertaken to enable the outdoor workforce to be transferred from Ci to CiA. Once testing has been completed HR staff will initially process the outdoor timesheets manually in CiA, thereafter further work will be undertaken to transition to electronic timesheeting and Employee Self Service for the outdoor staff.</p> <p>Financial assets – Training is scheduled for early April for asset revaluation which will be the last major component to be transitioned to CiA.</p> <p>Asset Management – Fleet Scheduled Maintenance, Defects, and Pre-Start Inspection implementation complete. Working on a handover schedule with the Fleet team.</p> <p>Field App (Mobility) - Field App configuration for work order execution, defect logging, and inspections complete. An outstanding task is implementing streamlined time and allowances capture via Field App to timesheets (HRP dependency). Working with Assets for a trial of the Field App for work order execution.</p>	
LDMG3	Coordinate systems that support disaster planning and preparedness.	Management of Council Disaster Management Software - Guardian IMS.	<p>Guardian IMS has been updated (November 2022) and all staff has undertaken familiarisation training (December 2022).</p> <p>The newly appointed DMO Officer will be receiving Guardian Training after the Easter holidays and dates are yet to be confirmed.</p>	
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. Meeting with Tech 1 consultant and internal CiA implementation team 31 March 2023 to discuss Supply Chain module requirements going forward. Recommendations to include the use of Internal Purchase Requisitions and Workflow Maintenance will be discussed further when scoping the Supply Chain module in Aug/Sept 2023.	
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. Implementation planned for June with Go-Live for Operational staff in first half of 23/24	

Corporate Plan Key Action 5.3.2 Improve access to information through digital platforms.				
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 and ATDW profiles as required. Quarterly statistics for Visit Burdekin social media: Facebook – 1.58% increase in followers. Instagram: 1.4% 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 were implemented to monitor and manage social media platforms and post content. With the recent appointment of the Media & Communications Officer, normal processes will resume.	
Corporate Plan Objective 5.4 An enviable organisational culture that actively demonstrates our values				
Corporate Plan Key Action 5.4.1 Build effective leadership and management capability.				
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 continuing to be achieved through various processes. This includes regular meetings of the ELT & SLG, monthly capital PCG meetings and specific working groups/PCGs for large projects that require 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 2022/2023 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 remaining 2023 allocation for traineeships will be made available to other departments if required for 2023.  One (1) first-year Diesel-Fitting apprentice has been appointed to the Workshop.	
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.	Training scheduled in for next quarter for two Customer Service Officers.	
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.	Eight compliments received in the reporting period with no complaints YTD total of thirteen compliments without complaint. 99% of Customer requests closed out within allocated timeframe to March 31, 2023.	



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 third quarter report has been completed.	
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.	Community Recovery Workshop conducted 15th September 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 Q3 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	5 claims within the period 1 claim rejected 3 employees back to full duties 1 employee on total incapacity  1 claim from previous period - employee on total incapacity	
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.				
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 on the identification and review of critical positions using a range of criteria has been completed by the ELT and is being finalised by HR. Some recent resignations in key positions has highlighted the importance of this process. Work is commencing on some other areas identified in the report.	
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.	Annual Workforce Data report January 2022 to December 2022 was completed and forwarded to SLG on 30th March 2023.  HR Quarterly Report for January 2023 to March 2023 will be forwarded to SLG in April 2023	

Corporate Plan Key Action 5.4.6 Implement the Staff Culture Program.				
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.	Updated operational standard has been adopted relating to Employee Reward and Recognition. Work has commenced on other areas identified from the Culture Action Plan including employee onboarding and future leaders.	
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.	6 pays processed within the period  17 positions advertised in period with recruitment process ongoing for 11 positions	

## **7.1.1. ENVIRONMENTAL AND HEALTH SERVICES**

### **Adoption of Vending Policies**

**File Reference:** 2326, 2327

**Report Author:** Dan Mulcahy, Manager Environmental and Health Services

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 9 May 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

2.1.4: Encourage business establishment, development, and expansion.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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#### **Executive Summary**

From time-to-time Council receives applications under its local laws to undertake mobile and/or roadside vending activities on Council roads or Council owned or controlled land.

The preparation and adoption of relevant policies will assist in providing clarity to potential applicants and providing guidance to Council Officers in the assessment and determination of applications.

The policies were first introduced in April 2021 and are put forward for re-adoption without any amendment.

#### **Recommendation**

1. That Council adopts the attached Vending on Council Roads Policy.
2. That Council adopts the attached Vending on Council Owned or Controlled Land Policy.

#### **Background**

The purpose of the policies is to guide the assessment and determination of applications for vendors seeking approval to operate on Council roads and/or Council owned or controlled land.

The applications fall under Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012.

The policies are also intended to give clarity to vendors and the community about the locations in which vendors may trade. They also support the responsibilities of Council to ensure appropriate consideration of food, road and pedestrian safety issues and the impacts for businesses operating from fixed premises.

A key component of the policies is the inclusion of a reference to the impact of businesses operating from fixed premises and how to address that matter. Pertinent references included in the policies are summarised below:

### Vending on Council Roads

- Mobile roadside vendors should not be allowed to trade within the CBD areas of Ayr and Home Hill as represented by the Retail and Commercial Zoning.
- Stationary roadside vendors should not be allowed to trade within a distance of 250 m of the CBD areas of Ayr and Home Hill as represented by the Retail and Commercial Zoning.
- The exception to the above rule is when the trading hours and/or days of the activity are outside the trading hours and/or days of similar businesses in the CBD areas.

### Vending on Council Owned or Controlled Land

- Vendors should not be allowed to trade within a radius of 250 metres of fixed premises which sell or offer for sale, the same or similar goods or services. The exception to this condition is when the trading hours and/or days of the activity are outside the trading hours and/or days of the fixed premises.
- In addition, the activities authorised by the approval may be limited to specified days and/or periods of time that do not conflict with fixed premises which sell or offer for sale, the same or similar goods or services.
- Approvals require a Council resolution.

No amendments are proposed in the review of these policies.

### **Consultation**

Council reviewed the proposed policies at its workshop held on 2 May 2023.

### **Budget & Resource Implications**

Not Applicable.

### **Legal Authority & Implications**

Policy is consistent with the provisions of Subordinate Local Law 1.2 (Commercial use of Local Government Controlled Areas and Roads) 2012.

### **Policy Implications**

Not Applicable.

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

The policies are intended to improve the consistency of the application and enforcement of the exercise of Council's discretionary powers in dealing with applications of this nature. The policies provide guidelines for applicants and Council staff in the consideration and approval of applications.

The absence of such a policy or non-adherence to the policy could result in inconsistent decisions or decisions that do not take into account relevant community considerations.

Council's adopted Enterprise Risk Management (ERM) Framework will be applied to all vending applications and processes. Officers will refer to Council's ERM Framework for further information pertaining to Council's risk appetite and agreed escalation plan once risks have been identified and rated.

### **Attachments**

1. Vending on Council Roads Policy - Draft for Meeting 9-5-23
2. Vending on Council Owned or Controlled Land Policy - Draft for Meeting 9-5-23



Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environmental and Health Services
Policy Contact	Manager Environmental and Health Services
Effective Date	9 May 2023

## Purpose

To guide the assessment and determination of applications for vendors seeking approval to operate on Council roads under *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

The policy is provided to give clarity to vendors and the community about the locations in which vendors may trade. It also supports the responsibilities of Council to ensure consideration of food, road and pedestrian safety issues and the impacts for businesses operating from fixed premises.

## Scope

This policy only applies to the activity of vending on Council roads and does not apply to the following:

- Council owned or controlled land such as parks and reserves and public halls;
- footpath dining;
- display of goods for sale on footpaths.

Vending may be undertaken via mobile roadside vending or stationary roadside vending.

The commercial use of Council controlled areas is regulated by *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

The above Subordinate Local Law applies to every State-controlled road in the Burdekin Shire area.

Council has no control or jurisdiction over the vending activity on private land.

## Exceptions

Generally no exceptions, however, Council has the discretion to approve or not approve any application based on the merits of the application.

## Objectives

- To guide the location of vendors that could be considered.
- Outline possible operating requirements and conditions for vendors.
- To consider and take into account the impact of competition on operators of business activities operated from fixed premises in the locality.

## Policy Statement

- The Council encourages the use of vending activities on Council roads where it is safe to do so and fulfills a need of the community.

- The proposed operation must not cause unreasonable nuisance, inconvenience or annoyance to:
  - The occupier of any adjoining land; or
  - Vehicular traffic; or
  - Pedestrian traffic.
- The Council supports vendors when they practice safe food handling in accordance with the *Food Act 2006* and consider the needs of all users of the area.
- The supply of goods and/or services is not to include alcohol or tobacco or other items that may be considered an unsuitable use of public land.
- The number of vendors at a location is preferred to be kept at a minimum taking into account the type of goods sold, area required and impact on the amenity.
- The proposed operation must not result in substantial competition with operators of business activities operating from fixed premises adjacent to the area.
- Applications may be approved through delegated authorities.

## Location

Differentiating between the activities of mobile roadside vending and stationary roadside vending assists with nominating preferred locations for each.

Key principles associated with the **mobile roadside vendors** are:

- They require the customer to flag them down, therefore the activity normally requires traversing residential areas of the towns.
- Council wishes to ensure there is not an unfair disadvantage to businesses operating from fixed premises.

Recommendation:

1. Mobile roadside vendors should not be allowed to trade within the CBD areas of Ayr and Home Hill as represented by the Retail and Commercial Zoning.

Key principles associated with the **stationary roadside vendors** are:

- They operate from a specified place or places and are therefore relatively fixed for a period of time.
- Council wishes to ensure there is not an unfair disadvantage to businesses operating from fixed premises.

Recommendation:

1. Stationary roadside vendors should not be allowed to trade within a distance of 250 m of the CBD areas of Ayr and Home Hill as represented by the Retail and Commercial Zoning.
2. The exception to the above rule is when the trading hours and/or days of the activity are outside the trading hours and/or days of similar businesses in the CBD areas.

## Conditions

Conditions of any approval will be consistent with and taken from *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012 – Schedule 1 Clause 6*.

Approvals for the operation of a vending activity are likely to attract the following conditions, or modifications thereof, and any other condition deemed appropriate.

- The conduct of the approved use must be in accordance with the application submitted and any supporting documentation, except as otherwise specified by any conditions of approval.

- The preparation, handling and serving of food and drinks are to be conducted in accordance with the requirements of the *Food Act 2006* and *Food Standards Australia and New Zealand (FSANZ) Food Standards Code*.
- Compliance with the *Environmental Protection (Noise) Policy 2019*.
- Hold public liability insurance in an amount not less than \$10 million against claims for personal injury and property damage resulting from the approved use.
- Indemnify the Council and the State Government (in respect of State owned land) against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the Council or the State as a result of the activity.
- Restricted to the designated site as approved by Council.
- If the approval holder or the holder's employee or agent intentionally or negligently damages the Council controlled area, it must pay to the Council the amount it would cost to rectify the damage.
- Mobile vendor vehicles are to be roadworthy vehicles that are licenced by the Department of Transport and Main Roads.
- Ensure that the vehicle and all equipment used in the operation of the activity are maintained in good working order and in a clean and sanitary condition at all times.
- No obstruction to pedestrian flow or vehicular traffic.
- Only serve customers from the non-traffic side of the vehicle used in the operation of the activity.
- Compliance with existing parking restrictions which apply to the area at all times.
- The activity must not have an unreasonable detrimental effect on the amenity of the surrounding area.
- Litter is to be cleared at all times from in and around the vendor site by the operator.
- Not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the *Water Supply (Safety and reliability) Act 2008*.
- Any temporary fixtures (such as umbrellas, bins and stools) are to be safe to use and removed at the end of trading. The use of and location of these fixtures must be approved.
- Fixtures are not to be placed where they present a barrier or danger to pedestrians or vehicles.
- Not place a sign or device advertising the activity on any Council controlled area or road without approval.
- Must provide own power supply.
- Mobile vehicle to be removed at the end of trading each day.
- The approval is not valid for events held at the approved location unless specifically approved by the event organiser.
- Comply with any conditions imposed by the Department of Transport and Main Roads.
- The approval may be revoked at any time.

For mobile roadside vendors, the conditions of approval shall include a condition specifying the activities authorised by the approval must not be allowed to trade within the CBD areas of Ayr and Home Hill as represented by the Retail and Commercial Zoning.

For stationary roadside vendors, the conditions of approval shall include a condition specifying the activities authorised by the approval must not be allowed to trade within the CBD areas of Ayr and Home Hill as represented by the Retail and Commercial Zoning. The exception to this condition is when the trading hours and/or days of the activity are outside the trading hours and/or days of similar businesses in the CBD areas.

The conditions of approval may include a condition specifying the activities authorised by the approval must not be operated within a radius of 250 metres of fixed premises which sell or offer for sale, the same or similar goods or services.

In addition, the activities authorised by the approval may be limited to specified days and/or periods of time that do not conflict with fixed premises which sell or offer for sale, the same or similar goods or services.

In addition to the application and/or renewal fees, Council may consider charging a rental fee in respect of the approval.



## Risk Management

Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.

This policy is intended to improve the consistency of the application and enforcement of the exercise of Council's discretionary powers in dealing with applications of this nature. The policy provides guidelines for applicants and Council staff in the consideration and approval of applications.

The absence of such a policy or non-adherence to the policy could result in inconsistent decisions or decisions that do not take into account relevant community considerations.

Council's adopted Enterprise Risk Management ('ERM') Framework will be applied to all Vending on Council Roads processes. Officers will refer to Council's ERM Framework for further information pertaining to Council's risk appetite and agreed escalation plan once risks have been identified and rated.

## Legislation

The commercial use of Council controlled areas is regulated by *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

## Definitions and Abbreviations

**Mobile Roadside Vending** means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where:

- the operator travels from place to place; and
- the operator supplies the goods or services to a customer in response to the customer waving down the operator.

*Example: Mr Whippy Van*

**Stationary Roadside Vending** means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where:

- the operator carries on the activity from:
  - a specified place; or
  - a number of specified places; but
- the activity is not footpath dining.

*Example: Come n Get It (Chicken), Coffee Van, Fruit & Vegetable Van*

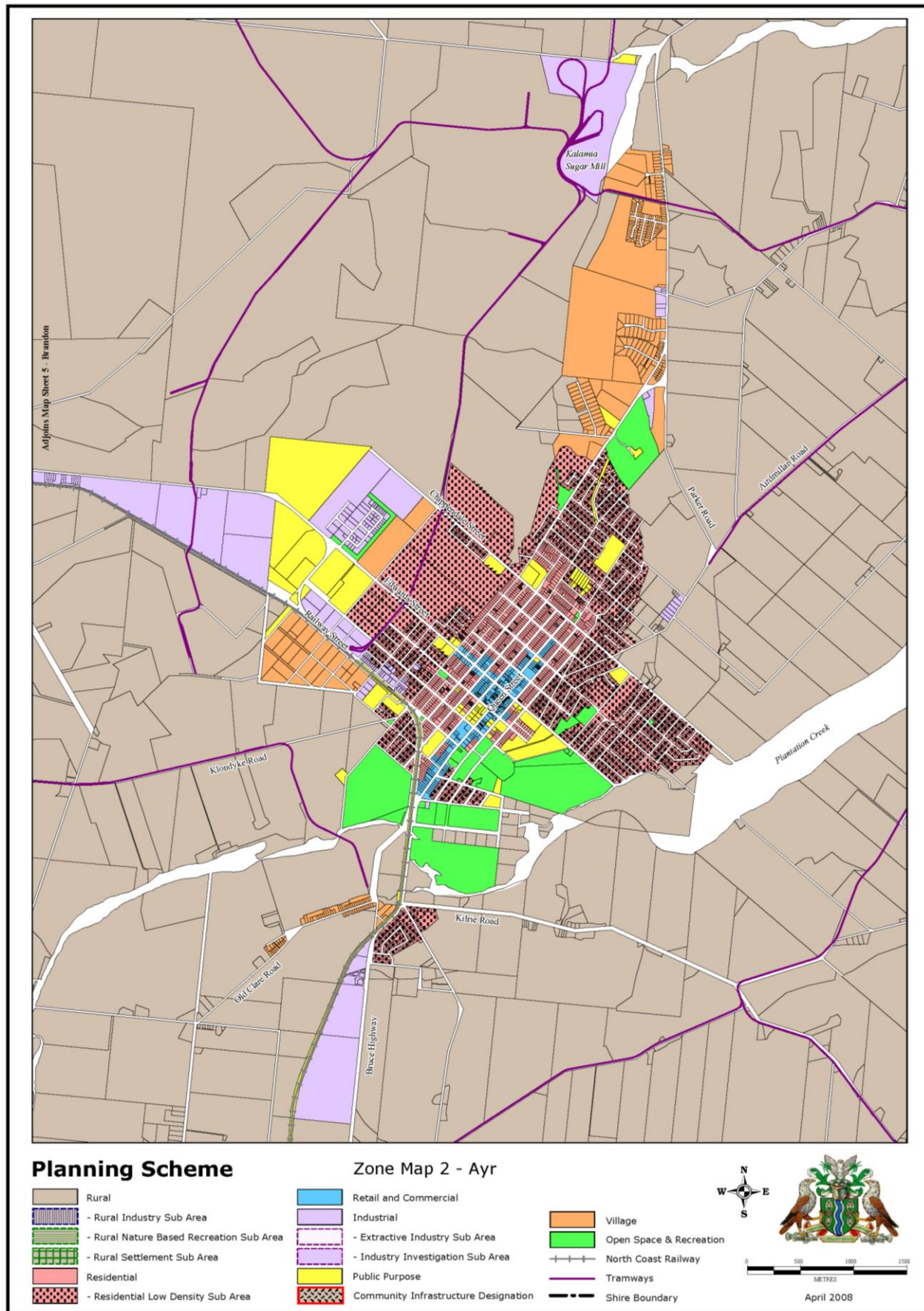
## Related Documents

Reference Number	Document Title
ENV-POL-0008	Vending on Council Owned or Controlled Land Policy

**Document History and Version Control**

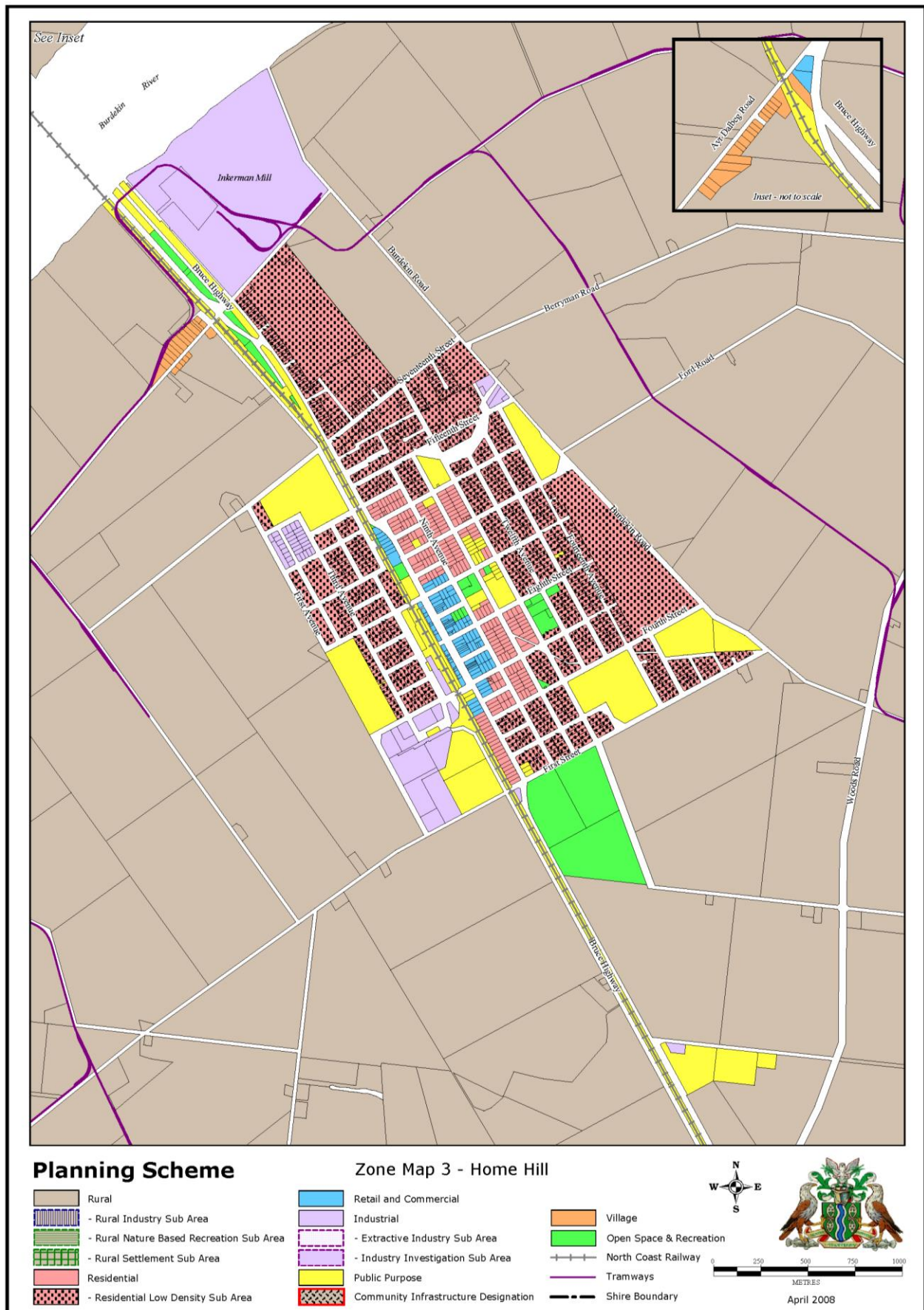
<b>Title of Document</b>	Vending on Council Roads Policy
<b>Document Reference Number</b>	ENV-POL-0010 Rev 1
<b>Review Schedule</b>	24 months
<b>Council Meeting Date</b>	9 May 2023
<b>Council Resolution Number</b>	

## Appendix A – Ayr Zone Map





## Appendix B – Home Hill Zone Map



Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environmental and Health Services
Policy Contact	Manager Environmental and Health Services
Effective Date	9 May 2023

## Purpose

To guide the assessment and determination of applications for vendors seeking approval to operate on Council owned or controlled land, excluding roads, under *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

The policy is provided to give clarity to vendors and the community about the locations in which vendors may trade. It also supports the responsibilities of Council to ensure consideration of food, road and pedestrian safety issues and the impacts for businesses operating from fixed premises.

## Scope

This policy only applies to the activity of stationary vending on Council owned or controlled land such as parks and reserves and public halls and does not apply to roads or footpaths.

The main locations of Council owned or controlled land include the following:

- Plantation Park, Ayr;
- Burdekin Theatre, Ayr;
- Burdekin Memorial Hall, Home Hill;
- Sandy Corner, Brandon.

The commercial use of Council controlled areas is regulated by *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

Applications for approval must be made under the above Subordinate Local Law and require a Council resolution.

## Exceptions

The provisions of this policy relating to the application and approval process does not apply to instances whereby the activity is requested as part of an event organised to occur on a particular Council owned or controlled area. In these instances, the Policy Statement principles still apply as a guide to their type and location.

## Objectives

- To guide the type, number and location of vendors that could be considered.
- Outline possible operating requirements, conditions and locations for vendors.
- To consider and take into account the impact of competition on operators of business activities operated from fixed premises in the locality.

## Policy Statement

The Council encourages the use of parks, reserves and public facilities for vending activities as a means of enhancing community activity that flows from this activation of our public spaces. The activity must not unduly interfere with the proper use of the area.

The proposed operation must not cause unreasonable nuisance, inconvenience or annoyance to:

- the occupier of any adjoining land; or
- vehicular traffic; or
- pedestrian traffic.

The Council supports vendors when they practice safe food handling in accordance with the *Food Act 2006* and consider the needs of all users of the area.

The supply of goods and/or services is not to include alcohol or tobacco or other items that may be considered an unsuitable use of public land.

The number of vendors at a location is preferred to be kept at a minimum taking into account the type of goods sold, area required and impact on the amenity.

The proposed operation must not result in substantial competition with operators of business activities operating from fixed premises adjacent to the area.

Applications are to be approved by a Council resolution.

## Conditions

Conditions of any approval will be consistent with and taken from *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012 – Schedule 1 Clause 6*.

Approvals for the operation of a vending activity are likely to attract the following conditions, or modifications thereof, and any other condition deemed appropriate.

- The conduct of the approved use must be in accordance with the application submitted and any supporting documentation, except as otherwise specified by any conditions of approval.
- The preparation, handling and serving of food and drinks are to be conducted in accordance with the requirements of the *Food Act 2006* and *Food Standards Australia and New Zealand (FSANZ) Food Standards Code*.
- Compliance with the *Environmental Protection (Noise) Policy 2019*.
- Hold public liability insurance in an amount not less than \$10 million against claims for personal injury and property damage resulting from the approved use.
- Indemnify the Council and the State Government (in respect of State owned land) against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the Council or the State as a result of the activity.
- Restricted to the designated site as approved by Council.
- If the approval holder or the holder's employee or agent intentionally or negligently damages the Council controlled area, it must pay to the Council the amount it would cost to rectify the damage.
- Mobile vendor vehicles are to be roadworthy vehicles that are licenced by the Department of Transport and Main Roads.
- Ensure that the vehicle and all equipment used in the operation of the activity are maintained in good working order and in a clean and sanitary condition at all times.
- No obstruction to pedestrian flow or vehicular traffic.
- Only serve customers from the non-traffic side of the vehicle used in the operation of the activity.

- Compliance with existing parking restrictions which apply to the area at all times.
- The activity must not have an unreasonable detrimental effect on the amenity of the surrounding area.
- Litter is to be cleared at all times from in and around the vendor site by the operator.
- Appropriate rubbish bins are to be provided by the operator in numbers adequate to service the patrons and removed, along with all rubbish from the site at the end of each trading day.
- Not discharge trade waste generated by the operation of the activity otherwise than in accordance with an approval under the *Water Supply (Safety and reliability) Act 2008*.
- Trees and other significant streetscape elements such as benches, pergolas and rubbish bins are not to be obstructed, covered, removed, relocated or modified.
- Permanent structures are not permitted.
- Any temporary fixtures (such as umbrellas, bins and stools) are to be safe to use and removed at the end of trading. The use of and location of these fixtures must be approved.
- Fixtures are not to be placed where they present a barrier or danger to pedestrians or vehicles.
- Not place a sign or device advertising the activity on any Council owned or controlled area or road without approval.
- Must provide own power supply.
- Mobile vehicle to be removed at the end of trading each day.
- The approval is not valid for events held at the approved location unless specifically approved by the event organiser.
- Comply with any conditions imposed by the Department of Transport and Main Roads.
- The approval may be revoked at any time.

The conditions of approval shall include a condition specifying the activities authorised by the approval must not be operated within a radius of 250 metres of fixed premises which sell or offer for sale, the same or similar goods or services. The exception to this condition is when the trading hours and/or days of the activity are outside the trading hours and/or days of the fixed premises.

In addition, the activities authorised by the approval may be limited to specified days and/or periods of time that do not conflict with fixed premises which sell or offer for sale, the same or similar goods or services.

In addition to the application and/or renewal fees, Council may consider charging a rental fee in respect of the site approval.

## **Risk Management**

Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.

This policy is intended to improve the consistency of the application and enforcement of the exercise of Council's discretionary powers in dealing with applications of this nature. The policy provides guidelines for applicants and Council staff in the consideration and approval of applications.

The absence of such a policy or non-adherence to the policy could result in inconsistent decisions or decisions that do not take into account relevant community considerations.

Council's adopted Enterprise Risk Management Framework will be applied to all Vending on Council Owned or Controlled Land processes. Officers will refer to Council's ERM Framework for further information pertaining to Council's risk appetite and agreed escalation plan once risks have been identified and rated.



## Legislation

The commercial use of Council controlled areas is regulated by *Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012*.

## Definitions and Abbreviations

**Mobile Roadside Vending** means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where:

- the operator travels from place to place; and
- the operator supplies the goods or services to a customer in response to the customer waving down the operator.

**Stationary Vending** means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where:

- the operator carries on the activity from:
  - a specified place; or
  - a number of specified places; but
- the activity is not footpath dining.

## Related Documents

Reference Number	Document Title
ENV-POL-0010	Vending on Council Roads Policy

## Document History and Version Control

<b>Title of Document</b>	Vending on Council Owned or Controlled Land Policy
<b>Document Reference Number</b>	ENV-POL-0008 Rev 1
<b>Review Schedule</b>	24 months
<b>Council Meeting Date</b>	9 May 2023
<b>Council Resolution Number</b>	



## 7.1.2. ENVIRONMENTAL AND HEALTH SERVICES

### Adoption of Reef Action Plan 2023 - 2027

**File Reference:** 343

**Report Author:** Dan Mulcahy, Manager Environmental and Health Services

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 9 May 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

4.2.3: Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas.

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#### **Executive Summary**

Council is committed to protecting the Great Barrier Reef through its partnership with the Great Barrier Reef Marine Park Authority (GBRMPA) Reef Guardian Council Program. It is requirement of the program that Council develop a Reef Guardian Action Plan.

A review has been undertaken of the current 2020-24 Plan and a revised version is attached for consideration and adoption for the period 2023-27.

#### **Recommendation**

That Council adopt the Burdekin Shire Council Reef Guardian Action Plan 2023-2027.

#### **Background**

The Reef Guardian Council Program is a stewardship program that encourages and supports councils, schools and industries to become actively involved in protecting the Great Barrier Reef. The Program focuses on improving land management practices and water quality in the Great Barrier Reef catchment.

The Council has signed a Memorandum of Understanding (MOU) with the Great Barrier Reef Marine Park Authority (GBRMPA). The Authority has developed the Reef Guardian Council Program as a vehicle for encouraging development in the protection and management of the Great Barrier Reef Region through education, information sharing and active involvement.

Under the MOU, Council is required to comply with the Terms of Reference which include the identification and undertaking of annual actions that improve the health of the Great Barrier Reef. The Action Plan records the diversity of Council actions and projects that contribute to reef health. The Action Plan is a tool for the Council to share its Reef management actions with the local community and other Councils within the catchment area.

Council has been part of the Reef Guardian Council Program with the first action plan being for the period 2017-20.

GBRMPA has announced that the Australian Government will provide \$91.8 million over five (5) years from 2022-23 to deliver shovel ready projects identified in the various Reef Guardian Council's Reef Action Plans.

Burdekin Shire Council is eligible for \$920,000.00 in grant funds over the 3 forward years of 2023-24 to 2025-26. Although final guidelines are yet to be finalised, key project eligibility criteria are that the project needs to be aligned with the Reef 2050 Long-Term Sustainability Plan and be included in the Council's Reef Action Plan. The revised 2023-2027 Reef Action Plan is for four (4) years and describes selected current and future projects and activities Council will undertake to support its status as a Reef Guardian Council.

The actions fall under the following key work areas and enablers taken from the Reef 2050 Long-Term Sustainability Plan.

- Limit the impacts of climate change.
- Reduce impacts from land-based activities.
- Reduce impacts from water-based activities.
- Protect, rehabilitate and restore.
- Collaboration and partnerships.

The Action Plan can be reviewed and updated annually.

The Action Plan has been updated to include activities currently undertaken by Council and lists projects that may be undertaken if funding was available.

#### **Consultation**

Council reviewed this plan at Workshops held on 18 April and 2 May 2023.

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

Not Applicable.

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

Not Applicable.

#### **Policy Implications**

Not Applicable.

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

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

If the Reef Action Plan is not adopted, Council runs the risk of certain key eligibility criteria not being met in relation to potential project funding.

#### **Attachments**

1. 2023-2027-Reef Guardian Action-Plan-final - v4

Burdekin Shire Council



# REEF GUARDIAN COUNCIL ACTION PLAN



[www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)



## Reef Guardian Council program

The Reef Guardian Council program (RGC program) is a collaborative stewardship arrangement between local government in the Great Barrier Reef catchment and the Authority, which recognises that local and regional approaches are central to protecting and managing the Reef and the communities it supports.

The RGC program was first launched in 2007 and in 2020 has grown to include 18 member councils covering an area of 300 000 square kilometres and a population of more than one million people.

Whether Reef Guardian Councils and their communities are large or small, they are making continuous improvements to help the Reef.

## Action plans

This Action Plan records the diversity of council actions and projects that contribute to Reef health. It aligns with Queensland and Australian Government objectives to improve the long-term outlook for the Reef.

Actions are scalable reflecting each council's financial and technical capacities. To be a member, councils with a population of less than 50,000 residents must commit to at least one action for each item (climate change, coastal development, land-based run-off, direct use, heritage values), while councils with greater than 50,000 residents must commit to at least three actions per item. Examples of actions are provided in Table 1 of the Reef Guardian Council program Terms of Reference, however the program empowers councils to drive change and deliver innovative solutions to help the Reef by identifying other actions beyond those provided.

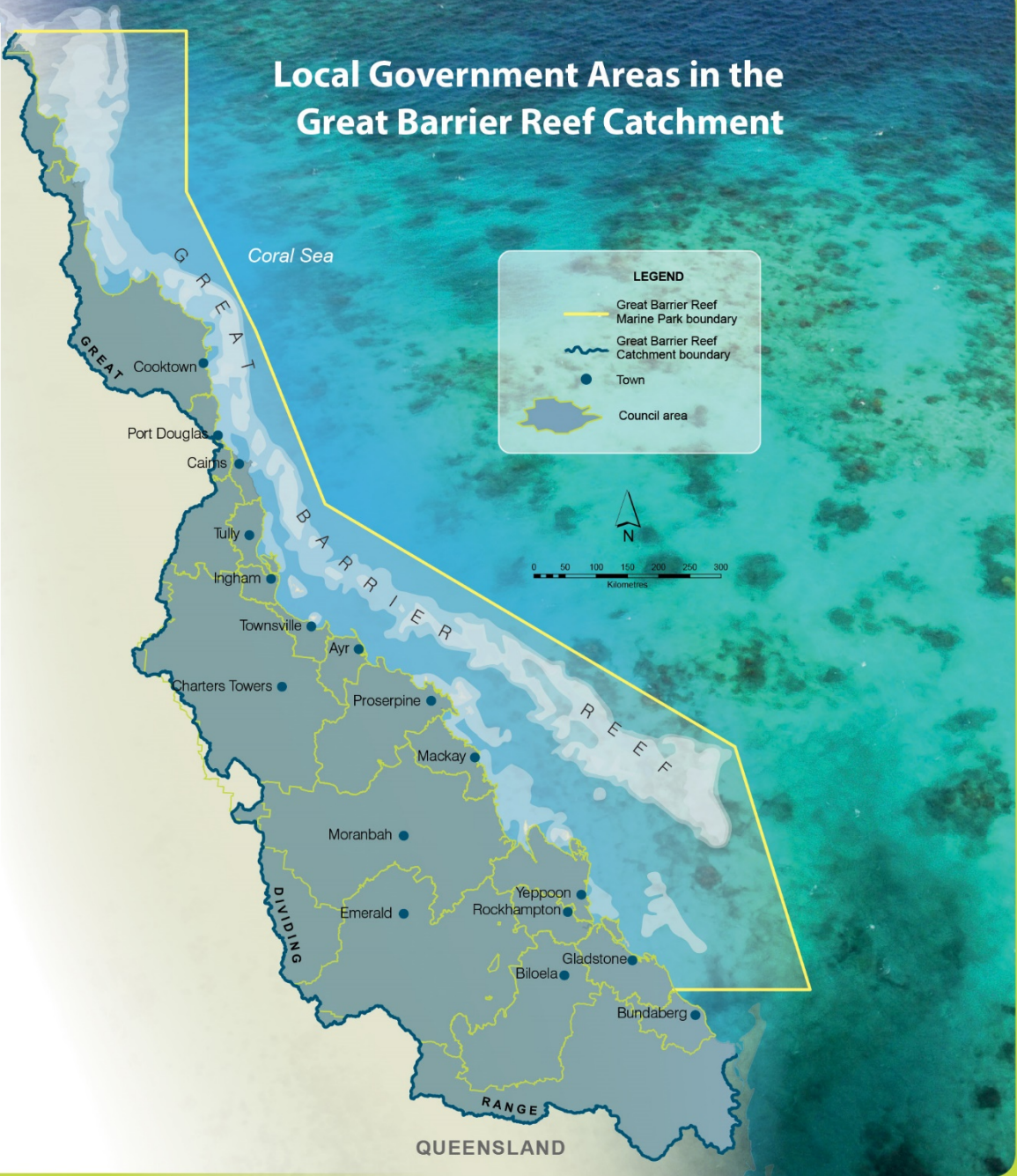
## Endorsement

The council recognises the importance of the Reef Guardian partnership and values the contributions made by staff and the community 'working together today for a healthier Reef tomorrow'.

Period of Action Plan: 2023 - 2027

Endorsed: ..... /..... /.....

Council signatory



## Limit the impacts of climate change

Goal identified in Reef 2050 plan	Specific content / Strategic action Reef 2050 plan	Projects/Actions
Goal: Australia contributes to an effective global response to climate change through the Paris Agreement, to hold the increase in the global average temperature to well below 2°C above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C above pre-industrial levels.	Strategic action: 1.1 Contribute to global efforts to reduce greenhouse gas emissions.	<ul style="list-style-type: none"> <li>Increased renewable energy generation. Review and consider future installations (solar panels).</li> <li>Install cycle / walkways to promote active transport / recreation options.</li> </ul>
Goal: The capacity of Reef communities, Traditional Owners and industries to adapt to a changing climate is increased	<p>Strategic action: 1.3 Improve information and planning for community and industry climate adaptation.</p> <p>Strategic action: 1.4 Build community and industry capacity and capability to adapt to climate change.</p>	<ul style="list-style-type: none"> <li>Where feasible, implementation of approved climate change adaptation/resilience planning – CHAS endorsed.</li> <li>Implementation of Dune Management Strategy</li> <li>Investigate a sustainable procurement policy.</li> <li>Encourage community participation in climate and environmental programs including citizen science projects.</li> <li>Help build community resilience to climate hazards. (Get ready for disaster)</li> </ul>

## Reduce impacts from land-based activities

Goal identified in Reef 2050 plan	Specific content / Strategic action Reef 2050 plan	Projects/Actions
Goal: The quality of water is improved through increased effective land management practices in catchments	Strategic action: 2.1 Implement the Reef 2050 Water Quality Improvement Plan to meet its targets and undertake a 5-yearly review.	<ul style="list-style-type: none"> <li>Minimise the impact of discharge from council infrastructure via: <ul style="list-style-type: none"> <li>new/improved treatment system for Ayr and Home Hill sewage treatment plants to reduce runoff;</li> <li>upgrading trickling filter and new gross pollutant trap subject to funding</li> </ul> </li> <li>Implement Plastic Free July concept and promote it in the community.</li> <li>Encourage minimising the use of single use plastic for Council and council managed events.</li> <li>Encourage reduction in sediment runoff, nutrient and pesticide runoff in development approvals and operational works permits.</li> <li>Council regulatory services investigate water pollution incidents.</li> <li>Minimise sediment runoff, nutrient and pesticide runoff in Council capital and operational work programs (integrate and implement sediment erosion and acid sulphate soil monitoring/measurement as part of Review of Environmental Factors for all Council managed works and contractors).</li> <li>Monitor developments for compliance.</li> <li>Where feasible, Council's road network is improved to reduce sediment, nutrient and litter runoff.</li> <li>Investigate public education program for urban water conservation and catchment awareness.</li> <li>Support community marine debris clean-ups and source reduction workshops</li> <li>Encourage reduction of land-based contribution to marine debris</li> <li>Support and encourage water sensitive urban design - a land planning and engineering design approach which integrates the urban water cycle, including stormwater, groundwater, and wastewater management and water supply, into urban design to minimise environmental degradation and improve aesthetic and recreational appeal)</li> <li>Undertake waste and recycling initiatives / education program.</li> <li>Where feasible, implement recommendations from the NQ Waste Management Plan.</li> <li>Improve mechanical removal of pest plants such as woody weeds subject to funding.</li> </ul>

<p>Goal: Integrated catchment-to-Reef management reduces cumulative impacts</p>	<p>Strategic action: 2.2 Implement the Wetlands in the Great Barrier Reef Catchments Management Strategy and undertake a review.</p>	<ul style="list-style-type: none"> <li>• Improve pest animal reduction activities such as feral deer and feral pig control subject to funding.</li> <li>• Participate in system management plans for major waterway systems in Burdekin Shire area to produce healthy water and wetland outcomes.</li> <li>• Where feasible, remove/treat natural or artificial barriers to water flow.</li> <li>• Manage acid sulphate soils at Council work sites and projects.</li> <li>• Monitor water quality in waterways through RMA program (aquatic weed management in inshore ecosystem)</li> </ul>
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## Reduce impacts from water-based activities

Goal identified in Reef 2050 plan	Specific content / Strategic action Reef 2050 plan	Projects/Actions
Goal: Biodiversity and heritage protection are enhanced, and ecosystem resilience is supported through strengthened efforts to ensure water-based activities are sustainable	Strategic action: 3.3 Foster partnerships and collaboration with Reef users to encourage uptake of stewardship actions and behaviours.	<ul style="list-style-type: none"> <li>• Collaboration with relevant forums such as the Local Marine Advisory Committee.</li> <li>• Support programs to encourage sustainable recreational fishing activities in the broader community.</li> <li>• Support a Recreational Fishing Strategy</li> <li>• Support responsible boating and fishing practices (e.g., signs near boat ramps)</li> <li>• Support community and industry partnerships working to improve Reef health.</li> <li>• Investigate opportunities to establish land-based fishing platforms.</li> <li>• Support for new recreational fishing infrastructure to be appropriately planned and prioritized.</li> </ul>
Goal: The threats associated with legal and illegal fishing are reduced	Strategic action: 3.6 Implement measures that reduce impacts from fishing activities, verify data and improve understanding to strengthen management of fishing activities.	<ul style="list-style-type: none"> <li>• Support fish restocking programs</li> </ul>
Goal: Marine debris, rubbish pollution and at-sea disposal of waste is reduced	Strategic action: 3.9 Implement domestic measures that reduce marine debris and manage waste disposal.	<ul style="list-style-type: none"> <li>• Additional bins for fishing and cigarette butts</li> <li>• Community beach clean-up events</li> </ul>



## Protect, rehabilitate and restore

Goal identified in Reef 2050 plan	Specific content / Strategic action Reef 2050 plan	Projects/Actions
Goal: Outbreaks of pests, introduced species and disease are reduced	Strategic action: 5.1 Strengthen strategic management of established pests, introduced species and disease.	<ul style="list-style-type: none"> <li>Develop, implement and monitor actions identified in Burdekin Shire Biosecurity Plan 20-25 for pest animal and weed management.</li> <li>Develop, implement and monitor active biosecurity programs adopted by Council.</li> <li>Investigate and implement new tools and practices to mechanically remove the aquatic weeds, composting harvested weeds to promote the uptake of innovative approaches that positively affect the Reef and catchment (subject to funding).</li> </ul>
Goal: Key habitats are being actively rehabilitated or restored	Strategic action: 5.3 Enhance protection, rehabilitation and restoration of key coastal and catchment ecosystems.	<ul style="list-style-type: none"> <li>Support programs with a positive net environmental benefit such as environmental levy grant, herbicide subsidy policy, etc.</li> <li>Encourage land and riverbank rehabilitation and restoration to reduce impacts of sediment on the Reef.</li> </ul>

## Collaboration and partnerships

Goal identified in Reef 2050 plan	Specific content / Strategic action Reef 2050 plan	Projects/Actions
Goal: Adoption of best-practice voluntary compliance and stewardship behaviours is maintained and increased	Strategic action: A.1 Foster connection, education and stewardship of the Reef	<ul style="list-style-type: none"> <li>Active education programs for the community/schools at regular intervals using various resources.</li> <li>Support citizen science projects.</li> </ul>
Goal: Collaboration and effective partnerships between managers, partners and stakeholders are maintained and enhanced	Strategic action: A.2 Foster partnerships for Reef protection	<ul style="list-style-type: none"> <li>Strengthen partnerships at a local and regional level to support delivery of strategic actions under the Plan. (RPMG, RMAG, NQDT, DAF, DES, DNRM, TMR, QR, LBWB, BIFFMAC, LMAC, Tangaroa Blue, etc)</li> <li>Research trials with JCU, UQ, DAF subject to funding.</li> <li>Partnership with Gudjuda local traditional owners where possible.</li> </ul>

## Proposed projects subject to funding

Project Name	Description
Aquatic Weed Removal	<p>Mechanical removal of aquatic weeds from lagoons and waterways to improve the quality and health of the waterways. Mechanical removal may be undertaken by a more efficient and maneuverable marine weed harvester such as a Weedoo. Investigate using removed weeds as a fertilizer.</p> <p>This project will protect, rehabilitate and restore the waterway systems; reduce the nutrients flowing out to reef; and improve the biotic population in the waterways. It is a local approach to pest mitigation in invasive weed management control methods specifically tailored to Burdekin region.</p>
Pest Animal (Feral Deer) Control	<p>Control and reduction in numbers of feral deer at known locations to mitigate the damage caused by these animals on the environment and subsequent impacts on the water quality affecting the Reef. Control can be arranged through engagement of an external contractor using on ground thermal detection.</p> <p>This project will protect, rehabilitate, and restore the land and reduce the outbreaks of pest, introduced species and disease will be reduced. It is a local approach to pest mitigation in invasive animal management control methods specifically tailored to Burdekin region.</p>
Pest Animal (Feral Pig) Control	<p>Control and reduction in numbers of feral pigs at known locations to mitigate the damage caused by these animals on the environment and subsequent impacts on the water quality affecting the Reef. Control can be arranged through engagement of an external contractor using aerial shoots.</p> <p>This project will protect, rehabilitate, and restore the land and reduce the outbreaks of pests and introduced species and disease will be reduced. It is a local approach to pest mitigation in invasive animal management control methods specifically tailored to Burdekin region.</p>
Pest Plant (Woody Weeds) Control	<p>Control and reduction in woody weeds at selected locations in conjunction with landowner approval and cooperation. Reduction in woody weeds will improve the natural environment.</p> <p>This project will protect, rehabilitate, and restore the land and reduce the outbreaks of pests and introduced species and disease will be reduced. It is a local approach to pest mitigation in invasive weed management control methods specifically tailored to Burdekin region.</p>
Education Trailer	<p>Fabrication of an education trailer targeting pest animals and pest plants and their impact on the environment and the Reef. The trailer can be used for promotion/awareness and educational purposes at public events and at school visits.</p>

Trickle Filter System	A trickle filter system will be a component of a sewerage treatment system to reduce nutrient outflow. This will improve the quality of water entering the environment and subsequently impacting on the Reef. This will also minimize the impact of discharge from council infrastructure to the Reef.
Macrophyte Ponds (Trial)	Trial the use of macrophyte ponds to improve water quality.
Gross Pollutant Traps	Installation of gross pollutant traps in stormwater systems and sewerage treatment systems will improve the quality of urban water flowing to the environment and to the Reef.
Solar Panels	Installation of solar panels will assist in Council's efforts to reduce greenhouse gas emissions and meet reduction targets.
Drainage and Waterway Improvements	Maintenance and cleaning of waterways and drainage paths; erosion control and prevention; and deepening of waterways; to provide improvements to drainage and waterways in the Shire. This activity may be undertaken by an amphibious type machine suitable for the purpose. This will also minimize the impact of discharge from council infrastructure to the Reef.
Wash Down Bays	Installation of wash down bays or equivalent to assist in the prevention of spread of pest plant seeds. Wash down bays can be used by roadside slashing and/or agricultural vehicles at selected locations in the Shire. Reduction in the spread of seeds will protect the natural environment. Installation of wash down bay at Ayr waste treatment plant to wash the submerged pumps before and after maintenance/repair. This will also minimize the impact of discharge from council infrastructure to the Reef.

### 7.3.1. PLANNING AND DEVELOPMENT

#### Reconfiguring a Lot - Subdivision One (1) into Two (2) Lots at 39 and 43 Robins Road, Ayr

**File Reference:** 234 (RAL23/0003)

**Report Author:** Kellie Galletta, Manager Planning and Development

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 9 May 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

3.4.1: Support strategic projects that will contribute to liveability and economic growth in the Burdekin.

Burdekin Shire Council Operational Plan 2022-2023

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 is in receipt of a development application lodged by Milford Planning on behalf of applicant, Antonio Sandona for reconfiguring a lot (subdividing one (1) lot into two (2) lots) on land described as Lot 4 on RP719819 and located at 39 and 43 Robins, Ayr. The total current site area of Lot 4 is 28.9ha.

Council considered the application and officers recommendation for refusal at the meeting of the 26 April 2023. The Officer's recommendation was not accepted, and a motion was moved and carried to approve the development subject to reasonable and relevant conditions.

These conditions were to be drafted by Council's Officers and provided to Council for review and determination at a subsequent Council meeting.

The recommended conditions of approval have been included at Attachment A.

#### **Recommendation**

That Council approve the recommended conditions of approval as set out in Attachment A.

#### **Background**

Council is in receipt of a development application lodged by Milford Planning on behalf of applicant, Antonio Sandona for reconfiguring a lot (subdividing one (1) lot into two (2) lots) on land described as Lot 4 on RP719819 and located at 39 and 43 Robins, Ayr. The total current site area of Lot 4 is 28.9ha.

Council considered the application and officers recommendation for refusal at the meeting of the 26 April 2023. The Officer's recommendation was not accepted, and a motion was moved and carried to approve the development subject to reasonable and relevant conditions.

These conditions were to be drafted by Council's Officers and provided to Council for review and determination at a subsequent Council meeting.

**Consultation**

All relevant Council Departments have been consulted with. The application did not require Public Notification, nor did it require referral to North Queensland State Assessment Agency (NQSARA) for assessment against any State interests.

**Budget & Resource Implications**

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

**Legal Authority & Implications**

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

**Policy Implications**

Not applicable in concerning the acceptance of this report.

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

Risk to Council relating to its obligation under the *Planning Act 2016*, is primarily ensuring that the development application is properly managed, assessed and decided. Risk has been managed by undertaking a thorough assessment of this application and preparation of this report, including the officer's recommendation.

**Attachments**

1. Attachment A - Recommended Conditions of Approval

Condition	Reason	Timing
<b>1. General and Administration</b> <u>Compliance with Conditions</u> 1.1 The Applicant is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Applicant. 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) will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied as to any matter or conferring on Council a function, power or discretion that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council. 1.4 The proposed development must comply in full with all conditions of this approval, relevant Planning Scheme requirements and the relevant policies, guidelines and standards, as applying at the date of this approval, except as otherwise specified by any condition, to Council's satisfaction prior to the release of the survey plan. 1.5 All civil works associated with this development permit must be constructed by a suitably qualified/ licenced contractor and delivered as per the accepted design plans, as per Council specifications and requirements. 1.6 Council's assessment of the design has been an audit only. In the issuing of this permit Council makes no acknowledgement that the design meets the above requirements. 1.7 It is a condition of this permit that any errors in the design are the responsibility of the consulting engineer, and that any rectification costs which may be applicable are to be borne by the	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
<p>developer. Council bears no responsibility for any errors associated with the design or any costs arising therefrom.</p> <p><u>Works – Applicant's Expense</u></p> <p>1.8 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 at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.</p> <p><u>Infrastructure Conditions</u></p> <p>1.9 All development conditions contained in this development approval about 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.</p> <p><u>Works – Applicants Responsibility</u></p> <p>1.10 The Applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, it must be repaired immediately.</p> <p><u>Works – Design and Standard</u></p> <p>1.11 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.</p>		
<b>2. Approved Plans and Supporting Documents</b>		

Condition		Reason	Timing
<b>Drawing Title</b>	<b>Drawing/Revision</b>	<b>Date</b>	
Proposed Lots 41 and 42 cancelling Lot 4 on RP719819	E4656-SK-02, Issue C, Sheet 1	18/03/2023	
<b>Associated Reports</b>			
Development application prepared by Milford Planning, February 2023 including the Further Information Response, March 2023.			
2.1	The proposed development must be completed, comply with and maintained generally in accordance with the drawings/ documents identified in the above, except as otherwise specified and/or amended by any condition of this approval.	The development must comply with all planning scheme requirements as approved and conditioned by this development permit.	At all times.
2.2	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.		
2.3	The development must be constructed in 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.		
2.4	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.	Confirmation to be provided to Council prior to the release of the Plan of Survey.	



Condition	Reason	Timing
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.		
<b>4. Water Supply</b> 4.1 Lot 42 must be connected to Council's reticulated water supply.  4.2 Lot 41 is unable to be connected to Council's reticulated water supply.  4.3 The applicant must provide a certified statement from a licensed plumber that no existing interconnecting water supply plumbing crosses the boundaries between the proposed new lots.		
<b>5. Confirmation of Existing Services</b> The existing services for each lot must be contained within the individual allotments.	To ensure the development is appropriately serviced 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>5. Relocation/alteration of Public Utilities</b> The developer must at its own cost undertake all necessary alterations to public utility mains and services as rendered necessary by the carrying out of any required external works or other works associated with the approved development to the satisfaction of Council, and at no cost to Council.	To ensure development is appropriately serviced by public services and/or facilities in accordance with relevant code/s and policy direction.	Prior to the release of the Plan of Survey.
<b>6. Roadworks</b> The construction of any crossovers to give access to the land is to be the owner's responsibility and at no cost to Council, to the satisfaction of the Chief Executive Officer.	To provide appropriate access in accordance with	Prior to the issuing of a Development

Condition	Reason	Timing
	relevant code/s and policy direction.	Permit for Building Works.
<b>7. Drainage/Stormwater</b> 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.	To convey stormwater across other lands legally and in an environmentally responsible manner in accordance with relevant code/s and policy direction.	At all times.
<b>Advice</b>		
<b>1. Infrastructure Charges</b> N/A		
<b>2. 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.		
<b>3. Reticulated Water and Sewer Infrastructure</b> Proposed Lot 41 is unable to be connected to Council's reticulated infrastructure.		
<b>4. Limitation of Approval</b> 5.1 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. 5.2 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. As far as the application and its supporting material may be incomplete and/or inaccurate giving rise to any claim by a third party the applicant agrees to indemnity and save the council harmless in respect of any claim so arising.		
<b>5. Miscellaneous</b>		

Condition	Reason	Timing
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>		
<b>6. Earthworks</b>		
6.1 Earthworks are not approved as part of this Development Permit. If any earthworks are required and deemed assessable development, an operational works development application is to be lodged with Council for assessment in accordance with relevant code/s and policy direction.		
6.2 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.		

## 7.4.1. TECHNICAL SERVICES

### Proposals Received for Tender TBSC/23/011 Supply and Installation of Guardrails at Brown Road Mona Park, George Road and School Road, Clare

**File Reference:** 2525,2539,2540

**Report Author:** Rajender Sapkota

**Authoriser:** Kevin Byers, Manager Technical Services

**Meeting Date:** 9 May 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

3.1.1: Prioritise road and footpath network renewals and upgrades to improve safety, connectivity, and serviceability.

Burdekin Shire Council Operational Plan 2022-2023

TS5 Complete asset inspections in accordance with inspection program.

TS11 Develop and monitor Annual capital delivery program.

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#### **Executive Summary**

Design office engaged with an external consultant to assess the current conditions and compliance of all known and unknown guardrails within the Council area (77 sites). Site inspections carried out by the qualified professionals reported 37 roadside barriers require upgrade due to the high-risk rating and/or condition rating 4 (poor) to 5 (very poor).

This report analyses the results of the tenders that have been received for TBSC/23/011 Supply and Installation of Guardrails at Brown Road Mona Park, George Road, and School Road Clare and recommends the preferred contractor to complete the required works.

#### **Recommendation**

1. Council accepts the fixed price tender of \$270,757.36 excluding GST from A1 Highways as this is the most advantageous tender received for TBSC/23/011 Supply and Install of Guardrails at Brown Road Mona Park, George Road and School Road, Clare.
2. Council engages the preferred contractor for the additional works associated with the installation of guardrail at the intersection of Irving Street and Airdmilan Road, Ayr under contract TBSC/23/011.

#### **Background**

Design office recently engaged with Trinity Engineering and Consulting (TEC) to inspect the Council owned guardrails. A report has been prepared by the consultant which reflects the current conditions (rating 1-5, with 1 as new and 5 as very poor) and risk rating (1-15 with 1 as no risk to 15 as very high risk) of 77 known and unknown guardrails within the Council area. The report also included a list of 37 guardrails which require upgrade, four (4) of these guardrails were designed by the TEC.

The tender was for the supply and installation of three (3) already designed guardrails. During the tender process three (3) companies provided tender documents. Order from lowest to highest price submitted were:

1. Ontime Guardrail
2. A1 Highways
3. Rojo Civil

These tenders were assessed by a panel of two (2) internal staff using the following criteria:

- Price 50%,
- Completion Timeframe 15%
- Demonstrated experience 15%
- Local content 10%
- Methodology 10%

Tenders received are as per the below information:

Tenderer	Scores						Rank
	Price	Demonstrated Experience	Completion Timeframe	Local Content	Methodology	Total Score	
A1 Highways	3.00	1.05	1.50	0.80	0.60	<b>6.95</b>	1
Ontime Guardrail	5.00	0.00	1.50	0.00	0.20	<b>6.70</b>	2
Rojo Civil	1.00	0.90	0.75	0.20	0.80	<b>3.65</b>	3

With reference to the above table, Ontime Guardrail did not address any of the selection criteria apart from price and timeframe to complete the works. Rojo Civil were the most expensive and unable to complete the works within the required timeframe. A1 Highways were not the cheapest tenderer, however they are the Officer's preferred supplier when all aspects of the selection criteria are considered.

### Consultation

- Councils Director of Infrastructure Planning and Environmental Services, Manager Technical Services and Manager Operations.
- Presented at a Council Workshop on Tuesday 2 May 2023.

### Budget & Resource Implications

The recommended tender from A1 Highways is within the allocated budgets for this project including the Council funded guardrail renewal project and black spot funding for guardrails for Brown Road, Mona Park and School Road, Clare of \$90,000.00 and \$99,000.00 respectively.

**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

Council's Procurement Policy.

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

Not Applicable.

**Attachments**

1. Response\_&\_Price\_Schedule\_Rojo\_Civil
2. Response\_&\_Price\_Schedule\_A1\_Highways
3. Response\_&\_Price\_Schedule\_Ontime\_Guardrail