



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**on 14 November 2023**

**COMMENCING AT 9:00 AM**

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

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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 - 24 October 2023

4.2. Economic Development Advisory Group Meeting Minutes - 5 October 2023

4.3. Burdekin Shire Youth Council Meeting Minutes - 9 October 2023

4.4. Local Disaster Management Group Meeting Minutes - 3 November 2023

#### **5. EXECUTIVE**

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

5.1.1. Ordinary Council Meetings - December 2023 and January 2024

5.1.2. Council Workshops - October 2023

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

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

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

6.1.1. Burdekin Local Disaster Management Plan and Subplans

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

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

6.3.1. Sale of Land for Overdue Rates and Charges

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

6.4.1. Proposed Approach - Development of the Burdekin Shire Local Housing Action Plan

6.4.2. Operational Plan 2023/2024 Q1 Report

6.4.3. Public Interest Disclosure Policy

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

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

7.1.1. Clare Pool - Review of Opening Hours Trial

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

7.2.1. Approval to Make Funding Submissions for Flooded Road Warning Systems and Mount Kelly Water Supply Duplicate Break Tank under the Queensland Resilience and Risk Reduction Fund

7.2.2. Replacement of Water Mains in Ayr

7.2.3. Tenders Received TBSC/23/025 - Installation of a Prefabricated Pump Station and Pipework - Ayr/Brandon Wastewater Treatment Plant

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

7.3.1. Endorse the Local Government Infrastructure Plan 5 Year Review

7.3.2. Development Application for a Development Permit for Reconfiguring a Lot - Boundary Realignment (Two (2) Lots into Two (2) Lots) at 121 and

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129 Ey Road, Airville (Lots 3 and 4 on SP146555)

**7.4. TECHNICAL SERVICES**

- 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 - 24 October 2023**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 24 October 2023 be received as a true and correct record.

##### **Attachments**

1. Minutes - Ordinary Council Meeting - 24 October 2023





# Burdekin Shire Council

## **MINUTES**

### **ORDINARY COUNCIL MEETING**

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

**on 24 October 2023**

**COMMENCING AT 9:00 AM**

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## **ORDER OF BUSINESS:**

### **1. ATTENDANCE**

Councillor Sue Perry, Councillor Kaylee Boccalatte, Councillor John Bonanno, Councillor Michael Detenon, Councillor John Furnell.

Mr. T. Brennan - Chief Executive Officer  
Mr. N. O'Connor – Director Corporate and Community Services  
Mr. W. Saldumbide - Manager Operations  
Mr. M. Pearce - Senior Planning Officer (Part)

Apologies - Councillor Lyn McLaughlin (Illness)  
Councillor Max Musumeci - Approved Leave of Absence  
Mr. N. Wellwood – Director of Infrastructure, Planning and Environmental Services

Minutes Clerk - Ms. G. Biffanti

### **2. PRAYER**

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

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

The Deputy Mayor called for declarations of interest.

No declarations of interest were identified.

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

#### **4.1. Ordinary Council Meeting Minutes - 10 October 2023**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 10 October 2023 be received as a true and correct record.

##### **Resolution**

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

CARRIED

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## **4.2. Burdekin Shire Youth Council Meeting Minutes - 11 September 2023**

### **Recommendation**

#### Item 5 - Volunteers for School Holiday Library Activity Program

That Council notes the proposed involvement of the Burdekin Shire Youth Council to volunteer in assisting in the September School Holiday Program held at the Ayr and Home Hill Library branches.

#### Item 6 - Volunteers for Seniors Month Luncheon - 23 October 2023

That Council notes the proposed involvement of the Burdekin Shire Youth Council to volunteer in assisting at the upcoming Seniors Month Luncheon to be held on 23 October 2023 at the Ayr Showgrounds Hall.

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 11 September 2023 be noted, and;
2. the recommendations as detailed in the minutes and summarised in Items numbers 5 and 6 above be adopted.

### **Resolution**

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

CARRIED

## **5. EXECUTIVE**

### **5.1. CEO**

### **5.2. ECONOMIC DEVELOPMENT**

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

### **6.1. CLIENT SERVICES**

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## **6.2. COMMUNITY DEVELOPMENT**

### **6.2.1. Public Access to Computers and Internet at Shire Libraries Policy Review**

#### **Executive Summary**

The Public Access to Computers and Internet at Shire Libraries Policy provides Council with a formally endorsed framework for computer, internet and Wi-Fi services provided through the Council's Libraries.

The Policy aims to promote the responsible and equitable use of computers and internet in the libraries being consistent with Library Policies and Federal, State and Local Laws. The Policy covers censorship, copyright, risk of access, conduct and fees and charges. Minimal changes have been recommended as part of the 36 months review of the Policy.

The Policy has recently been reviewed.

#### **Recommendation**

That Council adopt the revised Public Access to Computers and Internet at Shire Libraries Policy as attached to this report.

#### **Resolution**

Moved Councillor Boccalatte, seconded Councillor Furnell that the recommendation be adopted noting the amendment to the Fees and Charges Section of the Policy as outlined in the attached updated version of the Policy:

Policy Type	Corporate
Function	Arts and the Library
Policy Owner	Manager Community Services
Policy Contact	Library Services Manager
Effective Date	10 October 2023

## Purpose

This policy provides a formally endorsed framework for computer, internet and Wi-Fi services provided through the Council's Libraries.

## Scope

This policy applies to all people at Council's Libraries accessing the public computers, Wi-Fi service or internet service.

## Policy Statement

To ensure equitable access to the internet and efficient use of resources, the Libraries reserve the right to establish terms and conditions for this use and to modify these terms and conditions when and where appropriate.

By using the Libraries' computer or internet service, users agree to these terms and conditions contained in the 'Terms and Conditions for Computer and Internet Access' available to the users prior to accessing the services.

By using the Libraries' electronic resources including the internet service, users release and discharge the Burdekin Shire Council and its employees from any liability which might arise including, but not limited to, loss of data, loss of privacy, offensive or inaccurate material or damage from viruses and malicious code.

Users should be aware that the downloading of or viewing of offensive or illegal information from the internet will be addressed in the first instance by the Library Services Manager and could lead to prosecution.

## Censorship

In line with the statement by the Australian Library and Information Association on [online content regulation](#), Burdekin Libraries do not filter or censor internet content. Powers of censorship are vested with Australian Federal and State Governments. Complaints about internet content must be addressed to the Australian Communications and Media Authority.

## Copyright

Much of the material (including software) available on the internet is under copyright. Users should be aware that, unless otherwise permitted by the *Copyright Act 1968*, unauthorised copying of a work in which copyright subsists (including digital copying) may infringe the copyright in that work. A copyright owner is entitled to take legal action against a user who infringes his or her copyright.

### Risks of Access

The Libraries are not responsible for filtering internet content or supervising internet use. Some material available on the internet is unsuitable for minors. When a user is under the age of 16 years, supervision, or restriction of a child's access to the internet is the responsibility of the parent/caregiver.

The internet enables access to material that is offensive and objectionable to many members of the public. The Libraries cannot protect clients from information they may deem offensive. The Libraries seek to address community concerns by placing public computers in full public view.

The internet is a largely unpoliced domain and internet services are not secure. Therefore, users should exercise caution when submitting personal details or other information that could have the potential to be misused.

Users should be aware that communications over a wireless network are not secure. Information sent from or to a wireless connected device can be captured by anyone else with a wireless device and appropriate software.

The Libraries cannot guarantee the quality of information on the internet. It is the responsibility of the user to determine the validity, quality and relevancy of the information accessed.

Data downloaded from the internet may contain viruses. Every user is responsible for maintaining virus-checking software on their home computing or portable equipment.

### Conduct

Any computer issues should be reported to Library staff immediately. Users should not attempt to 'repair' hardware or software issues.

Unacceptable conduct may lead to the suspension of Library internet privileges. Unacceptable conduct includes, but is not limited to:

- abuse of, or threats to Library staff.
- behaviour that causes disruption to other users including not using headphones when accessing sites with sound.
- destruction or damage to Library equipment or software.
- licence infringement.
- executing unauthorised software on the Library computers.
- attempting to modify or gain access to files, passwords or data belonging to others.
- use of the Libraries' facilities for any illegal activity.
- display or downloading of offensive inappropriate or illegal materials.
- illegal, criminal, or anti-social (intimidation, harassment, bullying) internet use.
- use of the Libraries' facilities to conduct a full-time business, excluding entrepreneurs and start-up businesses.
- refusal to vacate a public computer when a booking has expired.

Unacceptable conduct or abuse of the posted terms and conditions will be subject to sanctions at the discretion of the Library Services Manager. The Library Services Manager will determine what constitutes a violation of the posted terms and conditions of this Policy, and when to refer abuse issues to management for prosecution.

## Fees and Charges

Council may from time-to-time levy charges for use by non-members. Charges may be levied for printing and other consumables. Fees and charges are reviewed annually and are available from Library staff or in the Burdekin Shire Council Schedule of Fees and Charges on Council's website.

## Privacy

The State Government's *Information Privacy Act 2009* requires the Libraries to uphold the privacy of clients. We therefore do not actively monitor information or sites accessed by users of the Libraries internet connection. Personal information gathered by the Libraries is used only for the purposes for which it was originally gathered and is not disclosed to any external party unless this is lawfully required or unless such disclosure is necessary to counter a serious threat to individual or public safety.

## Exceptions

Nil.

## Objectives

The objective of this policy is to promote responsible and equitable use of computers and internet in the Libraries being consistent with library policies and Federal, State and Local Laws.

## Risk Management

This Policy mitigates several risks associated with the provision of fair and equitable access to internet services to members of the public. The policy outlines several specific risks associated with internet access and use and identifies the responsibilities of users of this service in response to those risks.

From time-to-time as new risks arise in relation to the provision of this service, council officers will apply Council's adopted Enterprise Risk Management Framework and may conduct formal and informal risk assessments to identify high-risk usage issues and to decide on the appropriate treatments.

## Legislation

*Broadcasting Services Act 1992*

*Copyright Act 1968*

*Information Privacy Act 2009*

*Local Government Act 2009*

## Definitions and Abbreviations

<b>Library or Libraries</b>	any library facility managed by Burdekin Shire Council.
<b>Public Computers</b>	any fixed or moveable device accessing internet content and other computing services managed for public use by the Libraries.
<b>Internet Service</b>	includes internet access provided by the Libraries through Wi-Fi or networked computers.



**Wi-Fi**

a facility allowing computers, smartphones, or other devices to connect to the internet or communicate with one another wirelessly within a particular area. For this policy Wi-Fi means the Burdekin Shire Council Library Wi-Fi.

**Document History and Version Control**

Title of Document	Public Access to Computers and Internet at Shire Libraries Policy
Document Reference Number	LIB-POL-0003 Rev 2
Review Schedule	36 months
Council Meeting Date	10 October 2023
Council Resolution Number	<a href="#">Click or tap here to enter text.</a>

CARRIED



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

### **6.3.1. Monthly Financial Report - September 2023**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 30 September 2023 be received.

*9.20am - Mr. Pearce entered the meeting.*

#### **Resolution**

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

CARRIED

## **6.4. GOVERNANCE**

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

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

### **7.2. OPERATIONS**

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

#### **7.3.1. Development Application for Reconfiguring a Lot - One (1) Lot into Two (2) Lots at 150 Rossato Road, Carstairs (Lot 1 on RP720287)**

##### **Executive Summary**

Council is in receipt of an impact assessable lot reconfiguration development application lodged by Brazier Motti on behalf of applicant, James Rossato, being a one lot (1) into two (2) lot subdivision of land described as Lot 1 on RP720287, and located at 150 Rossato Road, Carstairs.

As the development application is impact assessable, Officers have assessed it both against the relevant assessment benchmarks of the Planning Scheme and all other relevant legislation together with an assessment on the applications merits.

This assessment led to Officers considering that despite the conflicts identified in part

against the applicable codes (Rural Zone Code, Reconfiguring a Lot Code, Development Works Code, and Overlay Codes), the proposal generally aligns with the outcomes sought by the Schemes overarching Strategic Framework in achieving diverse rural futures within the Shire.

Given this and with the application of reasonable and relevant conditions, the proposed two (2) lot subdivision is therefore recommended for approval.

## Recommendation

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

Condition	Reason	Timing
<p>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.</p> <p>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.</p>		
<b>Approved Plans</b>		
<b>Drawing Title</b>	<b>Drawing/Revision</b>	<b>Date</b>
Proposed Reconfiguration – Brazier Motti	Plan No: 56994/001 B	28 August 2023
<p><b>3. Payment of Rates, Charges and Expenses</b></p> <p>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.</p> <p>3.2 Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Resources, for each new valuation.</p>	Confirmation to be provided to Council prior to the release of the Plan of Survey.	
<p><b>4. Confirmation of Existing Services</b></p> <p>The existing services for each lot must be contained within the individual allotments.</p>	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.
<p><b>5. Relocation/alteration of Public Utilities</b></p> <p>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.</p>	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.
Condition	Reason	Timing
<p><b>6. Roadworks</b></p> <p>The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.</p>	To provide appropriate access in accordance with relevant code/s and policy direction.	Prior to the issuing of a Development Permit for Building or Operational Works.
<p><b>7. Drainage/Stormwater</b></p> <p>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.</p>	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.

#### Advice

<p><b>1. Infrastructure Charges</b></p> <p>An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.</p>
<p><b>2. Compliance with Conditions</b></p> <p>Unless otherwise specified by these conditions, the conditions must be complied with prior to Council's endorsement of the Plan of Survey.</p>
<p><b>3. Limitation of Approval</b></p> <p>3.1 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.</p> <p>3.2 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.</p>
<p><b>4. Acid Sulfate Soils</b></p> <p>Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.</p>
<p><b>5. Amenity Impacts</b></p> <p>Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas as a result of dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i>.</p>
<p><b>6. Earthworks</b></p> <p>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.</p>
<p><b>7. Reticulated Water Infrastructure</b></p> <p>Proposed Lot 2 is unable to be connected to Council's reticulated water supply.</p>
<p><b>8. Miscellaneous</b></p> <p>If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.</p> <p>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>.</p>

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## **Resolution**

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

CARRIED

*9.39am - Mr. Pearce left the meeting.*

## **7.4. TECHNICAL SERVICES**

## **8. NOTICE OF MOTION**

## **9. RECEIPT OF PETITIONS**

## **10. CORRESPONDENCE FOR INFORMATION**

## **11. GENERAL BUSINESS**

## **12. CLOSED BUSINESS ITEMS**

## **13. DELEGATION**

There being no further business the meeting closed at 10.10am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 14 November 2023.**

**MAYOR**

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

### **Economic Development Advisory Group Meeting Minutes - 5 October 2023**

**File Reference:** 1224

**Report Author:** Eliza Lovell, Economic Development Coordinator

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

**Meeting Date:** 14 November 2023

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#### **Purpose**

This report provides the minutes of the Economic Development Advisory Group Meeting held on 5 October 2023.

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

##### Item 1 - Ayr CBD Caravan Parking

That Council review the current highway directional signage for caravan parking in Graham Street, Ayr and investigate options to better promote this to visitors.

#### **Recommendation**

That:

1. the minutes of the Economic Development Advisory Group Meeting held on 5 October 2023 be noted and adopted.
2. the recommendations as detailed in the minutes and summarised in Item 1 above be adopted.

#### **Attachments**

1. Minutes - Economic Development Advisory Group Meeting - 5 October 2023

# Meeting Minutes

<b>Meeting</b>	Economic Development Advisory Group Meeting		
<b>Date</b>	Thursday, 5 October 2023	<b>Time</b>	3:15pm
<b>Attendees</b>	Councillor Lyn McLaughlin, Councillor Michael Detenon, Jim Fahey, Ian Macdonald, Neil Williams, Eliza Lovell, Melissa Robinson, Faith Swindley		
<b>Apologies</b>	Councillor Max Musumeci, Neil Green, Paul Giordani, Matthew Oar, Eddie Smallwood		
<b>Chairperson</b>	Jim Fahey		
<b>Minutes Clerk</b>	Faith Swindley		
<b>Location</b>	Burdekin Shire Council – John Hy Peake Room		

## Minutes

### 1. Welcome

Mr Fahey welcomed everyone to the meeting and provided an acknowledgement to Country. Apologies were noted. No conflicts of interest were declared for the agenda items.

Minutes of previous meeting were approved and subsequently adopted by Council.

Councillor Detenon provided an update on the Councillors feedback from the previous minutes.

Cr Detenon advised that Ms Lovell recently provided Councillors with an overview of development incentives that other local government areas offer to facilitate development. Cr Detenon advised that Council will continue to explore incentives Burdekin Shire may be able to offer. Ms Lovell advised that while researching other local governments, some areas had detailed criteria that had to be met in terms of employment and economic benefits and some also endeavoured to make small scale development applications an easier and straight forward process compared to large scale developments.

### 2. Presentation – Steve Tiley – Wandarra – Industrial Hemp production

Mr Tiley provided an overview of Wandarra which is currently implementing a project to develop a vertically integrated industrial hemp cultivation and whole plant utilisation enterprise in North Queensland. This will be achieved by establishing a main hub and satellite processing facilities to manufacture food, fibre and extracted products for the domestic and global markets.

Mr Williams suggested reaching out to RegenAqua to explore the possibility of Wandarra collaborating with the Burdekin's Macro-Algal Treatment Facility. Cr McLaughlin advised that Council had already connected the two companies.

Mr Tiley advised through a joint research project with CSIRO, it was identified that the Burdekin region lacked processing capacity resulting in CSIRO generating a report proposing the establishment of a manufacturing hub in Townsville. Mr Tiley explained that first level food processing could be performed

in the Burdekin. Mr Tiley advised Townsville was the optimal location due to its proximity to the port to export the products.

Mr Tiley explained that their current collaboration efforts are with Burdekin growers for hemp production. Mr Tiley highlighted that hemp is a suitable rotation crop for sugar cane, with a three-month growth cycle that can be harvested year-round. The company is encouraging growers to incorporate hemp into their crop rotation to generate an additional source of income. Wandarra's plan is to cultivate hemp in various locations, including Hughenden, Charters Towers, Hinchinbrook and the Burdekin, with a central manufacturing hub in Townsville. Mr Tiley explained Wandarra will provide the seeds to farmers who will grow the crop on their properties and Wandarra will manage the harvesting. Mr Tiley advised the minimum sized property Wandarra is looking to work with for hemp cultivation is 10 hectares. It was noted that the industrial hemp industry is not related to the cannabis industry and is grown differently.

Mr Tiley continued to explain that industrial hemp production operates on a volume-driven basis with larger companies interested in working with the products, primarily because it offers competitive pricing. However, the current challenge is that there isn't a sufficient volume of hemp available to meet their demands.

Mr Tiley outlined the expansion plan, which will be executed in three stages. Mr Tiley explained Wandarra is collaborating with three established Canadian hemp companies to facilitate the transfer of technology including the factory layout designs, processes and advisory support. A significant portion of this technology will be adapted and tailored to suit the Australian standards, allowing for local engineering businesses to participate in the process. Mr Tiley advised that the Burdekin location would act as a spoke to the manufacturing hub in Townsville, creating about 14 jobs in the Burdekin and more than 80 jobs in Townsville.

Wandarra has also qualified for early-stage investment funding for further research and development and is continuing to seek additional investment from the region.

Cr McLaughlin advised that Council has provided letters of support for the project and is in regular contact with Wandarra who are also presenting at the next Burdekin Industry Breakfast to raise public awareness of the project.

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### **3. General Business**

#### **1. New Residents Packs**

Ms Lovell advised that 500 new resident packs were created and have been distributed to local real estate businesses and at Council events including Get Ready Month (October) and the Home Hill SES Open Day. They are also available at Council's Customer Service desk. The new resident packs include information on disaster management, the Burdekin Theatre, pets, waste management and Visit Burdekin visitor information.

#### **2. Visit Burdekin Guide**

Ms Lovell advised that the 2023-2025 Visit Burdekin Visitor Guide has been printed and delivered to numerous local businesses, the Ayr and Home Hill Visitor Information Centres and Queensland Visitor Information Centres. Extensive positive feedback on the guide has been received from the public including visitors, local businesses and tourism volunteers.

#### **3. Liveability Film**

Ms Lovell advised that Ms Robinson has been working on the Burdekin liveability video and is sourcing quotes. Ms Robinson advised the liveability video will be about 3-4 minutes long and will focus on the Burdekin lifestyle to complement the existing investment/economy film. The topics that will be included will be the location, abundant water, sugar cane capital of Australia, towns, Burdekin Bridge, medical services, educational facilities, services for families, leisure activities, shopping, dining, sporting, culture, events, fishing and industries.

Mr Macdonald suggested incorporating the information on the Burdekin region from Regional Development Australia Townsville and North West (RDANWQ) Live NQ website. It was noted that the information on the Burdekin also needed to be updated.

***Action: Review the Burdekin content on the Live NQ website and contact Regional Development Australia Townsville and North West to provide updates required.***

#### 4. Burdekin Life

The group discussed the success of the new Burdekin Life newspaper. Mr Williams commented that the Burdekin Life newspaper is also being distributed to Bowen and Charters Towers.

#### 5. Ayr CBD Caravan Parking

Mr Fahey asked if the Ayr CBD has any marked caravan parking. Ms Lovell advised that there is caravan parking in Graham Street. Mr Fahey commented that the caravan parking sign is too small to be seen when travelling along Edwards Street and is often blocked by parked traffic. Mr Fahey also mentioned that there was no signage south for north bound traffic. Mr Fahey suggested upgrading the signage to promote the Ayr CBD caravan parking in Graham Street which would encourage more visitors to stop and spend time and money in the Ayr CBD. Ms Lovell mentioned that the signage may be under the control of Department of Transport and Main Roads.

***Recommendation – Review the current highway directional signage for caravan parking in Graham Street, Ayr and investigate options to better promote this to visitors.***

**Next meeting – Thursday, 7 December 2023 at 3pm**

**Meeting Closed at 4:45pm**

### Agreed Actions Items

	Action Item	Responsible Officer	Due Date	Status
1	Review the Burdekin content on the Live NQ website and contact Regional Development Australia Townsville and North West to provide updates required.	E Lovell	07-12-2023	

### Agreed Recommendations

	Action Item	Responsible Officer	Due Date	Status
1	Review the current highway directional signage for caravan	E Lovell	07-12-2023	



	parking in Graham Street, Ayr and investigate options to better promote this to visitors.			
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#### **4.3. MINUTES AND BUSINESS ARISING**

##### **Burdekin Shire Youth Council Meeting Minutes - 9 October 2023**

<b>File Reference:</b>	<b>137</b>
<b>Report Author:</b>	<b>Tammy Quagliata, Community Development Officer</b>
<b>Authoriser:</b>	<b>Tony Blackwell, Manager Community Services</b>
<b>Meeting Date:</b>	<b>14 November 2023</b>

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#### **Purpose**

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 9 October 2023.

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

There are no recommendations for adoption.

#### **Recommendation**

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 9 October 2023 be noted and adopted.

#### **Attachments**

1. Minutes - Burdekin Shire Youth Council Meeting - 9 October 2023

# Meeting Minutes

<b>Meeting</b>	Burdekin Shire Youth Council Meeting		
<b>Date</b>	Monday, 9 October 2023	<b>Time</b>	3:30 PM
<b>Attendees</b>	Zavier Wood – Youth Mayor Byrin Bojack – Burdekin Catholic High School Brent Dingle – Deputy Youth Mayor Charlie Stanton-Cook – Home Hill State High School Eddie Jones – Ayr State High School Haigan MacDonald – Burdekin Catholic High School Jorda Quagliata – Ayr State High School Martina Bojack – Home Hill State High School Matilda Wiseman – Ayr State High School Sarah Shepherd – Ayr State High School Taliyah Lammon – Burdekin Catholic High School  Tammy Quagliata – Community Development Officer, Burdekin Shire Council Tony Blackwell – Manager Community Services Councillor Kaylee Boccalatte – Burdekin Shire Council Councillor John Furnell – Burdekin Shire Council		
<b>Apologies</b>	Joshua Machin – Secretary Clodagh Liessmann – Burdekin Catholic High School Emily Holmes – Burdekin Christian College Jasmine Styles – Home Hill State High School William Wiseman – Ayr State High School  Councillor Lyn McLaughlin – Mayor, Burdekin Shire Council		
<b>Chairperson</b>	Zavier Wood, Youth Mayor		
<b>Minutes Clerk</b>	Tammy Quagliata		
<b>Location</b>	John Drysdale Chamber		

## Agenda Items

### 1. Minutes of 11 September 2023 Meeting Received

Moved by Sarah Shepherd, seconded by Eddie Jones that the minutes of the Burdekin Shire Youth Council Meeting held on 11 September 2023, be received.

CARRIED

**2. Business Arising from the Minutes**

- It was noted that 16 young people attended the free youth first aid training held on Tuesday 19 September. Youth Council attendees provided good feedback regarding the training and facilitator.
- Members provided feedback from volunteer attendance at various school holiday library activities, noting that the sessions were very well attended.

**3. Correspondence****Inward Correspondence**

NIL

**Outward Correspondence**

NIL

**4. Volunteers for Seniors Month Luncheon – Monday 23 October 2023**

The volunteer roster for assistance at the Seniors Month Luncheon to be held on Monday 23 October was discussed. Members would assist in serving lunch, mingling with attendees and Youth Mayor, Xavier Wood would give a brief speech. Members would assist from 11am to 1pm. It was noted that schools have been informed and parental permission was required to attend.

**5. Outdoor Family Movie Night – Sunday 22 October 2023**

Tammy Quagliata confirmed details for the Outdoor Family Movie Night to be held in the Burdekin Theatre Forecourt on Sunday 22 October 2023. It was confirmed that the movie playing would be 'Super Mario Bros'. Members would be required to assist with serving popcorn at the event. Posters were distributed for members to circulate. This event is hosted by Burdekin PCYC together with Burdekin Shire Youth Council utilising Mental Health Week funding.

**6. 'Kick-off the Conversation' Wellbeing Event – Saturday 28 October 2023**

Information was provided on the upcoming community wellbeing event 'Kick-off the Conversation' which would be held at the Burdekin Memorial Hall on Saturday 28 October 2023. The event is hosted by Council utilising funds from the Qld Health, Localised Mental Health Initiatives funding.

Members over the age of 16 years were invited to attend the event and share information with friends and family.

**7. Fast Track Talent Showcase – 15/16 March 2024**

Tammy Quagliata provided a list of suggested guest judges for the 2024 NQ Fast Track Talent Showcase to be held on 15/16 March 2024. Proposed guest judges from the Fast Track team included:

Ethan Beckton (The Voice Finalist 2023)  
Sean Millis (The Voice 2023)  
Taylor Henderson  
Bella McKenzie

Members advised that the preferred special guest/s would be Ethan Beckton & Taylor Henderson, pending budget. Tammy undertook to liaise further with the Fast Track team.

## 8. Update on Progress of Youth Hub

Tony Blackwell, Manager Community Services provided a brief update on the progress of designs for the Burdekin Youth Hub area to be located adjacent to the new Burdekin Aquatic Centre, beside the Burdekin PCYC. It was noted that previous feedback and suggestions from Youth Council has been taken on board. It was noted that members would be kept up to date with any further progress.

## 9. Update on Burdekin Youth Strategy

Tony Blackwell, Manager Community Services provided a brief update on the progress of designing the Burdekin Youth Strategy. It was noted that Council envisaged to release the strategy in early 2024, which would also align with the anticipated release of the Queensland Youth Strategy.

Tony Blackwell further reported on the results of the pop-up consultation/s. Members workshopped life skill requirements for youth at various ages. Tony further provided information on the Sortil App which is a free app to help young people think about their future life as they become more independent.

## 10. Members Update

Members were each given the opportunity to give an update from within their schools, clubs and community or share personal achievement with the group.

It was noted that senior exams would be held over the coming few weeks with all senior members offered well wishes and good luck.

## 11. Next Meeting – 6 November 2023 at 3.30pm

There being no further business, the meeting closed at 4.30pm.

## Actions Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Investigate alternative Youth Leadership Development programs	Tammy Quagliata	Ongoing	
	Liaise with Burdekin Education Program regarding networking opportunities	Tammy Quagliata	Ongoing	
	Discuss options and ideas to celebrate the 30 <sup>th</sup> Anniversary of the Burdekin Shire Youth Council in 2024.	All members	Early 2024	
	Volunteer Roster for Seniors Month Luncheon	All Members	23 October 2023	
	Volunteer Roster for Outdoor Family Movie Night	All Members	22 October 2023	
	Coordinate meet & greet event with Townsville Youth Council	Tammy Quagliata	Ongoing	

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

##### **Local Disaster Management Group Meeting Minutes - 3 November 2023**

##### **Recommendation**

That the minutes of the Local Disaster Management Group Meeting held on 3 November 2023 be received as a true and correct record.

##### **Attachments**

1. Local Disaster Management Group Minutes - 3 November 2023

## 1. Attendance and Apologies

Members - Attendance		
Sue Perry	Deputy Chairperson - Councillor	Burdekin Shire Council
Eileen Devescovi	Local Disaster Coordinator – Manager Client Services	Burdekin Shire Council
Linda Govan	Coordinator Environment and Health Projects	Burdekin Shire Council
Debra Cochran	Chief Executive Officer	Burdekin Community Association
Ashley Ryder	Acting Officer in Charge Ayr Fire Station	Queensland Fire and Emergency Services
Andy Pethybridge (Online)	Emergency Management Coordinator	Queensland Police Service
Steve Barton	Officer In Charge – Ayr Station	Queensland Police Service
John Winn	Burdekin Local Controller	State Emergency Services
Members - Apologies		
Councillor Lyn McLaughlin	Chairperson - Mayor	Burdekin Shire Council
Nick Wellwood	Director Infrastructure, Planning & Environmental Services	Burdekin Shire Council
Wayne Saldumbide	Manager Operations	Burdekin Shire Council
Advisors - Attendance		
Terry Brennan	Chief Executive Officer	Burdekin Shire Council
John Furnell	Councillor	Burdekin Shire Council
Kim Olsen	Deputy Local Disaster Coordinator - Manager Financial and Administrative Services	Burdekin Shire Council
Tony Blackwell	Manager Community Development	Burdekin Shire Council
Paul Day	Manager Environmental & Health Services	Burdekin Shire Council
Warren Francis	Disaster Management Officer	Burdekin Shire Council
Jenny Cummings	Disaster Management Officer (Casual)	Burdekin Shire Council
Sam Savage (Online)	Nth Queensland Emergency Services Regional Coordinator	Australian Red Cross
Craig Whittred	Principal	Ayr State High School
Glen Griffin	Compliance Officer	Burdekin Christian College
Luke Shelley (Online)	Manager, Hazard Preparedness & Response North Qld Division Support Services	Bureau of Meteorology
James Sadler	Compliance Facility Manager	Department of Environment & Science
Craig Caton	Principal Engineer Project Planning - Northern District	Department of Transport and Main Roads
Steven Mottin (Online)	Network Asset Officer	Energy Queensland
Matt Oar	Area Manager Operations	Ergon
Leanne Marriott	NDIS Coordinator	Flexi Qld
Teneill Ready	Lifestyle Support Manager	Flexi Qld
Emma Morrell	Organisational Manager	Flexi Qld
Temiah Bond	Engagement Officer	GIVIT
Carly Crompton	Community Ambassador	National Broadband Network

Casie Scott	Local Community Engagement Manager	National Broadband Network
Victor Hewett	Officer in Charge Ayr Ambulance Station	Queensland Ambulance Service
Daniel Brand (Online)	Acting Officer in Charge – Giru	Queensland Ambulance Service
Helaine Gordon	Deputy Incident Controller Townsville	Queensland Fire and Emergency Services - Rural Fire Service
Tracey Gabiola	Director of Nursing/Facility Manager – Ayr Health Service	Queensland Health
Joanne McBow	Acting Director of Nursing/Facility Manager – Home Hill Health Service	Queensland Health
Helen Davies	Facility Manager /Ayr	Regis Aged Care - Ayr
Laurinda George	Burdekin Deputy Local Controller	State Emergency Service
Kerry Melrose	Acting XO – Townsville District Disaster Management Group	Townsville District Disaster Management Group
Peter Pattinson	Supply Department	Wilmar

## Advisors - Apologies

Nick O'Connor	Director Corporate and Community Services	Burdekin Shire Council
Max Musumeci	Councillor	Burdekin Shire Council
Debra Creed	Principal	Burdekin Christian College
Sharon Galeano	Senior Community Recovery Officer	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts.
Laura Acton	Site Manager	Endeavour Foundation
Jason Sweetman		Maritime Safety Queensland
Jade Christensen	Regional Liaison Officer, Liaison and Recovery	Queensland Reconstruction Authority
Susan McDonald	Senator for Queensland	Senator for Queensland
Dan Hill	Music Director and Announcer	Southern Cross Austereo
Dave Peters	Announcer	Southern Cross Austereo
Katrina McIntosh	Aux Lt, Townsville	The Salvation Army

## Minutes Clerk – Ms Jenny Cummings

### 1.1 Chair's Welcome

Councillor Sue Perry opened the meeting and welcomed all attendees to the Local Disaster Management Group (LDMG) Meeting.

Councillor Sue Perry began with:

“The Burdekin Local Disaster Management Group would like to begin today’s meeting by acknowledging Queensland’s Fire Departments, Emergency Services and Local Governments work in the coordination of local disaster management operations as bushfires impact communities around the state. The bushfires have been very devastating affecting many lives, properties, and communities. Our thoughts and prayers are with everyone involved and those affected.”

## 2. Apologies

Apologies as listed above were noted by Eileen Devescovi.



### **3. Minutes Received**

MINUTES OF THE BURDEKIN SHIRE COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEETING  
HELD ON 28 April 2023.

Moved, Linda Govan and seconded, Debra Cochran that the minutes of the Burdekin Shire Council Local Disaster Management Group Meeting held on Friday, 28 April 2023 be received as a true and correct record.

CARRIED

### **4. Business Arising out of Minutes**

No business arose out of the previous minutes.

### **5. Correspondence for Information**

- Please refer to the attached Correspondence Report

### **6. Agency Reports**

#### **6.1 John Winn – State Emergency Services, Burdekin Local Controller**

- Please refer to attached agency report
- John Winn indicated that he is stepping down as the Local Controller and advised that Warren Francis will be the new Local Controller of the Burdekin SES. Official handover and appointment to follow shortly.

#### **6.2 Debra Cochran – Burdekin Community Association, Chief Executive Officer**

- One staff member has now completed their Person-Centred Emergency Preparedness (P-CEP) Facilitator's course and is able to conduct P-CEP appointments with individual clients
- Quarterly magazine contains disaster information and promotes the council disaster management dashboard
- Priority list is up to date and information coming through from Sharon Galeano is being shared.

#### **6.3 Linda Govan –Burdekin Shire Council, Coordinator Environment and Health Projects**

- Reviewing response kits, updating staff contact lists, reviewing and documenting procedures for work sites in relation to preparation and response activities
- Participated in the Burdekin Region Fire Area Management Plan and discussions.

#### **6.4 Victor Hewett – Queensland Ambulance Service, Officer in Charge Ayr Ambulance Station**

- Advised he has been appointed as the Officer in Charge of the Ayr Ambulance Station
- Business as usual.

## 6.5 Steve Barton – Ayr Police Station, Officer in Charge

- Updated procedures and lists
- Business as usual.

## 6.6 Ash Ryder – Queensland Fire and Emergency Services, Station Officer

- Various staff deployed at various fires around the state
- David Rutter and Ash Ryder alternate as Deputy for Kevin Trueman
- Current total fire ban in place for the Burdekin Shire – exemption for cane fire burning
- Eileen Devescovi advised that Council's Media Officer has been posting information regarding the fire ban on social media and a notification will be put up on the disaster dashboard.

## 6.7 Kim Olsen – Burdekin Shire Council, Deputy Local Disaster Coordinator (Manager Financial Services)

- Business as usual.

## 6.8 Tony Blackwell - Burdekin Shire Council, Manager Community Services

- Have been working on pushing out disaster management and preparedness information via the Burdekin Community Directory
- This directory reaches over 700 service users within the Burdekin.

## 6.9 Helen Davies - Regis Aged Care – Ayr, Facility Manager /Ayr

- Updating cyclone preparedness
- Business as usual.

## 6.10 Peter Pattinson, Wilmar Sugar, Supply Department

- Aim to finish the 2023 Cane Cutting Season in the last week of November / first week of December
- Focus to have all rolling stock packed away prior to Christmas.

## 6.11 Casie Scott, National Broadband Network, Local Community Engagement Manager

- All staff have been undertaking Emergency Management Liaison Officer (EMLO) training
- Moving temporary infrastructure around the state as required
- Major Incident Management (MIM) teams online 24/7
- Fibre To The Premise (FTTP) upgrade underway for disaster resilience (Ayr, Home Hill, Brandon) estimated to be completed by end of 2025.

## 6.12 Carly Crompton, National Broadband Network, Community Ambassador

- Nothing further to report.

## 6.13 Glen Griffin – Burdekin Christian College, Compliance Officer

- Business as usual.

**6.14 Craig Caton, Department of Transport and Main Roads, Manager**

- TMR disruptive exercise workshop was held in Townsville, which Burdekin Shire Council employees Jim Cornford and Kristi Raitelli attended. Craig passed on his thanks to those employees
- Main Roads have updated information sheets regarding temporary restrictions on state-controlled roads and unplanned events and will share this information with Nick Wellwood and Wayne Saldumbide.

**6.15 Matt Oar – Ergon, Area Manager Operations**

- Business as usual.

**6.16 Craig Whittred – Ayr State High School, Principal**

- Library upgrade completed
- New Hall to be built at the beginning of 2024.

**6.17 Leanne Marriott – Flexi Queensland**

- Business as usual.

**6.18 Teneill Ready – Flexi Queensland**

- Business as usual.

**6.19 Emma Murray – Flexi Queensland**

- Business as usual.

**6.20 Joanne McBow – Home Hill Health Service Home Hill Hospital, Acting Director of Nursing/Facility Manager**

- Circulating cyclone and storm preparedness information.

**6.21 Tracey Gabiola – Ayr Health Service Queensland Health, Director of Nursing/Facility Manager**

- Planned major upgrade of Central Sterilising Department (CSD) starting January 2024
- Preparedness operations are progressing.

**6.22 Paul Day - Burdekin Shire Council, Manager Environmental & Health Services**

- Introduced himself to the members
- Business as usual.

**6.23 Terry Brennan – Burdekin Shire Council, Chief Executive Officer**

- Business as usual.

**6.24 Laurinda George – State Emergency Service, Burdekin Deputy Local Controller**

- Business as usual.

**6.25 Warren Francis – Burdekin Shire Council, Disaster Management Officer**

- Business as usual.

**6.26 Steven Mottin – Energy Queensland, Network Asset Officer**

- Business as usual.

**6.27 Kerry Melrose, Townsville District Disaster Management Group, Acting XO**

- Attending Townsville Local Disaster Management Group 'Get Ready Day' on Sunday 5 November 2023
- Emergency Management Coordinators Andy Pethybridge and Margaret Lessels transitioned from QFES to QPS from Monday 30 October 2023.

**6.28 Andy Pethybridge – Queensland Police Service, Emergency Management Coordinator**

- All contact details remain the same, Andy will update all stakeholders of his new police email – he can still be contacted on his QFES email in the interim
- Burdekin Local Disaster Management Group is 100% training compliant
- Working with OIC Ayr QPS Steve Barton to induct a new deputy to the Burdekin Local Disaster Management Group
- Request for Rural Fire Service to be approved as an Advisor on the Burdekin Local Disaster Management Group – to be followed up
- Request for Agencies to advise any changes to membership of the Burdekin Local Disaster Management Group in a timely manner to ensure compliance.

**6.29 Daniel Brand, Queensland Ambulance Service, Acting Officer in Charge – Giru**

- Business as usual.

**6.30 Temiah Bond, GIVIT**

- Business as usual.

**6.31 Helaine Gordon, Rural Fire Service, Deputy Incident Controller Townsville**

- In process of becoming an independent service under the Queensland Fire Department
- Clare Rural Fire Service has been amalgamated with Millaroo/Dalbeg and Mount Kelly – no change to operational services
- Clare Rural Fire Service building in process of being handed over to the Clare State Emergency Service Group and QFES is working with council on this transition
- Millaroo/Dalbeg has had a \$500,000 building constructed and will open in 2024
- Confirmed the total fire ban excludes cane fires and related operations.

**6.32 Sam Savage, Australia Red Cross, Nth Queensland Emergency Services Regional Coordinator**

- Please see attached report.

6.33 James Sadler, Department of Environment and Science, Compliance Facility Manager

- Business as usual.

6.34 Luke Shelley – Bureau of Meteorology, Manager, Hazard Preparedness & Response North Qld Division Support Services

- Please refer to attached weather briefing and outlook presentation.

## 7. Local Disaster Coordinator Update

- Refer to attached Local Disaster Coordinator Update
- Winner of the generator for Burdekin 'Get Ready' activities was drawn. Winner is Patricia Kay.

## 8. Local Disaster Management Plan endorsement

- **Recommendation** – That the Local Disaster Management Plan (LDMP) 2023/2024 and associated Sub Plans have been updated for the Burdekin Shire Local Government Area (LGA) and are to be endorsed by the Burdekin Local Disaster Management Group (LDMG) prior to being presented to the Burdekin Shire Council for approval.

Moved, Linda Govan and seconded, John Winn

CARRIED

## 9. General Business

- Nil.

## 10. Next LDMG Meeting date

There being no further business the meeting closed at 12:57pm.

The next meeting will be scheduled for Friday 19 January 2024.

CHAIRPERSON

### 5.1.1. CEO

#### Ordinary Council Meetings - December 2023 and January 2024

**File Reference:** 394 and 1394

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

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

**Meeting Date:** 14 November 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**

The Council's Ordinary Meeting cycle is normally varied during the December/January period each year to accommodate the absence of Councillors and key staff with personal and leave commitments over this period. It is proposed to hold only one (1) Ordinary Council Meeting in December 2023 and also one (1) meeting in January 2024. The workshop meeting cycle will also be varied during this period.

#### **Recommendation**

That the Council Ordinary meeting cycle be varied in December 2023 and January 2024 with only one (1) meeting being held in each month on the following dates:

- Tuesday, 12 December 2023
- Tuesday, 23 January 2024

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

#### **Background**

The Council's normal meeting cycle of two (2) Ordinary meetings per month is altered during the period leading up to Christmas and then into the new year in order to accommodate the absence of Councillors and key staff on leave over this period.

It is proposed to hold only one (1) Ordinary Council meeting in December and also one (1) meeting in January, with the normal meeting cycle of two (2) meetings per month resuming in February 2024. The proposed meeting dates are as follows:

- December Meeting – Tuesday, 12 December 2023
- January Meeting – Tuesday, 23 January 2024

The Workshop Meeting cycle will also be adjusted during this period, with one (1) workshop scheduled to be held on Tuesday 5 December 2023 and another on Tuesday 16 January 2024.

The date of the January meeting is particularly important as preliminary information from the Electoral Commission of Queensland is that caretaker provisions under the Local Government Act may commence in late January 2024 associated with the publication of the Notice of Election inviting nominations.

It is requested that the proposed arrangements be confirmed.

Proposed meeting arrangements in March 2024 will be separately considered given the quadrennial Local Government elections will be held on Saturday, 16 March 2024.

#### **Consultation**

Internal consultation with the Mayor and Councillors and Executive Leadership Team.

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

Not Applicable.

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

Under Section 254B of the *Local Government Regulation 2012* Council is required to publish a public notice of the dates and times of its Ordinary meetings.

#### **Policy Implications**

Not Applicable.

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

Risk of non-compliance with legislative requirements in relation to notice of Ordinary Council Meetings.  
Inability to hold meetings due to lack of a quorum if the normal meeting cycle is adhered to.

#### **Attachments**

None

### 5.1.2. CEO

#### Council Workshops - October 2023

**File Reference:** 1394

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

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

**Meeting Date:** 14 November 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 agreed meeting arrangements, the Council conducted two (2) general workshops during October with workshops held on 3 and 31 October 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 Council workshops held on 3 and 31 October 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.

During October the normal workshop meeting arrangements were adjusted as a result of the attendance of Council representatives at the LGAQ annual conference which was held during the third week of October. This resulted in the workshops being held on 3 and 31 October 2023.

A broad range of policy and operational issues were discussed at the workshops along with presentations from external parties. A summary of the issues discussed at the workshops is outlined below:

#### **3 October 2023**

- Discussion of Truck Tenders Received
- Update on development of Local Housing Action Plan (LHAP)
- Update on Jerona Culvert Renewal under NDRA
- Discussion of Interest Free Loan Request - Home Hill Community Sports Club
- Discussion on Review of Working with Children Policy
- Review of Public Access to Computers and the Internet at Shire Libraries Policy
- Overview of New Sustainability Ratios Introduced by the State Government



- Update on Ayr Water Supply - PFAS Management
- Discussion on engagement with Millaroo Community - Alternate Community Projects

### **31 October 2023**

- Presentation on Local Government Infrastructure Plan (LGIP) - 5 Year Review
- Development Application - Material Change of Use - Bulk Store and General Industry - Railway Street, Ayr
- Development Application - Reconfiguring a Lot - Rita Island Road, Jarvisfield
- Discussion on Anzac Park Precinct and Youth Zone Preliminary Designs
- Review of Tender Proposals Received - Replacement of Water Mains in Ayr
- Discussion on Queensland Resilience and Risk Reduction Funding - Round 4 - Proposed Options
- Discussion on Proposed Free Dump Day at Transfer Stations - Preparation for Disaster Readiness
- Discussion of Anzac All Abilities Playground Equipment Upgrade Options
- Discussion of Preliminary Concepts for Ayr CBD Fountain Upgrade
- Discussion of Potential Sites for Establishing Low Cost RV Park - CMCA
- Discussion of Fees for Hire/Usage of Burdekin Theatre by Non for Profit Community Organisations
- Update on Nominees for NQ Sport Star Awards
- Update on Museum of Tropical Queensland Community Pass
- Remembrance Day arrangements - Home Hill RSL Sub-Branch

### **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

#### Burdekin Local Disaster Management Plan and Subplans

**File Reference:** 2564

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

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

**Meeting Date:** 14 November 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

1.2: A safe and resilient community

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.

Burdekin Shire Council Operational Plan 2022-2023

LDMG 1 Local Disaster Management Plans and Sub-Plans are reviewed and updated annually.

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#### **Executive Summary**

On Friday 3 November 2023, the Burdekin Local Disaster Management Group approved the reviewed and updated 2023 Burdekin Local Disaster Management Plan and Sub Plans to be adopted at the next Burdekin Shire Council Meeting to be held on Tuesday 14 November 2023.

#### **Recommendation**

That the Burdekin Shire Council receives and adopts the 2023 Burdekin Local Disaster Management Plan and Sub Plans as approved by the Burdekin Local Disaster Management Group on Friday 3 November 2023.

#### **Background**

Under section 57(1) of the *Disaster Management Act 2003*, a local government must prepare a plan (a "Local Disaster Management Plan") for disaster management in the local government's area. The plan must include provisions for the following:

1. the State Group's Strategic Policy Framework for Disaster Management for the State and the Local Government's policies for Disaster Management
2. the roles and responsibilities of entities involved in Disaster Operations and Disaster Management in the area
3. the coordination of Disaster Operations and activities relating to Disaster Management performed by the entities mentioned in paragraph (b)
4. events that are likely to happen in the area
5. strategies and priorities for Disaster Management for the area
6. the matters stated in the Disaster Management Guidelines as matters to be included in the plan

7. other matters about Disaster Management in the area the Local Government considers appropriate.

### **Consultation**

Consultation took place with the following entities:

- Burdekin Local Disaster Management Group
- Burdekin Shire Council Executive Officers
- Queensland Police Services - Emergency Area Coordinator - Andrew Pethybridge (EMC)
- Queensland Reconstruction Authority
- Burdekin Community Association
- Queensland Health - Ayr and Home Hill Hospitals
- State Emergency Services (SES)
- Queensland Police Service (QPS)
- Queensland Ambulance Service (QAS)
- Queensland Fire Service (QFS)
- Various other Community Groups and Leaders.

### **Budget & Resource Implications**

Not Applicable.

### **Legal Authority & Implications**

Under section 57(1) of the *Disaster Management Act 2003*, a local government must prepare a plan (a "Local Disaster Management Plan") for disaster management in the local government's area.

<https://www.legislation.qld.gov.au>

### **Policy Implications**

Not Applicable.

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

Legislative requirement.

### **Attachments**

1. Local Disaster Management Plan

# 2023/2024 Local Disaster Management Plan

Burdekin Shire Council

**Prepared By**  
Local Disaster Coordinator

**Authorised By**  
Local Disaster Management Group

**Date Prepared**  
August 2023

## Document Control

### Amendment Control

The Local Disaster Management Plan is a controlled document. The controller of the document is the Burdekin Shire Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator  
Burdekin Shire Local Disaster Management Group  
PO Box 974  
AYR QLD 4807

The LDC may approve minor amendments to this document. Any changes to the document's intent must be approved and endorsed by the Burdekin Shire Council.

A copy of each amendment will be forwarded to those identified in the distribution list. Upon receipt, the amendment will be inserted into the document, and the Amendment Register updated and signed.

### Amendment Register

All versions are archived, and this subplan only references the last two versions.

Amendment		Plan Updated		
No / Ref	Issue Date	Inserted by	Summary of Changes	Date
9	September 2022	Eileen Devescovi	Yearly Review	08/11/2022
10	August 2023	Eileen Devescovi	Yearly Review	14/11/2023

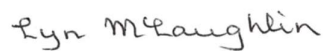
### Distribution

Distribution of this plan is controlled by maintaining this document and a Local Disaster Management Group Membership List (not available for public release). The Burdekin Local Disaster Management Group ensures compliance with the *Information Privacy Act 2009* by allowing only the version which excludes personal details to be made available to the public.

This plan has been distributed according to the list in Annexure A.

### Endorsement

This Local Disaster Management Plan (LDMP) has been developed for the Burdekin Shire Local Government Area (LGA) and subsequently approved by the Burdekin Local Disaster Management Group (LDMG). When the LDMG approves the LDMP, it is considered live.

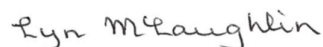


Mayor Lyn McLaughlin  
Chair Burdekin LDMG



Eileen Devescovi  
Burdekin Local Disaster Coordinator

The functions of the Local Government were advised in accordance with the Disaster Management Act (DM Act) (s80). The Burdekin Shire Council formally adopted this plan at the Council meeting held on Tuesday 14 November 2023, through resolution.



Mayor Lyn McLaughlin

## Abbreviation List

Abbreviation	Full Title
ADWG	Australian Drinking Water Guidelines
AFMG	Are Fire Management Group
ATSB	Australian Transport Safety Bureau
BCA	Burdekin Community Association
CSS	Customer Service Standards
DDAAFS	Department of Defence Aviation and Air Force Safety (Australia)
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DFRA	Disaster Funding Recovery Arrangements
DWQMP	Drinking Water Quality Management Plan
ELT	Executive Leadership Team - Council
EMAF	Emergency Management Assurance Framework
EMC	Emergency Management Coordinator
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGA	Local Government Area
LRC	Local Recovery Coordinator
MOU	Memorandum of Understanding
NDIS	National Disability Insurance Scheme
NDMP	Natural Disaster Mitigation Program
NDRMSP	Natural Disaster Risk Management Studies Program
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee
QDMTF	Queensland Disaster Management Training Framework
QERMF	Queensland Emergency Risk Management Framework
QFES	Queensland Fire and Emergency Services
REMP	Receiving Environment Monitoring Program
SBMP	Site Based Management Plan
SDMC	State Disaster Management Committee
SES	State Emergency Service
SLG	Senior Leadership Group - Council

## Mayor's Foreword

*"People working together in a strong community with a shared goal and a common purpose can make the impossible possible" – Tom Vilsack*

Burdekin Shire Council, through the Burdekin Local Disaster Management Group (LDMG), are proud to present the updated Burdekin Local Disaster Management Plan.

This document has been prepared to provide a comprehensive approach to our community's prevention, preparedness, response, and recovery to all manner of disaster situations. The ability of a community to cope with the impact of disasters is largely dependent upon its preparedness.

The Burdekin Shire Council, situated at the mouth of one Australia's most impressive river deltas on the North Queensland coastline, is susceptible to major natural disasters – primarily associated with monsoonal flooding and cyclones between the months of November and May. It is important to remember that although these disaster events have the highest likelihood of occurring, the Local Disaster Management Plan also takes into consideration other events including earthquakes, bushfires, and tsunamis.

In the event of a disaster, updates including emergency news, weather warnings, road conditions and power outages are available 24/7 via the Burdekin Disaster Dashboard – [disaster.burdekin.qld.gov.au](https://disaster.burdekin.qld.gov.au) and local community radio station 97.1 Sweet FM. If you require assistance in the event of a life-threatening emergency, please phone **000** immediately.

I encourage the community to take the time to look through this plan and familiarise yourself with the processes and strategies contained herein. The more knowledge residents have, the better equipped and resilient the community will be during times of disasters.

Plan ahead and stay safe.



Cr Lyn McLaughlin  
Mayor  
Burdekin Shire Council

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# 1. Administration and Governance

## 1.1 Authority to Plan

This plan is prepared for the Burdekin Shire under the provision of section 57(1) of the *Disaster Management Act 2003*.

Under section 57(1) of the Disaster Management Act 2003<sup>1</sup>, a local government must prepare a plan (a “Local Disaster Management Plan”) for disaster management in the local government’s area.

The plan must include provision for the following:

- (a) the State group’s strategic policy framework for disaster management for the State and the local government’s policies for disaster management
- (b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area
- (c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b)
- (d) events that are likely to happen in the area
- (e) strategies and priorities for disaster management for the area
- (f) the matters stated in the disaster management guidelines as matters to be included in the plan
- (g) other matters about disaster management in the area the local government considers appropriate

## References

To assist with disaster management, the primary references are such as but are not limited to:

- (a) Queensland Disaster Management website – [www.disaster.qld.gov.au](http://www.disaster.qld.gov.au)
- (b) Queensland Police website – [www.police.qld.gov.au](http://www.police.qld.gov.au)
- (c) Queensland Reconstruction Authority (QRA) website – [www.qra.qld.gov.au](http://www.qra.qld.gov.au)
- (d) Queensland Government Inspector-General Emergency Management – [www.igem.qld.gov.au](http://www.igem.qld.gov.au)
- (e) The following are available through the Queensland Disaster Management website:
  - [Disaster Management Act 2003](#)
  - [Disaster Management Regulation 2014](#)
  - [Queensland Disaster Management 2016 Strategic Policy Statement](#)
  - [State Disaster Management Plan:](#)
    - [Queensland Recovery Plan \(Sub Plan to the State Disaster Management Plan\).](#)
    - [Queensland Bushfire Plan \(Sub Plan to the State Disaster Management Plan\).](#)
  - [Townsville District Disaster Management Plan](#)
  - [Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines.](#)

## 1.2 Purpose

This plan details the arrangements necessary to undertake disaster management within the Burdekin Shire local government area and will support arrangements to plan and coordinate the local capability for disaster operations. This includes the communities of Airville, Alva, Ayr, Brandon, Clare, Dalbeg, Giru, Groper Creek Home Hill, Inkerman, Jarvisfield, Jerona, Kalamia, Maidavale, Millaroo, Mt Kelly, Rita Island and Wunjunga.

Additionally, it will guide Prevention, Preparedness, Response and Recovery (PPRR) operations for the LDMG, as well as lead and support agencies, and the community.

This will be achieved by:

- ensuring that community risks related to events are effectively managed
- ensuring that risks requiring district-level support are identified and communicated to the district level
- ensuring that the local government and local groups comply with their disaster management obligations under the [Disaster Management Act 2003](#) and other obligations related to disaster management that the local government determines

<sup>1</sup> [Disaster Management Act 2003](#)

- to operationalise council's policies about disaster management, through the formation and maintenance of the Local Disaster Management Group

### 1.3 Objectives

The objective of the Burdekin Shire Local Disaster Management Plan is to facilitate the implementation of effective and efficient disaster management strategies and arrangements, including:

- enunciate the Queensland Disaster Management Committee's strategic policy statement for disaster management
- detail the disaster management structure for the LDMG
- list the agreed roles and responsibilities under this plan of the various agencies that have been designated to have lead agency and support agency roles in the plan
- describe the likely effects of identified threats to the community and property in the area
- provide a concept of operations that includes prevention, preparedness, response, and recovery
- provide functional and threat-specific plans and standard operating procedures to address specific threats
- incorporate findings of the various risk management studies, including mitigation strategies, into the Council's corporate governance documents and operational procedures.

### 1.4 Disaster Management Priorities

The Burdekin Shire Council and LDMG are committed to ensuring that their responsibilities under the [Disaster Management Act 2003](#), are executed in full by:

- building community resilience
- protecting and preserving life
- protecting infrastructure
- managing information
- coordinating recovery

Local government plays a significant role in disaster management. Under the [Disaster Management Act 2003](#), one of the local government's main roles is to ensure it has a disaster response capacity. An all-hazards approach is taken when writing disaster management plans.

### 1.5 Emergency Management Assurance Framework

Disaster management and disaster operations in the Burdekin Shire local government area are consistent with the [Emergency Management Assurance Framework \(EMAF\)](#)<sup>2</sup>. This is achieved by applying the four principles of the Framework.

These are:

- **Leadership** - Leadership is demonstrated through a commitment to building a shared culture of excellence across the disaster management sector. Within the context of resources and risk, strategic planning underpins clear decision-making and priorities to achieve positive outcomes and enable the community.
- **Public Safety** - Keeping the community safe is the primary driver for the continuous improvement of Queensland's disaster management arrangements. The arrangements are delivered through disaster management groups focusing on the community's safety, engaging stakeholders and sharing the responsibility for disaster management.
- **Partnership** - Every Queenslanders has a role in ensuring our State is resilient, risks are managed, and identified opportunities lead to improvement. Strong partnerships across the sector improve disaster management outcomes. Partnerships work well when they are well governed, have clear roles and responsibilities, and promote true collaboration.
- **Performance** - A performance culture drives disaster management's productivity and effectiveness. Productivity and effectiveness are measured by a combination of quality, quantity, cost, time, and human relationships. Performance and continuous improvement are monitored and analysed against standards.

<sup>2</sup> <https://www.igem.qld.gov.au/assurance-framework>

## 1.6 Research

Burdekin Shire has a strong history of undertaking studies into disaster risks within our Shire.

The Burdekin Shire Council has previously undertaken the following studies under the Natural Disaster Mitigation Program (NDMP) and the Natural Disaster Risk Management Studies Program (NDRMSP):

- Chemical Spills Risk Study, May 2002 – Queensland Risk Management Consultants Pty Ltd
- Natural Disaster Risk Study, July 2003 – Queensland Risk Management Consultants Pty Ltd
- Burdekin Storm Surge Study, July 2003 – Maunsell Australia Pty Ltd
- Town of Ayr 2D Flood Study and Flood Risk Assessment, June 2012 – Engeny Water Management
- Burdekin and Haughton Flood Resilience Strategy, June 2021 – Queensland Reconstruction Authority
- Barratta Creek Flood Study, June 2021 – AECOM

## 1.7 State and Local Government Policy for Disaster Management

### State Government Policy

The [Queensland Disaster Management Arrangements](#) (QDMA) is a whole of Government approach that requires a commitment from all levels of Government to deliver an all hazards, comprehensive framework that responds to the community's needs. An "all hazards" approach means one set of disaster management arrangements is usually capable of dealing with all hazards – natural and man-made.

A "comprehensive approach" encompasses the principles of – Prevention, Preparedness, Response and Recovery – and involves all levels of government and the community.

The QDMA are based on disaster management legislation in the [Disaster Management Act 2003](#). Acts such as the [Fire and Emergency Services Act 1990](#), [Public Safety Preservation Act 1986](#), and the [Terrorism \(Commonwealth Powers\) Act 2002](#), may have effect in times of disaster and provide additional powers in specific circumstances when dealing with a disaster.

The Whole-of-Government Disaster Management Arrangements in Queensland primarily aims to mitigate the effects of disasters, wherever possible or practical while preparing to respond when disasters occur.

The Arrangements have been developed with a focus on the local community, which the local government represents for the area.

### Local Government Policy

The Burdekin Shire Local Disaster Management Group will ensure that the Shire's responsibilities under the [Disaster Management Act 2003](#) are fully executed. This role includes participation in developing this plan, mitigation, and operational planning, either as a lead or supporting agency.

The below diagram (Figure 1) illustrates the relationship between Local, State, and Federal Government Disaster Management Groups and emergency coordination centres during a disaster event.

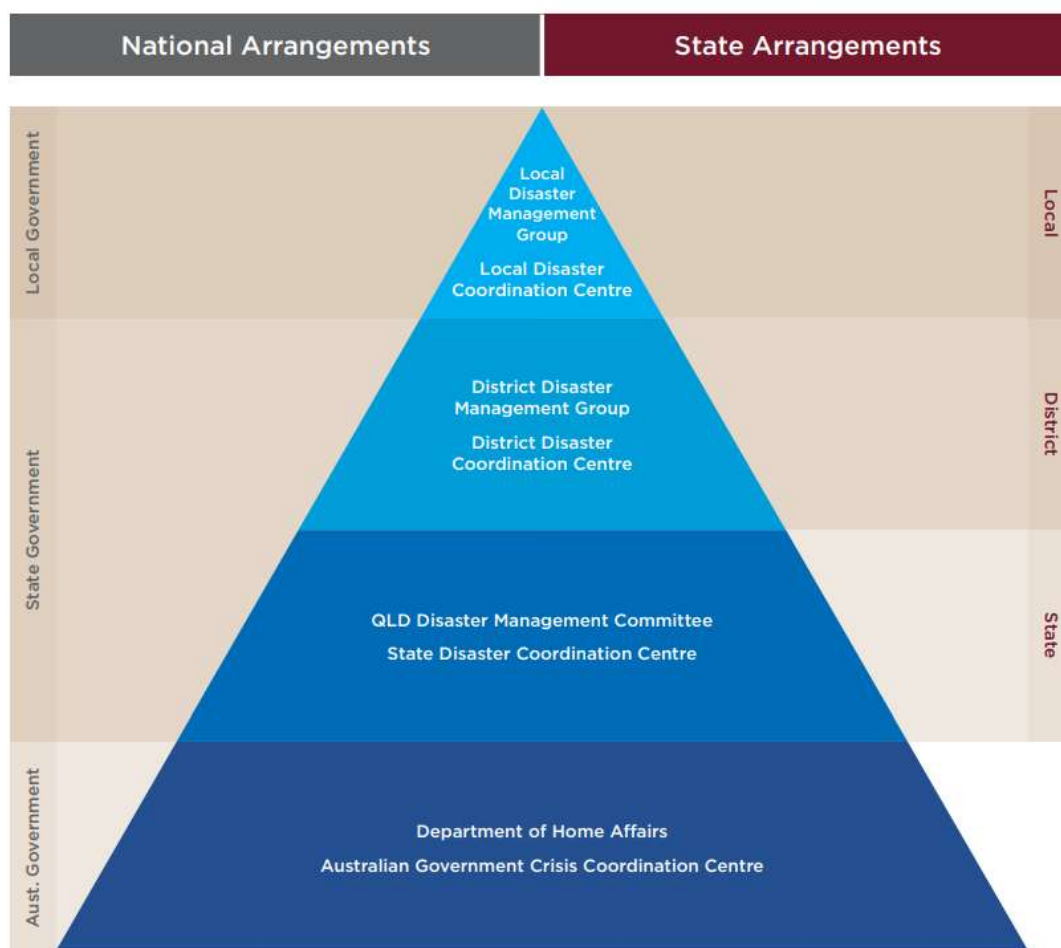


Figure 1 - Queensland Disaster Management Structure<sup>3</sup>

The [Emergency Management Assurance Framework](#) (EMAF)<sup>4</sup> provides the basis for delivering the functions of the Office of the Inspector-General of Emergency Management (IGEM) as set out in section 16C of the Disaster Management Act 2003 (the Act).

The objectives of the Emergency Management Framework are to:

- direct, guide and focus the work of IGEM to ensure all entities working in Queensland's disaster management arrangements strive to achieve positive outcomes for the community
- support continuous improvement in disaster management
- provide transparency about how IGEM delivers its functions

## 2. Local Disaster Management Group

### 2.1 Establishment

In accordance with Section 30 (1) (f) of the [Disaster Management Act 2003](#), the Burdekin Shire LDMG is responsible for managing disaster operations within the local government area under policies and procedures defined by the State Disaster Management Committee (SDMC).

<sup>3</sup> [Queensland State Disaster Management Plan, P8](#)

<sup>4</sup> [Emergency Management Assurance Framework, P3](#)

Under the [Disaster Management Act 2003](#) (section 29)<sup>5</sup>, a local government must establish a Local Disaster Management Group for the local government area.

Section 30 of the [Disaster Management Act 2003](#)<sup>6</sup> details the functions of the LDMG as follows:

- (a) to ensure that disaster management and disaster operations in the Burdekin Shire are consistent with the QDMC strategic policy statement
- (b) to develop effective disaster management, and regularly review and assess the disaster management function within the shire
- (c) to assist Burdekin Shire Council, prepare the Burdekin Shire LDMP
- (d) to identify, and provide advice to the relevant district group (Townsville DDMG) about support services required by the LDMG to facilitate disaster management and disaster operations within the Burdekin Shire
- (e) to ensure the Burdekin Shire community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- (f) to manage disaster operations within the Burdekin Shire under policies and procedures decided by the QDMC
- (g) to provide reports and make recommendations to the Townsville DDMG about matters relating to disaster operations
- (h) to identify, and coordinate the supply of additional resources that may be used for disaster operations within the Burdekin Shire
- (i) to establish and review communications systems within the Burdekin Shire, and outgoing communication systems with the Townsville DDMG and other LDMGs for use when a disaster happens
- (j) to ensure information about a disaster in the region is promptly given to the Townsville DDMG
- (k) to perform other functions delegated to the group under the [Disaster Management Act 2003](#)

## 2.2 Administration

Local Disaster Management Group meetings are mandated in the [Disaster Management Regulation 2014, 12 \(1\)](#)<sup>7</sup>. The Local Disaster Management Group must meet at least once every six months. The Burdekin LDMG meets on the third Friday of the month between October and April.

The Local Disaster Coordinator is responsible for the administration of the group. The following administrative tasks are to be undertaken for the group:

- keep minutes of meetings
- maintain contact lists
- maintain membership lists
- update local disaster management plan
- register correspondence
- prepare reports (as listed below)
- financial management (as detailed in the LDCC SOP)
- coordinate meetings.

The LDMG utilises the Guardian Incident Management System (IMS) to control all records during a disaster, and information is managed in accordance with Burdekin Shire Council document management procedures. This ensures that document protection, confidentiality, and waste disposal of information in the LDCC is adequately managed.

Guardian IMS is widely used throughout Queensland local governments as their preferred disaster management software and provides interoperability between LDMGs. It provides a full state-wide view in a secure and scalable, cloud-hosted environment allowing Council to manage incidents, intelligence, and reporting.

## 2.3 Authority to Activate the Group

The group will be convened at the request of the Chairperson of the LDMG should they believe that a threat is significant enough to warrant an activation. The level of activation will be determined by a quorum of the Core Local Disaster Management Group members after considering the likelihood and possible impact of the threat. The group may also be convened at the request of the District Disaster Coordinator (DDC).

<sup>5</sup> [Disaster Management Act 2003 \(section 29\)](#)

<sup>6</sup> [Disaster Management Act 2003 \(section 30\)](#)

<sup>7</sup> [DM Regulation 2014, 12 \(1\)](#)



The group's activation will occur independently of activation of Disaster Funding Recovery Arrangements (DFRA). The decision to activate will be based on threat rather than financial implications.

Once the group is activated, situation reports will be compiled and submitted to the district group at a frequency determined by the Townsville District Disaster Management Group (DDMG).

The group will stand down only after the decision to cease activity has been made by the Chairperson following consultation with the District Disaster Coordinator. Once the group has stood down, a final situation report will be compiled and sent to the district group.

## 2.4 Development of Sub Plans

Sub plans have been developed and are to be read in conjunction with the Local Disaster Management Plan:

- Airport Emergencies
- Community Recovery
- Community Information and Warnings
- Communications
- Evacuation
- Pandemic Influenza
- Public Health
- Resupply
- Transport
- Tsunami

Council controls a number of these plans. Where plans involve multiple agencies or organisations, Council has or is developing a memorandum of understanding (MOU) with those bodies. MOUs exist with the Queensland State Emergency Service (SES), Red Cross, GIVIT and a collaborative regional North Queensland Local Government agreement. The Burdekin Community Association (BCA) maintains the resource listing for the Community Recovery Sub Plan. BCA meets annually with all members, including Council, to confirm the access and availability of resources. The annual meeting is minuted by BCA.

## 2.5 Review and Renew Plan

Under the [Disaster Management Act 2003](#), local governments are required to 'review the effectiveness of the plan at least once a year'. 'Review' will be taken to mean a process that incorporates:

- assessment of changes in hazards
- progress on the mitigation strategy (and therefore changes to exposure/risk)
- changes in community context (population, demography, socio-economic indicators)
- lessons identified from exercises, training, or disaster events

This annual review will be conducted in conjunction with the QFES Emergency Management Coordinator (EMC) and core members of the LDMG. Changes to the plan shall be approved by Burdekin Shire Council and endorsed by the Burdekin LDMG.

This plan may also be reviewed under the following circumstances:

- an exercise or operational activation of the Plan highlights significant deficiencies in arrangements, systems, or processes
- changes to the risk profile of the local government area resulting in altered risk levels
- changes within the environment, community population, demographics or hazards resulting in increased risk levels
- changes to available resources or agencies with a role in delivery of disaster management response and recovery, which impacts on group capability
- changes to legislation, policy, or arrangements
- at the request of the District Disaster Coordinator
- any other circumstance where the Chairperson believes a review is warranted

Where one or more of these triggers are identified within the local area, the review will be undertaken as soon as practical, regardless of the existing timeframes of programmed reviews.

## 2.6 Meetings

The Burdekin Shire Local Disaster Management Group will meet:

- under normal circumstances – once per month from October to April each year; and
- under emergency/disaster conditions - at the request of the Chairperson or LDC of the Burdekin Shire LDMG or their delegate or the request of the DDC.

The quorum for LDMG meetings is half of the core group plus one.

## 2.7 Reporting

The LDC of the Burdekin LDMG is responsible for the administrative and reporting obligations of the group. The group must undertake the following reporting:

Report:	Submitted to:	Frequency:	Format:
Meeting minutes	DDMG	Following each meeting	Council minutes
LDMG Report to DDMG	DDMG/SDMG	Quarterly	Issued by SDMG
LDMG Membership	DDMG/SDMG	Annually	With above
Situation Reports	DDMG	As negotiated	Created within Guardian IMS
Activation Report	DDMG	As required	Within Guardian IMS, email, or phone call

Additional reporting regarding exercises and training undertaken will be provided in the Agency Report from the QFES Emergency Management Coordinator at each LDMG meeting. This aligns with the Emergency Management Assurance Framework (EMAF) and demonstrates our continuous improvement process.

## 2.8 Membership

The Burdekin Shire Council has a legislated responsibility to establish an LDMG in accordance with *Section 29 of the [Disaster Management Act 2003](#)*.

The Burdekin Shire LDMG comprises representatives from different agencies with shared responsibility for disaster response and recovery in the Burdekin Shire local government area. It is chaired by the Mayor of the Burdekin Shire Council and in accordance with Sections 33 and 34 of the Act.

Representatives are appointed by the Chair of the LDMG and should have the necessary expertise or experience and delegated authority to ensure the best possible disaster management is in place.

A full list of Core Members can be found in Annexure B (contact details are not made available to the Public).

The following is extracted from Division 3, Subdivision 3 (s33–s37) of the [Disaster Management Act 2003](#)<sup>8</sup>.

### 33 Membership

- (1) A local group consists of the persons prescribed by regulation to be members of the group.
- (2) A regulation under this section may provide for –
  - (a) the appointment of the members of a local group; and
  - (b) the qualifications and experience required for a person to be a member of a local group.

### 34 Chairperson and deputy chairperson

- (1) There is a chairperson and deputy chairperson of a local group.
- (2) The chairperson and deputy chairperson are the persons prescribed by regulation.

<sup>8</sup> [Division 3, Subdivision 3 \(s33–s37\) Disaster Management Act 2003](#)

- (3) A regulation under this section may provide for-
- (a) the appointment of the chairperson and deputy chairperson of a local group; and
  - (b) the qualifications and experience required for a person to be the chairperson or deputy chairperson.

### 34A Functions of chairperson of local group

The chairperson of a local group has the following functions:

- (a) to manage and coordinate the business of the group;
- (b) to ensure, as far as practicable, that the group performs its functions;
- (c) to report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.

### 35 Local disaster coordinators

- (1) The chairperson of the local group must, after consulting with the chief executive, appoint the chief executive officer or an employee of the relevant local government as a local disaster coordinator of the group.
- (2) The chairperson of the local group may appoint a person mentioned in subsection (1) as a local disaster coordinator of the group only if satisfied the person has the necessary expertise or experience to be a local disaster coordinator.
- (3) The appointment under subsection (2) must be in writing and may only be revoked in writing.

### 36 Functions of local disaster coordinator

The local disaster coordinator has the following functions –

- (a) to coordinate disaster operations for the local group;
- (b) to report regularly to the local group about disaster operations;
- (c) to ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented.

### 37 Notice about membership of local group

The relevant local government for a local group must, at least once a year, give written notice of the members of the group to—

- (a) the chief executive; and
- (b) the chairperson of the district group for the disaster district in which the local group is situated.

## 2.9 Core Group Members

Role / Agency	Member
<b>Committee Chairperson</b>	Mayor, Burdekin Shire Council  In the absence of the Mayor, the councillor identified as the Deputy Chairperson shall assume the role of Chairperson.
<b>Deputy Chairperson – Burdekin Shire Councillor</b>	Councillor nominated by BSC and elected by LDMG
<b>Local Disaster Coordinator (LDC)</b>	Client Services Manager (CSM), Burdekin Shire Council.
<b>Deputy Local Disaster Coordinator</b>	In the absence of the Client Services Manager the Manager of Finance and Administration.
<b>Council Specialist Advisors</b>	Director – Infrastructure, Planning and Environmental Services Manager - Operations, Burdekin Shire Council, Manager - Technical Services, Burdekin Shire Council Coordinator – Environment & Health Projects
<b>Queensland Fire and Emergency Services (QFES)</b>	Emergency Management Coordinator Area Commander, Fire & Rescue
<b>State Emergency Services (SES)</b>	Burdekin Local Controller

<b>Qld Ambulance Service</b>	Officer in Charge, Ayr Ambulance
<b>Qld Police Service</b>	Officer in Charge, Ayr Police
<b>Welfare Coordinator</b>	CEO - Burdekin Community Association

All Core LDMG Members have a voting right and 50% plus one (1) is required for a quorum at all Local Disaster Management Group meetings where decisions or actions are to be decided.

All members of the Core LDMG will receive induction and disaster management training under the Queensland Disaster Management Training Framework (QDMTF). All members of the LDMG and their deputies will be appointed in writing by the Chairperson.

Details of membership of the LDMG, including addresses and contact numbers, are held separately by Burdekin Shire Council for privacy reasons.

## 2.10 Specialist Advisors

Specialist Advisors, whilst not regarded as “core” members of the LDMG, may be called upon to give specialist advice about the role and capabilities that their organisation may be able to provide to the LDMG. Specialist Advisors do not have voting rights and are not required for a quorum.

Contact details for the members are held separately from this document and are not to be released to members of the public. Contact details will be checked by the LDC of the LDMG at least once per year.

A full list of Specialist Advisors can be found in Annexure C.

## 2.11 Appointment of representative to District Group

The Burdekin Shire Mayor is appointed as a member of the Townsville DDMG in capacity as the chairperson of the Burdekin LDMG, with the Deputy Chairperson able to attend the DDMG in the absence of the Chair.

## 2.12 Notification of membership to State Group

The LDC of the LDMG shall notify the State Disaster Management Group and District Disaster Management Group of the LDMG membership once per annum. Changes to the core membership will be forwarded to the state and district groups as they occur.

## 2.13 Sub-groups

A Welfare Sub-Group is led by the CEO of the Burdekin Community Association. This sub-group is responsible for providing services to the LDMG including catering and accommodation and updating information pertaining to local recovery centres.

A Burdekin Local Recovery Group has been identified and undertake training for these roles.

## 3. Roles and Responsibilities

In accordance with Section 30 (1) (f) of the [Disaster Management Act 2003](#), the Burdekin Shire LDMG is responsible for managing disaster operations within the local government area under policies and procedures defined by the State Disaster Management Committee (SDMC).

The following organisations have accepted responsibility as lead agencies for operations associated with each hazard.

<b>Hazard</b>	<b>Lead Agency</b>
<b>Cyclone</b>	Burdekin Shire Council
<b>Storm Surge</b>	Burdekin Shire Council
<b>Flooding</b>	Burdekin Shire Council
<b>Earthquake</b>	Burdekin Shire Council

<b>Fires – Urban/Rural</b>	Queensland Fire and Emergency Services (Fire and Rescue/Rural Fire Service)
<b>Accidents – Road/Aircraft/Shipping/Boating</b>	Queensland Police Service
<b>Tsunami</b>	Australian Tsunami Advisory Group (ATAG)
<b>Terrorism</b>	Queensland Police Service
<b>Accident – Rail</b>	Queensland Transport (Queensland Rail)
<b>Hazardous Material Incident</b>	Queensland Police Service/QFES Fire and Rescue
<b>Oil/Chemical Spill (Marine Environment)</b>	Queensland Transport (Marine Division)
<b>Water Contamination</b>	Burdekin Shire Council
<b>Medical Pandemics &amp; Epidemics</b>	Queensland Health Department
<b>Exotic Animal &amp; Plant Disease</b>	Biosecurity Queensland

### 3.1 Operational Register

The Burdekin Shire Council has a legislated responsibility to establish a LDMG in accordance with Section 29 of the [Disaster Management Act 2003](#). The LDMG recognises that the agencies listed above have regional disaster management responsibilities.

Roles and responsibilities have been listed in an operational register for all disaster events. The full list is in Annexure D – Roles and Responsibilities (Operational Register).

### 3.2 Public Health

Throughout the year, Burdekin Shire Council is responsible for public health. During emergencies, the managers of each Council department ensure that the following functions are provided:

Safe and adequate water supply – emergency power generators are provided to all Council facilities to enable continuity of water supply if loss of power occurs during an event. Council also has standing arrangements with Ergon Energy to provide generators at other critical sites. Compliance testing of drinking water supplies is undertaken to verify that no contamination has occurred. Residents are advised to conserve water.

Evacuation Centres/Places of Refuge or Shelter – Maintaining public health in temporary shelters established to assist those affected by a disaster is essential. It is incumbent on those providing evacuation centre services to ensure they provide safe and adequate shelter that contributes to and maintains public health.

Safe and adequate food supply – Environmental Health Officers inspect food premises to ensure compliance with food safety standards. The Community Recovery Sub Plan details the organisations responsible for provision of food supplies in the event of a disaster.

Emergency ablution facilities – Emergency power backup is available to Council Wastewater Treatment Plants. Council also has standing arrangements with Ergon Energy to provide generators at other critical sites. In the event of treatment plant failure, the LDMG would seek assistance from the DDMG to provide emergency ablution facilities.

Personal hygiene and infectious disease control - Managing infectious disease outbreaks is vital to maintaining public health after a disaster. Promoting the use of basic personal hygiene within the community remains the primary method of prevention.

Refuse and waste disposal – Transfer stations are in the communities of Ayr, Home Hill, Clare, and Giru. Normal refuse disposal services continue until prevented by loss of access. Services are resumed as soon as access is reinstated. Council provides industrial waste bins to isolated communities after an event, as required.

Animal management (wild/wandering livestock) – Council will consider arrangements for managing wild and wandering livestock and will provide public messages.

Disposal of dead animals - Disasters may kill livestock and wild animals, and these animal's rotting carcasses may create a public health risk to the community. Council organises the burial of dead animals on site, if possible, or at the landfill, depending on the type of event.

Vector control – Council monitors vector breeding areas before and during events and undertakes control where necessary as soon as waters recede, and access is available. Vermin control is addressed on an 'as needed' basis.

Clean up/disinfection of buildings - Undertaking cleanup after a disaster poses a significant risk to public health as large numbers of people (emergency workers, affected individuals) move around the impact zone. Toxic waste, raw sewage, putrescible waste, and toxic bacteria all pose a threat to public health. Supplies of Sodium Hypochlorite are stockpiled for use and distribution as required. Lime can be sourced locally and at short notice.

Infectious disease control – Council works with Queensland Health as incidents occur. Queensland Health is a specialist advisor to the LDMG.

## 4. Disaster Risk Management

### 4.1 Environmental Summary

Covering more than 5,000 square kilometres, residents enjoy relaxed coastal country living, a great tropical climate and easy access to North Queensland's largest city, Townsville, which lies just 80km north of Ayr.

Abundant water supplies, fertile soils, and an average of 300 days of sunshine per year have resulted in Burdekin becoming one of the strongest agricultural regions in Australia. The Burdekin River, combined with a massive underground aquifer and the Burdekin Falls Dam, make the district drought resistant. The Burdekin's wealth of fertile soil, irrigation water and life-giving sunshine support current activities and emerging opportunities for farmers, businesses, and investors.

### 4.2 Community Context

The Shire has an estimated resident population of approximately 16890 as at June 2022<sup>9</sup> (ABS – Regional Population Group) and is categorised as a Rural Agricultural Very Large (RAV) Local Authority under the Australian classification of Local Governments.

The Community comprises approximately 50.8% males and 49.2% females which comprise approximately 4417 families<sup>10</sup>. Over 23.2% of the population is over the age of 65, and 16.8% is under the age of 14<sup>11</sup>. As of 30 June 2021, the median age for Burdekin LGA was 45.4 years.<sup>12</sup>

There are 8254 dwellings, with the average median weekly household income of \$1,345<sup>13</sup>.

### Economics and Industry

The Shire's economy is firmly based on agribusiness, particularly the production and processing of sugar cane. The district produces about 8 million tonnes of sugar cane annually, from which 1.2 million tonnes of raw sugar is produced at the region's four large-scale mills generating an annual output of over \$300 million<sup>14</sup>.

Whilst the Burdekin has traditionally been a sugar cane growing district, Burdekin Shire Council has recently focused on facilitating opportunities for diversification to bring new and value-added industries to the district, increasing employment opportunities and stimulating the shire's economy. About 3400ha of the region is dedicated to other horticultural crops such as achacha, capsicums, mangoes, melons, pumpkins, and zucchinis. The district's agriculture, forestry and fishing sector is the largest employer, generating over 2,100 local jobs in 2021/22<sup>15</sup>.

The Shire is renowned for having primary producers who are resilient, innovative, and keen to explore new opportunities to diversify their farming. Grains such as soybean, maize, sunflowers, and popcorn are becoming more commonly grown in the



<sup>9</sup> Source: ABS, Regional Population Growth, Australia (3218.0). Compiled and presented in economy.id.

<sup>10</sup> Source: ABS, Census of Population and Housing, 2021, General Community Profile - G29.

<sup>11</sup> Source: ABS, Regional population by age and sex, 2021.

<sup>12</sup> Source: ABS 3235.0, Population by Age and Sex, Regions of Australia.

<sup>13</sup> Source: ABS, Census of Population and Housing, 2021, General Community Profile - G02.

<sup>14</sup> Source: Australian Bureau of Statistics, Value of Agricultural Commodities Produced. Australia, 2020/21. Cat. No. 7503.0

<sup>15</sup> Source: National Institute of Economic and Industry Research (NIEIR) ©2023. Compiled and presented in economy.id



Burdekin. These alternative crops can result in improved sugarcane yields, lower input costs and additional income for growers that can be re-invested in the community.

The Burdekin also has a strong beef cattle farming sector contributing over \$34 million<sup>16</sup> to the Shire's total agricultural output.

Whilst the Burdekin is one of Australia's richest agricultural regions, the area also boasts strong horticultural, aquaculture and manufacturing industries. It is recognised as having high levels of solar irradiation with two solar farms located in the district.

The aquaculture industry also continues to grow in the district, with Pacific Biotechnologies operating Pacific Reef Fisheries and an algal facility in Ayr.






### 4.3 Climate and Weather

The Shire experiences a humid, high-temperature climate, with a concentration of rainfall in the warmer half of the year and a high degree of rainfall variability. The average annual rainfall is 952mm. Daytime temperatures are range from 18 – 29 degrees for most of the year, although short periods of heatwave conditions can be experienced. Prevailing winds are generally north-easterly in the summer months and south-easterly to north easterly in the winter months.

Being situated on the coast of North Queensland, the area can be affected by tropical cyclones between the months of December to May. Coastal communities of Alva, Wunjunga, Groper Creek and Jerona, and adjacent rural properties, can be affected by storm tides associated with cyclonic activity. Some areas may need to be evacuated depending on the expected storm tide height.

The long-term effects of climate change in the Burdekin Region are not certain. Various models disagree on long-term projections of the impact of climate change on the dry tropic's region of Queensland. Council's most recent storm tide modelling data predicts up to 0.8 metre sea level rise by 2100.

Current climate statistics for [Ayr DPI Research Station – Site number – 033002](#) (last updated 24 August 2023)<sup>17</sup>

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years	Plot	Map
<b>Temperature</b>																
Mean maximum temperature (°C)	31.8	31.6	30.9	29.6	27.6	25.5	25.2	26.3	28.2	29.9	31.2	32.1	29.2	64	1951 2023	
Mean minimum temperature (°C)	22.8	22.8	21.6	19.1	16.2	13.0	11.9	12.7	15.2	18.2	20.7	22.1	18.0	64	1951 2023	
<b>Rainfall</b>																
Mean rainfall (mm)	229.1	229.6	150.5	52.8	41.6	23.3	17.9	15.6	9.8	26.3	45.1	98.5	943.1	71	1951 2023	
Decile 5 (median) rainfall (mm)	179.8	185.7	135.2	24.2	14.8	11.3	5.0	3.6	2.0	7.0	26.9	59.4	956.7	71	1951 2023	
Mean number of days of rain ≥ 1 mm	9.6	10.3	7.8	3.6	3.1	2.3	1.7	1.6	1.2	2.2	4.0	5.7	53.1	70	1951 2023	

### 4.4 River Systems

The major river systems in this shire are the Burdekin and Haughton Rivers and their tributaries. Flooding of these rivers and their tributaries are a more common occurrence, due to the high incidence of rainfall, during the wet season (December to May). Such flooding, usually associated with low-pressure rain depression systems, can originate at the headwaters of the Haughton River on the Mingela Ranges or within the catchment of the Burdekin River (inland from Rockhampton to inland from Cardwell).

Major flooding of the Burdekin River affects the towns of Ayr and Home Hill and the surrounding rural communities. Major flooding of the Haughton River affects the town of Giru and the surrounding rural area. Major flooding damages and dislocates services resulting in substantial flood restoration work to both public and private assets.

The shire experienced major flooding of the Burdekin River in 1940, 1945, 1958, 1968, 1972, 1974, 1991, 2008, and 2019 and to a slightly lesser extent on many other occasions.

Major flooding requires a large-scale rainfall situation over the Burdekin River catchment. The completion of the Burdekin Falls Dam in the 1980s has reduced to some extent the occurrence of major flooding in the lower reaches. Major flooding still occurs in the lower reaches from the runoff produced by heavy rainfall and flooding in the lower Burdekin, Bowen and Bogie River catchments.<sup>18</sup>

<sup>16</sup> Source: Australian Bureau of Statistics, Value of Agricultural Commodities Produced. Australia, 2020/21. Cat. No. 7503.0

<sup>17</sup> [http://www.bom.gov.au/climate/averages/tables/cw\\_033002.shtml](http://www.bom.gov.au/climate/averages/tables/cw_033002.shtml)

<sup>18</sup> <http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml>

## Burdekin River<sup>19</sup>

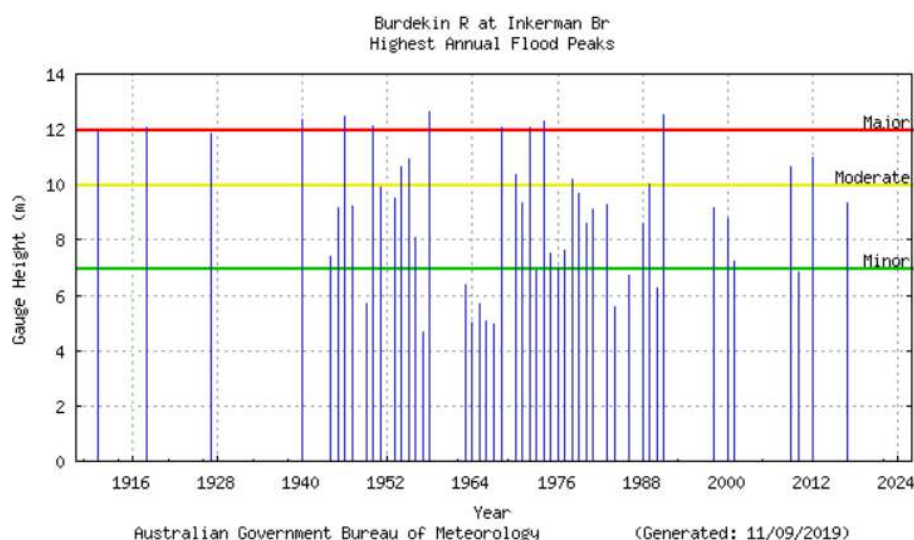
The Burdekin River Basin drains an area of about 130,000 square kilometres. Two main tributaries drain the catchment, the Burdekin River flowing from the north and the Belyando River from the south and join at the Burdekin Falls Dam. Downstream of the dam, the Bowen and Bogie Rivers join the Burdekin River before it flows into the sea near Ayr and Home Hill.

Major floods, causing inundation of properties and closure of main roads, can occur along the major rivers upstream and downstream of the Burdekin Falls Dam. Downstream of the dam, major flooding in the Ayr and Home Hill areas results from either flood waters travelling down from the upper Burdekin and Belyando basin or from intense rain in areas below the dam.

### Previous Flooding

Records of large floods at Ayr extend back as far as 1911. One of the largest most recent floods was recorded in February 1991 when the river rose to 12.53m at the Inkerman Bridge gauge.

<http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml>



### Assessment of Flood Potential

Major flooding requires a large-scale rainfall event over the Burdekin River catchment. The completion of the Burdekin Falls Dam in 1987 has, to some extent, reduced the occurrence of major flooding in the lower reaches. Major flooding still occurs in the lower reaches from the runoff produced by heavy rainfall and flooding in the lower Burdekin, Bowen and Bogie River catchments. The following can be used as a rough guide to the likelihood of flooding in the catchment:

- Average catchment rainfall of more than **200mm in 48 hours** may cause **moderate to major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Burdekin River catchment downstream of the Burdekin Falls Dam and extending into the Burdekin River delta area.
- Average catchment rainfall of more than **300mm in 48 hours** may cause **major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Burdekin River catchment downstream of the Burdekin Falls Dam and extending into the Burdekin River delta area.

### Flood Forecasting

The Burdekin Shire Council, in conjunction with the Bureau of Meteorology (BoM), operates a flood warning system for the Burdekin River catchment. The **Burdekin ALERT System** consists of a network of automatic rainfall and river height stations.

The Burdekin ALERT Flood Warning System was completed in 1990 as a cooperative project between the Bureau of Meteorology and the Burdekin Shire Council. The system comprises of a network of rainfall and river height stations which report via VHF radio to a base station computer located in the Council office in Ayr. The stations send reports for everyone millimetre of rainfall and every 50-millimetre change in river height.<sup>20</sup>

<sup>19</sup> <http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml>

<sup>20</sup> <http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml#BurdekinALERTSystem>



The base station computer in the Burdekin Shire Council office collects the data and has software that displays it in graphical and tabular form. This data is also received by the Bureau's Flood Warning Centre which is used in hydrologic models to produce river height predictions.

The system provides early warning of heavy rainfall and river rises in the catchment below the dam and enables more accurate and timelier flood warnings and forecasts. The network also includes volunteer rainfall and river height observers who forward observations by telephone when the initial flood height has been exceeded at their station. DEHP also operates several automatic telemetry stations throughout the catchment that provide data during floods.

Each river height station has a pre-determined flood classification that details heights on gauges at which minor, moderate, and major flooding commences. Other flood heights may also be defined, indicating at what height the local road crossing or town becomes affected by floodwaters. The table below shows the flood classifications for selected river height stations in the Burdekin River catchment.<sup>21</sup>

River Height Station	First Report Height	Crossing Height	Minor Flood Level	Crops & Grazing	Moderate Flood Level	Towns and Houses	Major Flood Level
Sellheim	2.0	13.5 (B)	12.0	14.0	14.0	18.0	15.0
Taemas	3.0	4.60 (B)	5.0	-	7.0	-	8.0
Alpha	2.0	11.20 (B)	7.0	7.0	7.5	8.0	8.0
St Anns	-	-	4.0	-	6.5	-	10.0
Burdekin Falls Dam	0.0	0.0 (S)	3.0	-	5.5	-	8.0
Dalbeg	5.0	-	10.0	5.0	15.0	-	20.0
Millaroo	-	-	9.0	-	13.0	-	17.0
Clare	5.0	-	8.0	-	13.0	-	17.0
Inkerman Bridge	3.0	18.3 (B)	7.0	9.0	10.0	12.1	12.0

All heights are in metres on flood gauges.  
(B) = Bridge (S) = Spillway

The BOM Flood Warning Centre issues Flood Warnings, and River Height Bulletins for the Burdekin River catchment during flood events. They are sent to radio stations for broadcast local councils, emergency services organisations and many other agencies involved in managing flood response activities. River height predictions are issued when moderate flood levels are likely to be exceeded at Inkerman Bridge.

Depending on your location within the Burdekin River catchment, further flood information can be found through any of the following councils: Charters Towers Regional Council, Isaac Regional Council, Mackay Regional Council and the Whitsunday's Regional Council.

## Haughton River

The Haughton River catchment covers an area of approximately 1,850 square kilometres and includes the major tributaries of Reid River and Majors Creek. Barratta Creek is the overflow for both the Haughton and Burdekin Rivers. The headwaters of the Haughton catchment rise in the Hervey Range.

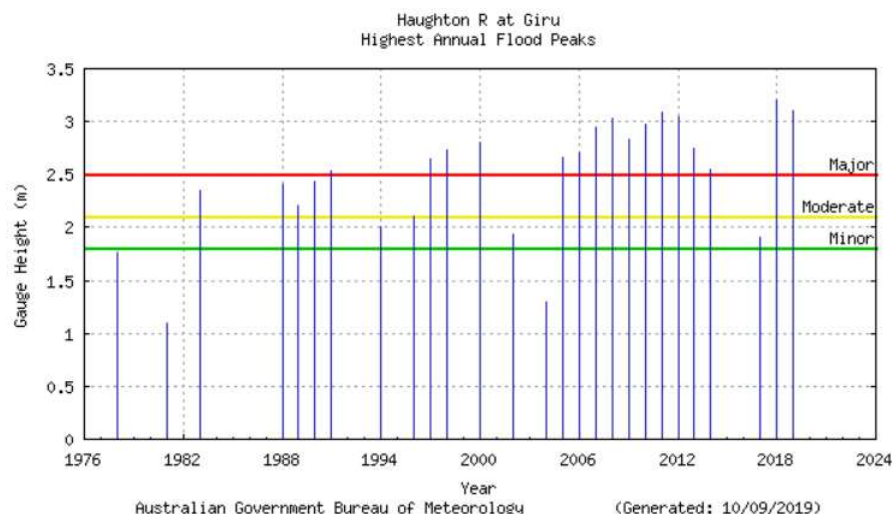
As this is a relatively small catchment and due to the rapid response of the catchment to rainfall, travel times are very short. Heavy rainfalls over the catchment can cause major flooding of agricultural areas adjacent to the waterways and major flooding

<sup>21</sup> <http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml#InterpretingFloodWarningsandRiverHeightBulletins>

of residential and commercial areas in Giru. A levee has been constructed around the town to protect it from floods up to about 2.30m on the flood gauge.

### Previous Flooding

Flood records for Giru only go back to 1978. The highest flood on record occurred in January 2019, with a peak height of 3.20 metres on the flood gauge, causing widespread inundation of the Giru township.



### Assessment of Flood Potential

Major flooding requires a large-scale rainfall situation over the Haughton River catchment. However, the following can be used as a rough guide to the likelihood of flooding in the catchment:

- Average catchment rainfalls of more than **200mm in 24 hours** may cause moderate to **major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Haughton River catchment downstream of Huston's Farm, extending into the Giru Township and Haughton River delta area.
- Average catchment rainfalls of more than **300mm in 24 hours** may cause **major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Haughton River catchment downstream of Huston's Farm, extending into the Giru Township and the Haughton River delta.

### Flood Forecasting

The Burdekin Shire Council, in conjunction with the BoM, operates a flood warning system for the Haughton River catchment. The Haughton ALERT System consists of a network of automatic rainfall and river height stations.

The Haughton ALERT Flood Warning System was completed in 1993 as a co-operative project between the Bureau of Meteorology and what was the Thuringowa City Council. The system, now transferred to Burdekin Shire Council, comprises a network of rainfall and river height stations that report via VHF radio to a base station computer located in the Council office in Ayr. The stations send reports for every 1 millimetre of rainfall and every 50-millimetre change in river height.

In consultation with the Burdekin Shire Council, the Bureau issues Flood Warnings for the Haughton River.

The base station computer in the Burdekin Shire Council office collects the data and has software that displays it in graphical and tabular form. This data is also received by the Bureau's Flood Warning Centre, which is used in hydrologic models to produce river height predictions.

The system provides early warning of heavy rainfall and river rises in the catchment, enabling more accurate and timelier flood warnings and forecasts. The network balance consists of volunteer rainfall and river height observers, who forward observations by telephone when the initial flood height has been exceeded at their station. DEHP also operate several automatic telephone telemetry stations throughout the catchment.

The table below shows the flood classifications for selected river height stations in the Haughton River catchment:

River Height Station	First Report Height	Crossing Height	Minor Flood Level	Crops & Grazing	Moderate Flood Level	Towns and Houses	Major Flood Level
Mt Piccaninny	-	-	3.0	-	4.0	-	5.0
Major Creek	-	-	7.0	-	8.0	-	9.5
Powerline	-	-	5.0	-	6.0	-	8.0
Giru	1.0	3.5 (B)	1.8	-	2.1	2.5	2.5

All heights are in metres on flood gauges. (B) = Railway Bridge (note this is not the Bruce Highway)

The BOM Flood Warning Centre issues Flood Warnings, and River Height Bulletins for the Houghton River catchment during flood events. They are sent to broadcast radio stations local councils, emergency services and many other agencies involved in managing flood response activities.

## 4.5 Critical Infrastructure and Essential Services

### Power

The Burdekin Shire is serviced by reticulated electricity service provided by Ergon Energy with a 132/66/11kV Powerlink/Ergon Energy Bulk Supply Point substation located at Shadforth Road in Clare and 66/11kV Zone Substations located at East Ayr, Ayr, Kalamia, Jarvisfield, Giru, Barrattas, Mona Park, Millaroo, Houghton, Home Hill, Kirknie and Gumlu.

The Shire is supplied from north and south by a 132kV transmission line owned and operated by Powerlink.

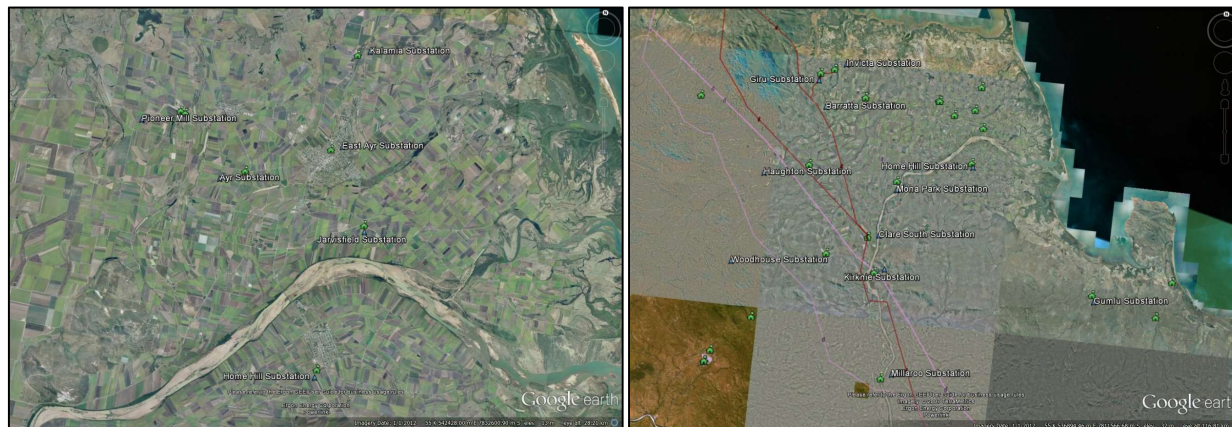


Figure 2 - Google Earth showing the Burdekin Regional Map of Substations and Zone Substations locations

### Water

Burdekin Shire Council is a registered Service Provider under the [Water Supply \(Safety and Reliability\) Act 2008](#). Council is committed to providing access to affordable, safe, and reliable drinking water to shire residents connected to those services. The Act requires the council to implement certain water quality and safety measures to ensure the continuity of services and the protection of customers' interests. It also requires the council to quantify these measures in an approved Drinking Water Quality Management Plan [DWQMP] and meet pre-determined Customer Service Standards [CSS].

The Burdekin Shire Council provides source water treatment to Australian Drinking Water Guideline (ADWG) Standards, and reticulated drinking water to Ayr, Brandon, Alva, Home Hill, Giru, and Mt Kelly whilst Sunwater provides drinking water to the Clare, Millaroo and Dalbeg communities.

The Ayr, Brandon, Home Hill, Alva, and Mt Kelly water supplies are sourced from underground bores. Construction of the Burdekin Falls Dam in 1987 provided greater assurance of raw water supply in the Burdekin River and consequently, for supply generally in the Lower Burdekin Delta. Sunwater releases water from the Burdekin Dam for environmental and irrigation purposes. Lower Burdekin Water draws raw water from the Burdekin River via pump stations for distribution to cropping

irrigators and into recharge systems such as Plantation Creek. This keeps storage areas full and recharges the aquifers from which Council draw the raw water for the Ayr/Brandon, Home Hill, and Mt Kelly supply schemes.

Townsville City Council (Townsville Water) provides treated drinking water under a bulk potable water supply agreement for the Giru water supply. Raw water for this supply is sourced from Sunwater's Giru weir on the Haughton River. Runoff from the Haughton catchment maintains sufficient capacity in the weir, with Burdekin River water provided to supplement catchment flows during periods of drier weather as required. Treated water is supplied under a fee-for-service agreement between Townsville City Council and Burdekin Shire Council.

All urban schemes have extensive rural reticulated services as part of their networks.

### Sewerage

Burdekin Shire Council holds Certificates of Registration from the State Regulatory Authority to operate sewage treatment works. The certificates stipulate the quantity and quality of discharges permitted from Burdekin Shire Council's treatment plants.

The Ayr, Brandon and Home Hill townships are connected to reticulated sewerage systems, collecting, and delivering wastewater to the Ayr WWTP and Home Hill STP for treatment and subsequent discharge into adjacent irrigation channels. Council is committed to operating and providing these services to the community in a manner that seeks to support ecologically sustainable development while ensuring the community continues to receive efficient and cost-effective municipal services.

Site Based Management Plans (SBMP), Customer Service Standards and Receiving Environment Monitoring Programs (REMP) detail commitments made by BSC to minimise adverse environmental impacts emanating from sewage treatment processes. The SBMP provides site-specific information and procedures that ensure compliance with environmental authorities issued for the operation of the sewage treatment plants. These procedures and actions are consistent with the Council's Environmental Policy, and legislative requirements of the [Environmental Protection Act 1994](#) (EPA), including regulations and policies.

There are approximately 52 Sewage Pump Stations (SPSs) in Council's networks. Each pump station is equipped with duty and standby pumps, and duty and standby level sensors and is capable of independent site control as well as being connected to Supervisory Control and Data Acquisition (SCADA) systems for remote monitoring, high-level and operational failure alarm notification, and various levels of remote operation.

## Communications

The telecommunications network is owned and operated by Telstra. The network is underground within the townships and is linked to the main network via fibre optic cable and microwave radio towers. Broadcast TV services are provided in the towns by all major networks. Radio services are provided by all major networks and local radio station 97.1 Sweet FM, which provides disaster management information to most of the Burdekin community.

The National Broadband Network (NBN) is available in the Burdekin Shire. NBN Towers provide wireless broadband connectivity for our rural residents. These will have to be monitored for damages or service interruption during a disaster.

## Transport

The Bruce Highway transects the Shire commencing at the Wangaratta Creek boundary with Whitsunday Regional Council, passing through the principal towns of Home Hill and Ayr and exiting the Shire to the northwest of Giru at the boundary with Townsville City Council. Other state-controlled (main) roads in the Shire include:

- Ayr - Dalbeg Road (#545)
- Home Hill - Kirknie Road (#5405)
- Ayr - Ravenswood Road (#5472)
- Woodstock - Giru Road (#548)

A network of 1,146 km of local roads, sealed and unsealed, is constructed and maintained by Burdekin Shire Council, servicing smaller urban communities and rural residential and farming properties.

The Burdekin Shire Council's transport portfolio comprises an extensive network of urban and rural, sealed, and unsealed roads plus associated road network assets.

As of 30 June 2022, the key statistics are as follows:

- 1,146 km of roads, of which 738 km is sealed (64.4%)
- 7 vehicle bridges
- 5 pedestrian bridges
- 9 major culverts
- 2,595 culverts and pipes (27.6 km)
- 46.3 km of paths and cycleways
- 194 km of kerb and channel and inverts
- 32 roundabouts

The total replacement value of Council's transport portfolio, as provided in the financial asset register on 30 June 2023 was \$521.7 million

## Airports

The Burdekin Shire has two aerodromes and several smaller airstrips, owned and maintained by Council.

The Ayr Aerodrome is located on Aerodrome Road, Brandon, 12km from the Ayr central business district. It offers a 1,250m sealed runway capable of accepting light aircraft with a pavement concession of PCN 8/F/A/580(84psi)/U.

The aerodrome has a night lighting system with solar-powered lights.

The Home Hill Aerodrome is located on Heatley Road, Home Hill. The Home Hill aerodrome runway is unsealed. Smaller unsealed airstrips are also located near the towns of Clare (at the corner of Dunn Road and George Road), Millaroo (Newman Road) and Dalbeg (Foreman Walsh Road).

## Rail

The North Coast Railway traverses the Shire with railway stations located at Ayr, Home Hill and Giru.

WILMAR also operates a network of railway lines, servicing the cane industry to transport cane to mills at Giru, Pioneer, Kalamia and Inkerman (Home Hill).

## Ayr Hospital Health Service

The Ayr Health Service is a 28-bed facility located in Ayr, a township in North Queensland. The facility employs around 160 staff and has approximately 2,400 inpatients each year, requiring care for general medical, rehabilitative, and maternity presentations. A 24-hr emergency department provides care to almost 1000 presentations monthly. Surgical services are provided by onsite and visiting Obstetric, Orthopaedic, Gastroenterology and Dental clinicians.

A community Mental Health Service is located onsite as well as an Allied Health Team of physiotherapy, occupational therapy, speech therapy and social worker providing services to Ayr, Home Hill, and the broader Burdekin Shire. Outreach services conduct clinics for Cardiac, Chronic Kidney Disease and Paediatric. Telehealth services are routinely scheduled to support all specialities.

The Ayr Health services also provide a Community Health service which includes child & youth health, Chronic Disease, Aboriginal and Torres Strait Islander health liaison, School based youth health services and a Nurse Navigator service.

## Home Hill Health Service

The Home Hill Health Service opened in 1983 and is a 14-bed rural facility providing general medical, palliative care, rehabilitation, and satellite renal dialysis unit services to the local community. The renal satellite unit has eight chairs and operates six days a week with extra services when required.

The hospital maintains close ties with and relies on medical coverage from the Ayr Health Service.

The Home Hill Health Service provides:

- General Health Services, including general medical, Palliative care, rehabilitation, and Satellite renal dialysis
- Allied Health Services, including physiotherapy, speech therapy, occupational therapy, child health and social work.
- Specialist Telehealth Services, including chronic kidney disease clinic, gerontology, oncology, neurology, pain management, rural specialist palliative services, diabetic foot ulcer clinic and respiratory clinics.



Where possible, Ayr and Home Hill Health Services offer telehealth appointments for all specialties available at Townsville University Hospital.

Ayr also has a medical centre and several other private medical practices. Home Hill Hospital has a private medical practice on site, opening 3 days a week, Monday, Wednesday and Thursday, and a private medical centre on Eighth Ave, open 7 days a week.

Ayr also has several private dental practices.

## Emergency Services

Ayr and surrounding districts have access to the following emergency services facilities:

Service	Location	Staffing
<b>Queensland Fire and Emergency Services, Fire &amp; Rescue</b>  <i>Fire and Rescue monitor operational periods and increase our capacity and capability to meet the demand.</i>  <i>IE: Swift water crews are pre-deployed before flooding events, operational capability is increased during high fire danger periods (weight of first attack)</i>  <i>All Fire Appliances have road crash rescue capabilities.</i>	Ayr Station 1 x Type 2 Fire appliance (2000 ltr/m water delivery capacity) 1 x Type 3 Fire appliance (3500 ltr/m water delivery capacity) 1 x support 4wd dual cab Ute with additional slip-on unit	Permanent crewing 7 days a week, 12 hours per day Auxiliary crew – After hours supported by permanent crew and Home Hill Auxiliary crew
	Home Hill Station 1 x Type 2 Fire appliance (2000 ltr/m water delivery capacity)	Auxiliary crew supported by Ayr auxiliary and permanent crewing
	Giru station 1 x Type 2 Fire appliance (2000 ltr/m water delivery capacity)	Auxiliary crew supported by Townsville 24/7 crews, Ayr auxiliary and permanent crewing
<b>Qld Fire and Emergency Services, Rural Fire Service Qld (QFES RFSQ)</b>	Burdekin	50 Fire Warden areas 48 Fire Wardens with 33 Deputy Fire Wardens 21 Brigades 6 Appliances 22 Slip on units 568 Volunteer members
<b>Queensland Ambulance Service</b>	Ayr	17 permanent officers
	Home Hill	5 permanent officers
	Giru	2 permanent officers
<b>Queensland Police Service</b>	Ayr	21 police officers 2 police liaison officers
	Home Hill	3 police officers
	Giru	1 police officers
	Clare	1 police officer

## The Burdekin State Emergency Services (SES)

The Burdekin SES unit (part of the Queensland Fire and Emergency Services) is headquartered in Ayr. It has a Local Controller, two Deputy Controllers and five Group Leaders to coordinate the following volunteer groups:

Location	Volunteers
<b>Ayr</b>	13 Active members 2 Probation 1 Applicant
<b>Home Hill</b>	6 Active members 1 Probation
<b>Giru</b>	3 Active members
<b>Clare</b>	2 Active members 1 Probation
<b>Rita Island</b>	7 Active members 1 Applicant

## Local Government buildings, facilities and services

Facility	Location
<b>Council Chambers</b>	145 Young Street, Ayr
<b>Council Workshop &amp; Store</b>	Jones Street, Ayr
<b>Burdekin Library &amp; Burdekin Theatre</b>	161 Queen Street, Ayr
<b>Burdekin Memorial Hall</b>	Ninth Avenue, Home Hill

## Public buildings, spaces and events

The following table lists the events, spaces and buildings where large groups of people are likely to gather.

Building / Event	Location
<b>Burdekin Water Festival</b>	Ayr Showgrounds, Craig & Edwards Street, Ayr
<b>Home Hill Harvest Festival</b>	Eighth Avenue & Ninth Street, Home Hill
<b>Ayr Show</b>	Ayr Showgrounds, Craig & Edwards Street, Ayr
<b>Giru Show</b>	Luxton Street, Giru
<b>Hot Days Sweet Nights Festival</b>	Wickham Street, Ayr/ Home Hill Show Grounds, Home Hill
<b>Burdekin Rugby League</b>	Wickham Street, Ayr
<b>Burdekin Rugby Union</b>	Jones Street, Ayr
<b>Burdekin Football</b>	International Drive, Ayr
<b>Burdekin Growers Race Day</b>	Burdekin Race Club, First Street, Home Hill
<b>Burdekin Memorial Hall</b>	Ninth Ave, Home Hill
<b>Burdekin Theatre</b>	Queen Street, Ayr

## 5. Hazards

### 5.1 Natural Hazards

Queensland faces up to seven natural hazards. These have been outlined in the Queensland Emergency Risk Management Framework (QERMF) and have been identified as natural hazards that have the most significant impact on the state of Queensland.

The [Queensland State Natural Hazard Risk Assessment](#) defines Natural hazards as detailed in Figure 3.



Figure 3 - Seven natural hazards are addressed in the scope of the Queensland State Natural Hazard Risk Assessment.

The main direct threats to the Burdekin Shire region have been identified as:

- Riverine Flooding (Burdekin and Haughton)
- Cyclone (Category 4-5)
- Coastal Storm Surge (Category 4-5 Cyclone)
- Cyclone (Category 1-3)
- Coastal Storm Surge (Category 1-3 Cyclone)
- Tropical Low (Monsoonal Rain)

The region is also likely to be indirectly impacted by hazards/threats in neighbouring local government areas.

### 5.2 Non-Natural Hazards

Several Non-Natural Hazards have also been identified that have the potential to impact the Burdekin Region.

These have been identified as:

- Hazardous Material Incidents
- Pandemics and Epidemics
- Transport Accidents
- Water Contamination

### 5.3 Explanation of hazards/threats

#### Cyclones

Tropical cyclones are low-pressure systems that form over warm tropical waters. They typically form when the sea-surface temperature is above 26.5°C. Tropical cyclones can continue for many days, or weeks, and may follow quite erratic paths. A cyclone will dissipate once it moves over land or cooler oceans<sup>22</sup>.

<sup>22</sup> <http://www.bom.gov.au/cyclone/tropical-cyclone-knowledge-centre/understanding/tc-info/>



Cyclones are a regular event in North Queensland and, in the past, have caused significant damage to crops and structures. As the path of a cyclone is often erratic, it is hard to forecast exactly when and where a cyclone will cross the coast.

Tropical cyclones are dangerous because they can produce extreme winds, heavy rainfall with flooding and damaging storm surge that can cause inundation of low-lying coastal areas.

A list of cyclones that have threatened our region and a list of major flooding events can be found in Annexure E – Burdekin Cyclone and Flooding Events.

## Cyclonic Storm Tides / Storm Surge

A storm surge is a rise above the normal water level along a shore resulting from strong onshore winds and/or reduced atmospheric pressure. Storm surges accompany a tropical cyclone as it comes ashore. Intense low-pressure systems may also form in non-tropical areas.

The combination of storm surge and the normal (astronomical) tide is known as a 'storm tide'. The worst impacts occur when the storm surge arrives on top of a high tide. When this happens, the storm tide can reach areas that might otherwise have been safe. On top of this are pounding waves generated by the powerful winds. The combined effects of the storm tide and waves can knock down buildings, wash away roads and run ships aground. If you are caught in your home or a car when a significant storm surge arrives, you may not survive.

Due to the erratic nature of cyclones and the time difference between high and low tides being only a few hours, it is difficult to predict how high the astronomical tide will be when the storm surge strikes.

## Earthquakes

Earthquakes or seismic tremors of variable magnitude could occur without warning within the region. Subsequent effects could include damage to property, disruption of essential services, loss of life or serious injury.

The likelihood of an earthquake is rare, but the consequences are high. Compared to plate margin regions, such as California or Japan, the rate of earthquakes in Australia is lower. However, Australia's earthquake activity is moderate to high relative to other intraplate regions.

Two recent earthquakes, both of 4.9 magnitude, hit the North Queensland region in April 2020 and August 2020, with the latest earthquake being felt in Townsville, which is 90 kms from the Burdekin and over 200kms from the epicentre of the quake.

## Exotic Animal and Plant Diseases, including Aquaculture

The Australian economy depends, in part, on the sugar and livestock export trade. An outbreak of an exotic animal or plant disease could be crippling to these industries and the country. With some cattle production in the Shire and the slight possibility of animals landing from passing vessels on coastal areas, the potential exists for spreading exotic diseases. The responsible authority would implement urgent and stringent control measures if this did occur.

The Burdekin Region also has a growing aquaculture industry, and an outbreak of disease could be crippling to this industry.

## Flood

Minor flooding occurs within the region on a reoccurring basis with minimal impact on residential areas. Moderate to major flooding can affect various region areas, disrupting critical services and the community.

November to April, and especially February and March, are the most likely times flooding will occur. Ayr, Home Hill, Giru, and most the smaller communities within the Shire are situated on a flood plain. While the towns may not always experience direct flooding, road and rail transport disruption may occur.

The Burdekin Shire Council with the BOM operate a Flood Warning system called the – Burdekin Alert. This system comprises of a network of rainfall and river height stations which report via VHF radio to a base station computer located in the Council office in Ayr. The stations send reports for every one millimetre of rainfall and every 50-millimetre change in river height.<sup>23</sup> The base station computer in the Burdekin Shire Council office collects the data and has software that displays it in graphical

<sup>23</sup> <http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml#BurdekinALERTSystem>

and tabular form. This data is also received by the Bureau's Flood Warning Centre, which is used in hydrologic models to produce river height predictions.

The Burdekin Shire Council has engineering staff who have a high level of understanding of the flood network within the Shire and are vital to the forecasting and managing of information regarding floods and flooding events. Council participated in developing the Burdekin and Houghton Flood Resilience Strategy and undertaken a Barratta Creek Flood Study to help support our mitigation strategies.

## Fire

There is always the possibility or threat of an urban fire occurring in any of the major towns or smaller townships. An Area Fire Management Group (AFMG) conducts annual meetings to assess the likely fire condition and potential for mitigation burns. The Bushfire Risk Mitigation Plan (BRMP) is the document that provided feedback to the LDMG. This is conducted in accordance with the Queensland Bushfire Plan<sup>24</sup>.

Fire Stations are situated in Ayr, with auxiliaries at Home Hill and Giru. A large part of the Shire is under sugarcane, which is susceptible to wildfires, especially in the hotter months of the year. In the past, damage from wildfires has been confined to crops, animals and fencing in rural areas.

## Hazardous Material Incidents

With a large part of the shire being used for sugar cane production, significant amounts of hazardous materials, e.g., fertilisers, herbicides, and pesticides, are stored on farms, at agencies supplying these substances, and at sugar mills. Dangerous chemicals, including corrosive substances, are carried through the shire on road and rail transport, posing the threat of a significantly dangerous accident. The evacuation of the nearby populations may be necessary if an accident threatens life.

Council undertook a Chemical Spills Risk Study in May 2002. The report found a 'moderate' residual risk to the shire of chemical spills (rating of M28). The risk is relatively low but has consequences if a major emergency occurs. Since the report was undertaken, licensing dangerous goods locations has ceased to be the Council's responsibility. QFES is the lead agency in any chemical incident, and Council would rely on QFES expertise to lead the response.

The Burdekin Local Disaster Management Group was made aware in September 2018 of a very high-pressure gas pipeline that runs from Moranbah to Townsville through parts of the Burdekin Shire. North Queensland Gas Pipeline has provided a presentation. Warning signs are located along the pipeline, and designated easements have been registered through rural and urban areas identifying the location and general information of the gas pipeline. The pipeline is monitored via a central control system 24 hours per day, and a Crisis Management Team has been appointed. Dedicated emergency equipment is in Townsville and Moranbah. Simulation exercises are run on a regularly.

## Pandemics and Epidemics

A flu pandemic occurs when a new subtype of flu virus emerges in humans, causing serious disease and spreading easily and rapidly to infect large numbers of people worldwide. Unlike other disasters, a flu pandemic could be prolonged for over a year, causing large global numbers of illnesses, fatalities, economic downturns, and hardship across many sectors of society.

A flu pandemic will not directly affect physical infrastructure or assets. However, its impacts will also not be limited to those infected. It is anticipated that many people may withdraw from the workplace and society for fear of becoming infected. Others cannot participate in everyday activities because they care for children, family, and friends.

The measures that governments may take to reduce the impacts of a pandemic – including recommending that people avoid crowded places, closing schools and childcare centres, and quarantining potentially infected people – could cause significant social disruption. Businesses will likely notice that demand for some goods will drop, while demand for services such as health and welfare could stretch existing resources. Communities must find innovative ways to support each other while avoiding traditional activities that physically bring people together.

Response and recovery plans must be flexible and adaptable to the new and largely unknown virus that finally emerges and the resources available. Plans must also acknowledge that cooperation between countries, states and territories will be more important than ever.

<sup>24</sup>[https://www.disaster.qld.gov.au/\\_\\_data/assets/pdf\\_file/0021/340086/QLD-Bushfire-Plan.pdf](https://www.disaster.qld.gov.au/__data/assets/pdf_file/0021/340086/QLD-Bushfire-Plan.pdf)

Council has well developed business continuity plans, which have recently been reviewed due to the impact of COVID-19 on our community.

Council has developed the following to help assist and guide the LDMG and Council during a pandemic:

- 2021 Pandemic Influenza Sub Plan
- COVID-19 Remote Facility Operational Procedures
- COVID-19 Burdekin Health and Local Government Integrated Response Plan

## Transport Accidents

The Bruce Highway passes through the Burdekin Shire. This major road systems carries a myriad of heavy transports (Semi Trailers, B-Doubles etc.), tourist coaches, school buses and motor vehicles. Road accidents of any size and complexity may not affect many residents directly but could stretch the capabilities of the emergency services.

Transport accidents are inevitable, and depending upon size and complexity, could involve several emergency response authorities. This is also relevant to the Queensland Government rail line, Wilmar tramway lines and, on a smaller scale, boating accidents at sea.

Only light aircraft land at the Shire's aerodrome and airstrips. There are several light aircraft in the area, and the possibility of an accident does exist.

## Tropical Storms

Tropical Storms are localised, very intense low-pressure wind systems that form over tropical oceans and have winds of cyclone force. During the wet season, the Burdekin Shire is subject to frequent tropical storms, which cause property damage, vegetation destruction and disruptions to the electricity supply. Common tasks required during these events include covering unroofed properties with tarpaulins (SES) and clearing trees from roadways and other public facilities (Council).

## Tsunami

A tsunami is a series of ocean waves with very long wavelengths (typically hundreds of kilometres) caused by large-scale disturbances of the ocean, such as:

- Earthquakes
- Landslide
- Volcanic eruptions
- Explosions
- Meteorites

These disturbances can either be from below (e.g., underwater earthquakes with large vertical displacements or submarine landslides) or from above (e.g., meteorite impacts).

Tsunami is a Japanese word with the English translation "harbour wave". In the past, tsunamis have been referred to as "tidal waves" or "seismic sea waves". The term "tidal wave" is misleading; even though a tsunami's impact upon a coastline depends upon the tidal level at the time a tsunami strikes, tsunamis are unrelated to the tides.

Tsunamis are also often confused with storm surges, even though they are quite different phenomena. A storm surge is a rapid rise in coastal sea level caused by a significant meteorological event, often associated with tropical cyclones.

Burdekin Shire has developed a Tsunami Response Sub Plan.

## Water Contamination

Council's reticulated water system contains several reservoirs. Potential exists for these supplies to be a contamination attack target, particularly considering terrorism being experienced throughout the western world. These facilities have some security fencing; however, this fencing is only designed to deter public access to the facility and can be easily breached by any person intent on gaining access. Water contamination is considered low risk at this stage as these facilities are subject to daily checking by Council employees.

## 6. Risk Assessment

Burdekin Shire Council will continue to implement best practice risk assessment and management practices in the Shire and will comply with current risk management guidelines (ISO 31000:2018) and associated policy.

The Burdekin Shire Council undertook a full Natural Disaster Risk Management Study in July 2003. The study aimed to increase Community Safety through the identification, analysis, evaluation, and treatment of certain natural hazards/risks, as defined below, within the area of the Burdekin Shire:

- Cyclones (Category 1-5) – a review of past events suggested that categories 1-3 and 4-5 be examined separately
- Flooding of the Burdekin River
- Flooding of the Haughton River
- Burdekin River Bridge Closures
- Major localised flooding (not covered above, for Ayr, Home Hill and Brandon)
- Coastal Storm Surge
- Landslide/slip
- Bushfire
- Earthquake/tremor

A significant element of the process was considering how a reduction in disaster risk can protect the community against economic failures brought about by disasters.

Burdekin Shire Council will continue implementing best practice risk assessment and management practices in the shire. The council will conduct annual reviews of our Business Continuity Plans and Corporate Risk Register. The Burdekin LDMG is responsible for reviewing the Operational Risk Register at least annually or after each disaster event.

A review of the Whole of Council - Operational Risk Register was conducted in September 2023 and considered the assessment of risk through consideration of the level of impact of risk (consequence) and the likelihood that the event would arise (likelihood). The successful foundation for disaster risk management lies in clearly identifying and understanding the level of exposure and vulnerability of a community and its assets against hazards.

Hazard identification and risk assessment are fundamental to effective disaster management and form the basis for disaster management planning and programs. Hazard identification and risk assessments should be iterative and regularly reviewed to ensure that planning is based on up-to-date, accurate data. Operational risks for Council will be reviewed annually and immediately after any event.

Council will comply with current risk management standards (ISO 31000:2018) to achieve the following:

- a more rigorous basis for decision making and planning
- better identification of threats
- value from uncertainty and variability
- pro-active rather than re-active management
- more effective allocation of resources
- improved incident management and reduction in loss and cost of risk
- improved community confidence and trust
- improved compliance with relevant legislation and
- better corporate governance.

## 6.1 Operational Risks – Whole of Council

The Burdekin LDMG considers a risk base approach. Last review was conducted in September 2023.

RISK	RISK RATING
Flooding – Burdekin Dam Failure	H – 22
Tropical Cyclone – Cat 4-5	H – 21
Storm Surge – Cyclone Cat 4-5	H - 21
Flooding	M - 18
Major agricultural fire – uncontrollable	M - 17
Exotic animal or plant disease	M – 17
Earthquake	M - 17
Burdekin Bridge failure	M - 17
High Pressure Gas Pipeline	M - 17
Terrorism	M - 17
Tropical cyclone – Cat 1-3	M – 16
Storm Surge – Cyclone Cat 1-3	M - 16
Bushfire (rural and interface areas)	M - 16
Major Urban Fire	M - 16
Extreme high temperatures (>37°C for >3 consecutive days)	M - 16
Prolonged drought	M - 16
Severe thunderstorm / electrical storm / tornado	M - 16
Epidemic / pandemic	M - 13
Hazardous material accident – land, transport	M - 12
Hazardous material accident – Aquatic environment	M - 12

Council has adopted a consequence category table and a risk level and priority table. These tables allow senior management to assess each risk and provide a risk rating score.

## 6.2 Consequence Categories

The below table forms part of the adopted Burdekin Shire Council Risk Register and outlines the trigger points that have been adopted by Senior Management.

TABLE 1 – CONSEQUENCE CATEGORY						
	LEVEL	INSIGNIFICANT	MINOR	MODERATE	MAJOR	EXTREME
ENVIRONMENTAL - SPECIFIC	ENVIRONMENTAL	Brief, non- hazardous, transient pollution or damage	Minor environmental damage such as remote temporary pollution	Moderate impact on the environment; no long term or irreversible damage. May incur cautionary notice or infringement notice	Severe environmental impact requiring significant remedial action. Penalties and/or direction or compliance order incurred	Widespread and irreversible environmental damage attributed by the courts to be negligent or incompetent actions of Council
HEALTH & SAFETY - SPECIFIC	HEALTH & SAFETY	Nosignificant injury.	An incident, the consequences of which can be managed with minimal impact e.g. first aid treatment	A significant event which can be managed under normal circumstances e.g. medical treatment	A critical event, which with proper management can be continued. Potential to cause extensive injuries, long term treatment, or fatalities.	A disaster with the extensive life-threatening impact. Potential large number of serious injuries and fatalities.
BUSINESS - SUBSETS	FINANCIAL & ECONOMIC	1% of Budget	Between 1-3% of Budget	Between 3- 6% of Budget	Between 6-11% of Budget	Above 11% of Budget
	OPERATIONAL - BUSINESS CONTINUITY	Negligible impact of Council, brief service interruption. E.g. <2 hours	Temporary and recoverable failure of Council causing intermittent service interruption E.g. 1hr- 4hrs	Failure to deliver minor strategic objectives and service plans. Temporary & recoverable failure of Council causing intermittent service interruption e.g. 4hrs- 2 days. Partial BCP action may be needed.	Widespread failure to deliver several major strategic objectives and service plans. Long-term failure of Council causing lengthy service interruption. E.g. >2 days to <1 week. Full or partial BCP action may be needed.	The continuing failure of Council to deliver essential services The removal of key revenue generation. E.g. >1 week Full BCP action required.
	INFORMATION TECHNOLOGY	Damage where repairs are required however equipment still operational. Nil/negligible loss of data and communications	Minor loss/damage to IT network/hardware/ communications. Repairs required	Isolated short to medium term loss of key IT network/ hardware/ communications	Widespread, short to medium term loss of IT network/hardware /communications	Widespread, long term loss of IT network/ hardware/ communications
	STRATEGIC/CORPORATE GOVERNANCE - REPUTATION - POLITICAL	Transient matter, e.g. Customer complaint, resolved in day-to-day management. Negligible impact from another local government.	Minor local community concern manageable through good public relations. Adverse impact by another local government.	Significant state wide concern/ exposure and short to mid term loss of support from Shire residents. Adverse impact and intervention by another local government & LGAQ.	State media and public concern/ exposure with adverse attention and long- term loss of support from Shire residents. Adverse impact and intervention by State Government	Loss of State Government support with scathing criticism and removal of the Council. National media exposure Loss of power and influence restricting decision making and capabilities
	HUMAN RESOURCES	Staff issues cause negligible impact of day to day service delivery	Staff issues cause several days interruption of day to day delivery of non- essential services	Staff issues cause failure to deliver minor strategic objectives and temporary and recoverable failure of day to day service delivery	Staff issues cause widespread failure to deliver several major strategic objectives and long term failure of day to day service delivery	Staff issues cause continuing failure to deliver essential services
	INFRASTRUCTURE, ASSET & PROPERTY	Damage where repairs are required however facility or infrastructure is still operational	Minor loss/damage. Repairs required	Short to medium term loss of key assets and infrastructure	Widespread, short to medium term loss of key assets and infrastructure	Widespread, long term loss of substantial key assets and infrastructure

### 6.3 Risk level/priority

The below table forms part of the adopted Burdekin Shire Council Risk Register and outlines the risk level/priorities that have been adopted by Senior Management.

TABLE 2 – RISK LEVEL / PRIORITY						
LIKELIHOOD	DESCRIPTOR	CONSEQUENCE				
		INSIGNIFICANT 1	MINOR 6	MODERATE 11	MAJOR 16	EXTREME - 21
ALMOST CERTAIN – 9	SEVERAL TIMES A YEAR >90% CHANCE OF OCCURRING	M 10	M 15	H 20	E25	E30
LIKELY – 7	ABOUT ONCE A YEAR 50-90% CHANCE OF OCCURRING	L 8	M 13	M 18	H 23	E 28
POSSIBLE – 5	MAY OCCUR ONCE EVERY 2-10 YEARS 20-50% CHANCE OF OCCURRING	L 6	M 11	M 16	H 21	E 26
UNLIKELY – 3	ABOUT ONCE IN 10-50 YEARS 1-20% CHANCE OF OCCURRING	L 4	L 9	M 14	M 19	H 24
RARE - 1	ABOUT ONCE IN 50-100 YEARS <1% CHANCE OF OCCURRING	L 2	L 7	M 12	M 17	H 22



## 7. Risk Treatment

### 7.1 Responsible Government

Council's Corporate Plan 2022 - 2027 (Section 1.2 A safe and resilient community) specifically identifies Council's objectives for disaster management. The clause states:

*1.2.1: Deliver regulatory and advisory programs.*

*1.2.2: Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.*

*1.2.3: Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.*

The endorsed methodology for assessing disaster risk in Queensland is the QERMF<sup>25</sup>. The framework provides a method for managing risks associated with emergency and disaster events in Queensland. It is intended for use by entities working across Queensland's disaster management arrangements and is designed to provide precise and objective measures of risk and enable continuous improvement, while being easily implemented by disaster management stakeholders across Queensland.

The QERMF has adopted the United Nations Office for Disaster Risk Reduction's (UNDRR) definition of disaster risk, describing disaster risk as a combination of five variables:

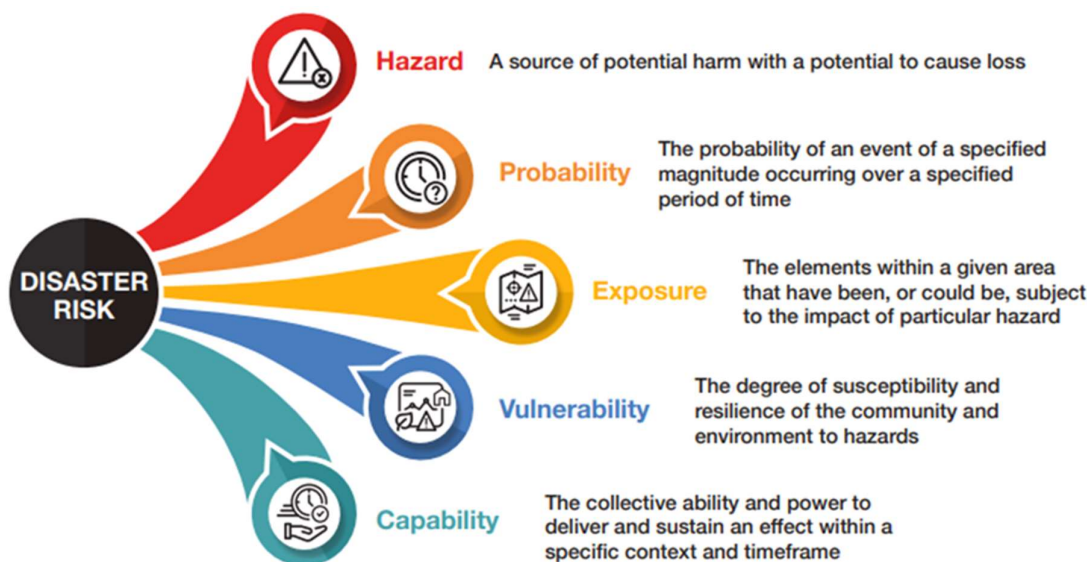


Figure 4: The Five components of disaster risk.

The Burdekin Shire Council assesses its Corporate and Organisational Risks using a similar approach to the QERMF. The Senior Leadership Team and other Executive Officers of the Council review and assess the risks using a risk-based method that looks at the following:

- evaluating the effect of a hazard manifesting based on the assessment of the severity of exposure and the level of vulnerability
- informing risk prioritisation, treatment, resource allocation and planning, and measuring this against the capability and capacity to manage the identified vulnerabilities.

### 7.2 Management of Residual Risks

The provision of support to local governments – and planning for it – depends on a clear understanding of what aspects of risk mitigation may be beyond their capability (ability to achieve a specific and desired effect either in preparation or response) and capacity (how long the capability can effectively be sustained).

<sup>25</sup> [Queensland emergency risk management framework | Disaster Management | Queensland Government](#)



The presence of residual risk implies a continuing need to develop and support effective capacities for emergency services, preparedness, response, and recovery, together with socioeconomic policies such as safety nets and risk transfer mechanisms, as part of a holistic approach.

Within the context of Queensland and Queensland's disaster management arrangements, this includes risk that is beyond the capability and/or capacity of the local or district groups to effectively manage. Depending on the potential impacts, this may include communication and escalation of residual risk for consideration by successively higher levels within Queensland's disaster management arrangements.

Prior to referring residual risk to the next level of the disaster management arrangements for additional advice and/or support (e.g. from local to district levels), reasonable attempts at consultation should first be made with the relevant entities as part of the shared responsibility for managing risk<sup>26</sup>.

Active, clear communication of residual risk becomes pivotal when multiple LGAs are affected by the same or similar risks and event and require support in a compressed timeframe. This has implications for the prioritisation and mobilisation of limited resources.

Throughout the risk management process, there will be residual risks. These are the risks to the Shire that cannot be reduced within the capacity of the Shire.

For the Burdekin Shire, we have identified three main residual risks:

1. **Staffing** - it is recognised that the shire may lack the personnel or specialised skill sets required during an event in the initial stages. That all agencies, including the local government would be unable to manage response to a large event. These identified residual risks will be referred to the Townsville DDMG for inclusion in the District Disaster Management Plan.
2. **Engineering** - to remove or significantly reduce certain risks, modification of assets through engineering will be required. As an example, to flood-proof local roads, all bridges and roads must be constructed above Q100. Residual risk will remain where these engineering modifications are not cost-effective for the risk posed. The shire will accept this residual risk.
3. **Health Concerns** - Queensland Health staff and facilities would be unable to manage large volumes of admissions due to pandemic or large-scale injuries following an event. Council would request that Queensland Health increase the size and capability of the facility or have a contingency plan to manage the increased volume of patients. The LDMG will require additional medical staff and equipment from the health service district through DDMG.

## 8. Prevention

Prevention refers to the regulatory and physical measures taken to ensure that emergencies are prevented, measures can be both structural and non-structural and include engineering works, planning controls and land use planning, warning systems and regulations. Mitigation measures are defined as strategies aimed at decreasing or eliminating the impact of a disaster to the environment or society.

Hazard mitigation is focused primarily on reducing the likelihood of a hazard impacting a community. From a risk treatment perspective this includes measures to eliminate, avoid or substitute risk. Risk reduction involves a cohesive and proactive approach to reducing risk across all phases of a disaster. The interconnectedness of risk mitigation and treatment activities requires overall management to ensure it meets the priorities and needs of the community<sup>27</sup>.

Strategies that help to mitigate or eliminate hazards across the Burdekin Shire include:

- building codes, building-use regulations, and legislation
- town planning development
- land-use planning
- compliance with legislation, regulations, and standards
- hazard reduction programs
- community education
- insurance

<sup>26</sup> [QFES-State-Disaster-Risk-Report-2022.pdf](#)

<sup>27</sup> [IGEM Emergency Management Assurance Framework](#)

A detailed Mitigation Plan was developed as an outcome of the Natural Disaster Risk Management Study conducted by Queensland Risk Management Consultants (QRMCM) in 2003.

The study was undertaken to provide an initial view of the risks within the Shire and identify what additional treatment options are necessary to deal with those risks. A significant element of the process was the consideration of how a reduction in disaster risk can protect the community against economic failures brought about by disasters.

## 9. Preparedness

Preparedness has arrangements to ensure that, should an emergency occur, all those resources and services needed to cope with the effects can be efficiently mobilised and deployed.

Preparedness is also about measures that seek to reduce the harm caused by a hazard, by reducing the community susceptibility and vulnerability, and include measures such as:

- disaster plans and procedures
- community awareness programs – Get Ready Burdekin
- local area warden program
- effective information management - collection of historical data of events
- media releases to communities
- regular maintenance programs

The Burdekin LDMG meets monthly in the cyclone/wet season (October to April) and when required during the non-wet season. The Burdekin Shire LDMG takes an all-hazard, comprehensive, agency collaboration approach to preparedness. This approach enables all agencies to consolidate their capability to prepare for disasters.

The LDMG will establish and maintain relationships with lead and support agencies, local community groups, local volunteer service groups and the community to build ownership and partnership with members of these groups to increase their overall disaster management capability. The group will also facilitate and participate in regular training and exercises.

### 9.1 Relief

Relief is a transitional phase that occurs during response and short-term recovery operations. Relief includes the immediate provision of basic human needs immediately following disaster events. It is heavily focused on reducing and stabilising current impacts to prevent the impact of secondary hazards.

Communities affected by a disaster often require immediate relief, such as shelter, protection and security, food and water, and financial assistance. Relief activities should be undertaken in a way that maintains the dignity of the individual and encourages self-reliance.

To deliver effective relief measures, Council will facilitate the coordination between the community, government, not-for-profit and private sectors. It is important to recognise that relief and recovery are co-dependent. Relief measures form the initial steps of recovery.

### 9.2 Post-Disaster Assessment

The review of operational activities undertaken during a disaster is a key component in ensuring capability development and the continuous improvement of disaster management arrangements.

A post-event debrief is conducted days or weeks after a response operation concludes when participants have had time to reflect on and consider the effectiveness of the operation. All agencies must have an articulated debrief plan and outline options for employee assistance in line with their respective agency's human resources policies.<sup>28</sup>

## 10. Response

Response is the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

<sup>28</sup> [Queensland Prevention, Preparedness, Response and Recovery Disaster management Guideline, P69](#)

The principal purpose of emergency response is preserving life and property including having well-trained resources available to respond to a hazard situation. Response includes:

- activation of the Local Disaster Coordination Centre
- utilising all available resources to ensure timely and reliable information is provided to the community
- coordinating agencies to respond to the impacts of the disaster event.

The LDMG will implement response arrangements that identify the following:

- standard operating procedures for the coordination of the event
- mobilisation and management of resources
- communication and information networks
- implementation and maintenance of a capability register, outlining equipment capability, human resources, specialised equipment, and registers of subcontractors.

## 10.1 Response Strategy<sup>29</sup>

In accordance with Section 4a of the Act, local governments are primarily responsible for responding to disaster events in their LGA with district and state levels providing appropriate resources and support.

The transition from response operations to recovery operations will be influenced by the nature of the disaster and therefore requires a degree of flexibility. For example, transition from response to recovery in large scale or geographically dispersed events may be staged, with response and recovery operations being undertaken concurrently<sup>30</sup>.

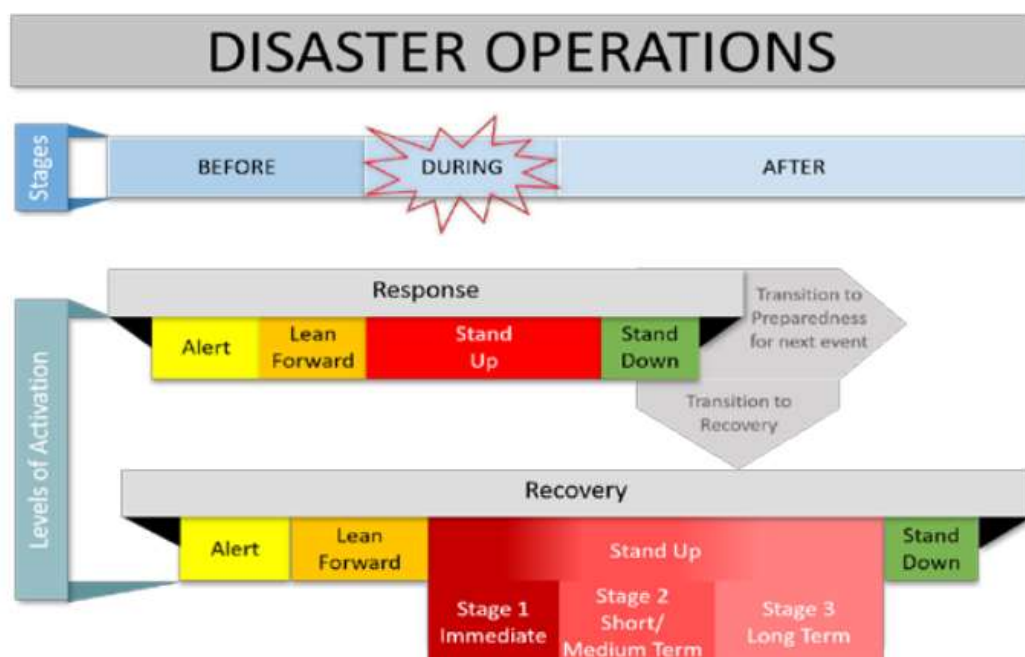


Figure 5 - *Queensland Disaster Management Arrangements Participants Guide* - A diagrammatic representation of the correlation between disaster operations, response and recovery phases, levels of activation and stages of operations.

<sup>29</sup>

Queensland Prevention, Preparedness, Response and Recovery Disaster management Guideline, P657

<sup>30</sup> [QRA: Queensland Recovery Plan, 2023, P27](#)

## 10.2 Assessment of disaster response capability

To date, the community has not suffered significant property loss or loss of life because of cyclones. Cyclone Debbie, in March 2017, tested the ability of the LDMG and emergency services to plan and conduct evacuation of coastal areas that were threatened with inundation by storm tide, and valuable experience was gained. Fortunately, the Burdekin Shire was not impacted, and valuable lessons were learnt post-activation. However, we must accept that there is a risk of being directly impacted by a severe destructive tropical cyclone.

The Burdekin Shire Council has access to personnel and equipment to deal with most events that threaten the shire. Burdekin Shire Council holds a complete listing of plant available to the LDMG. Widespread damage or multiple events would require the resources of the shire to be supplemented by the Townsville District Disaster Management Group (DDMG).

Burdekin Shire Council is a party to a Memorandum of Understanding (MOU) with nine (9) northern councils – that sets out a framework for cooperation between the named Councils. The aim of the MOU is to promote cooperation between the Councils in a disaster event affecting one or more of the Council areas and to promote collaboration between Councils on disaster response, recovery, mitigation, and planning arrangements.

Burdekin Shire Council has the resources to aid neighbouring shires only if the Burdekin Shire is not affected at the time. The resources needed to manage an event in the shire would detract from Council's abilities to continue many of its normal functions for the duration of the incident.

Burdekin Shire Council has predominantly activated for flooding in the past. In the event of an incident with little or no warning and widespread damage, e.g., an earthquake, local emergency response agencies would be quickly overwhelmed. In this event, additional resources would be requested from Townsville, approximately 90kms to the north.

During major or prolonged flooding, the LDMG may need to request a resupply of essential goods from the Townsville DDMG for townships within the shire's area of responsibility.

## 10.3 Response Capability

The current response capability is achieved through:

- the Burdekin Shire Local Disaster Management Group
- the Burdekin Shire Council's workforce
- the Burdekin Shire State Emergency Service units
- the capabilities of the various lead and support agencies as detailed in the various roles and responsibilities within this plan

Measurement of response capability may be achieved through operational activation of the LDMG or by conducting exercises that test all or parts of the Burdekin Shire LDMP. The LDMG will maintain a database of suitable community organisations that can help during periods of activation and recovery, including their capability and capacity of assistance. This database is managed through additional Sub Plans and additional documentation to the LDMP and Council's disaster management program.

Council has provided an assessment of current capability and possible assistance that may be requested through the Townsville DDMG as identified through an examination of current arrangements. For a complete list, please refer to Annexure F.

## 10.4 Vulnerable Persons

There are many definitions for "vulnerable" when identifying vulnerable people or communities. Being vulnerable depends on the type of event and the effect the event has had on you or your family. People with disabilities are twice as likely to be injured or socially isolated during natural disasters.

Community Recovery in partnership with Queenslanders with Disability Network, Community Services Industry Alliance and The University of Sydney have launched the Disability Inclusive Disaster Risk Reduction Framework and Toolkit, to ensure Queensland is inclusive of the needs of people with disabilities before, during and after disaster<sup>31</sup>.

Some people with disability need tailored emergency preparedness plans that consider how they will manage their unique support needs in emergencies.

<sup>31</sup> <https://www.qld.gov.au/community/disasters-emergencies/disasters/supporting-vulnerable-people>

The [Person-Centred Emergency Preparedness \(P-CEP\) Workbook](#) is part of a growing suite of tools developed to enable people with disability to make emergency preparedness plans tailored to their individual support needs.

Each year the Burdekin LDMG works closely with BCA and the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts to ensure vulnerable persons are considered and planned for.

On an annual basis, and if the need arises, the LDC will brief the following agencies:

- Burdekin Community Association (networks with multiple vulnerable groups within the community)
- Ayr Hospital (oxygen therapy patients and those with other special medical needs)
- Regis Aged Care facilities – Ayr and Home Hill
- Flexi Queensland
- Burdekin Neighbourhood Centre
- Everglow Community Care Links
- Deaf Services Qld
- Other National Disability Insurance Scheme (NDIS) services as advised

In the event of activating, the LDMG will engage with the above groups and post information to the Guardian IMS to ensure that reporting to and from those agencies is accurately recorded and, as a result, the needs of vulnerable community members are considered.

## 10.5 Resupply

The LDC and most of the core group of the LDMG have undertaken resupply training. If extraordinary resupply is required within the Burdekin LDMG area, the Area Coordinator, Emergency Management QFES, would be requested to oversee resupply activities in accordance with the Queensland Resupply Guidelines.

Requests for resupply will be recorded in the Guardian IMS and processed by the LDCC.

## 10.6 Planning Assumptions

The Burdekin Shire can manage events that occur in the shire regularly. These include minor to moderate flooding, low-impact cyclones, fires with minimal structural damage and short-duration storms. Larger scale events in the shire, or multiple events, would require the support of outside agencies.

The shire can affect small-scale evacuations; however larger scale evacuation with prolonged shelter phases would require assistance outside of the Shire.

While the Shire has access to a range of services, it recognises the limitations within these services.

Events that would be beyond the capacity of the shire include, but are not limited to:

- flash flooding of significant numbers of dwellings
- high impact cyclones
- earthquake with multiple structural failures
- exotic animal disease
- events that require long-term housing for evacuated persons
- events with multiple fatalities or multiple serious injuries.
- pandemic - COVID-19 – Large-scale infections and hospitalisation

## 10.7 Operational Planning

Operational planning around the location, set up, manning and operations of the Local Disaster Coordination Centre (LDCC) are documented in standard operational procedures.

LDCC roles have been identified, and the appropriate training is carried out annually. Role descriptions are available.

## 11. Capacity Building

### 11.1 Community Engagement

The Burdekin Shire Council will ensure that public education material about floods, cyclones, storms, and emergency procedures is available at the shire administration building and on Council's website.

Council has developed and produced a community-based [Emergency Action Guide](#).

This guide provides information on natural disasters that may affect the Burdekin Shire.

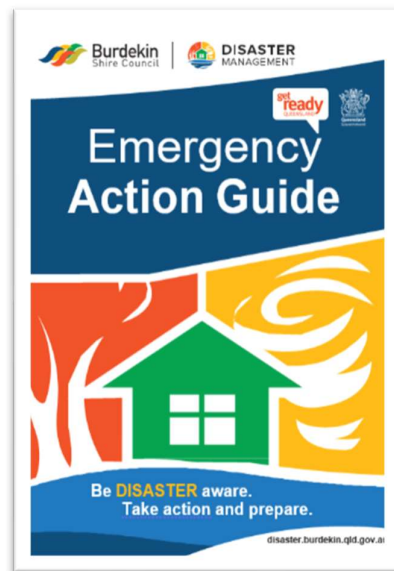
The guide will help community members with five (5) essential steps on what to do to be prepared:

- prepare your emergency plan
- prepare your emergency kit and evacuation kit
- prepare your family, pets, home, yard, and belongings
- find information during a disaster
- understand the risk and likelihood of disasters within our community

The Emergency Action Guide is available for all residents and visitors and can be downloaded from Council's website or a copy provided by the Customer Service Centre at the Council Chambers.

Before the onset of the traditional wet season, the Burdekin Shire Council will endeavour to engage the Community in a multitude of different formats. This will include the following:

- Burdekin Disaster Dashboard – [disaster.burdekin.qld.gov.au](https://disaster.burdekin.qld.gov.au)
- Council's website – Emergency Management page
- Facebook and other social media channels
- Emergency Action Guide
- Information Stalls
- School Education Programs
- Information packs at our Customer Service Centres
- Community information displays at public locations such as the libraries
- Council's Public Electronic Message Board (Giru and Home Hill)
- Local area warden program
- Series of community targeted videos for preparedness and volunteer engagement
- Public broadcasting through 97.1 Sweet FM radio station and other commercial radio stations (e.g. ABC radio)



### 11.2 Public Information

The LDMG, emergency services and Council have identified resources available for communicating and distributing information on hazard awareness, household preparedness and emergency planning information about events and recommended actions. Where possible, mitigation strategies have been put in place to minimise the vulnerability of these assets to hazards. The LDMG works closely with other entities and agencies responsible for public information.

The Burdekin Disaster Dashboard, Council's website, broadcast radio, electronic message boards (Home Hill and Giru) and social media will be the primary mediums to disseminate warnings and advice.

Warnings of natural disasters (e.g., cyclones and floods) will be issued in the first instance to the Burdekin Shire LDMG LDC and Chairperson, the SES Local Controller, and media agencies from the appropriate warning agency. It is recommended that the community obtain information from reliable sources such as the Burdekin Shire Council, and the Bureau of Meteorology and Emergency Services.

During floods and other events, the Council will work closely with the media to ensure that the condition of roads and other hazards in the shire are widely disseminated. This aims to assist in reducing the number of persons becoming stranded in the town and on roads in the shire.

The Burdekin Shire Council has comprehensive community information on its website ([Emergency Management section](#)) and also Council's [Disaster Dashboard](#). Residents of the Burdekin Shire can now access up-to-date information during a disaster using these online platforms. The dashboard is designed as a "one-stop" location. It will give residents and visitors a single point of reference for information updates in emergencies, so that they can make informed decisions.

### 11.3 Dissemination

Upon implementation of this Plan, all public warnings will be disseminated through the LDCC upon recommendation of the lead agency and on the authorisation of the Chairperson of the LDMG or their delegate.

The LDMG will decide the appropriate means of delivering warnings to shire residents, depending upon local conditions, e.g., evacuation to safe housing, etc. The LDMG has access to email details for all electronic and print media in the North Queensland area. The LDMG also utilises the Burdekin Shire Council website, Disaster Dashboard, electronic message boards (Home Hill and Giru) and a dedicated Facebook page to communicate with the community.

Full use is also made of local radio, commercial radio, and television broadcasts. The Burdekin Shire LDMG has a protocol that allows 97.1 Sweet FM to issue the latest public warning. The LDMG can override 97.1 Sweet FM programming if necessary.

In addition, through the LDCC Request for Assistance, the LDMG may issue Emergency Alert messages to the community as appropriate and in accordance with the Emergency Alert Queensland Operational Guidelines.

### 11.4 Expected Warning Timelines

Hazard	Warning Notice	Expected Timeline
<b>Cyclone</b>	Issued by BoM	As per BoM guidelines
<b>Cyclonic Storm Tides / Storm Surge</b>	Issued by BoM or another relevant agency	As per BoM / other agency guidelines
<b>Earthquakes</b>	Not applicable	Not applicable
<b>Exotic Animal and Plant Diseases</b>	Issued by the relevant agency	As per relevant agency guidelines
<b>Flood</b>	Issued by BoM	As per BoM guidelines.
<b>Fire</b>	Issued by QFES	As per QFES guidelines
<b>Burdekin Falls Dam failure</b>	Issued by Sunwater	Immediate response - As Per Burdekin Falls Dam EAP
<b>Hazardous Materials Incidents</b>	Issued by QFES	As per QFES guidelines
<b>Pandemics and Epidemics</b>	Issued by Queensland Health	As per Queensland Health guidelines
<b>Transport Accidents</b>	Not applicable	Not applicable
<b>Tropical Storms</b>	Issued by BoM	As per BoM guidelines
<b>Tsunami</b>	Issued by BoM	As per BoM guidelines
<b>Water Contamination</b>	Issued by Burdekin Shire Council	When contamination is suspected and until the contamination has been confirmed or eliminated.
<b>Terrorism</b>	Not applicable. QPS lead agency and to confirm terrorism attack	Not applicable
<b>High-pressure gas pipeline explosion</b>	Not applicable. QFES lead agency and to confirm warning area and notices	Immediate response



## 11.5 Training and Exercises

Disaster management training and exercises will be conducted throughout the year. Before the onset of the wet season, the Chairperson and Local Disaster Coordinator of the Burdekin LDMG will ensure that members are confident in their roles within the group.

Burdekin Shire Council may experience staff turnover throughout the year, so the Local Disaster Coordinator and the Disaster Management Officer will ensure that, as new members join the group, they will be trained in their roles, according to the Qld Disaster Management Training Framework (QDMTF).

The Local Disaster Coordinator and Disaster Management Officer will work with the QFES Emergency Management Coordinator to identify training and exercise shortfalls of the group. The LDC maintains a training register undertaken by the LDMG core group members and the Council's specialist advisor personnel. The QFES Emergency Management Area Coordinator maintains a Training Needs Analysis (TNA) spreadsheet for all LDMG members, their deputies, and advisors.

The Burdekin LDMG will endeavour to participate in either a local, district or state disaster management exercise each year. The need for an exercise is removed if the LDMG is activated and a full response is undertaken. After each activation a full debrief will be mandatory, and an evaluation component will be included in each exercise.

## 11.6 Post-Disaster Debrief

The review of operational activities undertaken during a disaster is a key component in ensuring capability development and the continuous improvement of disaster management arrangements.

The Burdekin LDMG may choose to review its operations following an event through one or more of the following:

Debrief Type	Description
<b>Hot debrief</b>	A short debrief (30 minutes maximum) is undertaken immediately after operations are complete allowing participants to share learning points while the experience is still very fresh in their minds.  Multiple hot debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation. These debriefs will be instigated and organised by the LDC and based on Annexure J – Post Disaster Review Templates. Notes from these debriefs will be distributed as soon as practicable.
<b>Post-event debriefs</b>	To be held within one (1) month following an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation. Minutes from the post-event debrief will be distributed as soon as practicable and tabled at the next meeting of the LDMG.

Recommendations resulting from the reviews will be reported to the LDMG for consideration and action. Outcomes will be forwarded to the District Disaster Coordinator for consideration.

The LDC will prepare an Activation Summary Report (refer to Annexure J) after the completion of the above reviews. This report will be tabled at the next LDMG and council meetings.

## 12. Activation Strategy

### 12.1 Warning Notification and Dissemination

LDMG members will receive warning notifications via several means.

The District Disaster Coordinator will receive notification directly from the State Disaster Coordination Centre (SDCC) and internally through Queensland Police Service Communication Centres and will ensure the dissemination of warnings to vulnerable LDMGs within the district.

The Burdekin Shire LDMG will be notified by the Bureau of Meteorology and the SDCC and may also receive notification from other authorised lead agencies.

Several agencies will also receive warnings directly from the Bureau of Meteorology.



Details regarding responsibility for notification processes within LDMG member agencies are detailed in respective agency plans. Agency plans may include detailed contact registers to achieve dissemination of warnings.

In summary, each Burdekin LDMG member is responsible for notifying their agency or group of any warnings of relevance.

The community will receive warning notifications via several means, including but not limited to Facebook and other social media, the disaster dashboard, local media, shop windows, Emergency Alert messages, SES door-knocking and electronic notice boards.

## 12.2 Activation

The local levels of response activation and associated triggers, actions and communications are outlined in Annexure G.

The group will be convened at the request of the Chairperson of the LDMG should they believe that a threat is significant enough to warrant an activation. The level of activation will be determined by a quorum, of the Core Local Disaster Management Group members after considering the likelihood and possible impact of the threat. The group may also be convened at the request of the District Disaster Coordinator (DDC).

Activation of the LDMG has been based on the levels of activation in accordance with the “Activation Response Model” of the [State Disaster Management Plan](#).

Level of activation	Definition
<b>Alert</b>	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential hazard.
<b>Lean Forward</b>	An operational state prior to 'Stand Up', characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby – prepared but not activated.
<b>Stand Up</b>	The operational state following 'Lean Forward' where resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
<b>Stand Down</b>	Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated operational response.

Whilst there may be no requirement for the entire group to attend a Local Disaster Management Group meeting (provided quorum is achieved for decision-making purposes), the Chairperson or LDC is to ensure that the entire group is kept informed of the situation and actions of the group.

Once the group is activated, situation reports will be compiled and submitted to the district group at a frequency determined by the Townsville District Disaster Management Group (DDMG).

The group will stand down only after the decision to cease activity has been made by the Chairperson following consultation with the District Disaster Coordinator. Once the group has stood down, a final situation report will be compiled and sent to the district group.

## 12.3 Local Disaster Coordination Centre

The Burdekin LDCC is in the Burdekin Shire Council Chambers, 145 Young Street, Ayr or as otherwise advised by the LDMG. The alternative LDCC is still to be determined; however, the following locations can be set up as an alternative LDCC (if required):

- Ayr SES Headquarters
- Burdekin Library
- Depot – Training Room
- Multipurpose Hall – If not being used as a place of refuge.

## 12.4 Concept of Operations

Operational Checklists are included in this Plan as Annexure I – Operational Checklists.

Operational checklists include:

- Check List 1 – Activation of LDMG
- Check List 2 – Community Support
- Check List 3 – Local Disaster Coordination Centre
- Check List 4 – Evacuation
- Check List 5 – Evacuation Centre Management
- Check List 6 – Financial Management
- Check List 7 – Impact Assessment
- Check List 8 – Logistics
- Check List 9 – Public Information and Warnings
- Check List 10 – Public Works and Engineering
- Check List 11 – Transport

## 12.5 Financial Management

Authorisation for the expenditure of funds during an event is in accordance with Council's financial management arrangements. Any non-Council Local Disaster Coordination Centre personnel that expend funds are to do so through their organisational arrangements. Refer to the Financial Management Operational Checklist (Appendix I).

Expenditure limits are as per Council's Financial Delegations Register.

For each event, specific cost centres are established for emergent works expenditure and counter-disaster operations in accordance with DFRA and SDRA guidelines. For DFRA restoration works, project folders containing relevant information for each road/project are created to prepare submissions to the relevant funding body for approval. For urgent projects, a separate project number is allocated for costing purposes to enable works to commence before official approval.

The LDC is given the authority to use the Burdekin Shire Council Purchase Order System in the LDCC. This system is to obtain services, equipment, and requirements to permit the Centre to function effectively.

Use of this system will include:

- purchase/hire of equipment
- purchase of stationery, office, cleaning supplies, etc.
- hire specialised personnel/organisations, such as security, cleaning, etc.
- supply of food and refreshments for LDCC staff during extended operations
- any other costs or expenditures required for the function of the LDCC.

Each purchase order must be identified as Burdekin Shire LDMG, Emergency Coordination Service.

## 12.6 Media Management

Media arrangements are as follows:

- no television, radio or press media personnel are to be allowed into the LDCC during operations
- a Media Liaison Officer will be appointed and will organise media briefings in an area away from the LDCC
- all media releases are to be authorised by the Chairperson
- the Media Liaison Officer will advise the Chairperson of any deadlines and times of interviews and reports.

## 12.7 Logistics Support

When support is required from the District, the LDMG will issue a Request for Assistance. This form and procedure are included in the LDCC Standard Operating Procedures.

Offers of assistance are recorded in Guardian IMS and are accessed as required.

Assistance is also available from neighbouring LDMGs per the MOU with the North Queensland Councils, referenced in Section 15 – Memorandum of Understanding.

## 12.8 Disaster Declaration

A Disaster Declaration can be executed directly by the Minister, the Premier, or the District Disaster Coordinator with approval from Minister.

When a disaster declaration is declared, the Local Disaster Coordinator will ensure that this information is provided to all members of the LDMG.

In the event of no disaster declaration and if the situation warrants the directed evacuation of members of the public or requires other powers under the [Disaster Management Act 2003](#), the Chairperson or LDC of the LDMG will request a declaration of a disaster situation from the District Disaster Coordinator.

## 12.9 Resupply

The LDC and most of the core group of the LDMG have undertaken resupply training. If extraordinary resupply is required within the Burdekin LDMG area, Emergency Management (QFES) would be requested to oversee resupply activities in accordance with the Queensland Resupply Guidelines.

Giru, Rita Island and Groper Creek communities may become isolated each year for extended periods. Other areas of the shire can also be subject to isolation because of flooding for shorter periods and do not usually require resupply. Please refer to the 2022 Burdekin Resupply Plan for further information.

The Works Department of Burdekin Shire Council maintains a register of aircraft landing strips and helipads within the shire.

The LDMG advises at-risk communities to prepare for a period of isolation before the communities become isolated. The advice issued by the LDMG after activation is normally in the form of a public notice, distributed through the usual distribution network for those communities. If resupply becomes necessary, information is provided to the communities, retailers, and suppliers in accordance with resupply guidelines.

Requests for resupply will be recorded in the Guardian IMS and processed by the LDCC.

## 13. Recovery<sup>32</sup>

Effective recovery requires an integrated, multidisciplinary approach to needs analysis, consequence management, community engagement, planning and service delivery. A coordinated effort by all agencies involved in recovery is required. As recovery is a complex and protracted process, to assist with overall and effective coordination, aspects of recovery are conceptually grouped into five interconnected functions, namely:

- Human and Social
- Economic
- Environmental
- Building\*
- Roads and transport

*\* Whilst Council recognises the five functional areas of recovery, for ease of management Council has split Buildings\* into two separate functions of "Building" and "Water Wastewater Infrastructure" to ensure effectiveness of the recovery operations for this function.*

Individual recovery functions can either negatively or positively impact the outcomes sought by other recovery functions. Accordingly, each function must undertake recovery activities in the spirit of cooperation, collaboration, and integration, focusing on mutually beneficial outcomes across multiple functions.

### 13.1 Community Recovery Sub Plan

The purpose of the 2023 Community Recovery Sub Plan is to provide a framework for the provision of recovery assistance to affected members of the community during and post a disaster event, It is supported by the procedures outlined in the Queensland Recovery Guidelines.

<sup>32</sup> [Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, P73](#)

It may be utilised by all members, deputies, and advisors of the Local Disaster Management Group (LDMG), the organisations that they represent, and any partnering agencies involved to assist in preparing and disseminating information and warnings.

Each disaster event is unique, and adaptations to the 2023 Community Recovery Plan may be required.

In summary, the LDMG will adopt the following process:

- assessment of damage – human/social, economic, roads and transport, building and environmental.
- determine whether local resources can handle recovery or if Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts assistance is required to establish recovery centres.
- the Community Recovery Sub Plan is activated with a scale appropriate to the event.

The Burdekin LDMG conducted a significant review in 2022, of its Community Recovery Sub Plan and associated documents. Each functional area has appointed an elected member (as Chair) and an executive officer (employee from Council) as the responsible officers.

Disaster recovery is the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social) and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination).

## 14. Local Disaster Management Sub Plans

Plan Description	Responsibility	Status
<a href="#">Airport Emergency</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Communications</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Community Information and Warnings</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Community Recovery</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Evacuation</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">LDCC Standard Operating Procedure &amp; Duty Statements</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Pandemic Influenza</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Public Health</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Resupply Plan</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Transport</a>	Local Disaster Coordinator	Reviewed annually
<a href="#">Tsunami Response</a>	Local Disaster Coordinator	Reviewed annually

## 15. Memorandums of Understanding

The Burdekin Shire Local Disaster Management Group has Memorandums of Understanding (MOUs) with several organisations to assist in preparing for and responding to disaster events.

Organisations	Date Signed	Tenure
Australian Red Cross	27 January 2022	3 Years
The Salvation Army Property Trust	22 December 2021	5 Years
North Queensland Councils	6 January	5 Years
GIVIT Listed Ltd	25 January 2022	3 Years
State Emergency Services	9 February 2023	3 Years

## Annexure Index

Annexure	Index
A	Distribution List
B	Local Disaster Management Group Membership List (not for public release)
C	Specialist Advisors
D	Roles and Responsibilities
E	Burdekin Cyclone and Flooding Events
F	Assessment of Current Capability
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I	Concept of Operations – Operational Checklists
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## Annexure A – Distribution List

Position	Organisation	Hard Copy	Electronic Copy
Chairperson	Burdekin Local Disaster Management Group	✓	✓
Local Disaster Coordinator	Burdekin Shire Council	✓	✓
Executive Officer	Townsville District Disaster Management Group	✓	✓
Emergency Management Coordinator	Queensland Fire and Emergency Services	✓	✓
LDMG Membership	Various organisations		✓
LDMG Advisory Group	Various organisations		✓

## Annexure B – Local Disaster Management Group Membership List

Role / Agency	Member
<b>Committee Chairperson</b>	Mayor, Burdekin Shire Council  In the absence of the Mayor, the councillor identified as the Deputy Chairperson shall assume the role of Chairperson.
<b>Deputy Chairperson – Burdekin Shire Councillor</b>	Councillor nominated by BSC and elected by LDMG.
<b>Local Disaster Coordinator (LDC)</b>	Client Services Manager (CSM), Burdekin Shire Council.
<b>Deputy Local Disaster Coordinator</b>	In the absence of the Client Services Manager, the Manager of Finance and Administration.
<b>Council Specialist Advisors</b>	Director – Infrastructure, Planning and Environmental Services Manager - Operations, Burdekin Shire Council, Manager - Technical Services, Burdekin Shire Council Coordinator – Environment & Health Projects
<b>Queensland Fire and Emergency Services (QFES)</b>	Emergency Management Coordinator Area Commander, Fire & Rescue
<b>State Emergency Services (SES)</b>	Burdekin Local Controller
<b>Qld Ambulance Service</b>	Officer in Charge, Ayr Ambulance
<b>Qld Police Service</b>	Officer in Charge, Ayr Police
<b>Welfare Coordinator</b>	CEO - Burdekin Community Association

Local Disaster Management Group CORE members receive a copy of this list with full contact details as a separate document.

Contact lists are also available in the Local Disaster Coordination Centre.

This list and all contact numbers are updated regularly throughout the year. Updates are made impromptu as personnel changes occur.

**Annexure C – Specialist Advisors**

<b>Agency</b>	<b>Member</b>
ABC - Australian Broadcasting Corporation	National Emergency Broadcast Lead
ABC - Australian Broadcasting Corporation	Chief of Staff North Qld
Australian Red Cross	Duty officer
Australian Red Cross	Emergency Services State Liaison and Engagement Lead
Australian Red Cross	Emergency Services Liaison Officer
Australian Red Cross	North Queensland Emergency Services Regional Coordinator
Ayr Courthouse	Government Agency Manager
Bureau of Meteorology	Manager, Hazard Preparedness and Response, Northern Queensland
Bureau of Meteorology	Senior Meteorologist, Hazard Preparedness and Response – Northern Region
Burdekin Centre for Rural Health - BCA	Service Coordinator
Burdekin Christian College	Principal
Burdekin Community Association – Core Member	Chief Executive Officer
Burdekin Community Association	Service Coordinator, Housing and Community Support Services
Burdekin Shire Council – Core Member	Mayor / Local Disaster Management Group Chairperson
Burdekin Shire Council – Core Member	Manager Environmental and Health Services
Burdekin Shire Council – Core Member	Manager Client Services / Local Disaster Coordinator
Burdekin Shire Council	Disaster Management Officer
Burdekin Shire Council – Core Member	Manager Technical Services
Burdekin Shire Council	Coordinator Environment and Health Projects
Burdekin Shire Council	Media and Communications Officer
Burdekin Shire Council	Director of Corporate and Community Services
Burdekin Shire Council – Core Member	Director of Infrastructure, Planning and Environmental Services
Burdekin Shire Council	Manager Financial & Administrative Services / Deputy Local Disaster Coordinator
Burdekin Shire Council	Chief Executive Officer
Burdekin Shire Council – Core Member	Manager Operations
Burdekin Shire Council	Deputy Mayor
Burdekin Shire Council	Deputy Mayor
Burdekin Shire Council	Manager Planning and Development
Deaf Services	Information Referral and Virtual Services
Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and Arts	Senior Community Recovery Officer, Northern Operations - Townsville
Department of Education	Principal East Ayr State School
Department of Education	Principal Ayr State High School
Department of Environment and Science	Compliance Delivery Manager
Department of Environment and Science	Team Leader
Department of Transport and Main Roads	Principal Engineer, Delivery & Operations Branch
Department of Transport and Main Roads	Manager (Primary contact)
Department of Transport and Main Roads	Senior Road Works Inspector
Department of Transport and Main Roads	Principal Engineer
Department of Transport and Main Roads	Townsville Roads Office
Department of Transport and Main Roads	Traffic Management Centre: Qld Roads Related Incidents Open/Close
Endeavour Foundation Learning & Lifestyle	Site Manager
Energy Queensland	HSE Initiatives Support Officer
Energy Queensland	Area Manager Flinders
Energy Queensland	Network Asset Officer
Federal Member for Dawson	Federal Member for Dawson
Federal Member for Kennedy	Federal Member for Kennedy
Flexi Queensland	Service Delivery Manager



Flexi Queensland	NDIS Coordinator
Flexi Queensland	Development and Support Coordinator
GIVIT	Queensland Manager
Lower Burdekin Water – Northern & Southern Division	Operations Manager
Maritime Safety Queensland	Regional Harbour Master
Maritime Safety Queensland	Area Manager
Member for Burdekin	Member for Burdekin
National Emergency Management Agency	Recovery Support Officer
National Emergency Management Agency	Assistant Director
NBN - National Broadband Network	National Network Emergency Manager
NBN - National Broadband Network	Community Engagement Manager NQ
NQ Dry Tropics	Chief Executive Office
North Queensland Primary Health Network	Disaster Preparedness Manager
North Queensland Primary Health Network	Senior Disaster Preparedness Officer
Queensland Ambulance Service – Core Member	Officer in Charge Ayr Ambulance Station
Queensland Ambulance Service	Officer in Charge Home Hill Ambulance Station
Queensland Ambulance Service	Officer in Charge Giru Ambulance Station
Queensland Fire and Emergency Services – Core Member	Emergency Management Coordinator
Queensland Fire and Emergency Services	Rural Fire Service Clare
Queensland Fire and Emergency Services – Core Member	Inspector, Fire & Rescue Southern Commander
Queensland Fire and Emergency Services	Deputy Emergency Management Coordinator, Mount Isa
Queensland Fire and Emergency Services	Station Officer - Ayr Fire Station
Queensland Fire and Emergency Services	Station Officer - Ayr Fire Station
Queensland Fire and Emergency Services	Deputy Emergency Management Coordinator
Queensland Fire and Emergency Services	Captain Auxiliary - Home Hill Fire Station
Queensland Fire and Emergency Services	Superintendent Regional Manager Rural Fire
Queensland Health	Director of Nursing/Facility Manager - Home Hill Hospital and Health Service
Queensland Health	Director of Nursing/Facility Manager - Ayr Health Service
Queensland Police Service – Core Member	XO District Disaster Management Group
Queensland Police Service	Acting XO District Disaster Management Group
Queensland Police Service	Sergeant – Giru Police Station
Queensland Police Service – Core Member	Officer in Charge - Ayr Station
Queensland Police Service	Officer in Charge - Home Hill Station
Queensland Police Service	Acting Chief Superintendent, District Officer, Townsville District
Queensland Rail	Emergency Management Coordinator
Queensland Rail	Operations Advisor
Queensland Reconstruction Authority (QRA)	Regional Liaison Officer, Liaison and Recovery
Queensland Reconstruction Authority (QRA)	Senior Recovery & Resilience Officer, Recovery Engagement (Resilience and Recovery Division)
Queenslanders With Disability Network (QDN)	Team Leader
Regis Aged Care	Facility Manager Regis Ayr
Regis Aged Care	Regional General Manager NQ
Regis Aged Care	General Manager Home Hill
Senator for Queensland	Advisor to the Senator
Senator for Queensland	Senator for Queensland
Services Australia	Service Centre Manager
Southern Cross Austereo	Journalist (Townsville News)
St John Ambulance	Sales and Service Manager Queensland
St John Ambulance	Clinical Operations Manager
St John Ambulance	GM Health and Medical Services



St John Ambulance	Clinical Governance and Training
State Development, Infrastructure, Local Government and Planning	North Queensland Planning Manager
State Emergency Service (SES)	SES Group Leader - Rita Island
State Emergency Service (SES)	Northern Regional Manager
State Emergency Service (SES)	Area Controller
State Emergency Service (SES) – Core Member	Burdekin Local Controller
State Emergency Service (SES)	SES Group Leader - Giru
State Emergency Service (SES)	SES Group Leader - Ayr
State Emergency Service (SES)	SES Group Leader - Home Hill
State Emergency Service (SES)	SES Deputy Leader
State Emergency Service (SES)	SES Deputy Leader
State Emergency Service (SES)	SES Group Leader - Clare
Sunwater	Operations Manager Burdekin
Sunwater	Emergency Action Plan Coordinators
Sunwater	On Call Local Event Coordinator - Local Event Coordinator
Sunwater	Operations Coordinator North
Sweet FM	Station Manager
Sweet FM	President
Telstra Enterprise - Queensland	Business Development Manager
The Salvation Army	Aux Lt, Townsville Riverway, Recovery Mission
Uniting Care	Crisis Support Officer
Uniting Care	Statewide Manager Lifeline Crisis Intervention and Suicide Prevention Services
Uniting Care	Operations Officer
Volunteer Marine Rescue	Duty Officer
Volunteer Marine Rescue	Duty Officer
Volunteer Marine Rescue	Duty Officer
Wilmar	Cane Supply Manager, Burdekin Mills
Wilmar	Transport Operations Manager
Wilmar	Senior Logistics Officer Kalamia Mill

## Annexure D – Roles and Responsibilities

### Cyclones/ Storm Surge/ Flooding/ Earthquake

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Burdekin Shire Council</b> <u>Contacts:</u> <ul style="list-style-type: none"> <li>Mayor (Chair) /Deputy Mayor</li> <li>Deputy Chair LDMG</li> <li>Client Services Manager (LDC)</li> <li>Manager Technical Services</li> <li>Manager Operations</li> <li>Coordinator Health &amp; Environment Projects</li> </ul>		<ul style="list-style-type: none"> <li>Contact QFES Emergency Management Coordinator (EMC)</li> <li>Collection of local flood warnings and information</li> <li>Protection and maintenance of water and sewerage services</li> <li>Clearing of debris</li> <li>Assessment and safety of damaged buildings</li> <li>Preservation of public health including disposal of refuse and waste and distribution of disinfectant for flood clean-up</li> <li>Provision of labour and equipment. Setting up of barricades, detours, etc., for road flooding or closure</li> <li>Contact QFES EMC and DDC with situation reports</li> <li>Advise on local effects of storm tide and run-off flooding</li> <li>Provision of sandbag fill for flood protection</li> <li>Aerodrome clearance and control</li> <li>Provision of flood information service during a flood event</li> <li>Production and issue of media releases</li> </ul>
<b>Protracted Operations (External resupply for community)</b> A Burdekin Shire Liaison Officer will be appointed to perform the following tasks: <ul style="list-style-type: none"> <li>collection of food order requirements from all traders, including a copy of orders, supplier contact numbers, weights, etc.;</li> <li>collation of above information to LDCC for relay to DDC;</li> <li>provision of personnel to assist in operations of the LDCC; and</li> <li>assistance and coordination of any local welfare arrangements.</li> </ul>		
	<b>State Emergency Service</b> <u>Contacts:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Assist in conduct of evacuation</li> <li>Rescue of trapped or stranded persons</li> <li>Flood boat operations</li> <li>Provision of emergency communications</li> <li>Temporary repairs to damaged buildings</li> <li>Provision of labour and equipment</li> <li>Provision of short-term welfare arrangements</li> <li>Provision of emergency lighting</li> <li>Provision of Liaison Officers for LDCC</li> <li>Assist community to protect household assets pre-flood event</li> </ul>
	<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Control and conduct of evacuation</li> <li>Control of essential traffic routes</li> <li>Security of damaged or evacuated premises</li> <li>Security at evacuation centres</li> <li>Coordinate road closures</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Treatment and transport of casualties</li> <li>Medical treatment</li> <li>Assist with evacuation of special needs medical cases.</li> </ul>

	<b>Ayr District Hospital</b> <u>Contact:</u> Director of Nursing	<p>Ongoing medical and health services are required during the recovery period to preserve the community's general health.</p> <p>Arrangements for the provision of medical and health resources to support disaster response and recovery operations through:</p> <ul style="list-style-type: none"> <li>• Command, control and coordination of medical resources;</li> <li>• Public health advice and warnings;</li> <li>• Transportation of patients through QAS;</li> <li>• Psychological and counselling services; and</li> <li>• Ongoing medical and health services required during the recovery period.</li> </ul>
	<b>Ergon Energy</b> <u>Contact:</u> Area Operations Manager - Burdekin	<ul style="list-style-type: none"> <li>• Coordinate priority list with LDMG for electricity restoration</li> <li>• Restoration of electricity supplies to essential services</li> <li>• Restoration of supply to residential areas</li> <li>• Provide alternative power generation to essential customers</li> </ul>
	<b>Telstra</b> <u>Contact:</u> Local representative	<ul style="list-style-type: none"> <li>• Coordinate priority list with LDMG for restoration of telecommunications</li> <li>• Restoration of Telstra facilities and services</li> <li>• Provide temporary emergency mobile network (Sat COW)</li> </ul>
	<b>Qld Fire &amp; Emergency Services, Fire &amp; Rescue</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Provision of labour and equipment</li> <li>• Assist in conduct of evacuation</li> <li>• Provision of Swift Water Rescue personnel</li> <li>•</li> </ul>
	<b>Volunteer Marine Rescue Burdekin</b> <u>Contact:</u> Duty Officer	<ul style="list-style-type: none"> <li>• Conduct sea search and rescue</li> <li>• Rescue of trapped or stranded persons</li> </ul>
	<b>Bureau of Meteorology</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Issue of warnings</li> <li>• Technical advice and projected tide levels (evacuation orders are based on these projections)</li> </ul>
<b>Note: Storm tides</b> – the group will attempt to have maximum notice available to the public. Evacuation should be completed before wind speed reaches 100 km/h and preferably during daylight hours.		

## Tsunami

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Australian Tsunami Advisory Group (ATAG)</b>	<b>The Joint Australian Tsunami Warning Centre (JATWC)</b>	<ul style="list-style-type: none"> <li>• The role of the JATWC is to determine possible impacts, verify tsunami existence and forecast wave arrival times.</li> <li>• The JATWC operates 24 hours a day to detect, monitor, verify and warn of any tsunami threat to the coastline of Australia and its offshore territories.</li> <li>• ATAG - Provide national leadership and coordination of activities relating to tsunami preparedness and response capability development to enhance community resilience and industry capability.</li> <li>• Monitor storm surge information about storm surge hazard research, warning</li> </ul>

		system development, modelling, education, and capability development to identify synergies between the tsunami and storm surge coastal hazards.
	<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Controller	<ul style="list-style-type: none"> <li>• Activate LDMG – Stand up</li> <li>• Evacuation - Emergency Alert Warnings</li> <li>• The coordination of Public Messaging and Evacuation instructions</li> </ul>
	<b>Queensland Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Assist in the coordination of Public Messaging and Evacuation instructions</li> </ul>
	<b>Queensland Fire and Emergency Services</b> <u>Contact:</u> SES Local Controller	<ul style="list-style-type: none"> <li>• Assist in the coordination of Public Messaging and Evacuation instructions</li> </ul>
	<b>Coastal Area Wardens</b> <u>Contact:</u> Disaster management Officer - BSC	<ul style="list-style-type: none"> <li>• Assist in the coordination of Public Messaging and Evacuation instructions</li> </ul>
<p><b>JATWC Warnings will be relayed through Emergency Authorities via:</b></p> <ul style="list-style-type: none"> <li>• official channels (e.g., Queensland Government's Emergency Alert Service, radio, television, signboards and the internet), Lifeguards, Surf Lifesavers; and</li> <li>• unofficial channels (e.g., face-to-face or verbal announcement).</li> </ul> <p>Depending on the threat level determined by JATWC, the BoM may issue a "tsunami warning" restricted to the marine environment and immediate foreshore area for parts of the Australian coastline. Tune into warnings via:</p> <ul style="list-style-type: none"> <li>• Emergency Alert website (<a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a>);</li> <li>• Television or radio</li> <li>• "1300 TSUNAMI" information line (1300 878 6264); or</li> <li>• Bureau of Meteorology website (<a href="http://www.bom.gov.au/tsunami">www.bom.gov.au/tsunami</a>).</li> </ul>		

## Fires – Urban and Rural

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Qld Fire &amp; Emergency Services, Rural Fire Service Qld</b> <u>Contact:</u> Officer in Charge		<ul style="list-style-type: none"> <li>• Control fires</li> </ul>
	<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Traffic and crowd control</li> <li>• Security</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>• Labour</li> <li>• Supply lighting and communications</li> <li>• Provisions of welfare support as required</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Coordinator	<ul style="list-style-type: none"> <li>• Supply of barricades</li> <li>• Maintenance of water supplies</li> <li>• Supply equipment</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Treatment and transport of casualties as required</li> </ul>
	<b>Ergon Energy</b> <u>Contact:</u> Area Operations Manager – Burdekin	<ul style="list-style-type: none"> <li>• Control of power supply</li> </ul>

## Exotic/Invasive (Prohibited and Restricted) Animal and Plant Diseases

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Department of Agriculture, Fisheries and Forestry</b> <u>Contact:</u> Officer in Charge		<ul style="list-style-type: none"> <li>• Stock/plant movement</li> <li>• Control and containment</li> <li>• Quarantine measures</li> </ul>
	<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Traffic control, roadblocks and diversions and other assistance as required</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>• Provision of field HQ facilities</li> <li>• Provision of emergency communications, labour and equipment</li> <li>• Provision of welfare support as required</li> </ul>
	<b>Government Medical Officer</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Assistance as required</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> LDC	<ul style="list-style-type: none"> <li>• Labour, equipment and chemical as required</li> </ul>
	<b>Qld Fire and Emergency Services – Fire &amp; Rescue/Rural Fire Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Fire safety on carcass burning</li> <li>• Control burning of infestation</li> <li>• Other assistance as required</li> </ul>

## Road Accidents

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge		<ul style="list-style-type: none"> <li>• Control of the accident scene</li> <li>• Control of essential traffic routes for transportation of casualties</li> <li>• Crowd control</li> <li>• Notification of other supporting organisations</li> </ul>
	<b>Qld Fire &amp; Emergency Services – Fire &amp; Rescue</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Control of rescue</li> <li>• Extrication of trapped persons</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>• Labour</li> <li>• Provision of welfare support as required</li> <li>• Support Rescue operations</li> <li>• Traffic control</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>• Initial treatment and transport of casualties</li> </ul>
	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager / Director of Nursing	<ul style="list-style-type: none"> <li>• Coordination of health care response</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> LDC	<ul style="list-style-type: none"> <li>• Provision of equipment as required</li> </ul>
	<b>Ergon Energy</b> <u>Contact:</u> Area Operations Manager - Burdekin	<ul style="list-style-type: none"> <li>• Control of electricity where necessary</li> </ul>

## Aircraft Accidents

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Qld Police Service</b> (Until arrival of ATSB or DDAAFS) <u>Contact:</u> Officer in Charge		<ul style="list-style-type: none"> <li>On-site coordination</li> <li>Evacuation of persons if required</li> <li>Security of specific areas for public protection and investigation purposes</li> <li>Crowd control</li> <li>Coordination of search operations</li> </ul>
	<b>ATSB (civil)</b> <b>DDAAFS (military)</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Investigations into cause of any aircraft accident</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Initial treatment of casualties</li> <li>Transport and evacuation of casualties</li> </ul>
	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager	<ul style="list-style-type: none"> <li>Coordination of health care response</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Assist evacuating trapped persons</li> <li>Provision of emergency communications and lighting</li> <li>Provision of labour and equipment</li> <li>Search operations</li> <li>Provision of welfare support as required</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> LDC	<ul style="list-style-type: none"> <li>Supply of equipment and personnel as requested by the lead agency.</li> </ul>
	<b>Queensland Fire and Emergency Services – Fire &amp; Rescue</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Control of rescue operations for trapped or stranded persons when fire ground is declared</li> <li>Control of fires</li> <li>Extrication of trapped personnel</li> <li>Safety of persons in relation to fire</li> </ul>
	<b>Volunteer Marine Rescue Burdekin Inc.</b> <u>Contact:</u> Duty Officer	<ul style="list-style-type: none"> <li>Conduct sea search and rescue if required</li> </ul>

## Shipping/ Boating Accident

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Qld Water Police</b> <b>Contact: Officer in Charge - Townsville</b>		<ul style="list-style-type: none"> <li>On-site control</li> <li>Evacuation of persons if required</li> <li>Security of specific areas for the protection of the public</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Coordinator	<ul style="list-style-type: none"> <li>Provision of equipment for containment and clean-up operations</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Supply of emergency communications, labour, and equipment</li> <li>Provision of welfare support as required</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Initial treatment of casualties</li> <li>Transport and evacuation of casualties</li> </ul>
	<b>Volunteer Marine Rescue Burdekin Inc.</b> <u>Contact:</u> Duty Officer	<ul style="list-style-type: none"> <li>Provision of labour and vessel</li> <li>Transport and evacuation of casualties and QAS</li> </ul>

	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager / Director of Nursing	<ul style="list-style-type: none"> <li>Coordination of health care response</li> </ul>
	<b>Bureau of Meteorology</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Weather and tidal information</li> </ul>

## Hazardous Material / Industrial Accidents

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge		<ul style="list-style-type: none"> <li>On-site control</li> <li>Evacuation of persons if required</li> <li>Control of essential traffic routes</li> <li>Security of specific areas for the protection of the public</li> <li>Crowd control</li> </ul>
	<b>Qld Fire &amp; Emergency Services, Fire &amp; Rescue</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Extrication of trapped persons</li> <li>Control of fires</li> <li>Notification to appropriate emergency response agency - Chem Unit Brisbane</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Coordinator	<ul style="list-style-type: none"> <li>Provision of equipment and personnel for containment and clean-up operations as requested by the lead agency</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Treatment and transport of casualties</li> </ul>
	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager / Director of Nursing	<ul style="list-style-type: none"> <li>Coordination of health care response</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Supply of emergency communications, labour, and equipment</li> <li>Provision of welfare support as required</li> </ul>
	<b>Bureau of Meteorology</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Weather information and wind direction</li> </ul>

## Oil / Chemical Spill (Marine Environment)

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Queensland Transport (Marine Division)</b> Contact: Officer in Charge	<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>On site control</li> <li>Evacuation of persons if required</li> <li>Security of specific areas for the protection of the public</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Coordinator	<ul style="list-style-type: none"> <li>Provision of equipment and personnel for containment and clean-up operations as requested by the lead agency</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Supply of emergency communications, labour and equipment</li> <li>Provision of welfare support as required</li> </ul>
	<b>Qld Ambulance Service</b>	<ul style="list-style-type: none"> <li>Treatment and transport of casualties</li> </ul>

	<u>Contact:</u> Officer in Charge	
	<b>Volunteer Marine Rescue Burdekin</b> <u>Contact:</u> Duty Officer	<ul style="list-style-type: none"> <li>Provision of labour and vessel</li> <li>Transport and evacuation of casualties and QAS if required</li> </ul>
	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager / Director of Nursing	<ul style="list-style-type: none"> <li>Coordination of health care response</li> </ul>
	<b>Bureau of Meteorology</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Weather information, tides, and wind direction</li> </ul>

## Epidemics / Pandemics

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Queensland Health</b> <u>Contact:</u> Officer in Charge		<ul style="list-style-type: none"> <li>Qld Health is responsible for controlling communicable disease outbreaks underpinned by the requirements and powers of the Public Health Act 2005.</li> </ul>
	<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager / Director of Nursing	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Coordinator	<ul style="list-style-type: none"> <li>Provision of equipment and personnel as requested by the lead agency</li> </ul>

## Water Supply Contamination

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Burdekin Shire Council</b> <u>Contact:</u> Local Disaster Coordinator	<b>Department of Energy and Water Supply</b> – Office of the Water Supply Regulator	<ul style="list-style-type: none"> <li>Source alternative supply</li> <li>Remediate contaminated supply</li> <li>Issue media releases</li> </ul>
	<b>Ayr District Hospital</b> <u>Contact:</u> District Manager / Director of Nursing	<ul style="list-style-type: none"> <li>Coordination of health care response</li> </ul>
	<b>Qld Police Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>Qld Ambulance Service</b> <u>Contact:</u> Officer in Charge	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>State Emergency Service</b> <u>Contact:</u> Local Controller / Deputy Controllers	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>
	<b>Qld Fire &amp; Emergency Services</b>	<ul style="list-style-type: none"> <li>Assistance as required</li> </ul>



	<u>Contact:</u> Officer in Charge	
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## Terrorism

Lead Agency	Supporting Organisations	Roles and Responsibilities
<b>Queensland Police Service</b> Contact: Counter Terrorism Liaison Officer – Townsville District.		Ensure that effective capabilities, comprehensive plans and well-practised arrangements are in place to respond to and recover from a terrorist incident. Initiatives include: <ul style="list-style-type: none"> <li>• Reviewing and refining security policies, plans, legislative tools, and regulatory frameworks to ensure that they keep pace with emerging risk</li> <li>• Developing and maintaining agency capabilities that underpin capacity to gather intelligence, analyse threats and risk and deliver an effective and coordinated response in the event of a terrorist incident</li> <li>• Exercising counter-terrorism arrangements to maintain readiness, assess and review capability and identify improvements</li> <li>• Ensuring that security risks are considered and integrated as part of planning for and managing major events</li> </ul>
	<b>Australian Government Agencies</b> <b>Queensland Police Service</b> <b>Collaborative community partnerships</b>	Assist as required.

## Annexure E – Burdekin Cyclone and Flooding Events

### Cyclones

The Shire has suffered some damage and flooding effects from the following events:

Cyclones		
<b>Charlie</b>	1 March 1988	Cyclone Charlie made landfall at Upstart Bay, near Ayr. Wind gusts of up to 165km/h were recorded, and some structural damage and flooding was experienced at Ayr.
<b>Aivu</b>	4 April 1989	A category 3 cyclone, Aivu, had winds of up to 200 km/h when it hit the Home Hill area. Damage to the Burdekin was significant. Building and infrastructure repairs cost more than \$50 million, while sugar cane crops suffered \$70 million in damage.
<b>Joy</b>	22 December 1990	<p>Cyclone Joy announced the arrival of the wet season, which subsequently developed into one of the busiest flood operations periods since 1974. Extensive flooding commenced in coastal catchments between Cairns and Townsville during 23 – 25 December, with flood warnings for the Tully and Johnstone rivers and adjacent coastal streams.</p> <p>The general southwest movement of Cyclone Joy, and her eventual landfall in the Ayr region, led to severe local flooding along the Central Coast. Major flooding occurred on 27 December in the Pioneer, Don and Haughton rivers, with minor flooding in the Lower Burdekin River.</p>
<b>Larry</b>	20 March 2006	Cyclone Larry was a Category 4 cyclone that crossed the coast at Innisfail late in the season on 20 March 2006. While the system was very intense, it was quite small. Sixteen hours before landfall, it was clear that the Shire would not be impacted by the system would not impact the Shire. However, in the lead-up to the system crossing the coast, there were some anxious moments as the Shire's coastal communities were situated within the predicted landfall zone of the storm. As a result, a voluntary evacuation order was issued for low-lying sections of the Alva Beach community.
<b>Yasi</b>	3 February 2011	<p>Severe Tropical Cyclone Yasi was a Category 5 cyclone that made landfall on the southern tropical coast near Mission Beach between midnight and 1:00 am early on Thursday, 3 February 2012. Yasi is one of the most powerful cyclones to affect Queensland since records commenced. Yasi was a large system that maintained a strong core with damaging winds and heavy rain, tracking westwards across northern Queensland and finally weakened to a tropical low near Mount Isa around 10:00 pm on 3 February.</p> <p>Significant wind damage was reported between Innisfail and Townsville where the destructive core of the cyclone crossed the coast. Tully and Cardwell suffered substantial damage to structures and vegetation. The most significant rainfall totals were near and to the south of the cyclone and were generally in the order of 200-300mm in the 24 hours to 9:00 am Thursday. Damage in the Burdekin Shire was mainly limited to vegetation. Shire residents reported only minor structural damage.</p>
<b>Ita</b>	10 April 2014	Severe Tropical Cyclone Ita was the strongest tropical cyclone to impact Queensland since Cyclone Yasi three years prior. On 10 <sup>th</sup> April 2014, Cyclone Ita intensified rapidly into a powerful Category 5 system but weakened to a Category 4 system in the hours immediately preceding landfall. At the time of landfall at Cape Flattery on 12 <sup>th</sup> April 2014 at 22.00 hours, the intensity was

		consistent with a weak Category 4 system. As the storm moved further south, flooding developed, cutting access to communities, including Ingham. Most communities across the region were impacted in one way or another.
<b>Debbie</b>	26 March 2017	Debbie was the strongest tropical cyclone in the Australian region since Quang in 2015 and was branded as the most dangerous cyclone to impact Queensland since Yasi in 2011. Forming as a tropical low on 23 March 2017, the low gradually intensified to a named tropical cyclone on 26 March 2017. After steadily strengthening offshore to a Category 4 system, Debbie eventually made landfall near Airlie Beach at 12:40 hrs on 28 March 2017. Afterwards, Debbie rapidly weakened into a tropical low by late 28 March 2017, continuing to travel south, causing significant damage and flooding in the populous areas of Southeast Queensland and Northern Rivers. The storm caused A\$3.5 billion in damage and fourteen deaths across Australia, primarily due to extreme flooding. This makes Debbie the deadliest cyclone to hit Australia since Cyclone Fifi in 1991.
<b>Iris</b>	28 March 2018	This cyclone developed in the South Pacific Ocean near Vanuatu on 25 March 2018. Iris travelled southwest as a tropical low before changing direction and moving closer to the Queensland coast on the 1 April 2018. TC Iris redeveloped and degenerated three times in the Coral Sea before eventually weakening further to a remnant tropical low on the 7 April 2018. TC Iris did not cross the coast but brought heavy rain to parts of northern Queensland.
<b>Penny</b>	9 January 2019	The remnants of Penny tracked back towards the Queensland east coast, and the system once more made landfall near Bowen on 9 December. Heavy rainfall occurred in central and northern Queensland following landfall, including a day where Strathbogie (south of Ayr and west of Bowen) received 432mm in the 24 hours to 9 am on 10 January.
<b>Esther</b>	February 2020	Around the 22 <sup>nd</sup> of February, a tropical low linked to the monsoon trough intensified in the Gulf of Carpentaria, becoming tropical cyclone Esther, making landfall near the Northern Territory and Queensland on the 24th, generating moderate to locally heavy falls across the northern tropics.
<b>Imogen</b>	January 2021	Tropical cyclone Imogen was the first cyclone to form in the Gulf of Carpentaria region for the 2020-21 season. Imogen was a short-lived cyclone before landfall near Karumba on the Gulf of Carpentaria coast. The cyclone caused minor damage to vegetation and infrastructure in the region as it made landfall on 3 January. Moving inland, it brought heavy rainfall and flooding to north Queensland, causing disruptions to transportation.
<b>Kimi</b>	January 2021	Tropical cyclone Kimi was the first cyclone to form in the Coral Sea region for the 2020-21 season. Kimi was a compact and short-lived system having little or no impact on the mainland. The system remained off the mainland coast but close enough to be tracked using the Cairns and Harvey Range (Townsville) radars.
<b>Niran</b>	February 2021	Severe tropical cyclone Niran began developing off the north Queensland coast as a low-pressure system on 27 February. Initially, the low moved slowly towards the Cairns coast, but then it started moving northwards from 1 March. The system was named on 2 March as it became slow-moving, approximately 260 km off the north Queensland coast.
<b>Seth</b>	Dec 21/Jan 2022	Tropical Cyclone Seth was a tropical cyclone for a little over 24 hours in the Coral Sea but its entire track lasted 15 days. The most significant impacts were severe flooding in southeast Queensland and hazardous surf along the southern Queensland and northern New South Wales coast. The low was responsible for onset of the monsoon over Darwin and the Top End.

## Floods

The township of Giru experiences a major flood almost every year. In the past, the towns of Ayr and Home Hill have also experienced the following major floods:

Floods	
<b>February 1958</b>	In the Burdekin River catchment, record floods were reported in the Cape, Suttor and Sellheim rivers, even higher than the 1918 floods. Some 90-year-old stations were underwater for the first time. At Lornesleigh, the water reached the station homestead's second floor, and seven people were marooned on a hilltop for 11 days at Mt Elsie station. Near-record flooding in the lower Burdekin caused the evacuation of parts of Ayr and Home Hill. The peak at Clare was at 0730 on 24 February and at Inkerman Bridge at 1600 on 24 February.
<b>April 1958</b>	<p>Widespread dislocation of traffic and communications was reported on the central coast due to flooding in the wake of the Bowen cyclone. Record peaks occurred in the Bowen River on 2 April and Bogie River on 3 April. Some homesteads were carried away, and their occupants were isolated. Roads and bridges were extensively damaged, and thousands of cattle were lost.</p> <p>Subsequent flooding of the lower Burdekin River also broke all records. Goods were damaged when Home Hill and Ayr were inundated, the water being two metres deep in the main street of Home Hill at one time. Many cane farms were seriously damaged. Three spans of the old railway bridge at Home Hill were washed away, and approaches to the new high-level bridge were cut. Restoration of riverbanks on the Burdekin was expected to be costly. Record peaks were recorded on the Bowen River at Birralea, on the Burdekin River at Dalbeg, Strathalbyn and Home Hill at Inkerman Bridge on 3 April. The river peaked at 12.64m at Inkerman Bridge at Home Hill.</p>
<b>February 1991</b>	<p>During the first few days of February, very heavy rainfall occurred over the catchments of the Bowen and Bogie rivers and the lower Burdekin system downstream of the Burdekin Dam. River levels began rising overnight on Saturday, 2 February and continued throughout Sunday, 3 February. The river peaked at Inkerman Bridge at 12.53m around midnight on Monday, 4 February - the third-highest flood on record. Extensive flooding of the Home Hill and Ayr districts accompanied the peak. The township of Home Hill was flooded with depths of up to 0.6m in the main street. Evacuations of residents in low-lying areas were carried out in Home Hill and the small township of Clare. Widespread damage was caused to sugar cane crops in the district.</p> <p>Major flooding developed in the upper parts of the Burdekin River following rainfalls of 200mm between 18 and 20 February. River rises, and record flooding developed in the Burdekin River upstream of the dam. The river at Sellheim peaked at 19.6m on 20 February - the second-highest flood on record. The Burdekin Dam, already spilling, rose to 6.85m above the spillway on 21 February. Moderate flooding occurred along the lower Burdekin River downstream of the dam, with river levels in the Home Hill district peaking about one metre lower than the flood of early February.</p>
<b>February 2007</b>	<u>Burdekin River</u> - Widespread heavy rainfall across the upper Burdekin Basin and moderate rainfall elsewhere in early February resulted in major flooding quickly developing above the Burdekin Falls Dam and minor to moderate flooding downstream of the dam site. Major flood warnings commenced on 2 February. The Burdekin Falls Dam's inflows reached a peak level of 3.8m above the spillway on 4 February. Downstream of the dam site, floodwaters were controlled to a moderate flood level. Flood warnings continued to be issued until 9 February.

	<p><u>Haughton River</u> - In early February, widespread heavy rainfall across the upper Haughton River resulted in major flooding developing and major flood warnings commenced on 1 February.</p> <p>Major flooding along the Haughton River resulted in peak flood levels at Giru of 2.95m early 2 February, with floodwaters flowing through the township. Flooding quickly subsided to a minor flood level on 3 February, and flood warnings were finalised on 4 February.</p>
<b>February 2008</b>	The highest peak recorded in the Haughton River was in February 2008, with a level of just over 3.0m at the rail bridge at Giru. Significant monsoonal activity throughout North Queensland resulted in three major floods in the Haughton River and two moderate floods in the Lower Burdekin River. At its peak, water flowed 6.8m over the Burdekin Falls Dam. The highest peak recorded at Inkerman Bridge was 11.65m on 14 February.
<b>January 2010</b>	Following the Ex TC OLGA south path, the monsoon trough produced moderate to heavy falls in the Haughton River. This flood was the 3rd highest on record. Flood Warnings began on the 27th of January and continued into February 2010. A major flood peak of 2.99 metres was recorded at Giru on 30 January 2010.
<b>February 2011</b>	<p>Severe Tropical Cyclone Yasi crossed the North Tropical Queensland coast on the 3rd of February 2011, producing heavy rainfall over the North Tropical Coast and Central Coast regions of Queensland between the 2nd and 4th of February, extending into the Gulf of Carpentaria region between the 4th and 6th of February.</p> <p>As Yasi tracked steadily westward across northern Queensland, the system typically produced heavy rainfall over a catchment area for no more than 24 hours and very intense rainfall for around 6 hours. This assisted minimising the period and severity of river flooding associated with the system; however major flooding still occurred in the Johnstone, Herbert, Haughton, and Bohle River catchments, with isolated major flooding in the Gregory River at Gregory Downs in the Nicholson River catchment.</p> <p>A new river height record was set at Sellheim Alert at Macrossan Bridge on the Burdekin River. However, this station opened in 2002, and river heights exceeding 20 metres have been recorded at Sellheim TM, a co-located station, before this time. River heights records were also set at Giru Alert on the Haughton River, Gairloch Alert on the Herbert River, and Bluewater Alert on Bluewater Creek.</p>
<b>March 2012</b>	An active monsoon trough extended across the North Tropical Coast to a deep tropical low over the southern Gulf of Carpentaria around the 15th of March. This rainfall led to major flooding in the Flinders, Fitzroy, Herbert, Johnstone, Russell-Mulgrave, and Haughton Rivers and minor to moderate flooding in the Pioneer, Don, Ross, Tully, Murray, and Barron Rivers.
<b>April 2014</b>	Tropical cyclone Ita produced significant flooding for catchments in the North Tropical Coast, Tablelands and Herbert and Lower Burdekin forecast districts. Most rainfall was recorded on 12 April, with the largest total (860 mm) recorded over 48 hours to 9 am on 13 April at Bellenden Ker Top in the Mulgrave and Russell River catchments. Flooding above the moderate flood level (and in most instances above the major flood level) occurred in the following basins: Bohle River (Mt Bohle), Haughton River (Giru), Don River (Bowen)
<b>May 2017</b>	Due to a low-pressure weather system, minor flood peaks were recorded on the Haughton River at Giru and the Don River at Bowen Pump Station.

<b>February 2018</b>	On Thursday, 22 February 2018, a deep low-pressure weather system brought record rainfalls and the Haughton River at Giru peaked at a record height of 3.1 metres. The township was flooded but with minor reported damage to infrastructure.
<b>January/February 2019 - Tropical Low 13U</b>	<p>Heavy monsoonal rains fell continuously across the North Queensland region from late January 2019 till mid-February 2019, causing widespread flooding of several large river systems throughout North Queensland. An all-time flood level of 3.2 metres was recorded for the Haughton River at Giru, causing widespread flood inundation and isolation to the township of Giru and surrounding communities.</p> <p>The Burdekin River also peaked at 11.20 metres, causing no inundation to critical infrastructure or houses however shut the Bruce Highway at Plantation Creek causeway for several days. Other low-lying roads and bridges were cut, with Groper Creek and Rita Island isolated for several days.</p>
<b>January 2020</b>	A low-pressure weather system remained over the Burdekin region for several days. Heavy rainfall totals were recorded throughout the region. Rainfall totals of more than 600mm were recorded at Rita Island within 24 hours resulting in flash flooding in some low-lying areas causing disruption and inundation to some homes.
<b>April 2022</b>	Moisture from a weak tropical low in the Gulf and a upper-level slow-moving coastal trough caused a broad area of cloud and wet weather extending between Ingham to Giru. Isolated 6 hourly rainfall totals of between 140 to 180 mm were recorded and caused major flooding in Giru.
<b>May 2022</b>	Major rainfall event recording over a month's worth of rain in a few days. Rainfall records were broken in Charters Towers, and the Haughton River experienced Major Flooding for the second time in two months.
<b>January 2023</b>	An unusual set of circumstances resulted in two separate weather extremes impacting different parts of Australia for the 9-day period between Wednesday 11 January and Thursday 19 January 2023. In North Queensland flooding rains impacted a region between Townsville and Mackay between Saturday and Thursday 14 to the 19 January where cumulative rainfall totals topped 1,000 mm at a limited number of locations such as Finch Hatton and Mt Juke

## Annexure F – Assessment of Current Capability

The below table provides an assessment of current capability and possible assistance that may be requested through the DDMG as identified through an examination of current arrangements.

Date	Type	Process	Participants	Specific lessons learnt	Opportunities for improvement (Identify these in priority)	Action Plan (Actions derived from lessons learnt)	Completion Date (For evaluation of implementation of Action Plan)
<b>Feb 2007</b>	Activation	Rita Island and Giru flooding	Burdekin LDMG	LDMG to assess and coordinate response to local requests, with DDMG support where requested.	Procedure in Qld Disaster Management Arrangements to be followed	Training of staff in procedures	Future exercise and events
<b>Feb 2008</b>	Activation	Dalbeg, Clare, Groper Creek, Rita Island and Giru flooding	Burdekin LDMG	Very short lead time from rainfall in Dalbeg to moderate flooding at Inkerman Bridge (6 hours).	Procedure in Qld Disaster Management Arrangements to be followed	Training of staff in procedures	Future exercise and events
<b>Feb 2009</b>	Activation	Groper Creek, Rita Island and Giru flooding	Burdekin LDMG	Improved dissemination of public information through the web, public notices and customer service.	Procedure in Qld Disaster Management Arrangements to be followed	New front page of Council website; Section on road closures in website	Feb 2009
<b>Mar 2010</b>	Activation	Cyclone Ului	Burdekin LDMG	How to establish a coordination centre.	Use of Guardian IMS to help with information management	Grant application submitted for equipment for coordination centre	June 2010
<b>Feb - Mar 2011</b>	Activation	Cyclone Yasi & flooding	Burdekin LDMG	How to run a coordination centre. Use of social media.	Diversion of 132 500 to Council's call centre.	EMQ to change procedures LDCC to roster specific personnel for social media activities	Dec 2012

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					More personnel to cover social media requirements		
<b>Oct 2012</b>	Exercise	Good Neighbour	Townsville Disaster District LDMGs & DDMG	Evacuation, interoperability of Guardian, DDMG support.	Provision of a cyclone shelter for Burdekin Shire  Public awareness campaign for storm tide	Lobbying of State members Public education program – Cyclone Saturday, etc	Ongoing
<b>Jan 2014</b>	Exercise – Bounce Back	Bounce Back	Burdekin LDMG	Recovery	Review required of Community Recovery Sub Plan.	Review required of Community Recovery Sub Plan.	Ongoing
<b>July 2015</b>	Exercise	Dam Nation Catastrophic Dam Failure	Burdekin LDMG Sunwater	Evacuation on a mass scale for Burdekin residents. Realistic time frames for evacuation itemised. Message alerts and polygons created.	Community engagement, awareness and planning in this type of event.	Increased Education and collaboration with Community groups and Council.	Ongoing
<b>Oct 2016</b>	Exercise	Echo Alpha	Burdekin LDMG Townsville District Disaster Management Group	Develop and create an Emergency Alert relevant to the specific disaster-related scenario.  Create a SitRep.	Following procedures and knowing how to create EA's and SitReps.	Practice creating and submitting Emergency Alerts and SitReps. Having more than one person trained.	December 2016
<b>Mar 2017</b>	Activation	TC Debbie	Burdekin LDMG	Full activation. Evacuation notices, Place of Refuge activation, public messaging, and notices.	Local Disaster Management Framework processes – Directives from State to District to Local  Evacuation Centre Management	Discussions with District and State regarding disaster management arrangements.	Ongoing
<b>Mar 2017</b>	Activation	Flooding ex TC Debbie	Burdekin LDMG	Short lead time to flooding in the Haughton River affecting Giru.	Notifying residents of fast-rising flood waters	Use of Area Wardens and providing	December 2017



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						information to residents about fast rising floods	
<b>Sept 2017</b>	Exercise	Resuild	Burdekin LDMG TDDMG	Create and send a Request for Assistance through the Guardian software.	Timeliness of RFA's	Training of more than 1 or 2 staff members to be able to create an RFA.	December 2017
<b>Nov 2017</b>	Exercise - Sunwater	Emergency Exercise	Burdekin LDMG Sunwater	Major flood event with a 7-meter spill over the Burdekin Falls Dam.	Improved relationships with Sunwater and "key" personnel.  Better understanding of Sun water's EAP for emergency events.	LDC to have better input and understanding of Sunwater Burdekin Falls Dam EAP.	Dec 2017/Jan 2018 Sunwater EAP review.
<b>Mar 2018</b>	Activation	Rain Weather Event – TC IRIS	Burdekin LDMG	Large rain event.	No issues—monitoring only in case of flooding	N/A	N/A
<b>January/February 2019</b>	Activation	Northern Queensland Monsoonal Rain Event	Burdekin LDMG	Heavy monsoonal rain falls and flood event.	Better coordination of Road Closures. Discussions to be held with TMR especially around the process for closing the Bruce Highway to all and limited traffic.	Understanding roles and responsibilities around TMR road closures. Better coordination of TMR roads.	June 2019
<b>January/February 2020</b>	Activation	Tropical Low Rainfall Trough – Burdekin Region	Burdekin LDMG	Heavy monsoonal rain from 26th January 2020 to 30 <sup>th</sup> January 2020 – more than 430 millimetres of rain fell	Localised flash flooding. Information gathering and awareness of overall situation. The need for better communication based on probable outcomes.	Better mapping of affected areas for planning purposes.	Guardian IMS – improved mapping and new mapping layer for January 2020 event.

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<b>January 2021</b>	Pre-Activation	TC Kimi	Burdekin LDMG	Watch and prepare for cyclones. Be prepared for the unpredictable.	Monitoring – No issues.	N/A	N/A
<b>March 2021</b>	Pre-Activation	TC Niran	Burdekin LDMG	Watch and prepare for cyclones. Be prepared for the unpredictable.	Monitoring – No issues.	N/A	N/A
<b>March 202 – March 2022</b>	Lean Forward	Covid-19 Pandemic	Burdekin LDMG	Pandemic can be protracted. Local Government not the “lead” agency but a support agency.	Ongoing support for Queensland Health. Development of better Pandemic Safe Plans and procedures.	Updated all Pandemic Sub Plans and now have a good understanding of the impacts of pandemics on the community	March 2022
<b>April 2022</b>	Stand Up	April 2022 Giru and surrounding areas – Rain and Flood Event	Burdekin LDMG	Large rain event.	Haughton River reached 2.83mtr	Mapped Flooding in Giru to better inform LDMG of flood area changes due to new Bruce Highway upgrade and Haughton River Bridge.	New Flood Maps showed water entering Giru at different locations and timeline for flooding now a lot quicker than in previous floods.
<b>May 2022</b>	Stand Up	May 2022 Giru and Surrounding areas – Rain and Flood Event	Burdekin LDMG	Large Rain event with predicted flooding of the Burdekin and Haughton River systems.	Issues notice to advise of possible isolation for regional townships Giru, Jerona, Rita Island and Groper Creek.	No issues experienced. Watch and monitor.	N/A
<b>January 2023</b>	Stand Up	Severe Rain Event – Burdekin Region	Burdekin LDMG	Large Severe Rain event with predicted flooding of the Burdekin and Haughton River systems.	Moderate flood levels recorded in both the Haughton River and Burdekin River. No major impacts. Isolation to some regional	Disseminate warnings early especially to communities that become isolated in prolonged severe rain events to	January 2023

					communities but no issues reported.	better inform them of the possible isolation timeframes and duration.	
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## Annexure G – Local levels of activation for response arrangements

	Triggers	Actions	Communications
<b>Alert</b>	<ul style="list-style-type: none"> <li>Awareness of a hazard that has the potential to affect the local government area</li> </ul>	<ul style="list-style-type: none"> <li>Hazards &amp; risks identified</li> <li>Information sharing with warning agency</li> <li>LDC contacts QFES Emergency Management Coordinator</li> <li>Initial advice to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Chair and LDC on mobile remotely</li> </ul>
<b>Lean Forward</b>	<ul style="list-style-type: none"> <li>There is a likelihood that threat may affect local government area</li> <li>Threat is quantified but may not yet be imminent</li> <li>Need for public awareness</li> <li>LDMG is now to manage the event</li> </ul>	<ul style="list-style-type: none"> <li>QFES EM Area Coordinator and LDC analyse predictions</li> <li>Chair and LDC on watching brief</li> <li>Confirm level &amp; potential of threat</li> <li>Check all contact details</li> <li>Commence cost capturing</li> <li>Conduct meeting with available LDMG</li> <li>Council staff prepare for operations</li> <li>Determine trigger point to stand up</li> <li>Prepare LDCC for operations</li> <li>Establish regular communications with warning agency</li> <li>First briefing core members of LDMG</li> <li>LDC advises DDC of lean forward &amp; establishes regular contact (first SITREP)</li> <li>Warning orders to response agencies</li> <li>Public information &amp; warning initiated</li> </ul>	<ul style="list-style-type: none"> <li>Chair, LDC and LDMG members on mobile and monitoring email remotely</li> <li>Ad-hoc reporting</li> </ul>
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>Threat is imminent</li> <li>Community will be or has been impacted</li> <li>Need for coordination in LDCC</li> <li>Requests for support received by LDMG agencies or to the LDCC</li> <li>The response requires coordination</li> </ul>	<ul style="list-style-type: none"> <li>Meeting of LDMG Core Group</li> <li>LDCC activated               <ul style="list-style-type: none"> <li>Rosters for LDCC planned &amp; implemented</li> </ul> </li> <li>Commence operational plans</li> <li>Local government shifts to disaster operations</li> <li>LDMG takes full control</li> <li>SOPs activated</li> <li>Core group of LDMG located in LDCC</li> <li>Commence SITREPs to DDMG</li> <li>Distribute contact details</li> <li>DDMG advised of potential requests for support</li> </ul>	<ul style="list-style-type: none"> <li>LDCC contact through established landlines and generic email addresses</li> <li>Chair, LDC and LDMG members present at LDCC on established landlines and mobiles, monitoring emails</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>No requirement for coordinated response</li> <li>Community has returned to normal function</li> <li>Recovery taking place</li> </ul>	<ul style="list-style-type: none"> <li>Final checks for outstanding requests</li> <li>Implement plan to transition to recovery</li> <li>Debrief of staff in LDCC</li> <li>Debrief with LDMG members</li> <li>Consolidate financial records</li> <li>Hand over to Recovery Coordinator for reporting</li> <li>Return to local government core business</li> <li>Final situation report sent to DDMG</li> </ul>	<ul style="list-style-type: none"> <li>LDMG members not involved in recovery operations resume standard business and after-hours contact arrangements</li> </ul>

## Annexure H – Local levels of activation for recovery arrangements

Response Alert				
	Triggers	Actions	Communications	
Response Lean Forward	Recovery Alert	<ul style="list-style-type: none"><li>• Response phase at 'lean forward' level of activation</li></ul>	<ul style="list-style-type: none"><li>• Appointment of Local Recovery Coordinator as appropriate</li><li>• Potential actions and risks identified</li><li>• Information sharing commences</li><li>• Local Recovery Coordinator in contact with LDCC/LDC</li><li>• Initial advice to all recovery stakeholders</li></ul>	<ul style="list-style-type: none"><li>• Local Recovery Coordinator and Local Recovery Group members on mobile remotely</li></ul>
Response Stand Up	Recovery Lean Forward	<ul style="list-style-type: none"><li>• Response phase at 'stand up' level of activation</li><li>• Immediate relief arrangements are required during response phase</li></ul>	<ul style="list-style-type: none"><li>• Monitoring of response arrangements</li><li>• Analysis of hazard impact or potential impact</li><li>• Relief and recovery planning commence</li><li>• Deployments for immediate relief commenced by recovery functional agencies</li></ul>	<ul style="list-style-type: none"><li>• Local Recovery Coordinator and Local Recovery Group members on mobile and monitoring email remotely</li><li>• Ad hoc reporting</li></ul>
		<ul style="list-style-type: none"><li>• Immediate relief arrangements continue</li></ul>	<ul style="list-style-type: none"><li>• Local Recovery Group activated at LDCC or alternate location</li><li>• Recovery plan activated</li><li>• Deployments for immediate relief response</li><li>• Action plans for five functions of recovery activated as required</li><li>• Community information strategy employed</li></ul>	<ul style="list-style-type: none"><li>• Local Recovery Coordinator and Local Recovery Group members present at LDCC or alternate location, on established landlines and/or mobiles, monitoring emails</li></ul>
Response Stand Down	Recovery Stand Up	<ul style="list-style-type: none"><li>• Response phase moves to 'stand down' level of activation. Medium-term recovery commences.</li></ul>	<ul style="list-style-type: none"><li>• Participate in response debrief</li><li>• Transition arrangements from 'response and recovery' to 'recovery' activated, including handover from LDC to LRC</li><li>• Action plans for five functions of recovery continue</li><li>• Community information strategies continue</li></ul>	<ul style="list-style-type: none"><li>• Local Recovery Coordinator and Local Recovery Group members involved in medium-term recovery continue as required</li><li>• Regular reporting to LDMG/LDC</li></ul>
	Recovery Stand Down	<ul style="list-style-type: none"><li>• Local Recovery Group arrangements are finalised. Community returns to normal activities with ongoing support as required.</li></ul>	<ul style="list-style-type: none"><li>• Consolidate financial records</li><li>• Reporting requirements finalised</li><li>• Participate in recovery debrief</li><li>• Participate in post-event debrief</li><li>• Post-event review and evaluation</li><li>• Long-term recovery arrangements transferred to functional lead agencies</li><li>• Return to core business</li></ul>	<ul style="list-style-type: none"><li>• Local Recovery Coordinator and Local Recovery Group members resume standard business and after-hours contact arrangements</li><li>• Functional lead agencies report to the Local Recovery Coordinator and Local Recovery Group as required</li></ul>

## **Annexure I – Operational Checklists**

The following Operational Checklists are included in this Annexure:

- Check List 1 – Activation of LDMG
- Check List 2 – Community Support
- Check List 3 – Local Disaster Coordination Centre
- Check List 4 – Evacuation
- Check List 5 – Evacuation Centre Management
- Check List 6 – Financial Management
- Check List 7 – Impact Assessment
- Check List 8 – Logistics
- Check List 9 – Public Information and Warnings
- Check List 10 – Public Works and Engineering
- Check List 11 – Transport

## Check List 1 - Activation of Local Disaster Management Group

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Receive initial information regarding the event						<input type="checkbox"/> Initial: _____
Confirm the information from a different source, where appropriate						<input type="checkbox"/> Initial: _____
Notify the Chair of the Local Disaster Management Group						<input type="checkbox"/> Initial: _____
Activate the Local Disaster Management Group (Executive members only)						<input type="checkbox"/> Initial: _____
Activate the Local Disaster Management Group (Full Group)						<input type="checkbox"/> Initial: _____
Activate the Local Disaster Coordination Centre						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Prepare and release media advisories regarding the function of community welfare						<input type="checkbox"/> Initial: _____
Prepare and release media advisories regarding the assistance available						<input type="checkbox"/> Initial: _____
Activate outreach teams and instigate a reporting timetable						<input type="checkbox"/> Initial: _____
Provide logistic support to evacuation centres						<input type="checkbox"/> Initial: _____
Provide logistic support to outreach teams						<input type="checkbox"/> Initial: _____
Provide logistic support to operational personnel, both in the field and at the LDCC						<input type="checkbox"/> Initial: _____
Provide personal protective equipment or appropriate information to operational personnel						<input type="checkbox"/> Initial: _____
Collect and report on members of the community in need of personal hardship assistance						<input type="checkbox"/> Initial: _____
Maintain ongoing link with the District Recovery Committee						<input type="checkbox"/> Initial: _____
Provide emergency accommodation post-impact						<input type="checkbox"/> Initial: _____
Provide emergency accommodation post-impact						<input type="checkbox"/> Initial: _____
Provide short term catering for displaced members of the community						<input type="checkbox"/> Initial: _____
Provide emergency clothing as appropriate						<input type="checkbox"/> Initial: _____



Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Assist the District Recovery Committee with the development of Community Recovery Centres (One Stop Shops)						<input type="checkbox"/> Initial: _____
Provide a community liaison officer to the Community Recovery Centre						<input type="checkbox"/> Initial: _____

Check List 3 – Local Disaster Coordination Centre

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Local Disaster Coordination Centre prepared for activation						<input type="checkbox"/> Initial: _____
Local Disaster Coordination Centre activated						<input type="checkbox"/> Initial: _____
Physically open the facility						<input type="checkbox"/> Initial: _____
Provide administrative equipment						<input type="checkbox"/> Initial: _____
Appoint a Communications Officer to the LDCC						<input type="checkbox"/> Initial: _____
Provide telecommunications facilities to the LDCC						<input type="checkbox"/> Initial: _____
Provide emergency (back-up) telecommunications facilities and capability to the LDCC						<input type="checkbox"/> Initial: _____
Maintain telecommunications facilities to the LDCC						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Provide internet facilities to the LDCC						<input type="checkbox"/> Initial: _____
Maintain communications network display in the LDCC						<input type="checkbox"/> Initial: _____
Provide telecommunications capability between the LDCC and the DDCC						<input type="checkbox"/> Initial: _____
Provide telecommunications capability between the LDCC and the various headquarters of participating agencies						<input type="checkbox"/> Initial: _____
Provide telecommunications capability between the LDCC and the various evacuation centres						<input type="checkbox"/> Initial: _____
Test technology						<input type="checkbox"/> Initial: _____
Repair or replace any defective items						<input type="checkbox"/> Initial: _____
Staff the LDCC to appropriate level						<input type="checkbox"/> Initial: _____
Provide Position Description or similar tasking responsibility information to staff						<input type="checkbox"/> Initial: _____
Ensure security of LDCC						<input type="checkbox"/> Initial: _____
Ensure appropriate agency liaison officers attend the LDCC						<input type="checkbox"/> Initial: _____
Ensure information displays are available						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Ensure that appropriate plans and other documents are sourced and available for reference						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Extended operations – develop personnel roster						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Extended operations – provide appropriate sleeping, feeding and rest areas						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Ensure the provision of adequate catering						<div><input type="checkbox"/></div> <div>Initial: _____</div>
In conjunction with the DDC, develop an operation reporting timetable						<div><input type="checkbox"/></div> <div>Initial: _____</div>
In conjunction with the Media Liaison Officer, develop a media release timetable						<div><input type="checkbox"/></div> <div>Initial: _____</div>

**Preparation**

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Establish boundaries of possible area(s) to be evacuated and primary evacuation routes						<input type="checkbox"/> Initial: _____
Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.						<input type="checkbox"/> Initial: _____
Pre-warn special population establishments of the possibility of an impending evacuation						<input type="checkbox"/> Initial: _____
Coordinate with special facilities regarding precautionary evacuation						<input type="checkbox"/> Initial: _____
Commence and maintain a map of the entire evacuation area						<input type="checkbox"/> Initial: _____
Have copies of evacuation map(s) made for use by evacuation teams						<input type="checkbox"/> Initial: _____
Determine evacuation routes for risk area(s) and check the status of these routes						<input type="checkbox"/> Initial: _____
Estimate public transportation requirements and determine pickup points						<input type="checkbox"/> Initial: _____
Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed						<input type="checkbox"/> Initial: _____
Develop traffic control plans and stage traffic control devices at required locations						<input type="checkbox"/> Initial: _____

**Operational Deployment**

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Advise DDC that evacuation recommendation will be issued						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Make the decision to recommend to the DDC that a directed evacuation is required						<input type="checkbox"/> Initial: _____
Receive notice of directed evacuation from DDC						<input type="checkbox"/> Initial: _____
Provide evacuation teams with written instructions to be handed to members of the community						<input type="checkbox"/> Initial: _____
If transportation is likely to be required for evacuees or their possessions, request assistance from the DDC.						<input type="checkbox"/> Initial: _____
Provide transportation assistance to those who require it.						<input type="checkbox"/> Initial: _____
Determine if requirements exist for additional external support						<input type="checkbox"/> Initial: _____
Identify and activate all appropriate Evacuation Centres						<input type="checkbox"/> Initial: _____
Identify Evacuation Centres with the capacity to cater for animals						<input type="checkbox"/> Initial: _____
Commence and maintain a record of numbers of evacuees at nominated evacuation centres						<input type="checkbox"/> Initial: _____
Assign a liaison person to all evacuation centres, with communications ability to contact the LDCC						<input type="checkbox"/> Initial: _____
Ensure the Media Liaison Officer has been kept fully informed, and is proactively disseminating information on the evacuation and evacuation centres through the media						<input type="checkbox"/> Initial: _____
Disseminate evacuation recommendation to the public through available warning systems, clearly identifying areas to be evacuated						<input type="checkbox"/> Initial: _____
Disseminate evacuation recommendation to special facilities. Provide assistance in evacuating, if needed.						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Activate and brief door-to-door evacuation notification teams						<input type="checkbox"/> Initial: _____
Provide regular Situation Reports on evacuation to DDC.						<input type="checkbox"/> Initial: _____
Provide security in, or control access to, evacuated areas						<input type="checkbox"/> Initial: _____
Develop a system for re-entry						<input type="checkbox"/> Initial: _____
Determine when it is safe for residents to return, and if some areas need to remain restricted						<input type="checkbox"/> Initial: _____
If evacuated areas have been damaged, conduct damage assessments						<input type="checkbox"/> Initial: _____
If evacuated areas have been damaged, eliminate significant health and safety hazards						<input type="checkbox"/> Initial: _____
If roads in evacuated areas have been damaged or blocked by debris, clear and re-open roads						<input type="checkbox"/> Initial: _____
Determine requirements for traffic control for return of evacuees						<input type="checkbox"/> Initial: _____
Maintain access controls for areas that cannot be safely re-occupied						<input type="checkbox"/> Initial: _____
Determine requirements for, and coordinate provision of, transportation for return of evacuees (in conjunction with Transport Sub-Plan)						<input type="checkbox"/> Initial: _____
Advise neighbouring jurisdictions and DDC that return of evacuees will begin						<input type="checkbox"/> Initial: _____
Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Provide traffic control for return of evacuees						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Coordinate temporary housing for evacuees unable to return to their residences						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Coordinate with special facilities regarding return of evacuees to those facilities						<div><input type="checkbox"/></div> <div>Initial: _____</div>
If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"><li>Documenting damage and making expedient repairs</li><li>Caution in reactivating utilities/damaged appliances</li><li>Cleanup and removal or disposal of debris</li><li>Recovery programs</li></ul>						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Terminate Evacuation Centre operations						<div><input type="checkbox"/></div> <div>Initial: _____</div>

Post Deployment

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Submit final evacuation information for the Situation Report to the DDC						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Contribute to the operational debrief						<div><input type="checkbox"/></div> <div>Initial: _____</div>

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Identify centres appropriate for the event						<input type="checkbox"/> Initial: _____
Provide centre management personnel						<input type="checkbox"/> Initial: _____
Provide support personnel for administration, kitchens, cleaning, security, first aid						<input type="checkbox"/> Initial: _____
Provide refuse collection equipment and service						<input type="checkbox"/> Initial: _____
Provide public information process for evacuees						<input type="checkbox"/> Initial: _____
Provide basic entertainment facilities for evacuees						<input type="checkbox"/> Initial: _____
In conjunction with LDCC, develop operational reporting timetable						<input type="checkbox"/> Initial: _____
Provide communications facility to the LDCC or the appropriate coordinating agency						<input type="checkbox"/> Initial: _____
Provide evacuee registration process						<input type="checkbox"/> Initial: _____



Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Determine authorisation for expenditure of funds during a major event						<input type="checkbox"/> Initial: _____
Instigate a management process which will expeditiously authorise specific officers or a class of officers to expend funds to a stipulated limit						<input type="checkbox"/> Initial: _____
Determine the limit of expenditure permitted without further reference to senior management						<input type="checkbox"/> Initial: _____
Establish and maintain a specific cost centre for disaster or emergency event expenditure						<input type="checkbox"/> Initial: _____
Develop a discrete recording system for disaster or emergency event related expenditure, to expedite the payment of appropriate claims post event						<input type="checkbox"/> Initial: _____
Maintain all financial records in relation to the event						<input type="checkbox"/> Initial: _____
Prepare and submit financial claims in relation to counter disaster operational expenses to DRFA						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
<b>Preparation</b>						
Identify agencies to be included in an impact assessment team						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Develop an impact assessment reporting format and information management system						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Identify and provide transport, communications, and information recording equipment for impact assessment teams						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the area affected by the impact of the event						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Develop a grid or locality system for the deployment of impact assessment teams, to ensure maximum coverage without duplication of effort						<div><input type="checkbox"/></div> <div>Initial: _____</div>
<b>Deployment</b>						
Determine the number of fatalities						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the number of seriously injured casualties						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the number of ill people (epidemic or pandemic)						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the number of people evacuated						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the number of people requiring evacuation						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the number of people missing						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the number of people requiring personal hardship assistance						<div><input type="checkbox"/></div> <div>Initial: _____</div>

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Determine the number of medical facilities which are still operational, and the number of usable beds						<input type="checkbox"/> Initial: _____
Determine the number of food outlets still able to function						<input type="checkbox"/> Initial: _____
Determine the status of water treatment and supply						<input type="checkbox"/> Initial: _____
Determine the status of sewage systems						<input type="checkbox"/> Initial: _____
Determine the number of private dwellings damaged or destroyed						<input type="checkbox"/> Initial: _____
Determine the number of public buildings damaged or destroyed						<input type="checkbox"/> Initial: _____
Determine the number of commercial premises damaged or destroyed						<input type="checkbox"/> Initial: _____
Identify any damaged or destroyed buildings which were listed as evacuation centres						<input type="checkbox"/> Initial: _____
<b>Post Assessment Action</b>						
Determine the effects on the power distribution system						<input type="checkbox"/> Initial: _____
Determine the effects on the communications networks						<input type="checkbox"/> Initial: _____
Determine the effects on fuel distribution capacity						<input type="checkbox"/> Initial: _____
Determine the effects on gas distribution capacity						<input type="checkbox"/> Initial: _____
Determine the effects on road transport						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Determine the effects on marine transport						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on rail transport						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on air transport						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on industry						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on the agricultural sector						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on the tourism sector						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on the environment						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on the continuity of government						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine the effects on the local response capacity						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Utilise the impact assessment information to forecast resource requirements						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Include details of the impact assessment and forecast resource requirements in Situation Reports to the DDC						<div><input type="checkbox"/></div> <div>Initial: _____</div>

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Develop Logistics Management Plan						<input type="checkbox"/> Initial: _____
Identify personnel to operate disaster logistics centres						<input type="checkbox"/> Initial: _____
Identify premises suitable for use as disaster logistics warehousing facilities						<input type="checkbox"/> Initial: _____
Develop/implement information management system to record and track the movement of resources						<input type="checkbox"/> Initial: _____
Identify specific transport resources – forklifts, elevated work platforms						<input type="checkbox"/> Initial: _____
Identify specific transport resources – heavy trucks with self-contained lifting capacity						<input type="checkbox"/> Initial: _____
Instigate priority fuel supply planning to ensure continuation of service						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Appoint Media Liaison Officer or Public Information Officer						<input type="checkbox"/> Initial: _____
Develop an information dissemination plan						<input type="checkbox"/> Initial: _____
Identify the representative of the LDMG to be the 'public face' of the LDMG's response to the event.						<input type="checkbox"/> Initial: _____
Develop (in conjunction with relevant member agencies of the LDMG) pre-formatted public information fact sheets regarding various major impact events, and recommended actions						<input type="checkbox"/> Initial: _____
Develop pre-formatted media briefing sheets						<input type="checkbox"/> Initial: _____
Develop and foster relationships with media organisations						<input type="checkbox"/> Initial: _____
Determine media release and briefing timetables						<input type="checkbox"/> Initial: _____
Establish liaison with local radio and other media outlets for community alerts and warnings						<input type="checkbox"/> Initial: _____
Develop draft media releases and briefings						<input type="checkbox"/> Initial: _____
Monitor news coverage for accuracy, currency, completeness, and report discrepancies to the LDMG						<input type="checkbox"/> Initial: _____
Maintain a record of all media releases, contacts, and activities						<input type="checkbox"/> Initial: _____
Ensure that warnings are being received by the community						<input type="checkbox"/> Initial: _____
Where necessary, have warnings repeated via live radio or television appearances						<input type="checkbox"/> Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Check with special needs facilities that they have received warnings as appropriate						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Ensure maintenance of media contact details						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Encourage 24-hour local transmission with staff of broadcast radio stations						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Develop warning templates in conjunction with the Media Liaison Officer, for utilisation in the Public Information area						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Check content of warnings from external agencies for accuracy, and advise the originator of the warning of any inaccuracies						<div><input type="checkbox"/></div> <div>Initial: _____</div>

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Water Supply						
Inspect facilities						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Ensure continuity of supply						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine alternative supply						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Ensure emergency restoration of water supply systems and the provision of water for firefighting						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Liaise with Public Health officials re safety of supply						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Determine water restrictions						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Issue public information/warnings						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Sewerage Service						
Inspect facilities						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Ensure continuity of service						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Liaise with Public Health officials re public health implications of the loss of service						<div><input type="checkbox"/></div> <div>Initial: _____</div>



Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Issue public information/warnings						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Roads, Rail and Bridges						
Assess damage to roads, bridges, traffic control devices						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Assess damage to rail infrastructure						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Undertake temporary construction of emergency access routes, including damaged streets, roads, bridges, airfields and any other facilities necessary for passage of rescue personnel						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Restore damaged roads and bridges						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Restore damaged rail infrastructure						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Issue public information / warnings						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Marine Fixtures						
Assess damage to wharves, piers, jetties, navigation aids and boat ramps						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Undertake emergency repairs						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Restore damaged wharves, piers, jetties, navigation aids and boat ramps						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Buildings						

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Inspect buildings for structural integrity						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Issue notices concerning unsafe buildings						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Barricade unsafe buildings						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Identify authority and processes for legal demolition						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Identify buildings requiring demolition						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Stabilise and/or barricade damaged structures and facilities designated as immediate hazards to public health and safety						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Debris Clearance						
Coordinate clearance of debris						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Undertake emergency debris clearance for reconnaissance of damage areas and passage of emergency personnel and equipment						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Identify emergency landfill areas for debris disposal						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Identify and provide protective measures to deal with hazardous waste						<div><input type="checkbox"/></div> <div>Initial: _____</div>
Provide protective measures to limit further risks to the community throughout the debris removal process						<div><input type="checkbox"/></div> <div>Initial: _____</div>

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Activate Council green waste removal program						<div><input type="checkbox"/></div> <div>Initial: _____</div>

**Operations Checklist**

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Prepare and maintain a database of transport resources, including road, air and marine						<input type="checkbox"/> Initial: _____
Prepare and maintain a database of fuel suppliers and retail outlets						<input type="checkbox"/> Initial: _____
Ensure that the LDMG and the DDC are aware of the current situation in relation to fuel availability						<input type="checkbox"/> Initial: _____
Identify routes suitable for mass evacuation, and determine maximum traffic capacities						<input type="checkbox"/> Initial: _____
Completion of the Road Infrastructure and Traffic Systems Checklist (below)						<input type="checkbox"/> Initial: _____
Coordinate the provision of transport resources as required for mass evacuation (land based)						<input type="checkbox"/> Initial: _____
Coordinate the provision of transport resources as required for mass evacuation (marine or air from off-shore islands)						<input type="checkbox"/> Initial: _____

**Road Infrastructure and Traffic Systems Checklists**

Actions	Responsible Agency/Officer	
<b>Roadblocks and diversions</b> <ul style="list-style-type: none"><li>- Closure of inbound roads</li><li>- Closure of access to evacuated areas or roads</li></ul>	Burdekin Shire Council SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____
<b>Signage</b> <ul style="list-style-type: none"><li>- use of standard signage to clearly mark evacuation routes</li><li>- use of “continue to safer location” signs to indicate that the signage will cease, and that the evacuee is outside the exposed area</li></ul>	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____
<b>Contra flow (applicable only if safety mechanisms to contra flow operation exist)</b> <ul style="list-style-type: none"><li>- reversal of traffic flow on designated roads to increase movement away from exposed areas</li></ul>	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____
<b>Managed intersections</b> <ul style="list-style-type: none"><li>- increase of traffic flow away from exposed areas</li><li>- rapid egress of emergency vehicles and transport providers back into at-risk areas</li></ul>	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	<input type="checkbox"/> Initial: _____

## Annexure J – Post De-Brief Agenda/Activation Summary Report



### Post-Event Debrief Agenda

>Name of Event<

Day, Date at 00.00am/pm

Venue

1. Welcome and Attendance
2. Review of Debrief Rules:
  - Respect others' opinions
  - No issue is irrelevant
  - No idea is a bad idea
  - Ensure issue is fully explained
  - Give specific examples
  - Remember the objectives of this meeting
3. Brief Discussion on the Event
4. Organisation
  - 4.1. *Timing and Relevance of Meetings*
  - 4.2. *Adequacy of Information Supplied for Meetings*
  - 4.3. *Relevance of Decisions Made at Meetings*
5. People
  - 5.1. *Understanding of Roles and Responsibilities*
  - 5.2. *Accountabilities for Agencies and Organisations*
6. Organisation
  - 6.1. *Activation of Plans and Procedures*
  - 6.2. *Media Releases*
  - 6.3. *Social Media*
  - 6.4. *Interaction with District Disaster Management Group*
  - 6.5. *Transition from Response to Recover*



**7. Support and Technology**

**7.1. Facilities Used**

**7.2. Equipment and Systems Availability**

**8. What Worked Well?**

**9. What Did Not Work Well?**

**10. Where Can We Improve?**

**11. Outcomes and Aims**



## Activation Summary Report

>Name of Event<

Day, Date

### 1. Introduction

### 2. Weather Forecasts

### 3. First Response

### 4. Council Response

### 5. LDMG

#### 5.1. Meeting Times and Dates

#### 5.2. Situation Reports (SitReps)

- Local Disaster Management Group (LDMG)
- District Disaster Management Group (DDMG)
- Other

#### 5.3 Requests for Assistance (RFAs)

#### 5.4 State Emergency Services (SES)

### 6. DDMG

### 7. Impact Assessment

#### 7.1. QFRS Rapid Impact Assessment

#### 7.2. Council Impact Assessment Process

#### 7.3 Other

#### 7.4 Results

- Residential dwellings
- Commercial/industrial businesses

### 8. Support for Community

#### 8.1 Evacuation Centre

- Activated by:
- Process managed by:
- Location:
- Staff:
- Dates of operation:
- Numbers presented:

#### 8.2 Recovery Centre

- Activated by:
- Process managed by:
- Location:
- Staff:



- Dates of operation:
- Numbers presented:

## 9. Clean up

### 9.1 Resources

- Council:
- ADF:
- Volunteering North Queensland (VNO)
- Other:

### 9.2 Quantities

- Recovery Zone
- Total Debris Collected

### 9.3 Timeline

- Collection of storm debris
- Wheelie bins:
- Green waste and kerbside collection:
- Disposal of asbestos:

## 10. Other Services

### 10.1 Power

### 10.2 Health

### 10.3 Water

### 10.4 Sewerage

## 11. Recover

## 12. Debriefs

## 13. Conclusion

>Insert Signature<

(INSERT LOCAL DISASTER COORDINATOR NAME)

LOCAL DISASTER COORDINATOR

Burdekin Local Disaster Management Group



### 6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

#### Sale of Land for Overdue Rates and Charges

**File Reference:** 1052

**Report Author:** Jacqui Thomasson, Revenue Coordinator

**Authoriser:** Kim Olsen, Manager Finance and Administrative Services

**Meeting Date:** 14 November 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.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2023-2024

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.

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#### **Executive Summary**

To effectively address current rate arrears on some properties, the sale of land process will be necessary to discharge overdue rates and charges. Previous requests for payment have been ignored and the total outstanding revenue on these properties now exceeds \$135,000.

If at any time during the sale of land process outstanding rates, charges and expenses on a property are paid in full, proceedings will cease.

#### **Recommendation**

That pursuant to Section 140(2) of the *Local Government Regulation 2012*, Council sells the land described in "Schedule A - List of Properties" for overdue rates and charges;

And that Council delegates to the Chief Executive Officer its power to take all further steps under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to effect sale of the land or end the sale procedures if appropriate (Section 141(3) of the Regulation).

#### **Background**

Council has exhausted options to recover overdue rates and charges on a number of properties and previous attempts to establish acceptable arrangements or periodic payments to service the arrears have been unsuccessful.

The *Local Government Regulation 2012*, Chapter 4, Part 12, Division 3 empowers Local Governments to sell or acquire land for overdue rates and charges. Under the Regulation, S140(1)(c) applies if some or all of the overdue rates or charges have been overdue for at least:

- i. generally – 3 years; or
- ii. if the rates or charges were levied on vacant land or land used only for commercial purposes, and the local government has obtained judgment for the overdue rates or charges – 1 year.

If the above conditions are satisfied, under S140(2), the local government may, by resolution, decide to sell the land.

As soon as practicable after the resolution, a Notice of Intention to Sell detailing arrears, land and terms of the resolution must be issued to all parties who have an interest in the land.

Council must commence procedures for sale of the land after a period of three (3) months but within six (6) months of giving notice. Proceedings will end for properties if overdue rates or charges and expenses incurred in attempting to sell the land are paid in full during this period. Properties where rates remain unpaid will be offered for sale by auction.

A strict timeline must be adhered to during the auction process.

For properties that proceed to auction, Council must set a reserve price under Section 143 of the *Local Government Regulation 2012* that is at least:

- (a) the market value of the land; or
- (b) the higher of the following-
  - (i) the amount of overdue rates or charges on the land;
  - (ii) the value of the land.

If the reserve price for the land is not reached at the auction, the Council may enter into negotiations with any bidder who attended the auction to sell the land by agreement. However, the price for the land under the agreement must not be less than the reserve price for the land.

### **Consultation**

Details discussed with Councillors in a workshop held on 7 November 2023.

### **Budget & Resource Implications**

Legal fees and administrative expenses incurred during the sale of land process are recoverable costs under S146(1)(b) of the *Local Government Regulation 2012*.

Administrative costs incurred by the local government are regarded as expenses of the sale.

### **Legal Authority & Implications**

*Local Government Regulation 2012* Chapter 4, Part 12, Division 3 – Selling or acquiring land for overdue rates or charges.

### **Policy Implications**

Not Applicable.

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

Risk of non-compliance with legislative requirements in relation to selling or acquiring land for overdue rates or charges.

### **Attachments**

1. Sale of Land Schedule A List of Properties - 7 November 2023

## Schedule A – List of Properties

Property No.	Legal Description	Amount Outstanding as at 7 November 2023
38	Lot 11 A 77819	14,022.94
39	Lot 10 A 77819	11,671.16
4303	Lot 2 RP 731945	11,384.56
4434	Lot 7 RP 713961	15,789.05
5202	Lot 35 RP 707557	17,522.17
5218	Lot 48 RP 707557	15,953.93
6409	Lot 48 A 26512	14,632.11
14066	Lot 84 SP 222948	7,492.48
14461	Lot 15 RP 748492 Lot 16 RP 748492	7,590.05
18315	Lot 2 SP 262322	19,143.96

## 6.4.1. GOVERNANCE

### Proposed Approach - Development of the Burdekin Shire Local Housing Action Plan

**File Reference:** 2668

**Report Author:** Nick OConnor, Director Corporate and Community Services

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

**Meeting Date:** 14 November 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

1.3.1: Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.

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#### **Executive Summary**

Burdekin Shire Council submitted a motion for consideration at the 2022 Local Government Association of Queensland (LGAQ) Annual Conference which called on State and Federal Governments to allocate specific funding to support Councils to prepare Local Housing Action Plans (LHAPs). The conference supported the motion, and in turn the State Government has provided funding to the LGAQ to support Councils in developing LHAPs. Since confirmation of financial and project co-ordination support from the LGAQ, Burdekin Shire Council staff have been liaising with Hinchinbrook Shire Council staff to explore a joint approach to development of LHAPs for both Shires. Given the similarities in demographics, economic profiles and anecdotal housing issues facing both Shires, a joint approach would result in more efficient use of funding, consulting effort and project management. This report seeks Council's approval of the proposed approach to developing the Burdekin Shire Local Housing Action Plan.

#### **Recommendation**

That Council approves the proposed approach to development of the Burdekin Shire Local Housing Action Plan as detailed in this report.

#### **Background**

##### Overview

The Housing Crisis facing Queensland is multi-faceted and has been well documented via several media and Government communication channels. A lack of suitable and affordable housing is not only an issue for major metropolitan areas, but has wide-reaching effects in regional and rural Queensland, including the Burdekin Shire. Anecdotally, a lack of appropriate housing has been identified as a significant risk to attracting and retaining employees across a range of service, industrial and rural industries in the Shire. As demand for housing increases, upward pressure on weekly rent occurs, as supply of affordable and appropriate housing fails to keep pace with demand. This has a direct impact on housing affordability which can result in a spike in social issues such as homelessness.

Developing the Burdekin Shire Local Housing Action Plan will allow Council and key community, business and rural stakeholders to collaboratively identify housing issues, at a local level and make recommendations on appropriate responses from State and Federal Governments. It is important to note the Council's role is to facilitate the development of the LHAP in conjunction with the LGAQ. It is not Council's intention to fund or provide resources to implement the action plan - this is the remit of other tiers of government and other key stakeholders such as community housing providers and the private sector.

##### Proposed Joint Approach with Hinchinbrook Shire Council

Since confirmation of financial and project co-ordination support from the LGAQ, Burdekin Shire Council

staff have been liaising with Hinchinbrook Shire Council staff to explore a joint approach to development of LHAPs for both Shires. Given the similarities in demographics, economic profiles and anecdotal housing issues facing both Shires, a joint approach would result in more efficient use of funding, consulting effort and project management. This report seeks Council's approval of the proposed approach to developing the Burdekin Shire Local Housing Action Plan. It should be noted that while a joint approach is proposed, housing issues unique to each Shire will be identified and recorded in the respective Council's LHAPs. That is the 'local' focus of the LHAPs would not be diluted by the proposed joint approach.

#### Proposed Methodology

The LGAQ has appointed BRG Consulting to undertake key stakeholder engagement and prepare LHAPs for both Shires. The proposed methodology is as follows:

STAGE	MEETINGS & TASKS
1. Data Analysis	Identify key data & gaps; source, verify, analyse & interpret data
	Complete "Data" section of LHAP & provide to LGAQ/councils
2. Key Focus Areas	Identify potential Key Focus Areas (KFAs)
	F2F workshop: present community profile; confirm challenges/barriers/issues/directions. Present draft KFAs, hear feedback.
	Prepare summary findings of workshop & provide to LGAQ/councils
	Virtual meeting: present summary, develop & confirm agreed KFAs
	Complete "KFAs" section of LHAP & provide to LGAQ/councils
3. Priority Actions	Identify potential Priority Actions (PAs)
	Virtual meeting: work collaboratively with Council and stakeholders to complete and confirm list of PAs
	Prepare summary of PAs & their priority & provide to LGAQ/councils
	Adopt feedback, complete "PAs" section of LHAP, provide to LGAQ/councils
4. Draft Plan	Collate comments from each SC to inform completion of draft LHAP
	Complete draft LHAP & provide to LGAQ, councils & State Govt WG
5. Final Draft	Collate feedback from LGAQ, councils & State Govt WG
	Incorporate feedback into final draft
	Complete LHAP final draft & provide to LGAQ/councils

**Consultation**

Hinchinbrook Shire Council  
Councillor Workshops (various)  
Economic Development Section  
Manager Planning and Development

**Budget & Resource Implications**

Not Applicable.

**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

Not Applicable.

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

Failure to have a considered process whereby local housing issues can be identified may result in a 'top down' response which does not take into account the needs of Burdekin Shire.

**Attachments**

None

## 6.4.2. GOVERNANCE

### Operational Plan 2023/2024 Q1 Report

**File Reference:** 419

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

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

**Meeting Date:** 14 November 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.

---

#### **Executive Summary**

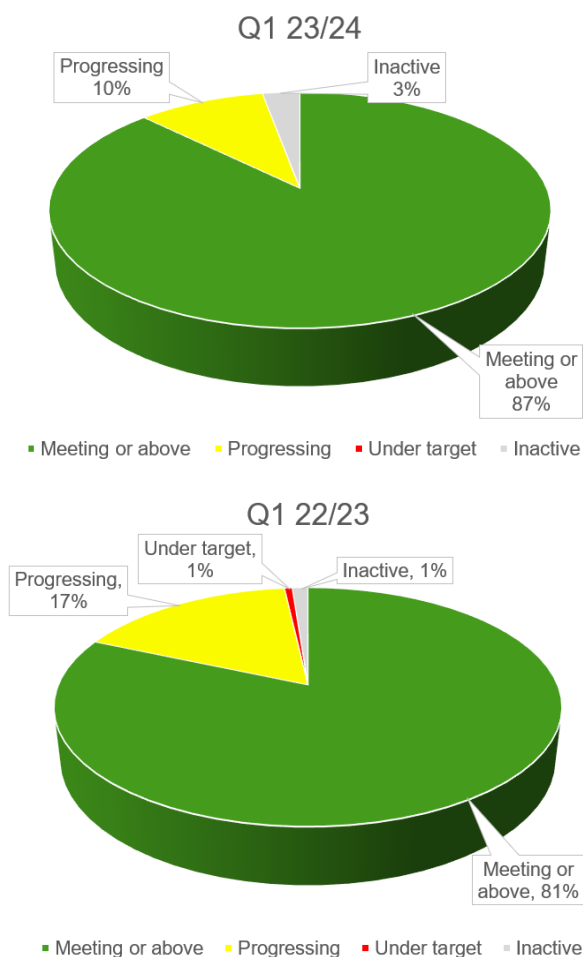
In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, Council is required to adopt an Annual Operational Plan that details the operational activities to be performed to progress the implementation of the adopted Corporate Plan. Council adopted the 2023/2024 Operational Plan when they adopted the Budget in June. The Chief Executive Officer (CEO) is required to prepare a quarterly report to Council on the implementation of the Operational Plan. The Operational Plan includes a measurement statement for each defined activity which is used to help track progress and measure performance. A traffic light system has also been used to provide an "at-a-glance" view of how each activity is progressing. At the end of the Q1 period, 87% of operational plan activities are considered to be meeting or above target, 10% of activities are considered to be "progressing" and 3% of activities were "inactive". No activities were reported as being "under target". The attached detailed report provides comments for each operational activity for the Q1 period.

#### **Recommendation**

That Council adopts the Operational Plan 2023/2024 Q1 Report as attached.

#### **Background**

The Operational Plan 2023/24 Q1 Report captures details of the operational activities of Council over the period 1 July 2023 - 30 September 2023. The report aligns each of the operational plan activities with the five (5) key strategic areas and their objectives and key actions outlined in the Corporate Plan 2022-2027. Comparison charts for Q1 this financial year and Q1 the previous financial year below.



## Consultation

Council discussed the Operational Plan Q1 Report at a Council Workshop on 7 November. All Managers and relevant Council Officers provided comments and feedback for the Q1 report. The report has been reviewed and endorsed by members of the Executive Leadership Team.

## Budget & Resource Implications

All operational plan activities must be carried out in accordance with the adopted budget. There are no additional budget implications associated with the adoption of the Q1 Report.

## Legal Authority & Implications

*Local Government Regulation 2012 Section 174 Preparation and adoption of annual operational plan*

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

## Policy Implications

Not Applicable.



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

The Operational Plan Report helps to mitigate the risks of non-compliance with legislation, lack of transparency and lack of accountability.

**Attachments**

1. Q1 Operational Plan Report 2023/2024



**Burdekin**  
Shire Council

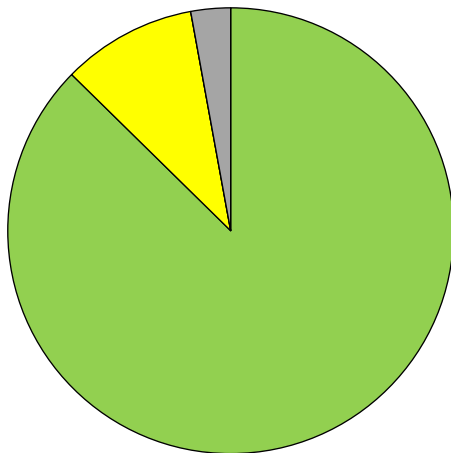
# Operational Plan Q1 Report 2023/2024

## Index

AM - Animal Management	OPW - Operations- Works
AR - Administration and Records	PS - Purchasing and Stores
CD - Community Development	PG - Parks and Gardens
CG - Corporate Governance	PD - Planning and Development
CP - Caravan Parks	NR - Natural Resources
CS - Customer Service Centre	VM - Vector Management
CV - Cultural Venues	R - Rates
ED - Economic Development	SP- Swimming Pools
EH - Environment and Health	SQ - Safety and Quality
EXC - Executive	TOU - Tourism
EXP - Expenditure Services	TR - Training
FM - Financial Management	TS - Technical Services
HR - Human Resources	WM - Waste Management
ICT - Information and Communication Technology	WWW - Water and Waste Water
LDMG - Local Disaster Management	
L - Library	
MC - Media and Communications	

**Overall Performance Q1**  
**Operational Plan 2023/2024**

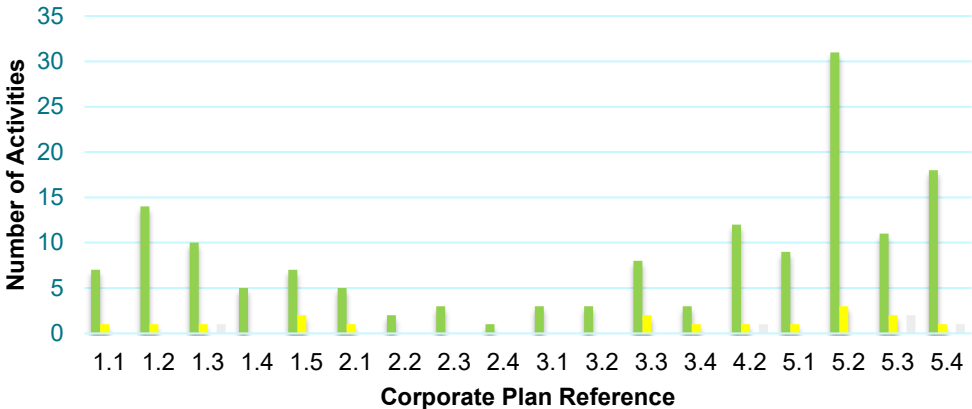
**Q1 Overall Performance**



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

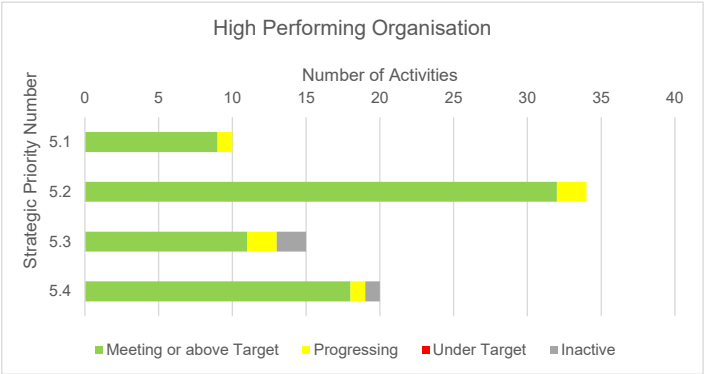
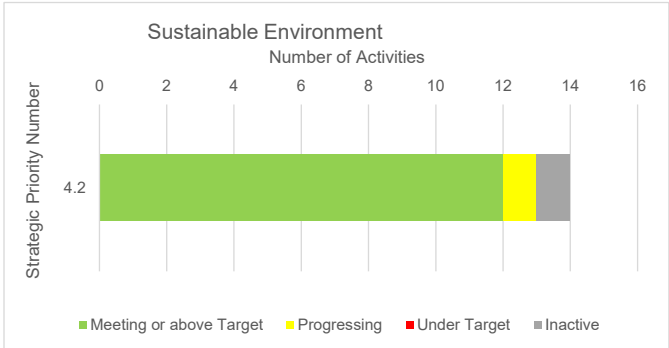
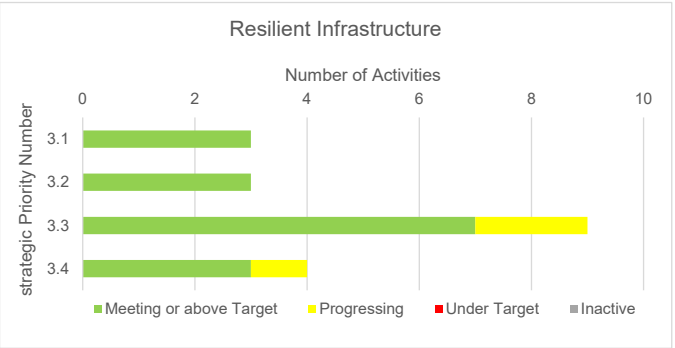
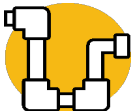
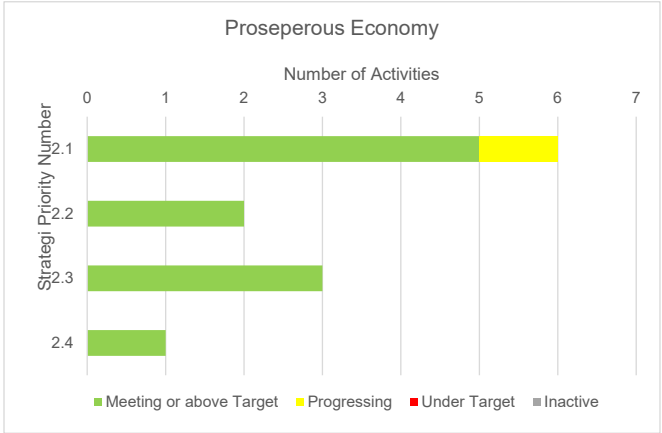
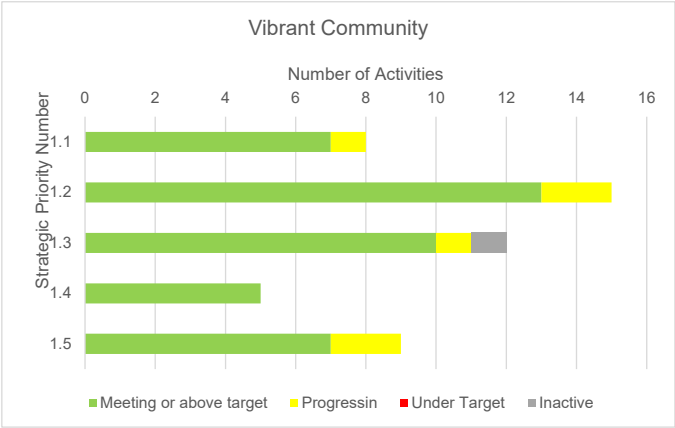
Meeting or above target: 152  
Progressing: 17  
Under target: 0  
Inactive: 5

**Breakdown of Q1 performance by Strategic Objective Area**



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

Q1 Report Dashboard



## Traffic Lights

Record Name	Operational Plan Activity	
<b>Vibrant Community</b>		
Community Development 1	Facilitate partnerships with community organisations within the Shire to ensure a co-ordinated community-focussed approach to service delivery.	●
Library 01	Investigate collaboration opportunities with community organisations and educational institutions to promote lifelong learning for Shire residents.	●
Animal Management 1	Participate in and promote community events such as the Pet Fair with a focus on responsible animal ownership.	●
Vector Management 1	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Shire Mosquito Management Plan including proactive larvicide control during adverse weather	●
Cultural Venues 1	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.	●
Library 02	Deliver contemporary, innovative and dynamic Library services and programs to Shire residents.	●
Community Development 2	Deliver relevant partnership based activities to encourage health, inclusivity and social engagement for the Burdekin Community.	●
Community Development 3	Engage with community groups to identify opportunities to increase participation in community life and improve health and wellbeing.	●
Planning and Development 1	Deliver Planning Services within the Burdekin Shire to: <ul style="list-style-type: none"> <li>- Provide consistent and transparent strategic framework and direction for the development industry and community.</li> <li>- Ensure development complies with the applicable legislation, policies and codes.</li> <li>- Provide planning and development advice.</li> <li>- Process all statutory applications within statutory timeframes.</li> <li>- Monitor development and land use to ensure compliance with statutory requirements and development conditions.</li> <li>- Develop, review and maintain a Heritage Report for the Burdekin Shire Planning Scheme 2022 in accordance with State Interests.</li> </ul>	●
Planning and Development 2	Deliver Building Certification services within the Burdekin Shire: <ul style="list-style-type: none"> <li>- In accordance with the Building Act 1975 and associated regulations.</li> <li>- Provide building advice in a timely manner.</li> <li>- Process all statutory applications within statutory timeframes.</li> <li>- Monitor approvals to ensure compliance with statutory requirements and development conditions.</li> </ul>	●
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: <ul style="list-style-type: none"> <li>- Ensure development complies with the Plumbing and Drainage Act, standards, Council Policies and conditions of approvals;</li> <li>- Provide plumbing and drainage advice;</li> <li>- Assess plumbing and drainage applications;</li> <li>- Undertake inspections of plumbing and drainage works; and</li> <li>- Undertake a backflow prevention device testing regime;</li> </ul>	●
Animal Management 2	Enforce animal management legislation and local laws including: animal management; illegal camping on Council land; abandoned vehicles 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.	●
Environment and Health 1	"Undertake regulatory responsibilities under State legislations: Food Act 2006, Public Health (Infection Control for Personal Appearance Services) Act 2003, Public Health Act 2005. <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>	●
Environment and Health 2	"Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping. <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>	●
Environment and Health 3	Deliver Food Safety education and awareness activities to the community.	●
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 1	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	●
Local Disaster Management 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.	●
Local Disaster Management 3	Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on new residents to the region.	●
Natural Resources 1	Undertake public safety activities.	●
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 4	Deliver key prioritised initiatives from the Arts and Cultural Strategy in collaboration with the Cultural Venues Team and Council's Community and Cultural Development Advisory Group (CCDAG).	●
Library 03	Provide resources, technology and programs where people can discover and record their own histories and stories.	●
Media and Communications 1	Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.	●
Media and Communications 2	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	●
Community Development 4	Conduct Australia Day Awards Ceremony January 2024.	○
Tourism 5	Undertake planning for 2025 'Sweet Days Hot Nights Festival', including associated events, as a biennial destination event for the Burdekin. Consider 2024 complimentary events program (e.g. Feast by the Field, Farming in Focus).	●
Community Development 6	Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.	●
Community Development 7	Facilitate partnerships; forums and workshops that build capacity and resilience of local sport, recreation and community groups.	●
Corporate Governance 1	Coordinate RADF (Regional Arts Development Funding) Program.	●
Community Development 8	Manage the Community Assistance Grants Program.	●
Corporate Governance 2	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	●
Community Development 9	Review the Burdekin 10 Year Sport and Recreation Plan.	●
Swimming Pools 1	Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.	●
Swimming Pools 2	Implement outcomes of the Burdekin Aquatics Facility Study.	●
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.	●
Cultural Venues 2	Undertake a review of the Ayr Showgrounds Master Plan to identify outstanding projects.	●
Cultural Venues 3	Undertake annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.	●
Library 4	Investigate need and options for delivery of Library materials to remote communities.	●
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.	●
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.	●
Caravan Parks 2	Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.	●
<b>Prosperous Economy</b>		
Economic Development 1	Facilitate meetings of the Economic Development Advisory Group and implement agreed recommendations as endorsed by Council.	●
Economic Development 2	Support initiatives and facilitate programs that build capacity of 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 the Burdekin Shire, including opportunities at the Ayr Industrial Estate, to potential developers/investors.	●
Tourism 6	Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.	●
Tourism 7	Seek to identify funding to update the Burdekin Tourism Strategy.	●
Economic Development 5	In collaboration with Smart Precinct NQ and the Queensland Small Business Commissioner's Small Business Friendly (SBF) Program, identify, promote and implement activities and initiatives to encourage development and expansion of existing businesses and support and encourage new and establishing small businesses.	●
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 Shire Economic Development Strategy.	●
Economic Development 8	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.	●
Economic Development 9	Encourage businesses and individuals to participate in activities to promote employment and training opportunities.	●
<b>Resilient Infrastructure</b>		
Operations- Works 1	Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.	●
Technical Services 1	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.	●
Technical Services 2	Complete Roads to Recovery Program in accordance with Australian Government requirements.	●
Water Wastewater 1	Implement approved Drinking Water Quality Management Plan.	●
Water Wastewater 2	Ensure operational responsiveness and departmental performance of the Water Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.	●
Water Wastewater 3	Complete construction and commissioning of the Macro-algae Bioremediation Treatment Facility at the Ayr-Brandon Wastewater Treatment Plant.	●
Technical Services 3	Complete asset inspections in accordance with inspection program.	●



Technical Services 4	Complete asset capitalisations in a timely manner.	●
Technical Services 4	Complete asset capitalisations in a timely manner.	●
Technical Services 5	Complete asset valuation reviews including desktop reviews for Transport, Drainage, Land and Improvements and Other Assets and comprehensive valuation of Buildings, Water and Sewerage Assets.	●
Technical Services 6	Completion of assigned Asset Management Roadmap tasks.	●
Operations- Works 2	Implement Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.	●
Technical Services 7	Undertake detailed designs of 2024/2025 reseals.	●
Planning and Development 7	Coordinate and manage major facilities management projects and asset management plans as required and in line with agreed strategic outcomes.	●
Technical Services 8	Develop and monitor Annual capital delivery program.	●
Technical Services 9	Develop 5 and 10 year roadworks and drainage capital works program.	●
Corporate Governance 4	Coordinate and project manage Council's external funding applications.	●
Operations- Works 3	Construct Macro-Algae earthworks pad for bioremediation facility.	●
Planning and Development 8	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.	●
Economic Development 10	Seek to identify suitable funding sources to support the commencement of construction of Stage 1 of the Ayr Industrial Estate Expansion.	●
<b>Sustainable Environment</b>		
Environment and Health 6	Provide Environmental and Health Assessments for relevant Development Applications in accordance with legislative requirements.	●
Planning and Development 9	Undertake a review of Burdekin Shire Council Planning Scheme December 2022 and implement any amendments in accordance with the required processes.	●
Vector Management 2	Deliver vector management public education and community awareness activities.	○
Environment and Health 7	Maintain Council's status as a Reef Guardian Council.	●
Environment and Health 8	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	Implement the Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy. Manage applications received under these policies.	●
Natural Resources 5	Undertake surveillance, monitoring and community education in relation to new invasive pests as identified in Burdekin Shire Biosecurity Plan and legislation.	●
Waste Management 1	Continue participation in approved Local Government Illegal Dumping Partnership Grant Program - Round 2A Extension (ends 15 March 2024).	●
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	Review of Council-generated waste audit findings and implement a community sample recycling bin audit.	●
Waste Management 5	Continue environmental monitoring programs and commission report on treatment plans for legacy landfill sites: - 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>		
Community Development 10	Facilitate inclusive community consultation and advisory group processes.	●
Technical Services 10	Assess items identified by the Burdekin Road Safety Advisory Committee.	●
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, prepare internal staff communications including staff newsletters, and develop other material as required by the Executive Leadership Team and Senior Leadership Group.	●
Customer Service 1	Deliver professional customer service assistance to internal and external customers.	●
Customer Service 2	Implement the agreed actions from the Customer Request Management Internal Audit.	●
Executive Office 1	Develop and maintain effective regional partnerships through membership of relevant regional bodies including the North Queensland Regional Organisation of Councils (NQROC) and Townsville Enterprise Ltd (TEL).	●



Technical Services 11	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	●
Executive Office 2	Support the provision of training activities to assist councillors in meeting their legislative responsibilities. Undertake councillor induction and training activities following the 2024 local government elections.	●
Corporate Governance 5	Manage Council's Corporate Policy Program.	●
Corporate Governance 6	Coordinate 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	Coordinate/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.	●
Rates 3	Undertake system and process review and policy update to prepare to implement six-monthly rating system in the 2024/2025 financial year.	●
Expenditure Services 1	Administer accounts payable and contract register.	●
Expenditure Services 2	Maximise earnings on cash holdings in accordance with Investment Policy.	●
Expenditure Services 3	Administer financial delegations.	●
Expenditure Services 4	Conduct Tender of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.	●
Purchasing and Stores 1	Embed operation of new fuel system to ensure full functionality and auditability with training provided as required.	●
Technical Services 12	Implementation of Council fleet renewal program - ordered, delivered and program developed.	●
Technical Services 13	Implement agreed actions from the Fuel and Fleet Management Internal Audit.	●
Executive Office 3	Continue to manage risks effectively through ongoing improvements to Council's Enterprise Risk Management systems.	●
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	Implement Council's Business Continuity program through review of the Business Continuity Plans and completion of testing activities as per the adopted testing strategy and schedule.	●
Safety and Quality 1	Develop an all of Council Internal Quality Audit Program to ensure compliance with AS/NZ ISO9001 - Quality Management Systems.	●
Safety and Quality 2	Retain Council's Quality Management System Certification (currently with Certex)	●
Administration and Records 1	Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.	●
Corporate Governance 13	Coordinate Council's Public Interest Disclosure Investigations and Training.	●
Financial Management 6	Prepare and deliver draft annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.	●
Financial Management 7	Facilitate external audit of Burdekin Shire Council as required by and in co-operation with the Queensland Audit Office (QAO) and their contracted auditor Crowe.	●
Financial Management 8	Coordinate and complete the annual Local Government Comparative Data Return.	●
Financial Management 9	Prepare and lodge all necessary statutory/legislative returns.	●
Rates 4	Maintain the property and rating database to ensure a high level of accuracy.	●
Rates 5	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	●
Administration and Records 2	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	●
Customer Service 3	Undertake 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 software systems 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.	●
IC 4	Progress the transition of Council's ICT core system modules from Ci to CiAnywhere for improved utilisation and enhanced mobility.	●
ICT 5	Undertake a full review of Council's Public Camera Surveillance Program.	○
ICT6	Implement cybersecurity controls to address the ongoing risk of cyber threats.	●
Safety and Quality 3	Management, maintenance and reporting of the Skytrust System as the primary repository for Safety information.	●
LDMG 4	Coordinate systems that support disaster planning and preparedness.	○

Library 05	Investigate the adoption of Radio Frequency Identification (RFID) technology for collection management. Library Strategic Plan 4.2.	●
Purchasing and Stores 2	Implement key recommendations from BDO Internal Fuel Management Audit Report.	●
Technical Services 14	Implement Technology One mobility modules.	●
Media and Communications 5	Manage, monitor and promote Council's social media platforms as an effective community information and engagement tool.	●
Tourism 8	Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.	●
Library 06	Manage Library website pages to ensure an effective online presence.	●
Executive Office 4	Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.	●
Training 1	Develop and maintain the 2023/2024 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.	●
Training 2	Facilitate Council traineeships, apprenticeships and work experience opportunities.	●
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.	●
Human Resources 1	Manage work-related injuries including the facilitation of workers compensation claims and return to work programs.	●
Safety and Quality 4	Development and adoption of Council's Annual Work Health and Safety Plan	●
Safety and Quality 5	Develop and roll out a successful and engaging Safe Work Month Program for all employees.	●
Operations- Works 5	Achieve a net reduction in number of WHS incidents involving property damage by Works Staff. Benchmark established from 2022/23 SkyTrust reporting.	●
Operations- Works 6	Operations- Works Record of non-compliance against Site Safety Checklists. Year 1 is to establish benchmark performance with view to continuous improvement in following years.	●
Water Wastewater 4	Achieve a net reduction in number of WHS incidents involving property damage by Water and Wastewater Staff. Benchmark established from 2022/23 SkyTrust reporting.	●
Water Wastewater 5	Water and Wastewater Record of non-compliance against Site Safety Checklists. Year 1 is to establish benchmark performance with view to continuous improvement in following years.	●
Parks and Gardens 2	Achieve a net reduction in number of WHS incidents involving property damage by Parks and Gardens Staff. Benchmark established from 2022/23 SkyTrust reporting.	●
Parks and Gardens 3	Parks and Gardens Record of non-compliance against Site Safety Checklists. Year 1 is to establish benchmark performance with view to continuous improvement in following years.	○
Executive Office 5	Complete the 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.	●
Human Resources 3	Development of a Workforce Plan to enable Council to attract, retain and better plan for the future workforce.	●
Executive Office 6	Continue to implement initiatives designed to improve organisational culture through the adopted Action Plan.	●
Human Resources 4	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.


## Objective: 1.1 Healthy, inclusive and socially engaged community



Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	CD1	<i>Facilitate partnerships with community organisations within the Shire to ensure a co-ordinated community-focussed approach to service delivery.</i>	<p>Conduct regular partnership forums that foster collaborative program planning and coordination of activities (Minimum two per year).</p> <p>Manage Council donations and in-kind support to Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre and other welfare groups.</p>	Manager Community Services	<p>Partnership meetings held with CEO Burdekin Community Association and Manager Police Citizens and Youth Club (PCYC) during July, August and September 2023. Joint planning workshop proposed to take place in October to identify demographic drivers, shared priorities and opportunities for partnership applications for funding.</p> <p>BSC donations and in-kind support to Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre have been actioned. PCYC has been awarded a 5-year Multi Tenant agreement to continue to operate the centre and support programming.</p>	

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Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	L01	<p><i>Investigate collaboration opportunities with community organisations and educational institutions to promote lifelong learning for Shire residents.</i></p> <p><i>Library Strategic Plan 9.1.</i></p>	<p>Collaborative opportunities identified. E.g. Burdekin Business Hub.</p> <p>Number of collaborations undertaken to promote lifelong learning.</p>	Library Services Manager	<p>The Library has ordered a range of business books for loan in collaboration with Smart Precinct NQ. In collaboration with The University of Melbourne the library have worked to finalise an agreement to participate in the "Community Publishing in Regional Australia" research project 2023-2025. Expected outputs from participation in the research include toolkits for skill development for Burdekin book creators and publishers.</p> <p>The Library received approximately \$800 of free equipment/materials from Code Club Australia this quarter to use in the library and at outreach events.</p> <p>Other ongoing partnerships this quarter include the First 5 Forever program, provision of access to digital resources, and library collection support from State Libraries Queensland.</p>	



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Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	AM1	<i>Participate in and promote community events such as the Pet Fair with a focus on responsible animal ownership.</i>	Pet Fair event publicised and held.  Four animal management topics covered in media.  De-sexing applications approved in accordance with guidelines.  Three discounted microchipping events held.	Coordinator Environment and Health Projects	Pet Fair occurs in May/June 2024.  Animal Registration reminder has been advertised in the media.  4 applications received, 1 approved and 3 pending requiring further information.  No discounted microchipping events held.	
		VM1	<i>Undertake a monitoring and larvicidal program to manage mosquito numbers as per Shire Mosquito Management Plan including proactive larvicide control during adverse weather conditions.</i>	Implementing the Mosquito Management Plan and treatment of known breeding sites.  Identifying adverse weather events and developing appropriate response.	Coordinator Public Health and Environment	All current breeding sites monitored for larvae twice weekly and treated with larvicide as required. One aerial treatment was carried out. Parks barrier/harbourage sprayed as needed for adult mosquitoes.	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	CV1	<i>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.</i>	Quarterly Reports delivered to Council including Number of attendees, number of events.  Client satisfaction survey results.	Cultural Venues Manager	Total attendance for Burdekin Theatre during Q1 was 5,382 people. Event highlights include BCHS Musical, Possum Magic, Robertson Brothers, Rhythms of Ireland, East Ayr School Musical, Burdekin Brass Live, Burdekin Arts Society, Gospel Music Festival, The Twits, Burdekin Christian College Musical, Dirty Laundry. Total attendance for Burdekin Memorial Hall was 1,535 people. Event highlights include BCHS Debutante Ball, QAS Local Ambulance State Conference, Deb of the Year. Total attendance for Ayr Showgrounds Hall was 2,320 people. Events highlights include Fishing Rally, Car Show, Burdekin Canine Club Confirmation Shows, 5 funerals, 2 weddings, 1 engagement party. Total number of events across Cultural Venues was 69. Total attendance across Cultural Venues was 9,237. Finalised 2024 theatre program. Includes indigenous content, school holiday product and Morning Melodies Series; return of tribute bands x 4 including the regular local user group events.	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	L02	<p><i>Deliver contemporary, innovative and dynamic Library services and programs to Shire residents.</i></p> <p><i>Library Strategic Plan 1.1 &amp; 2.3</i></p>	<p>Wide variety of services and programs delivered including:</p> <p>First 5 Forever</p> <p>Baby Rhyme Time</p> <p>Toddler Time</p> <p>Tech Connect (Digital literacy)</p> <p>School holiday programs.</p> <p>Number of participants in programs per quarter.</p> <p>Number of book/resource borrowings per quarter.</p>	Library Services Manager	<p>This quarter the library hosted 99 program sessions with attendance from approximately 534 adults and 795 children. This included 34 First Five Forever sessions and 23 additional School Holiday sessions with the Larrikin Puppet Show and Workshop held at Burdekin Theatre. The library also hosted an Author Talk with former local resident, Anastasia Tyler with her book "Survival Mode", an adult crime novel. 70 children participated in 7 Code Club sessions and library staff conducted school outreach with East Ayr and Osborne State Schools working on digital skills. Total number of library loans and renewals this quarter was 14,864 items including: physical item loans and renewals 13,765 and electronic item loans 1,099.</p>	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.3	Provide ongoing support for art, culture, youth, seniors, and welfare activities.	CD2	<i>Deliver relevant partnership based activities to encourage health, inclusivity and social engagement for the Burdekin Community.</i>	Facilitate regular Youth Council meetings throughout the year.  Youth Strategy adopted by Council. Manage and facilitate access to information on the MyBurdekin Community directory web portal.	Manager Community Services	Monthly Youth Council meeting conducted. Youth Council has instituted alternate venues for their monthly meetings. Youth Strategy Project development is on target with key themes of people; place; plant and prosperity identified (Aligning with Qld Govt Youth Strategy anticipated early 2024). Burdekin Community Directory launched with more than 300 local organisations listed and up to date community diary of events in the Burdekin. Community Directory overview was delivered to Burdekin Industry Breakfast on 28 September. Monthly Community Service newsletter updated and disseminated to over 700 community organisations.	
1.1.4	Build active communities by delivering programs promoting regular physical activity and wellbeing.	CD3	<i>Engage with community groups to identify opportunities to increase participation in community life and improve health and wellbeing.</i>	Facilitate and promote targeted community development; health promotion and health and wellbeing initiatives.	Manager Community Services	NQ Sports Star Awards - Expressions of Interest called for nominations.	







Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	PD1	<i>Deliver Planning Services within the Burdekin Shire to:</i> <ul style="list-style-type: none"> <li>- Provide consistent and transparent strategic framework and direction for the development industry and community.</li> <li>- Ensure development complies with the applicable legislation, policies and codes.</li> <li>- Provide planning and development advice.</li> <li>- Process all statutory applications within statutory timeframes.</li> <li>- Monitor development and land use to ensure compliance with statutory requirements and development conditions.</li> <li>- Develop, review and maintain a Heritage Report for the Burdekin Shire Planning Scheme 2022 in accordance with State Interests.</li> </ul>	100% compliance with statutory timeframes for assessment activities. Timely responses to enquiries and requests for planning and development advice. Responses provided within five business days.  Two compliance audits and inspections planned and conducted each quarter. 100% of identified non-compliance matters raised with relevant proponents.  Cultural Heritage Study and Report Complete by June 2024.  Review of Scheme to be completed by March 2024, with amendments to be completed by September 2024.	Manager Planning and Development	Measure exceeded.  Measure met. Timely responses provided within five business days of enquiries.  Measure not met. No compliance audits conducted this quarter.  Cultural Heritage Study underway.  Review of Planning Scheme to be commenced.	
		PD2	<i>Deliver Building Certification services within the Burdekin Shire:</i> <ul style="list-style-type: none"> <li>- In accordance with the Building Act 1975 and associated regulations.</li> <li>- Provide building advice in a timely manner.</li> <li>- Process all statutory applications within statutory timeframes.</li> <li>- Monitor approvals to ensure compliance with statutory requirements and development conditions.</li> </ul>	95% compliance with statutory timeframes for Building Certification activities.  Timely responses to enquiries and requests for building advice.	Manager Planning and Development	Measure exceeded. 94 building applications received this quarter. All statutory timeframes met or exceeded.  Measure met. Responses to building enquires provided promptly.	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	PD3	<i>Ensure all new and existing swimming pools comply with current pool fencing legislation.</i>	<p>100% of all new pools erect compliant fencing (e.g. temporary) before filling in excess of 300mm.</p> <p>100% of all permanent fencing to be compliant within three months from temporary pool fence inspection date.</p> <p>100% of all pool safety certificates issued within two business days of inspection being carried out.</p>	Manager Planning and Development	All measures met. 2 applications received for new pools and fencing this quarter.	
		PD4	<i>Deliver Plumbing Services to:</i> <ul style="list-style-type: none"> <li>- Ensure development complies with the Plumbing and Drainage Act, standards, Council Policies and conditions of approvals;</li> <li>- Provide plumbing and drainage advice;</li> <li>- Assess plumbing and drainage applications;</li> <li>- Undertake inspections of plumbing and drainage works; and</li> <li>- Undertake a backflow prevention device testing regime;</li> </ul>	<p>95% of plumbing and drainage related customer requests responded to within 10 business days.</p> <p>90% of plumbing and drainage applications determined with a compliance permit within 10 business days from commencement of the decision stage.</p>	Manager Planning and Development	All measures met. 23 plumbing and drainage applications received this quarter.	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	AM2	<i>Enforce animal management legislation and local laws including: animal management; illegal camping on Council land; abandoned vehicles and overgrown properties.</i>	<p>80% of requests responded to within adopted timeframes.</p> <p>Implement out of hours patrol roster.</p> <p>Increased patrolling of target areas to monitor non-compliance - Animal Blitz.</p>	Coordinator Environment and Health Projects	<p>99% of animal CRMs, 100% of overgrown property CRMs and 100% of abandoned vehicle CRMs responded to within adopted timeframes.</p> <p>Early and late patrols undertaken as required based on CRMs.</p> <p>No Animal Blitz undertaken this quarter while new staff trained.</p>	
		AM3	<i>Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.</i>	<p>Facility cleaned daily with animal containers disinfected prior to reuse.</p> <p>Drop off cages checked twice per day on work days and once on other days.</p> <p>Animals relocated to offsite pound facility within 24 hours.</p> <p>75% of animals are rehomed where suitable.</p>	Coordinator Environment and Health Projects	<p>Facility cleaned daily and animal containers disinfected after use.</p> <p>Drop off cages checked at least twice a day on work days and once a day otherwise.</p> <p>All animals were relocated to off site pound within 24 hours, usually the same day.</p> <p>67 animals went through the pound this quarter. 83% (38 of 46) were returned to owner or rehomed. 19 animals were deemed not suitable for rehoming. 2 animals were in the pound on 30 September.</p>	

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	EH1	<p><i>Undertake regulatory responsibilities under State legislations: Food Act 2006, Public Health (Infection Control for Personal Appearance Services) Act 2003, Public Health Act 2005.</i></p> <ol style="list-style-type: none"> <li><i>1. Processing and issuing new licenses.</i></li> <li><i>2. Regular annual inspections.</i></li> <li><i>3. Risk-based enforcement action to achieve compliance.</i></li> <li><i>4. Annual renewal of licenses.</i></li> </ol>	<p>Timely and accurate processing and issuing of 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>	Coordinator Public Health and Environment	<p>6 new licenses/transfers were approved from 1 July to 30 September.</p> <p>24 regular inspections were conducted with 19 re-inspections from 1 July to 30 September.</p> <p>Annual renewals followed up for late payments.</p> <p>Currently 121 fixed/mobile and 11 annual temporary food stalls food premises licensed under Food Act 2006.</p>	
		EH2	<p><i>Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping.</i></p> <ol style="list-style-type: none"> <li><i>1. Processing and issuing new approvals.</i></li> <li><i>2. Regular annual inspections.</i></li> <li><i>3. Risk-based enforcement action to achieve compliance.</i></li> <li><i>4. Annual renewal of approvals.</i></li> </ol>	<p>Processing and issuing new licenses within 20 working days of receipt.</p> <p>Each licenced premises inspected at least once annually.</p> <p>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>	Coordinator Public Health and Environment	<p>1 annual inspection conducted from 1 July to 30 September.</p> <p>0 re-inspections conducted from 1 July to 30 September.</p> <p>Renewal notices sent on time, followed up and currently 25 approvals for Accommodation, Caravan Parks.</p>	

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	EH3	<i>Deliver Food Safety education and awareness activities to the community.</i>	<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>	Coordinator Public Health and Environment	1 food safety training conducted in July, with 22 attendees. Information email sent to all food licensee's to remind them of the change in legislation from 8 December 2023. 2 kindy talks and 1 primary school talk. Participation in Tree planting day.	
		EH4	<i>Conduct water quality testing of drinking water (on a fee for service basis) and public swimming pools.</i>	<p>Testing of private drinking water supplies completed within agreed timeframes.</p> <p>Monthly testing of water quality at Council swimming pools.</p>	Coordinator Public Health and Environment	Monthly water testing for all 4 Council swimming pools carried out in September. 1 water testing CRM received and completed from 1 July to 30 September.	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.2	Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.	EH5	<i>Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.</i>	80% of requests responded to within adopted timeframes.	Coordinator Public Health and Environment	56 complaints received from 1 July to 30 September. 75% of CRMs completed within target or open within target.	
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	<i>Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.</i>	100% of plans and sub-plans reviewed.	Local Disaster Coordinator	Completed review of the Burdekin Local Disaster Management Plan and Subplans on 20 September. Email sent out to core members of the Burdekin Local Disaster Management Group on 20 September requesting feedback by 3 October.  Completed review of the Burdekin Community Recovery Plan on 21 September. Email sent out to Core members of the Burdekin Local Disaster Management Group on 21 September requesting feedback by 9 October.	





Objective: 1.2 A safe and resilient community							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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.	LDMG2	<i>Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.</i>	Report on State Emergency Services funding opportunities and grant applications.  SES operations delivered in accordance with adopted budget.	Local Disaster Coordinator	OBUD 2023/2024 Completed RBUD1 2023/2024 Completed and no recommended changes.  Annual State Government SES Local Government Subsidy of \$24,113 was received on 13 September.  SES Support Grant Round 2024-25 Opens on 4 October.	
		LDMG3	<i>Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on new residents to the region.</i>	Development of 500 new resident packs, Get Ready Burdekin campaign and a minimum of three Community engagement activities.	Disaster Management Officer	Completed – Over 400 Disaster Management Packs distributed to new residents with another 400 packs currently being developed – these can be obtained from Council's Customer Service Centre. BSC Disaster Management Team attended the Vietnam Veterans Association of Australia markets at Plantation Park on 17 September with Emergency Services personnel. Over 200 entries were received for the chance to win a free 2.2 kVA generator. BSC DM Team attended the Home Hill SES Open Day with Emergency Services personnel on Saturday 23 September. Over 100 entries were received for the chance to win a free 2.2 kVA generator. Both events were well attended.	





Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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.	NR1	<i>Undertake public safety activities.</i>	Attend meetings hosted by local and regional QFES.  Undertake preventative measures as proposed in the Burdekin Bushfire Risk Mitigation Plan.  Coordinate with different stakeholders and Council departments to mitigate the risk on identified Council properties.	Coordinator Environment and Health Projects	No meetings held this quarter.  Pest Management Team conducted two Hazard Reduction Burns for Works Dept. at Brandon Aerodrome and Barratta Road. Went well, good result.	
Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.1	Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.	TOU1	<i>Continue membership of Townsville Enterprise Ltd. and host industry forums/workshops to encourage development of tourism product.</i>	Increased presence in regional and national tourism promotion and marketing.  Maintain existing visitor numbers to the Visitor Information Centres.	Tourism Officer	Finalised local and non-local tourism business membership for 2023-2024 and added members to EDM list. Continued to promote workshops, events and campaigns hosted by Townsville Enterprise. Participated in the Tourism and Events Queensland, Townsville roundtable discussion with Townsville Enterprise members.	








**Objective: 1.3 Celebrate our unique identity**


Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.1	Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.	TOU2	<i>Provide support to the Visitor Information Centres in Ayr and Home Hill.</i>	Maintain existing visitor numbers to the Visitor Information Centres.  Analyse Visitor Information Centre Data to identify where visitors are travelling from prior to visiting the Burdekin to assist with marketing activities.	Tourism Officer	Hosted tourism volunteer workshop on customer service skills. Attended Council hosted Volunteer Lunch and Learn Workshop. Visitor Information Centre Visitor Statistics: July – September: Ayr 3,272 visitors / Home Hill 2,603 visitors.	
		TOU3	<i>Participate in Economic Development/Tourism Expos.</i>	Attend three expos and distribute a minimum of 100 information packs at each event.	Tourism Officer	Worked with the disaster management team to put together new resident packs that include the Visit Burdekin Guide and 101 Things to do in the Burdekin. Provided 200 Visit Burdekin Guides and 101 Things to do in the Burdekin to the annual Ambulance Volunteers Conference that was hosted in the Burdekin. Provided Visit Burdekin merchandise for giveaways at Pricey's Farewell tour in the Burdekin.	

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.1	Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.	TOU4	<i>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.</i>	Four promotional opportunities identified and pursued annually.	Tourism Officer	2023 – 2025 Visit Burdekin Visitor Guide was launched and delivered to local businesses, organisations and sent to Visitor Centres across Queensland. Ran the 'Think Outside' campaign in the September school holidays which included a bingo card for families to take photos of a number of Burdekin locations and upload to social media to win a prize.	
		CP1	<i>Promote the Council-owned caravan parks in local, state and national outlets and publications.</i>	Four promotional activities undertaken.  Updated website developed.	Coordinator Environment and Health Projects	Advertised in Caravanning Australia - Spring edition. Ad in Caravanning Qld Directory updated for 2024. Reviewed Google Business profile and responded to reviews. New website is progressing.	
1.3.2	Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.	CD4	<i>Deliver key prioritised initiatives from the Arts and Cultural Strategy in collaboration with the Cultural Venues Team and Council's Community and Cultural Development Advisory Group (CCDAG).</i>	Report on key initiatives of Arts and Cultural Strategy to Council (six monthly). Minutes of CCDAG presented to Council.	Manager Community Services	No CCDAG meeting held this quarter.	
		L03	<i>Provide resources, technology and programs where people can discover and record their own histories and stories. Library Strategic Plan 6.2.</i>	Increase usage of Create@108 recording equipment.	Library Services Manager and Community and Digital Programs Officer	28 Tech Assist Sessions; 19 Tech Connect sessions (including outreach sessions at Everglow Aged Services & Men's Shed Ayr); Ideas@108 sound booth utilised by two patrons this quarter to make recordings.	


Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.3	Communicate our story and recognise the achievements of our community members.	MC01	<i>Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.</i>	30 Media Releases per quarter.	Media and Communications Officer	30 media releases were produced and promoted during the quarter.	
		MC02	<i>Provide support to Mayor, Councillors and Officers in responding to media enquiries.</i>	Factual and positive coverage of Council issues. 90% response rate provided within 2 business days of enquiry.	Media and Communications Officer	Press releases issued on major initiatives and projects, along with social media posts. Prompt response provided to enquiries received.	
		CD5	<i>Conduct Australia Day Awards Ceremony January 2024.</i>	EOI Nominations for award recipients September 2023. Conduct Australia Day Awards Ceremony January 2024.	Manager Community Services	Not commenced	
1.3.4	Facilitate events for the community.	TOU5	<i>Undertake planning for 2025 'Sweet Days Hot Nights Festival', including associated events, as a biennial destination event for the Burdekin. Consider 2024 complimentary events program (e.g. Feast by the Field, Farming in Focus).</i>	Event plan developed and delivered.  5% increase in level of external visitation to the event.  80% positive feedback from sponsors.	Tourism Officer	Commenced the 2023 Sweet Days Hot Nights Festival post event review which included data collection, surveys to sponsors, volunteers and vendors. Report to be finalised. Flyers promoting the 2025 festival available at the Ayr and Home Hill Visitor Information Centres. Mick the Mascot made appearances at St Francis Under 8's day and in the 'Think Outside' campaign.	




Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.4	Facilitate events for the community.	CD6	<i>Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.</i>	Facilitate community events within agreed timeframes and budget.  Conduct minimum of one targeted youth, family or seniors community development event annually.	Manager Community Services	Approximately 50 people attended the Wheel of Wellbeing community event aimed at strengthening community mental health and resilience. Launched Burdekin Spring into Life - a free healthy lifestyle online resource designed to help residents stay active, eat well, and enjoy life in the beautiful Burdekin. There have been approximately 1,200 views. Seniors Health and Wellbeing Expo planning was undertaken during this quarter.	
Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.1	Promote and encourage community participation, volunteerism, and capacity building within community organisations.	CD7	<i>Facilitate partnerships; forums and workshops that build capacity and resilience of local sport, recreation and community groups.</i>	Provide quarterly reports on Community capacity building program initiatives to Council.	Manager Community Services	Volunteer Capacity Building Workshop successfully facilitated with representatives from local sport, recreation and community groups on 27 July. This workshop was funded by the Australian Federal Government Resilience Grant. Approximately 30 individuals attended this workshop. With funding from the Australian Government, successfully facilitated a Lunch and Learn Revenue Raising Workshop on 7 September held as a capacity building initiative with local arts/cultural, community service and sport and recreation organisations. Approximately 26 individuals attended this event.	




Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.2	Support community organisations and events.	CG1	<i>Coordinate RADF (Regional Arts Development Funding) Program.</i>	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 and Cultural Strategy objectives.	Grants and Property Officer	During the period, the 2023-24 RADF Program and Budget Report was submitted to Arts Queensland.	
		CD8	<i>Manage the Community Assistance Grants Program.</i>	Review Community Grants Guidelines. Conduct Grant Rounds 2024. Reports to Council on Number of events/organisations supported and amount of financial and in-kind resources provided.	Manager Community Services	Community Assistance Grants, Round 1 successfully completed. Council endorsed successful applicants including: Home Hill High P&C; Ayr Tennis Assn; Burdekin BMX Club; Burdekin Aero Club; Lower Burdekin Celtic Dancing Association; Burdekin Football Inc and Burdekin Art Society.	
1.4.3	Support sporting organisations in providing opportunities for physical activity.	CG2	<i>Administer Council's Revenue Financial Assistance Program (Interest Free Loans).</i>	Appropriate support provided to applicants.  Funds allocated in accordance with Council Policy.  Acquittals received and processed in a timely manner.	Grants and Property Officer	During the period, 1 application was received under the Revenue Financial Assistance Program. (The application was approved by Council at its meeting held on 10 October.)	

Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.4	Implement the 10 Year Sport and Recreation Plan.	CD9	<i>Review the Burdekin 10 Year Sport and Recreation Plan.</i>	Report on review findings to Council by 30 March 2024.	Manager Community Services	Project brief for the review of the Sport and Recreation Plan 2018/28 prepared. The review will aim to assess the outcomes of the Burdekin Sport and Recreation Plan 2018 - 2028 to date and identify gaps, challenges, and opportunities for future actions and inform priorities, decisions and resources for sport and recreation facilities. Request for quotation for this project will be completed in the second quarter period.	



  

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.1	Encourage active communities through provision and maintenance of recreational spaces.	SP1	<i>Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.</i>	<p>Customer satisfaction. Positive feedback from users of the facilities.</p> <p>Facilities are maintained in accordance with the contract specifications.</p> <p>Biannual site inspections.</p> <p>Maintenance items addressed as identified.</p> <p>Annual review of water park operations and maintenance.</p>	Coordinator Environment and Health Projects	<p>The Burdekin Aquatic Centre and Home Hill Swimming Pool contracts have been performing well with the grounds prepared and ready for the summer season on 1 September.</p> <p>The new entry at Burdekin Aquatic Centre opened on 1 September with entry now from Macmillan Street and includes a new kiosk and covered seating area.</p> <p>Inspections have occurred at both the Clare and Burdekin Aquatic Centres. Maintenance works at Clare are planned for the end of season. Maintenance issues for all sites addressed as and when they arise. Water park operations and maintenance issues will be reviewed towards the end of the season.</p>	

Objective: 1.5 Engaging public spaces							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.1	Encourage active communities through provision and maintenance of recreational spaces.	SP2	<i>Implement outcomes of the Burdekin Aquatics Facility Study.</i>	Implementation of Study outcome recommendations adopted by Council.	Manager of Environmental and Health Services	Clare Pool re-opened on 1 September under lifeguard supervision. Currently trialling opening 4 days per week for 2.5 hours each day. Signage improved to meet Royal Life Saving Australia Guidelines for Swimming Pool Operations.	
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	CG3	<i>Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.</i>	Council tenure arrangements managed in a timely matter. Quarterly reporting regarding finalised tenure matters.	Director Corporate and Community Services; Governance and Property Officer	Lease/agreement renewals: 3 being processed. 1 completed. New lease/agreement: 1 being processed.	
		CV2	<i>Undertake a review of the Ayr Showgrounds Master Plan to identify outstanding projects.</i>	Report on review of Ayr Showgrounds Master Plan and future directions to Council .	Cultural Venues Manager	Conditions of Camping for Ayr Showgrounds developed in consultation with Public Health and Environment Department of Council. Successfully negotiated new initiative: i.e. Hire of Showgrounds for a "Confirmation Dog Shows" during September weekend. Attracted new visitors and competitors from across the region. Negotiated hire of Showgrounds for a significant outdoor family show scheduled in Q2 (November) - Katherine Outback Experience which features real horse training and working dog demonstrations including a country music concert.	

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability			
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	CV3	<i>Undertake annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.</i>	Identify key user groups. Survey developed. Number of surveys completed. Report on findings delivered to Council.	Cultural Venues Manager	Developed and implemented a client satisfaction survey for all hirers of the Cultural Venues facilities. Results will be presented to Council during Q2. Conducted face to face meeting with 4 local user groups to discuss changes to Community fees and charges and explore efficiencies when hiring theatre facilities to better manage event costs.	
		L04	<i>Investigate need and options for delivery of Library materials to remote communities.</i>  <i>Library Strategic Plan 2.2.</i>	Conduct survey and community consultation and collaboration with community and other libraries.  Initiatives planned in response to community feedback.	Library Services Manager	The University of South Australia Business Unit has been contracted to undertake a Customer Service Quality survey for the Burdekin Libraries and Theatre including theatre focus group for non-attenders. Survey report will be presented to Council in Q2 period. Feedback from local community consultations facilitated by Community Development shared with library; in early stages of considering how to better promote electronic resources and increase take-up rate and number of users.	
		PG1	<i>Ensure operational responsiveness and departmental performance of the parks and gardens team aligns with Council's Customer Service Charter and agreed service timeframes.</i>	Quarterly analysis of compliments versus formal complaints received with a target of 8:1 compliments to complaints.  90% or more of customer requests completed within target timeframes.	Parks Coordinator	8 compliments received in the quarter versus one complaint. Upon investigation, complaint was unsubstantiated.  98% of Customer Requests completed within target timeframe year to date.	







Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	PD5	<i>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.</i>	<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>95% of building maintenance service contracts are actively monitored throughout term and reviewed and renewed in accordance with Council's adopted procurement processes.</p>	Manager Planning and Development	All measures met.	
		CP2	<i>Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.</i>	<p>Customer satisfaction.</p> <p>Maintaining both caravan parks to optimize customer satisfaction and occupancy levels.</p> <p>Liaison with BCCP Managers to facilitate dynamic pricing arrangement.</p>	Coordinator Environment and Health Projects	<p>Caravan Parks regularly receive 4 - 5 star reviews from customers as seen on Google.</p> <p>Occupancy is up 5% on last year.</p> <p>Dynamic pricing is on hold with new contract liaison.</p>	








# Prosperous Economy

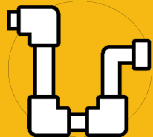
We build upon our strong agricultural base and encourage opportunities that strengthen a thriving and resilient community.

Objective: 2.1 Diverse and innovative industry							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.1.1	Position the Burdekin as regional leaders in agriculture, aquaculture, manufacturing, and other agribusiness activities.	ED01	<i>Facilitate meetings of the Economic Development Advisory Group and implement agreed recommendations as endorsed by Council.</i>	Minutes presented to Council.  Number of actions implemented.	Economic Development Coordinator	Economic Advisory Group meeting held on 3 August. Completed actions and recommendations as required.	<div></div>
2.1.2	Facilitate the provision of information to encourage a digitally connected community.	ED02	<i>Support initiatives and facilitate programs that build capacity of local businesses to better utilise digital technology.</i>	10% increase annually in business attendance at digital information and/or training workshops.	Economic Development Coordinator	Promoted all programs that encourage small businesses to better utilise digital technology. Promoted digital programs and courses available through Smart Precinct NQ. Connected businesses with digital connectivity issues with regional NBN representative.	<div></div>
2.1.3	Promote opportunities and initiatives that encourage business to invest in research and diversification.	ED03	<i>Promote funding opportunities available to businesses for research and development.</i>	100% of funding opportunities identified and appropriate businesses advised through EDM distribution.	Economic Development Coordinator	Promoted all funding programs that had been released to chambers of commerce, relevant businesses and organisations via email, EDMs, media releases and social media. Provided letters of support for projects as requested.	<div></div>

Objective: 2.1 Diverse and innovative industry							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.1.4	Encourage business establishment, development, and expansion.	ED04	Market and promote the Burdekin Shire, including opportunities at the Ayr Industrial Estate, to potential developers/investors.	6 marketing and promotional activities undertaken.	Economic Development Coordinator	Council currently completing earthworks component of Stage 1 of the expansion. Marketing plan drafted to commence in next quarter. Maintained expression of interest list for enquiries.	
2.1.5	Support and encourage the development of tourism through implementation of the Burdekin Tourism Strategy.	TOU6	Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.	100% of selected activities completed within agreed timeframes.	Tourism Officer	Promoted local events throughout July – September through social media. Nominated the Sweet Days Hot Nights Festival in the Townsville North Queensland Tourism Awards hosted by Townsville Enterprise. Nominated the Sweet Days Hot Nights Festival in the Grey Nomad Event Awards.	
		TOU7	Seek to identify funding to update the Burdekin Tourism Strategy.	Funding identified. Application successfully lodged.	Tourism Officer	Investigating funding opportunities to update current Tourism Strategy.	
Objective: 2.2 Strong networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.2.1	Support business and industry networks.	ED05	In collaboration with Smart Precinct NQ and the Queensland Small Business Commissioner's Small Business Friendly (SBF) Program, identify, promote and implement activities and initiatives to encourage development and expansion of existing businesses and support and encourage new and establishing small businesses.	2% annual increase in attendance numbers at industry breakfasts and mentoring sessions.  Number of other activities undertaken.	Economic Development Coordinator	Hosted Burdekin Industry Breakfast on 28 September. Presentations included launch of Burdekin Life newspaper and Burdekin Community Directory. Attended by 100 people. Hosted Smart Precinct NQ mentoring sessions on 23 August and 28 September. Coordinated Burdekin high schools participation in SPNQ Big Ideas Youth Challenge on 4 August. 3 local high schools represented - 45 students and 3 teachers.	

Objective: 2.2 Strong networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.2.2	Advocate for local and regional needs through lobbying and partnerships.	ED06	<i>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.</i>	Two collaborative initiatives conducted annually. TEL service level agreement activities delivered.	Economic Development Coordinator	Continued to promote workshops, events and campaigns hosted by Townsville Enterprise. Completed submissions to Queensland Government for Queensland's sustainable liquid fuels strategy and Draft 2023 Queensland Renewable Energy Zones.	
Objective: 2.3 Investment growth and opportunities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.3.1	Implement actions from the Burdekin Shire Economic Development Strategy.	ED07	<i>Implement actions identified in the Burdekin Shire Economic Development Strategy.</i>	Number of action items completed within agreed timeframes.	Economic Development Coordinator	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 4 delegations for potential projects in the Burdekin.	
2.3.2	Support, facilitate and promote potential synergies with agribusiness including bio-futures, technology, and innovation.	ED08	<i>Encourage and support individuals and businesses to better participate in regional economic development initiatives.</i>	20 businesses showcased annually across four economic development activities.	Economic Development Coordinator	Hosted Burdekin Industry Breakfast on 28 September. Hosted Smart Precinct NQ mentoring sessions with 6 businesses on 23 August and 28 September.	

Objective: 2.3 Investment growth and opportunities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.3.3	Support development, value-adding, diversification, and expansion to provide a sustainable economic base.	PD6	<i>Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes.</i>	80% of written responses provided to applicants within 10 business days of pre-lodgement meetings.	Manager Planning and Development; Economic Development Coordinator	Measure exceeded.	
Objective: 2.4 Resilient adaptive business							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.4.2	Promote local employment and training opportunities.	ED09	<i>Encourage businesses and individuals to participate in activities to promote employment and training opportunities.</i>	One event delivered and two events attended annually.	Economic Development Coordinator	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. Coordinated Burdekin high schools participation in Big Ideas Youth Challenge. Coordinated attendees for initial TAFE campus utilisation working group meeting.	



# Resilient Infrastructure






We Provide and advocate for cost-effective infrastructure that supports our quality of life






## Objective: 3.1 Effective transport and drainage networks

Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.1.2	Collaborate with State and Federal Governments to enhance the regional transport network.	OPW1	<i>Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.</i>	95% compliance against Key Performance Indicators.	Manager Operations	The external audit scheduled for July was brought forward to 26 June by TMR. BSC achieved a 99.6% compliance result which once again topped the region.	●
		TS1	<i>Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.</i>	100% of TIDS funding claimed by 30 June 2024 Prioritisation of construction projects to achieve 100% expenditure.	Manager Technical Services	53% claimed by 30 September.	●
		TS2	<i>Complete Roads to Recovery Program in accordance with Australian Government requirements.</i>	100% of Roads to Recovery funding claimed by 30 June 2024.	Manager Technical Services	Projects scheduled throughout year. One project commenced with one to commence in November. Remaining two projects to commence in May 2024.	●


## Objective: 3.2 Sustainable water resources

Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.2.1	Enhance water security and protect and improve water quality.	WW1	<i>Implement approved Drinking Water Quality Management Plan.</i>	Maintain strict compliance with water quality testing matrix and continued implementation of water safety improvement initiatives.	Manager Water and Wastewater	Regular planning and compliance meetings with Regulator to track compliance. Annual report to Regulator confirms adherence to DWQMP. Compliance with DWQMP subject to mandatory third party audit every five years.	●



Objective: 3.2 Sustainable water resources							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.2.2	Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.	WW2	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 5:1 compliments to complaints.  90% or more of customer requests completed within target timeframes.	Manager Water and Wastewater	3 compliments received in the period for Operational conduct with no complaints recorded.  98% of Customer Requests completed within target timeframe year to date.	
		WW3	Complete construction and commissioning of the Macro-algae Bioremediation Treatment Facility at the Ayr-Brandon Wastewater Treatment Plant.	Macro-algae Bioremediation Treatment Facility commissioned and in service by 31 March, 2024.	Manager Water and Wastewater	Partial hand over of site to RegenAqua scheduled for October. Tenders for internal pump station (Council responsibility), piping, wash down bore and electrical works progressing.	
Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.1	Implement the Asset Management Strategy and Roadmap.	TS3	Complete asset inspections in accordance with inspection program.	60% of asset inspection program completed by 31 March 2024	Manager Technical Services	Asset inspection to be completed throughout the year with completion to coincide with asset revaluation in April 2024.	
		TS4	Complete asset capitalisations in a timely manner.	60% of projects capitalised within three (3) months after financial completion.	Manager Technical Services	88% achieved to 30 September.	
		TS5	Complete asset valuation reviews including desktop reviews for Transport, Drainage, Land and Improvements and Other Assets and comprehensive valuation of Buildings, Water and Sewerage Assets.	Review to be completed by Council Officers by 30 April 2024.  Valuations completed by 30 April 2024.	Manager Technical Services	Engagement of contract valuers commenced for comprehensive valuations of buildings and above-ground sewerage and water assets. Desktop review of remaining assets to be commenced in February 2024.	



Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.1	Implement the Asset Management Strategy and Roadmap.	TS6	<i>Completion of assigned Asset Management Roadmap tasks.</i>	Strategic Asset Management Plans for Transport, Drainage, Water Supply and Sewerage reviewed by March 2024	Director Infrastructure, Planning and Environmental Services	Current staff vacancies impacting review of Asset Management Plans.	
3.3.2	Plan, build and maintain infrastructure that enhances and extends the life of community assets.	OPW2	<i>Implement Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.</i>	85% of Works completed at end of financial year, including dollar value.	Manager Operations	18% of Roadworks and Drainage projects completed at 30 September.	
		TS7	<i>Undertake detailed designs of 2024/2025 reseals.</i>	70% of detailed designs for reseat program 2024/2025 completed by 30 June 2024	Manager Technical Services	2024/2025 program development commenced with final selection planned for completion with Transport valuations in April 2024. Detail designs to commence in June 2024.	
		PD7	<i>Coordinate and manage major facilities management projects and asset management plans as required and in line with agreed strategic outcomes.</i>	Project Plans identified and drafted with appropriate project management resources for all major projects. Asset management plans defined for major Council facilities.	Manager Planning and Development	Measures met.	
3.3.3	Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.	TS8	<i>Develop and monitor Annual capital delivery program.</i>	Monitor program in Capital PCG and number of monthly meetings to track progress.	Director Infrastructure, Planning and Environmental Services.	3 Project Control Group (PCG) meetings held to 30 September.	



Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.3	Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.	TS9	<i>Develop 5 and 10 year roadworks and drainage capital works program.</i>	Programs adopted by Council.	Manager Technical Services	5 and 10 year capital works programs developed during asset valuation process.	

Objective: 3.4 Well-planned communities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.4.1	Support strategic projects that will contribute to liveability and economic growth in the Burdekin.	CG4	<i>Coordinate and project manage Council's external funding applications.</i>	100% of applications for identified grant opportunities submitted on time.  100% of acquittals submitted accurately and on time.	Director Corporate and Community Services; Grants and Property Officer	During the period, 5 external funding applications for identified grant opportunities were submitted on time. Advice on these funding applications is pending. 5 acquittals submitted accurately and on time.	
		OPW3	<i>Construct Macro-Algae earthworks pad for bioremediation facility.</i>	30 September 2023	Manager Operations	Earthworks pad substantially completed at 30 September with forecast completion by 31 October 2024. Site Handover to RegenAqua November.	


Objective: 3.4 Well-planned communities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.4.1	Support strategic projects that will contribute to liveability and economic growth in the Burdekin.	PD8	<i>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.</i>	<p>Compliance checks completed for 60% of new developments at pre-lodgement stage to identify relevant Infrastructure Charges, if requested by applicant.</p> <p>100% of development applications for planning matters processed within relevant statutory timeframes for each stage of the application process.</p>	Manager Planning and Development	Measures met.	
3.4.2	Review land supply and uses to meet community and business needs	ED10	<i>Seek to identify suitable funding sources to support the commencement of construction of Stage 1 of the Ayr Industrial Estate Expansion.</i>	<p>Application made for suitable grant funding if available and other funding sources investigated with budget review.</p> <p>Project plan finalised and works commenced for Stage 1.</p>	Chief Executive Officer; Director Corporate and Community Services; Director Infrastructure, Planning and Environmental Services.	Council currently completing earthworks component of Stage 1 of the expansion. Marketing plan drafted to commence in next quarter. Maintained expression of interest list for enquiries.	




# Sustainable Environment




We value and respect our natural and built environments and work towards balanced and improved outcomes for our community.

## Objective: 4.1 A sustainable and healthy environment


Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.1.2	Improve environmental sustainability outcomes through consultation, collaboration, and partnerships with key stakeholder groups.	EH6	<i>Provide Environmental and Health Assessments for relevant Development Applications in accordance with legislative requirements.</i>	Number of accurate and timely Environmental and Health Assessments provided for relevant development applications.	Coordinator Public Health and Environment	4 applications were supported and conditions provided to Planning Department during the quarter.	


## Objective: 4.2 Balanced environmental outcomes



Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.1	Maintain the balance between positive environmental outcomes and ongoing development.	PD9	<i>Undertake a review of Burdekin Shire Council Planning Scheme December 2022 and implement any amendments in accordance with the required processes.</i>	Complete review and report on any changes required.  Ensure development applications achieve substantial compliance with the requirements of the new 2022 Planning Scheme.	Manager Planning and Development	Measures met in part.  Review of the 2022 Scheme will commence March 2024, with a view to have amendments completed by September 2024.	


Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.2	Promote and support community education programs that contribute to improved environmental and community outcomes.	VM2	<i>Deliver vector management public education and community awareness activities.</i>	Provision of appropriate information via website and other media channels.  Information reviewed and updated on website six monthly.  One media release produced at wet season onset.  Support for Wolbachia mosquito release project in Burdekin Shire.	Coordinator Public Health and Environment	No vector management media release in this quarter	
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	EH7	<i>Maintain Council's status as a Reef Guardian Council.</i>	Progress report delivered.  Community event held.	Coordinator Public Health and Environment	2 grant applications: Accelerated Reef Grant and Activating Local Councils' Reef Action Plans applications were made. 3 online lunch time learning sessions attended and 1 presentation by Daron Bauer and Preeti Prayaga. Face to face meeting to be attended in October. Round table updates provided to GBRMPA.	
		EH8	<i>Undertake works identified in the Dune Management Strategy.</i>	Revegetation work undertaken in priority phase one area at Wunjunga/Beachmount by 31 December 2023.  Liaise with other environmental groups and organisations to plan and undertake work within the dune systems.	Coordinator Environment and Health Projects	Approx 2,000 plants have been ordered for revegetation work planned for November/December 2023.	

**Objective: 4.2 Balanced environmental outcomes**



Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	NR2	<i>Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in Shire.</i>	<p>Issue Riparian Management Agreement invoices for the current financial year by 28 February 2024.</p> <p>Aquatic weed under control to be maintained at low to medium scattered growth in participating waterways.</p>	Coordinator Public Health and Environment	<p>RMA invoices to be issued February 2024.</p> <p>Aquatic weed control ongoing, all lagoons monitored regularly. Sheepstation, Lilliesmere, Horseshoe systems good. Some treatment needed Healy's and Saltwater system.</p> <p>Data recorded on ArcGIS on tablet. Biocontrol nursery set up and 3 weevils propagated for distributing in local systems as well as to stakeholders. First lot provided to Defence Australia for Salvinis weevils.</p>	



Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	NR3	<i>Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners.</i>	<p>Undertake 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>	Coordinator Public Health and Environment	<p>All pest plant treatments apart from aquatic weeds and neem trees has been suspended pending more favourable weather and plant conditions. Injector gun neem specific control undertaken at Mt Kelly.</p> <p>QFPI - 1 aerial shoot for Rangelands Cluster group occurred - 183 pigs and 4 dogs. 7 more to be completed by the end of the year.</p> <p>1080 baiting for the quarter - 4 CRMs.</p> <p>Total 3 landholders conducted baiting for wild dogs.</p> <p>Total of 1 landholder conducted baiting for wild pigs.</p> <p>Traps - 3 new traps made and 1 written off resulting in a total of 14 BSC traps for loan. 3 requests for traps from July to September. Weed control has slowed due to little or no rain occurring. Currently 9 biocontrol activities being undertaken at various stages from trial to established.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	NR4	<i>Implement the Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy. Manage applications received under these policies.</i>	Applications administered within guidelines and agreed timeframes.  Percentage of budget expended.	Coordinator Public Health and Environment	7 landholders accessed herbicide subsidy totalling approximately \$23,252 around 20% of annual budget.  0 dingo pelts received for Wild Dog Bounty. No applications to date under the Wild Dog Control Assistance Policy.	
		NR5	<i>Undertake surveillance, monitoring and community education in relation to new invasive pests as identified in Burdekin Shire Biosecurity Plan and legislation.</i>	Ongoing surveillance of waterways completed.  Inspections of each nursery and home nurseries.  Liaise with and act on instruction from Biosecurity Queensland.  Progress with Siam Weed Taskforce and Action Plan.  One workshop and media release per annum.  Weed of the quarter on social media.	Coordinator Public Health and Environment	Regular surveillance carried out every month for water ways. Regular surveillance undertaken for Siam, Water Mimosa, Yellow Crazy Ant, Giant Rats Tail Grass, Itch grass as per Surveillance program.  No nursery inspections conducted this quarter. Combined inspections carried out with Biosecurity DAF officer for restricted and invasive pest plant.  Biocontrol gall flies are effective in control and are spreading.  Siam weed action plan developed and being implemented. Siam Weed Taskforce - 1 email communication, 3 on ground delimitation surveys conducted, spraying over Haughton River conducted by contractor.  Flying Fox - Dispersal activity undertaken in Home Hill at various locations.  Media - Pest of the Quarter-Belly ache bush was published on social media.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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.	WM1	<i>Continue participation in approved Local Government Illegal Dumping Partnership Grant Program - Round 2A Extension (ends 15 March 2024).</i>	<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>	Coordinator Waste Services	<p>Milestone grant report submitted to DES in September. Council staff also submitted ongoing monthly reports. DES was provided a monthly update regarding Local Illegal Dumping (LID) activities during an online meeting on 11 October.</p> <p>20 requests received : 17 completed within target and 3 still open within target. Draft Litter and Illegal Dumping Strategy developed and to be reviewed in 2023-24. "Spy High" device for installing cameras has been provided to Council by Department of Environment and Science. This eliminates the need to use ladders or other equipment such as the snorkel lift. It allows the installation of cameras at height while standing on the ground.</p>	



Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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.	WM2	<i>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.</i>	Achievement of standards listed in the collection service specification.  Analysis of complaints and compliments received regarding kerbside collections.  70% or more of customer requests actioned within agreed timeframes.	Coordinator Waste Services	Details of complaints are as follows: Delivery of new bin service - 10 requests, all completed within time frame. Number of missed services - 55 requests - 23 of recorded missed services were bins not out for emptying. 9 driver missed were collected the following day. 8 of the bins out were contaminated and 15 bins were blocked by a car.  All requests resolved within timeframe unless bin not presented or had blockages. Bin repairs/replacements - 87 requests, all completed within timeframe. Service complaint - Nil reported apart from missed services.	
		WM3	<i>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.</i>	Full compliance with audits conducted by Department of Environment and Science.  100% compliance with internal inspection and audit programme.	Coordinator Waste Services	Notification was sent to Department of Environment (DES) Pollution Hotline regarding a mulch fire at Ayr Transfer Station on 21 and 24 August. Council was required to provide DES with an update in relation to the site Environmental Authority (EA). Following their enquiry, DES confirmed that there was no contravention of the EA conditions. Internal audit program established and is being implemented. A final audit inspection timeline is being confirmed.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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.	WM4	<i>Review of Council-generated waste audit findings and implement a community sample recycling bin audit.</i>	<p>Review of previous audit findings to improve waste management practices and recycling across various Council work functions.</p> <p>50 premises audited within financial year. Reduction achieved in contamination rates in recycling bins.</p>	Coordinator Waste Services	Audit Plan for bin-audits of 50 premises has been finalised. Councillors provided with a briefing at Council workshop. Facilitated a school poster competition focussed on encouraging 'recycle right' this quarter. Submissions received from three schools. Winners to be determined in Q2 period.	
Objective: 4.2 Balanced environmental outcomes							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.5	Promote the implementation of environmental best practice by Council, residents, and business.	WM5	<i>Continue environmental monitoring programs and commission report on treatment plans for legacy landfill sites:</i> <ul style="list-style-type: none"> <li>- Cromarty Landfill (groundwater and surface water);</li> <li>- Legacy Landfill Sites (groundwater);</li> <li>- Kirknie Landfill (groundwater, surface water and landfill gas);</li> <li>- Ayr and Home Hill Transfer Stations green waste runoff (surface water).</li> </ul>	<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>Commission report outlining treatment plans for priority legacy landfill sites.</p>	Coordinator Waste Services	August quarter environmental monitoring completed. November quarter monitoring is being planned. Request for quotations advertised for legacy landfill sites. Consultant was engaged and sites visited week starting 10 July. 3 site reports have been issued by the consultant and 1 report is still pending. It is anticipated the final report will be completed by the end of October 2023.	







# High Performing Organisation





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

## Objective: 5.1 Engaged community and stakeholders





Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.1	Undertake meaningful community engagement through Community Advisory Groups and other engagement methods to encourage diverse community participation and feedback.	CD10	<i>Facilitate inclusive community consultation and advisory group processes.</i>	Conduct "Community Connect" consultation forums for local towns and community organisation. Conduct community surveys and report to Council. Conduct minimum of four CCDAG advisory Group meetings per year. Report on CCDAG matters arising to Council.	Manager Community Services	Draft Rita Island and Jarvisfield Action Plan report provided to Council. Further work required to refine key actions. Held consultations (August) on progress of Giru Action Plan as a part of community connect initiative. Developed and implemented Community survey with University of South Australia for library and theatre to better understand what a great library service looks like to customers and contribute to our plans for the future.	●
		TS10	<i>Assess items identified by the Burdekin Road Safety Advisory Committee.</i>	50% 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.	Manager Technical Services	100% of August meeting action items reviewed by officers with recommendations of Committee adopted by Council.	●








**Objective: 5.1 Engaged community and stakeholders**







Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.2	Be responsive and proactive in providing information to keep the community informed.	MC03	<i>Facilitate the production of corporate publications including the Annual Report and Annual Budget documents.</i>	100% compliance with statutory obligations.	Media and Communications Officer	High quality 2022/23 Annual Report documents were produced and adopted within the required timeframes. 2023/24 Annual Budget was prepared and adopted in previous quarter.	
		MC04	<i>Produce community updates, prepare internal staff communications including staff newsletters, and develop other material as required by the Executive Leadership Team and Senior Leadership Group.</i>	One staff newsletter produced quarterly.  All communications prepared and distributed in appropriate timeframes.	Media and Communications Officer	Quarterly internal staff newsletter produced and distributed prior to end of quarter.	
		CS1	<i>Deliver professional customer service assistance to internal and external customers.</i>	Minimum 80% service level - all calls answered within 20 seconds.  Less than 5% of calls abandoned.  Less than 5% error rate in call codes.	Customer Service Centre Coordinator	Service Level 84%  Abandonment Rate 3%  Non-Compliant 2%	
		CS2	<i>Implement the agreed actions from the Customer Request Management Internal Audit.</i>	Actions implemented in accordance with agreed timeframes. Actions reported to Audit Committee.	Customer Service Centre Coordinator	Customer Request Management Charter developed and scheduled to be rolled out to responsible officers in October 2023.  Enhanced CRM statistical data reporting included in monthly Customer Service Report.  Review of Online Contact Form against Peak Services Contract is still to be completed	

Objective: 5.1 Engaged community and stakeholders							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.3	Foster cooperative and collaborative partnerships on matters of regional, state, and national importance.	EXC1	<i>Develop and maintain effective regional partnerships through membership of relevant regional bodies including the North Queensland Regional Organisation of Councils (NQROC) and Townsville Enterprise Ltd (TEL).</i>	Participate in activities of NQROC and relevant sub-committees.  Key outcomes identified in Service Level Agreement with Townsville Enterprise Ltd.	Chief Executive Officer; Economic Development Coordinator	Council has been participating in NQROC meetings, along with the Regional Roads Group, QWRAP group and regional waste group. It has also commenced participating in a regional planning group. New service level agreement entered into with TEL.	
		TS11	<i>Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.</i>	Contract obligations fulfilled within budget.	Manager Technical Services	2-year contract on track for completion in June 2024. Audit results consistently highest in region. Additional works outside contract awarded to Council.	
5.1.4	Demonstrate the Council's strategic direction to government, business, and the community through strong leadership and advocacy.	EXC2	<i>Support the provision of training activities to assist councillors in meeting their legislative responsibilities. Undertake councillor induction and training activities following the 2024 local government elections.</i>	Relevant education and training activities provided as required.	Chief Executive Officer	Councillors and senior officers participated in an EMU conducted by the LGAQ on 3 August. Presentations on relevant emerging issues have also been undertaken at workshops.	
		CG5	<i>Manage Council's Corporate Policy Program.</i>	90% of policies that are due for review, are reviewed within the agreed timeframes.	Senior Governance Officer	95% of Council's policies are considered to be current and up to date. There are 4 of Council's policies that are currently under review as part of the adopted review schedule.	






**Objective: 5.2 Transparent and accountable governance**





Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.1	Demonstrate open and transparent leadership.	CG6	<i>Coordinate 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.</i>	100% compliance with Council's adopted Complaints Management Process.	Senior Governance Officer	6 administrative action complaints have been received during the quarter and managed in accordance with Council's Complaints Management Policy.	
		CG7	<i>Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.</i>	100% of applications for information are processed in accordance with legislative timelines.	Governance and Property Officer	1 RTI Application received and in progress.	
		CG8	<i>Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee.</i>	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.	Director Corporate and Community Services; Senior Governance Officer	Site visit and fieldwork for Waste Collection Contract Internal Audit completed this quarter. Awaiting draft internal audit report.  Work is progressing on implementation of agreed management action items from previous audits.	
		FM1	<i>Coordinate/provide information for external audit projects undertaken by Queensland Audit Office.</i>	Timeliness of response to Queensland Audit Office requests and results of audits if applicable.	Manager Financial and Administrative Services	Assisted staff with the submission of the R2R and LRCIP3 audit to the QAO.	






Objective: 5.2 Transparent and accountable governance							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	CG9	<i>Coordinate Council's insurance program to manage risks associated with Council operations and assets.</i>	100% of insurance products reviewed and insurance renewals submitted on time.  Timely response to all insurance claims and enquiries.	Governance and Property Officer	Renewal and review of insurance products to be reported in Q4.  Insurance claims still in progress.	
		FM2	<i>Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.</i>	Council budget prepared and presented to Council by 30 June 2024.	Manager Financial and Administrative Services	First revised budget was approved by Council on 26th September.	
		FM3	<i>Report actual performance against budget to Council monthly.</i>	Monthly reports prepared and submitted in accordance with agenda deadlines.	Manager Financial and Administrative Services	Monthly reports have been presented to Council within agreed timeframes.	
		FM4	<i>Coordinate and submit 10-year financial forecast to Local Government Department.</i>	Submission by 31 August 2023.	Manager Financial and Administrative Services	Return was submitted on 30 August which was within agreed timeframes.	
		FM5	<i>Maximise recovery of outstanding sundry debtors.</i>	Review of aged debtors particularly those in 60 and 90 days.	Financial Accountant Systems	Continue to monitor and follow up outstanding debtors.	
		R1	<i>Issue timely and accurate rates and charges notices.</i>	Annual notices and supplementary notices issued within agreed timeframes with less than 10 instances of incorrect notices issued.	Manager Financial and Administrative Services	8,748 annual rate notices (rateable assessments) issued 4 August. No instances of inaccurate notices.	
		R2	<i>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.</i>	Less than 5% increase in rate arrears percentage at 30 June 2024 as compared to rate arrears from previous financial year.	Manager Financial and Administrative Services	8.24% arrears of nett rates at 30 September in comparison to 9.33% at 30 September 2022. Overdue Reminder Notices on balances greater than \$20 issued 14 September (1,379 notices issued). 59 active files with Collection House at 30 September. 340 current periodic payments plans with Council, which are being monitored by Council staff. This is in comparison to 282 payment plans for the same period last year.	





Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	R3	<i>Undertake system and process review and policy update to prepare to implement six-monthly rating system in the 2024/2025 financial year.</i>	Processes, systems and policy updated to support the commencement of 6-monthly rating in the 2024/2025 financial year.	Manager Financial and Administrative Services	Commenced planning for 6 monthly rating. Notice design and programming rules currently under review.	
		EXP1	<i>Administer accounts payable and contract register.</i>	Invoices to be paid within 30 days from EOM in weekly, fortnightly and monthly payment runs.	Expenditure Services Officers	2,878 invoices processed with no invoices not paid within 30 days.	
		EXP2	<i>Maximise earnings on cash holdings in accordance with Investment Policy.</i>	Interest earnings - Rates sourced from various institutions to ascertain best rate for period of investment.	Manager Financial and Administrative Services	Average interest rate to 30 September - 5.15%. \$865,262.02 interest received to 30 September compared with \$376,210.86 interest received to 30 September 2022.	
		EXP3	<i>Administer financial delegations.</i>	Update of Financial Delegations Register.	Expenditure Services Officers	Financial Delegation Register changes were made in a timely manner.	
		EXP4	<i>Conduct Tender of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.</i>	Collate and update private hire and traffic control information for database throughout year.	Expenditure Services Officers	Tender submissions for ACL/23/001 Hire of Mobile Plant and Equipment (Wet and Dry Hire) and ACL/23/001 Traffic Control Providers (including equipment) closed on 1 September. Council received 75 applications for ACL/23/001 of which 58 were accepted, 6 were duplicates and 17 were deemed non-conforming. For ACL/23/002, 7 applications were received all of which were accepted. All applicants were notified in VendorPanel.	
		PS1	<i>Embed operation of new fuel system to ensure full functionality and auditability with training provided as required.</i>	Full implementation and operation of Jones Street Fuel delivery system by March 31, 2024.	Purchasing and Stores Supervisor	Request for Tender closed in Q1. Bids currently with Technical Services Manager for analysis and recommendation to Council.	








Objective: 5.2 Transparent and accountable governance							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	TS12	<i>Implementation of Council fleet renewal program - ordered, delivered and program developed.</i>	80% of fleet items ordered by 31 December 2023. 90% of fleet items delivered by 30 June 2024. Future renewal program developed by 30 April 2024.	Manager Technical Services	23% of fleet items currently ordered, on track to be 80% by 31 December 2023. Current delivery time frames for the majority of items are prior to 30 June 2024.	
		TS13	<i>Implement agreed actions from the Fuel and Fleet Management Internal Audit.</i>	Complete agreed actions identified for 2023/2024	Manager Technical Services	Fleet management strategy scheduled to be developed by April 2024. Staged implementation of telematics in Council's fleet to commence in November. Currently assessing options for depot fuel tank refurbishment or replacement.	
5.2.3	Implement effective governance frameworks.	EXC3	<i>Continue to manage risks effectively through ongoing improvements to Council's Enterprise Risk Management systems.</i>	Conduct annual risk register reviews. Hold regular meetings of the Risk Management Committee. Oversight and testing of Council's Business Continuity Plans. Regular risk briefings provided to Audit Committee.	Chief Executive Officer; Senior Governance Officer	2 meetings of the risk management committee were held during the quarter and updates provided to the Audit Committee. Work is continuing on the development of remaining Business Continuity subplans.	
		CG10	<i>Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.</i>	Annual Review of Fraud and Corruption Risks.  Monitor other ongoing prevention and response activities as necessary.  Training provided to all workers on the updated Code of Conduct for Workers.	Director Corporate and Community Services	Fraud and Corruption risk register reviewed and updated. Face-to-face training session delivered in-house for new staff who have commenced within past 6-months.	
		CG11	<i>Continue the review and update of Council's Delegations Register.</i>	Registers are updated within 2 months of LGAQ updates.	Director Corporate and Community Services	Council register of delegated powers has been reviewed and all relevant powers have been delegated.	





Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	CG12	<i>Implement Council's Business Continuity program through review of the Business Continuity Plans and completion of testing activities as per the adopted testing strategy and schedule.</i>	BCP Test conducted in accordance with adopted testing strategy and schedule. Relevant amendments to BCPs applied.	Senior Governance Officer	Business Continuity Testing has not been completed this quarter as work on renewing the BCP subplans has taken priority. Testing schedule will resume when all subplans have been updated.	
		SQ1	<i>Develop an all of Council Internal Quality Audit Program to ensure compliance with AS/NZ ISO9001 - Quality Management Systems.</i>	Development of an Internal Quality Audit Program recommending two internal quality audits to be conducted each quarter.	Safety and Quality Coordinator	ISO 9001 auditing plan underway coinciding with the National Self Insurer WHS Auditing Tool .	
		SQ2	<i>Retain Council's Quality Management System Certification (currently with Certex)</i>	External audits and compliance activities undertaken in accordance within agreed timeframes. Action items implemented in accordance with agreed timeframes - measured by percentage completed.	Safety and Quality Coordinator	2 action items were received during the June 2023 Certex surveillance audit -  1. IT - Operational Standard - compliance to legislation reference - completed  2. Quality audit procedure - Auditor suggestion to add briefing of the audit committee to the Internal Quality Audit procedure. Discussion to be had with auditor regarding role of Audit Committee.	
		AR1	<i>Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.</i>	Completion of registration of all correspondence into the records management system within 48 working hours of receipt.	Administration and Records Coordinator	100% of Correspondence was registered within 48 working hours of receipt.	





Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.4	Undertake regulatory responsibilities in accordance with legislative obligations.	CG13	<i>Coordinate Council's Public Interest Disclosure Investigations and Training.</i>	100% of complaints assessed against Public Interest Disclosure criteria.  100% of new employees to receive PID awareness in induction training.	Senior Governance Officer	Public Interest Disclosure training was provided to all employees who have commenced within the past 6-months.	
		FM6	<i>Prepare and deliver draft annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.</i>	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.	Manager Financial and Administrative Services	The Draft Financial Statements were submitted to the Audit Committee and the Final Statements were signed by the Mayor and Acting CEO on the 6 September. These were completed within agreed external audit plan timeframes. There was one disclosure note change as a result of the audit.	
		FM7	<i>Facilitate external audit of Burdekin Shire Council as required by and in co-operation with the Queensland Audit Office (QAO) and their contracted auditor Crowe.</i>	Feedback from external auditor on performance of audit process. As per the agreed external audit plan.	Manager Financial and Administrative Services	The audit was completed within agreed timeframes. The feedback from the auditors and QAO was positive.	
		FM8	<i>Coordinate and complete the annual Local Government Comparative Data Return.</i>	Submission by the target date.  Accuracy can be measured by queries from the department.	Manager Financial and Administrative Services	Planning has commenced and completion of the return will be in the next quarter.	
		FM9	<i>Prepare and lodge all necessary statutory/legislative returns.</i>	Returns to be lodged by 30 June 2024.	Manager Financial and Administrative Services	During the quarter the following returns were completed: BAS (monthly), TPAR, the financial information for the Library Statistical Return and SWIM return.	




Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.4	Undertake regulatory responsibilities in accordance with legislative obligations.	R4	<i>Maintain the property and rating database to ensure a high level of accuracy.</i>	Less than 10 instances of errors in rating data brought to the attention of Council.	Revenue Coordinator	All rating database maintenance completed in a timely manner within set timelines, nil known errors.	
		R5	<i>Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.</i>	Returns and payments submitted in accordance with State Government requirements.	Revenue Coordinator	QFES Form 1 - 2023/2024 - submitted 5 October 2023. Claim 1 for Pensioner Rebate Subsidy Scheme submitted 14	
		AR2	<i>Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.</i>	70% of records archived within six months of delivery to Records team.	Administration and Records Coordinator	100% of records archived or disposed of within six months of delivery to Records Team.	
Objective: 5.3 Embrace Technology							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative,	CS3	<i>Undertake biennial full review of the current CRM workflows and timeframes.</i>	Review completed by March 2024. Percentage completed.	Customer Service Centre Coordinator	Progressing - Roll out of CRM Charter to be held 4 October followed by Departmental workflow review and re-configuration in consultation with responsible officers.	

Objective: 5.3 Embrace Technology							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.	ICT1	<i>Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.</i>	Budgeted operational hardware projects delivered in accordance with budget and agreed timeframes (computer and photocopier renewal programs) Budgeted capital hardware projects delivered in accordance with budget and agreed timeframes (Drone replacement, Large Edge Switches, Server Virtualisation).	ICT Coordinator	All operational and capital hardware replacement projects are on-track. All hardware, except the end-user computers, have been ordered or are open for request for quotations. Queensland Government procurement pricelists are being evaluated for the end-user computers.	
		ICT2	<i>Provide Corporate software systems and applications that meet the current and future needs of the organisation.</i>	Report on Server updates and compliance with operating system currency - minimum compliance level of 85%.	ICT Coordinator	100% of Council's servers meet Council's server update compliance level.	
		ICT3	<i>Provide quality ICT services to internal customers, including timely resolution of customer requests.</i>	90% helpdesk requests responded to and resolved in accordance with agreed service levels.	ICT Coordinator	The number of new requests created in Q1 was 625. Of those, ICT completed 602 within the agreed service level to give a compliance rate of 96.3%.	
		ICT4	<i>Progress the transition of Council's ICT core system modules from Ci to CiAnywhere for improved utilisation and enhanced mobility.</i>	Improvements implemented in line with agreed roadmap and budget allocation.	Manager Client Services	Purchase cards and Payroll processing transitioned to CiA. Planning underway for Supply Chain. Works are ongoing for mobility (Field App) implementation with Buildings to commence in November 2023.	
		ICT5	<i>Undertake a full review of Council's Public Camera Surveillance Program.</i>	Report to Council outlining the current camera surveillance network and recommendations for future expansion. Report to be presented to Council by 31 March 2024.	Manager Client Services	Not commenced.	

**Objective: 5.3 Embrace Technology**



Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.	ICT6	<i>Implement cybersecurity controls to address the ongoing risk of cyber threats.</i>	Develop Cyber incident Response Plan. Implement DMARC for all Council domains. Cyber Threat Training provided to staff. Upgrade to Microsoft 365 E3. Arrange for inclusion of information and cybersecurity provisions in Council's procurement documentation.	Manager Client Services	Implementation of the cyber-security controls project plan is progressing.  Procurement of Microsoft 365 E3 and F3 has been completed and dependant projects will commence soon.	
		SQ3	<i>Management, maintenance and reporting of the Skytrust System as the primary repository for Safety information.</i>	Development, monitoring and distribution of a corrective actions register, to enhance compliance with best practice in relation to closing out of all incidents and injuries.  90% or greater compliance.	Safety and Quality Coordinator	90% compliance - some areas still require more understanding of auditing purposes and subsequent actions.	
		LDMG4	<i>Coordinate systems that support disaster planning and preparedness.</i>	Management of Councils Disaster Management Software - Guardian IMS including the training of key staff and stakeholders.	Disaster Management Officer	Not yet commenced	
		L05	<i>Investigate the adoption of Radio Frequency Identification (RFID) technology for collection management. Library Strategic Plan 4.2.</i>	Report developed outlining cost-benefit analysis and budget options prepared.	Library Services Manager	Preliminary steps taken this quarter to review library collection usage with the view to remove items as per the Library Collection Development Policy.	





Objective: 5.3 Embrace Technology							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.	PS2	<i>Implement key recommendations from BDO Internal Fuel Management Audit Report.</i>	Develop a coordinated and defined fuel management policy or operational standard that establishes the goals of the fuel management process and Council's accepted operational requirements for the handling and utilisation of fuel assets within six months of installation of new infrastructure.	Purchasing and Stores Supervisor	Draft Fuel Management Operational Standard commenced. After new fuel system has been commissioned, Operational Standard will be finalised to reflect fuel management system needs.	
		TS14	<i>Implement Technology One mobility modules.</i>	Complete final state of Technology One Field App module.	Manager Technical Services	Training and implementation program in development. Go-live for building inspections planned for November.	
5.3.2	Improve access to information through digital platforms.	MC05	<i>Manage, monitor and promote Council's social media platforms as an effective community information and engagement tool.</i>	Number of unique "news items" published to Council's social media platforms.	Media and Communications Officer.	Regular posts of unique news items have been published to social media platforms. Community updates including road closures and water supply issues also published to keep residents informed.	
		TOU8	<i>Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.</i>	5% increase in hits and likes on sites.	Tourism Officer	Continued to update Visit Burdekin website as required. Quarterly statistics for Visit Burdekin Social media: Facebook – 8.3% increase in followers. Instagram - 1% increase in followers. Added 8 new experiences/events to the ATDW website.	




Objective: 5.3 Embrace Technology							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.2	Improve access to information through digital platforms.	L06	<i>Manage Library website pages to ensure an effective online presence.</i>  <i>Library Strategic Plan 1.2.</i>	Website pages reviewed and redesigned where necessary.	Library Services Manager	Planning for the library public website review has commenced.	
Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.1	Build effective leadership and management capability.	EXC4	<i>Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.</i>	Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG).  Level of planning and coordination of Council operations across Departments.	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services	The ELT meets generally on a fortnightly basis and the SLG monthly. The capital PCG also meets monthly and various project groups and working groups have been established to coordinate projects and major activities.	
5.4.2	Develop a cost-effective, adaptable, and capable workforce to implement our vision.	TR1	<i>Develop and maintain the 2023/2024 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.</i>	Reported quarterly- 95% training compliance for new and renewed qualifications and skills in accordance with position requirements and legislation.	Human Resources Coordinator	97% compliance  New Project - Currently reviewing expired skill sets and archiving them due to not being relevant to the officer's position and streamlining of the skills register.	












**Objective: 5.4 An enviable organisational culture that actively demonstrates our values**

Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.2	Develop a cost-effective, adaptable, and capable workforce to implement our vision.	TR2	<i>Facilitate Council traineeships, apprenticeships and work experience opportunities.</i>	Report on number of trainees appointed in line with proposed budgetary limitations. Report on number of apprentices appointed annually. Report on additional or new Cadets and/or Graduates appointed. Report on number of work experience students.	Human Resources Coordinator	<p>Council currently employs 2 business administration trainees who are located in Administration Services and the Burdekin Library.</p> <p>We have 4 Diesel Mechanic Apprentices located at Council's workshop. Council's First-year apprentice resigned in May 2023 and was replaced in August 2023.</p> <p>Due to lack of applications for an ICT Trainee, Council's 2022 trainee's contract was extended and he is completing a Certificate IV in ICT.</p> <p>At the end of the 2023/2024 first quarter Council is currently advertising for 2 new business trainees, 1 diesel mechanic apprentice and 1 ICT Trainee to commence in January 2024.</p>	
		OPW4	<i>Ensure operational responsiveness and departmental conduct (operations- works) aligns with Council's Customer Service Charter and agreed service timeframes.</i>	Quarterly analysis of compliments versus formal complaints received with a target of 8:1 compliments to complaints. 90% or more of customer requests completed within target timeframes.	Manager Operations	8 Compliments received in the period without Complaint. 90% of Customer Requests completed within target timeframe year to date.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.3	Provide training and development opportunities to meet organisational needs.	TR3	<i>Coordinate Council's corporate training and employee professional development initiatives.</i>	Report on current operational expenditure for training in line with predicted forecasted budget.	Human Resources Coordinator	As of 30 September the training budget spent total is \$77,980.77 which is 27.4% of the total budget .	
		AR4	<i>Deliver systematic ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.</i>	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.	Administration and Records Coordinator	100% of new employees have received records awareness training as part of their induction.  100% of ECM Users have received ECM CiAnywhere System training and one-on-one recordkeeping training within 3 months of commencement with Council.	
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	HR1	<i>Manage work-related injuries including the facilitation of workers compensation claims and return to work programs.</i>	100% of workers' compensation claims recorded and managed in accordance with Council policies and procedures.  Report on number and status of new and existing cases each quarter.	Human Resources Coordinator	3 new claims within period.  2 claims ongoing, 1 claim completed - back to full duties.  1 claim ongoing from previous period.	
		SQ4	<i>Development and adoption of Council's Annual Work Health and Safety Plan</i>	Monitor and report on Council's monthly tasks and actions in accordance with the Annual Work Health and Safety Plan.  90% of tasks completed each quarter.	Safety and Quality Coordinator	100% completed tasks to date.  Working with some departments to increase their WH&S awareness.  Some safety actions have been deferred to the second quarter as they require additional measures to meet full compliance requirements.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	SQ5	<i>Develop and roll out a successful and engaging Safe Work Month Program for all employees.</i>	Development of the Safe Work Month Program and successful facilitation of planned activities.  80% engagement of employees over Safe Work Month.	Safety and Quality Coordinator	All Safe Work Month Activities planned and scheduled to be rolled out during the month of October 2023.  Safe Work Month underway.	
		OPW5	<i>Achieve a net reduction in number of WHS incidents involving property damage by Works Staff. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Overseer - Works	6 Property damage incidents reported in Works Section in the first quarter.	
		OPW6	<i>Operations- Works Record of non-compliance against Site Safety Checklists. Year 1 is to establish benchmark performance with view to continuous improvement in following years.</i>	Establish a WHS non-compliance benchmark for internal project audits. Conduct at least one internal site audit of all Capital Works projects and measure instance of non-compliance against Site Safety Plan and Traffic Management Plan.	Manager Operations; Overseer - Works	11 Site Safety Inspections carried out on Works Section projects in the quarter with 1 minor non-conformance recorded.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	WW4	<i>Achieve a net reduction in number of WHS incidents involving property damage by Water and Wastewater Staff. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Manager Water and Wastewater.	1 Property damage incident reported in Parks Section in the first quarter.	
		WW5	<i>Water and Wastewater Record of non-compliance against Site Safety Checklists. Year 1 is to establish benchmark performance with view to continuous improvement in following years.</i>	Establish a WHS non-compliance benchmark for internal project audits. Conduct at least one internal site audit of all Capital Works projects and measure instance of non-compliance against Site Safety Plan and Traffic Management Plan.	Manager Operations; Manager Water and Wastewater.	5 Site Safety Inspections carried out on Works Section projects in the quarter with 1 minor non-conformance recorded.	
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	PG2	<i>Achieve a net reduction in number of WHS incidents involving property damage by Parks and Gardens Staff. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Parks Coordinator; Supervisor - Parks.	1 Property damage incident reported in Parks Section in the first quarter.	
		PG3	<i>Parks and Gardens Record of non-compliance against Site Safety Checklists. Year 1 is to establish benchmark performance with view to continuous improvement in following years.</i>	Establish a WHS non-compliance benchmark for internal project audits. Conduct at least one internal site audit of all Capital Works projects and measure instance of non-compliance against Site Safety Plan and Traffic Management Plan.	Manager Operations; Parks Coordinator; Supervisor - Parks.	No site safety inspections recorded in first quarter. Parks capital projects typically commence later in the budget cycle due to delivery times experienced for play equipment typically manufactured overseas.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan		Operational Plan Activities		Accountability		Q1 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.5	Develop and implement a strategic workforce plan to advance Council's recruitment, onboarding, career mapping and succession planning activities.	EXC5	<i>Complete the implementation of agreed actions from the Strategic Workforce Planning and Succession Management internal audit report.</i>	Implement actions as per timelines in audit report.	Chief Executive Officer; Director Corporate and Community Services; Human Resources Coordinator	Proposals have been received to undertake development of a Workforce Plan and are being assessed.	
		HR2	<i>Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.</i>	Reports prepared and presented according to agreed reporting timetable to meet strategic and operational needs.	Human Resources Coordinator	Quarterly HR Report April 2023 to June 2023 completed and provided to SLG 26 July.	
		HR3	<i>Development of a Workforce Plan to enable Council to attract, retain and better plan for the future workforce.</i>	Develop a key document/strategy around workforce planning.  Report on progress and any new initiatives.	Director Corporate and Community Services; Human Resources Coordinator	Request for quotations for consultant for development of Workforce Plan closed and responses are under assessment. Successful consultant to be determined.	
5.4.6	Implement the Staff Culture Program.	EXC6	<i>Continue to implement initiatives designed to improve organisational culture through the adopted Action Plan.</i>	Action Plan initiatives implemented in accordance with budget and agreed timeframes.	Chief Executive Officer	The next areas from the Action Plan relate to Onboarding and Future Leaders, with these issues to be examined as part of the Workforce Plan to be developed.	
		HR4	<i>Manage Council's human resources functions including employee relations, compliance, compensation and benefits, and all other employee related matters.</i>	Report on number of disputes raised by Unions or matters lodged with the QIRC.  Report on the status of recruitment for the quarter.	Human Resources Coordinator	AWU dispute and QIRC matter raised regarding Working in the Dark and change of start and finish times during winter months.  33 positions advertised - process ongoing for 11 positions.	

### 6.4.3. GOVERNANCE

#### Public Interest Disclosure Policy

**File Reference:** 1200

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

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

**Meeting Date:** 14 November 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

CG14 Coordinate Council's Public Interest Disclosure Investigations and Training.

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#### **Executive Summary**

Council is required to adopt and implement a Public Interest Disclosure Policy in accordance with the *Public Interest Disclosure Act 2010* ("PID Act"). The *Public Interest Disclosure Act 2010* aims to promote the public interest by facilitating the public interest disclosure of wrongdoing in the public sector, protecting the interests of people who make disclosures and ensuring that disclosures are properly assessed and investigated. Council's Public Interest Disclosure Policy details Council's commitment to dealing appropriately with disclosures made in accordance with the *PID Act*. The Policy was last reviewed and adopted in September 2020 when a new section was included to reflect Human Rights considerations. The policy has been reviewed in accordance with the agreed review schedule. The *PID Act* is currently under review, and the policy will need to be reviewed when these changes are introduced. At this time, no changes to the policy are proposed.

#### **Recommendation**

That Council adopts the Public Interest Disclosure Policy as attached to this report.

#### **Background**

Council's Public Interest Disclosure Policy was last reviewed and adopted in September 2020. The Policy is communicated to all employees upon induction as part of Council's Fraud and Corruption Control program. The Policy outlines Council's commitment to implementing the requirements of the PID Act.

#### **Consultation**

The policy was discussed at a Council Workshop on 7 November 2023.

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

Not Applicable.

**Legal Authority & Implications**  
**Public Interest Disclosure Act 2010**  
**Section 28**

**Reasonable procedures to deal with public interest disclosures**

- (1) The chief executive officer of a public sector entity must establish reasonable procedures to ensure that—*
- (a) public officers of the entity who make public interest disclosures are given appropriate support; and*
  - (b) public interest disclosures made to the entity are properly assessed and, when appropriate, properly investigated and dealt with; and*
  - (c) appropriate action is taken in relation to any wrongdoing that is the subject of a public interest disclosure made to the entity; and*
  - (d) a management program for public interest disclosures made to the entity, consistent with any standard made under [section 60](#), is developed and implemented; and*
  - (e) public officers of the entity are offered protection from reprisals by the entity or other public officers of the entity.*
- (2) The chief executive officer of a public sector entity must ensure the procedures are published, as soon as practicable after the procedures are made, on a website that is maintained by the public sector entity and readily accessible to the public.*

**Policy Implications**

This policy will be reviewed when the PID Act amendment is implemented. This Policy will be published to Council's website and the review date will be updated in the policy register.

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

This Policy help to mitigate against the risk of non-compliance with legislation as Council is required to have a Public Interest Policy in place. This Policy also helps to mitigate against the risks of Fraud and Corruption by ensuring disclosers are provided with a safe environment to make disclosures.

**Attachments**

1. Public Interest Disclosure Policy

Policy Type	Statutory
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Senior Governance Officer
Effective Date	

## Purpose

A Public Interest Disclosure (PID) is a disclosure in the public interest, of information about alleged wrongdoing in the public sector. The purpose of this policy is to support persons in making public interest disclosures in an appropriate way and to provide guidelines on how public interest disclosures are managed by Burdekin Shire Council. This policy supports Council's commitment to an ethical culture by detailing how Council will manage PIDs.

## Scope

This policy applies to Public Interest Disclosures (PIDs) made by councillors, employees and members of the public.

A disclosure can be made under this policy if:

- the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
- the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

## Definitions

### Public Interest Disclosure (PID)

A PID is a disclosure of perceived wrongdoing by one or more persons within Council (**a public officer**) concerning an action or activity that the discloser reasonably believes constitutes:

- corrupt conduct;
- maladministration;
- a substantial misuse of public resources;
- a substantial and specific danger to public health and safety;
- a substantial and specific danger to the health or safety of a person with a disability;
- a substantial and specific danger to the environment; or
- any reprisal action (in relation to a previously made PID).

**Any person** may disclose information about:

- a substantial and specific danger to the health or safety of a person with a disability;
- a substantial and specific danger to the environment; or
- any reprisal action (in relation to a previously made PID).



<b>Discloser</b>	The person who makes a PID.
<b>Proper authority</b>	A public sector entity or a member of the Legislative Assembly.
<b>Public officer</b>	An employee of Council or a Councillor.
<b>Subject officer/s</b>	The person/s about whom a PID is made.

## Policy Statement

Burdekin Shire Council is committed to ensuring appropriate avenues are provided for the disclosure of information about suspected wrongdoing within the organisation. Council aims to ensure practical and effective procedures are developed and embedded in the complaints framework and broader integrity functions of the organisation.

Burdekin Shire Council will facilitate:

- Good public administration promoting the public interest by encouraging the disclosure of wrongdoing.
- The proper assessment and, where appropriate, proper investigation and management of PIDs.
- The appropriate and timely referral of PIDs to external agencies (for example the Crime and Corruption Commission or the Queensland Police).
- Processes that ensure appropriate consideration is given to the interests of person/s who are the subject of a PID (subject officers).
- Adequate protections from reprisal action for all disclosers.

## Roles and Responsibilities

The power to receive Public Interest Disclosures and to investigate or deal with them is delegated by Council to the Chief Executive Officer. The Chief Executive Officer, whilst retaining this power, has also sub-delegated this power to the Director Corporate and Community Services and the Senior Governance Officer. All public officers have a responsibility to be aware of Council's Public Interest Disclosure framework. Further details about roles and responsibilities in identifying and dealing with PIDs are outlined below:

Role	Responsibilities
<b>Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>• appoint a PID Officer to be responsible for issues related to the management of PIDs,</li> <li>• receive and assess PIDs,</li> <li>• monitor the investigation and resolution of PIDs.</li> </ul>
<b>Mayor</b>	<ul style="list-style-type: none"> <li>• receive and assess PIDs, and</li> <li>• liaise with the CEO and the PID Coordinator in relation to the management of PIDs.</li> </ul>
<b>Directors and Managers</b>	<ul style="list-style-type: none"> <li>• identify and receive possible PIDs, and</li> <li>• refer all identified PIDs to the CEO or the SGO in a timely manner.</li> </ul>
<b>Senior Governance Officer (SGO) (PID Coordinator)</b>	<ul style="list-style-type: none"> <li>• implement and maintain Council's management program for PIDs,</li> <li>• raise awareness of PID policy and procedures,</li> <li>• provide clear guidance to Council employees about how to make a PID,</li> <li>• facilitate PID training,</li> <li>• implement a consistent and appropriate assessment procedure,</li> <li>• manage and coordinates support and protection for disclosers,</li> <li>• report and review data about PIDs received,</li> </ul>

- refer PIDs to other entities and members of the Legislative Assembly, as appropriate,
- coordinate investigation and resolution of PIDs.

**Human Resources  
Coordinator (HRC)**

- identify any HR matters that may also be PIDs, and
- refer all identified PIDs to the CEO or the SGO in a timely manner.

## How PIDs can be made

Disclosures should be made and dealt with in accordance with Council's PID Procedure. All complaints made through Council's complaints management system will be assessed against the PID criteria and may be identified as a PID. All Human Resources matters will be assessed against the PID criteria and may be identified as a PID.

Disclosures may be made in person, in writing, via phone and anonymously. Anonymous disclosures will be received and managed in the same way as identified disclosures and will not be rejected because they are anonymous.

Disclosures may be made to:

- Council's PID Coordinator (the Senior Governance Officer);
- the Chief Executive Officer;
- a Director;
- any Councillor (including the Mayor);
- for public officers – their direct supervisor or manager; or
- an officer who has the function of receiving or taking action on the type of information being disclosed. For example, an Environmental Health Officer where the information being disclosed is regarding a substantial and specific danger to public health or safety (PID Act s13(1)(c)).

From time-to-time, PIDs may be identified through other processes such as investigations (of Human Resources Issues for example) or via Internal Audit. These PIDs should be referred to the Chief Executive Officer, Director Corporate and Community Services or the Senior Governance Officer in a timely manner.

## Investigation and Management of PIDs

Actions that Council may take as the result of a PID include:

- internal investigation of PID;
- referral of PID to another entity (e.g. Crime and Corruption Commission);
- provide an explanation to the discloser (e.g. where the discloser was not aware of all circumstances surrounding an action which appeared to them to be improper);
- resolving the matter managerially;
- take action to address issues through the implementation of new procedures or practices, or the development of new policies;
- internal audit of a particular unit.

Investigations of PIDs where carried out internally, will be conducted under the principles of natural justice, transparency of process, confidentiality, and procedural fairness.

Any disclosures that are required to be referred to another entity will be referred in accordance with legislative and administrative requirements in a timely manner. Disclosers will be advised of any such referral.

Where possible, Council will provide disclosers, with feedback regarding the status of their disclosure and its investigation. If Council decides not to investigate or deal with a PID, written reasons for this decision will be provided to the discloser.

All PIDs will be kept confidential, where possible. A person who recklessly breaches confidentiality requirements may be committing a criminal offence.

Any public officer providing false or misleading information may face disciplinary action in accordance with Burdekin Shire Council's Code of Conduct for Workers.

## Dealing with reprisals

The risk of reprisal to the discloser will be assessed and reasonable steps will be taken to protect the discloser from reprisals.

Allegations of reprisal will be investigated. Any public officer found to have made a reprisal will face disciplinary action in accordance with Burdekin Shire Council's Code of Conduct for Workers.

The subject officer will be given the opportunity to respond to any allegations made in a PID. No action will be taken against the subject officer until and unless allegations are confirmed. Details of the subject officer will be kept confidential at all times.

## Human Rights Considerations

Council will ensure that throughout all stages of the PID management process, proper consideration is given to the rights of disclosers and subject officers under the *Human Rights Act 2019*. Where any decision is made that may impact on a person's Human Rights, reasons for the decision will be provided to that person.

## Recording and Reporting

Details of all PIDs will be entered into the State-wide PID reporting database, in accordance with the requirements of the Queensland Ombudsman's Office. PID data for Burdekin Shire Council will only be available to the PID Coordinator, Director Corporate and Community Services and the Chief Executive Officer.

## Exceptions

In accordance with section 30 of the PID Act, Council may decide **not** to investigate or deal with a public interest disclosure if:

- the substance of the disclosure has already been investigated or dealt with by another appropriate process; or
- Council reasonably considers that the disclosure should be dealt with by another appropriate process; or
- the age of the information that is the subject of the disclosure makes it impracticable to investigate; or
- Council reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert Council resources; or
- another entity that has jurisdiction to investigate the disclosure has notified Council that investigation of the disclosure is not warranted.

Matters involving alleged corruption of the Chief Executive Officer should be handled under Council's *Complaints Regarding Corrupt Conduct by the CEO Policy* though matters may be initially raised as a Public Interest Disclosure.

## Review Rights

Disclosers have the right to request a formal review of a decision not to investigate or deal with a PID.

Disclosers and subject officers have the right to request a review of the PID management process if they are unhappy with how a PID has been managed.

Requests for review should be in writing and be addressed to the Chief Executive Officer.

## Disclosures to Journalists

In accordance with the *Public Interests Disclosures Act 2012*, a discloser may make a disclosure to a journalist if they have already made the same disclosure to Council as a proper authority and:

- Council have advised the discloser that the matter will not be investigated or dealt with;
- Council have investigated the disclosure and have advised the discloser that they intend not to take any action;
- Council have failed to notify the discloser within six (6) months of the disclosure being made whether or not the matter was to be investigated or dealt with.

## Risk Management

This policy assists Council to mitigate the risks of wrongdoing within the organisation by stating its commitment to the proper handling of all PIDs. In accordance with Council's Enterprise Risk Management Framework, risk assessments will be carried out for all PID matters taking into consideration the risks to the discloser, the subject officer and to the organisation.

## Legislation

*Human Rights Act 2019*

*Public Sector Ethics Act 1994 (PSE Act)*

*Public Interest Disclosure Act 2010 (PID Act)*

*Local Government Act 2009*

*Crime and Corruption Act 2001*

## Procedure

Public Interest Disclosure Procedure.

## Related Documents

Document Reference Number	Document Title
ECM 1068863	Burdekin Shire Council Code of Conduct for Workers
GOV-POL-0014	Complaints Regarding Corrupt Conduct of the CEO Policy
GOV-POL-0009	Fraud and Corruption Control Policy
GOV-POL-0001	Acceptable Request Guidelines for Councillors
GOV-PRO-0003	Public Interest Disclosure Procedure

## Document History and Version Control

Title of Document	Public Interest Disclosure Policy
Document Reference Number	GOV-POL-0018 Rev 2
Review Schedule	36 months
8 September 2020	
Council Resolution Number	<a href="#">Click or tap here to enter text.</a>

## 7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

### Clare Pool - Review of Opening Hours Trial

**File Reference:** 919

**Report Author:** Linda Govan, Coordinator Environment and Health Projects

**Authoriser:** Paul Day, Manager Environmental Health Services

**Meeting Date:** 14 November 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

1.5.1: Encourage active communities through the provision and maintenance of recreational spaces.

Burdekin Shire Council Operational Plan 2022-2023

SP2 Implement outcomes of the Burdekin Aquatics Facility Study.

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#### **Executive Summary**

A six (6) week trial for hours of operation under lifeguard supervision at Clare Pool was completed on 28 October 2023. It is proposed to continue the hours of the trial up to April 30, 2024 in it's current format excepting for a change in opening days from Saturday to Sunday due to lifeguard availability. A request has been received by the current service provider, for an increase to the weekly payments.

#### **Recommendation**

That Council:

1. Approves the opening hours under lifeguard supervision of the Clare Swimming Pool, until the end of the season being 30 April 2024, as Monday, Tuesday, Friday and Sunday from 3.30pm - 6.00pm; and
2. Approves the additional cost of \$10,670.00 for providing the lifeguard service at the Clare Pool for the period 30 October 2023 to 30 April 2024.

#### **Background**

The Clare Pool opened under lifeguard supervision on 1 September 2023. Council advertised a lifeguard position however no applications from qualified lifeguards were received.

The contractor for the Burdekin Aquatic Centre was approached and has been providing lifeguard services since 1 September 2023.

A survey to guide opening hours was conducted and following the survey a 6-week trial of hours commenced on 18 September 2023, with the pool open on Monday, Tuesday, Friday and Saturday from 3.30pm - 6.00pm. The trial concluded on 28 October 2023.

A request has been received to change the weekend opening from Saturday to Sunday due to lifeguard availability. No other changes are proposed.

A request has also been received to increase the cost of the service:

The lifeguard hourly rate to increase from \$40.00 to \$60.00. This request includes provision of uniform and monthly training for the lifeguard. The travel rate is proposed to increase from \$20.00 to \$40.00 per shift. This is to cover the current high cost of petrol.

The budget impact is provided below.

## Consultation

The original hours were set based on the results of a community survey. The amendment to move from opening on Saturday to Sunday is based on lifeguard availability following consultation with the contractor. During the six (6) week trial the attendance was:

Attendance - Clare Pool												
Day	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6	
	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Monday	1	0	1	1	2	0	3	4	2	4	2	5
Tuesday	3	5	4	4	4	6	2	4	2	6	3	6
Friday	4	6	2	2	6	13	2	4	0	0	4	8
Saturday	10	13	0	0	0	0	3	5	3	7	13	24

Some of the comments received during the trial include:

- Why should I have to swim at the convenience of a lifeguard.
- This is awesome
- I hope this isn't taken away from us
- Pool is a great place for the kids
- Thank you for being here, lets us have some fun and be safe.

## Budget & Resource Implications

New costs for lifeguard provision to be incorporated in the second budget review.

Service	Cost
Lifeguard supervision 1 September to 28 October 2023	\$5,670.00
Lifeguard Supervision 30 October – 30 April 2024	\$28,000.00
<b>Total (Service cost)</b>	<b>\$33,670.00</b>
Current Budget allocation (incl report 8 Aug 2023)	\$23,000.00
<b>Budget request (2nd review)</b>	<b>\$10,670.00</b>

**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

Not Applicable.

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

If the proposal to change from Saturday to Sunday and increase the fees paid to the contractor is not supported the contractor has advised his intention to withdraw the service and the pool will need to be closed until an alternative is identified.

**Attachments**

None



### 7.2.1. OPERATIONS

## Approval to Make Funding Submissions for Flooded Road Warning Systems and Mount Kelly Water Supply Duplicate Break Tank under the Queensland Resilience and Risk Reduction Fund

**File Reference:** 2188

**Report Author:** Sonya Batchelor, Project Administration Officer DFRA

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 14 November 2023

### Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.4.5: Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.

5.3.2: Improve access to information through digital platforms.

3.2.1: Enhance water security and protect and improve water quality.

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### Executive Summary

The Queensland Resilience and Risk Reduction Fund provides funding for communities to mitigate and manage the risks associated with natural disasters. The Burdekin Shire is impacted on a yearly basis by natural disasters and Council regularly investigates, plans and prioritises infrastructure projects that improve community resilience and reduces risks associated with natural disasters.

Officers are recommending that Council submit two (2) projects for the current round of funding as follows:

1. The Burdekin/Haughton Flood Resilience Strategy Action Plan identifies the installation of Flood Cameras (BSC26) as an action to mitigate the ongoing management of the impacts of natural disasters. The installation of Flooded Road Warning Systems including wigwag signage and flood cameras will allow early detection of flooded roads and provide visual warnings to the community.
2. The Mount Kelly Water Supply utilises a 60kL pressure break tank to reduce water hammer in the rising main between the Mount Kelly borefield and the elevated reservoir. To enhance water supply security and reliability during natural disasters Council is proposing to install a second break tank to increase the water storage from 60KI to 120KI, reducing water hammer in the rising main whilst doubling the storage capacity held for pumping in the event of a failure of the bores during natural disasters.

### Recommendation

That Council submit applications to the Queensland Reconstruction Authority under the Queensland Resilience and Risk Reduction Fund for:

- \$320,832.00 for Flooded Road Warning Infrastructure including cameras and wigwag signage with Council contributing \$35,648.00 or 10% to the total project cost of \$356,480.00.
- \$112,365.00 for construction of a 60kL break tank for the Mount Kelly Water Supply with Council contributing \$12,485.00 or 10% to the total project cost of \$124,850.00.

## **Background**

During natural disaster and other monsoonal rainfall events Council regularly allocates human resources to install barrier boards and other advanced warning signage to close the Viv Cox Bridge on Barratta Road, the Anabranh Bridge at Rita Island and the Barratta Creek floodway on Allen Road. Depending on the length of the event Council employees also monitor the warning signage daily to ensure that it remains in place and is being heeded.

These barriers are sometimes required to be erected in the early hours of the morning or late at night requiring Council employees to risk their personal safety to protect the public interest. The installation of flood cameras and road warning systems will provide visual alerts of water over the roadways mitigating the risk of the community entering flooded roads.

The Mount Kelly Break Tank project will provide additional water security for residents of Mount Kelly during natural disaster events. The tank will store an additional 60KL of potable water which can be accessed in the case that an event disrupts water supply to the community. The project will also provide improved infrastructure resilience and assist in the management of risks associated with natural disasters.

## **Consultation**

Council sought the expertise of qualified suppliers to provide solutions and indicative prices for the planned projects.

## **Budget & Resource Implications**

Council will be required to fund the following from the Capital Program:

Flood Cameras and Road Warning Infrastructure - \$35,648.00

Mount Kelly Break Tank - \$12,485.00

## **Legal Authority & Implications**

Not Applicable.

## **Policy Implications**

Not Applicable.

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

Both projects address and reduce identified Operational risks in managing disaster events compared to a 'do nothing' approach. Execution of the projects will be managed by Council staff ensuring the project is delivered as per the scope of works.

The project risks include the delays in sourcing materials and contractors to complete the works. This will be managed by following Council's procurement policy and guidelines and ensuring orders are placed in a timely manner.

## **Attachments**

None

## 7.2.2. OPERATIONS

### Replacement of Water Mains in Ayr

**File Reference:** 807

**Report Author:** Julian Tickle, Water & Wastewater

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 14 November 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

3.2.1: Enhance water security and protect and improve water quality.

3.2.2: Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.

3.3.2: Plan, build and maintain infrastructure that enhances and extends the life of community assets.

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#### **Executive Summary**

Tenders for TBSC/23/024 – Replacement of Watermains in Ayr closed at 2.00pm on the 16 October 2023.

A total of 62 sets of documents were requested and issued to prospective tenderers.

Two (2) tenders were received at the nominated closing time. One (1) of the tenderers is located in the Townsville area and one (1) is based in the Mackay area.

#### **Recommendation**

That Council accepts tender of Roebuck Civil for the revised tender price for TBSC23/025 - Replacement of Watermains in Ayr for \$469,712.04 Excluding GST.

#### **Background**

Council released tender TBSC/23/024 – Replacement of Watermains in Ayr on the 16 September 2023 with a closing date of 16 October, 2023.

The subject watermains identified for replacement are located in Darwin Street and Little Crescent, Ayr. Both mains have triggered replacement under Council's adopted Water Supply Customer Service Standard -

Continuity of Supply	Intervention level for water main replacement / renewal	Number of breaks			3 per segment
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Two (2) tenders were submitted. One(1) tenderer submitted a conforming tender whilst the other tenderer submitted a non-conforming tender. Post tender clarifications were sort from both tenderers. Tenders were assessed under a multi criteria weighting method which recommended accepting the tender of Roebuck Civil.

The recommendation to accept the conforming tender is in line with Council's Procurement Policy 2022/2023.

## **Consultation**

Tenders for the above, closing at 2.00pm on the 16 October 2023 were advertised on Council's Web page and Vendor Panel "Marketplace" on the 16 September 2023.

A meeting of prospective tenderers was held at the work sites at 10.30am on Wednesday 27 September, 2023 to explain the purpose of the tender and permit prospective tenderers to ask questions. Eight (8) prospective tenderers attended the meeting.

Attendance at the meeting was mandatory.

## **Budget & Resource Implications**

Council's current Budget allocation for the works is \$500,000.00. This will be reviewed at RBUD2 to redistribute allocations to each job separately.

## **Legal Authority & Implications**

*Local Government Regulations 2012*, Chapter 6 Contracting

Division 2: Entering into particular contracts.

Section 226: Large-sized contractual arrangement – tenders needed first.

Burdekin Shire Council Procurement Policy 2022/2023.

## **Policy Implications**

The calling of tenderers is consistent with the Burdekin Shire Council Procurement Policy 2022/2023 as follows:

Clause 3 Objectives states:

The objectives of this policy are to achieve advantageous procurement outcomes by:

- promoting value for money with probity and accountability; and
- advancing Council's economic, social and environmental policies; and
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- promoting compliance with relevant legislation.

Clause 5 Principles states:

Councillors and Council officers must have regard to the following sound contracting principles in all purchasing and disposal activities in accordance with the Local Government Act, Section 104:

(a) Value for Money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of: -

- contribution to the advancement of Council's priorities; and
- fitness for purpose, quality, services and support; and
- whole-of-life costs including cost of acquiring, using, maintaining and disposal; and
- internal administration costs; and
- risk exposure.

## (b) Open and Effective Competition

Purchasing and disposal should be open and result in effective competition in the provision of goods and services and disposal of assets. Council must give fair and equitable consideration to all prospective suppliers or purchasers.

## (c) The Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within its local government area. Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers: -

- creation of local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic growth within the local area;
- benefit to Council of associated local commercial transaction.

## Large-sized Contractual Arrangements – Tenderers Needed First

These arrangements are for purchases from a supplier that is expected to be worth \$200,000.00 or more excluding GST.

These purchases are governed by the Regulation Sections 224, 226, 228 and Division 3 of Chapter 6 Contracting.

Generally, the following applies:

- Council must either invite written tenders under Regulation Sections 226 and 228 or invite expressions of interest decided by Council resolution under Section 228(3) before considering whether to invite tenders under Section 228(6)(b).

The invitation for tenders or expressions of interest must:

- be published on the Council's website for at least 21 days; and
- be made by an advertisement in a newspaper that circulates generally in the local government area of Council; and
- allow written tenders or expressions of interest to be given to Council while the invitation is published on the website.

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

The replacement of the water mains in Ayr will significantly reduce the risk of unplanned water main failures in Little Crescent and Darwin Street. Condition assessment of the failed mains indicates that they are at end of life and should Council not replace the water mains it will be plagued by continuing unplanned burst water mains which impact on the resources and operations of Council's Water and Wastewater Department and Council's reputation.

## **Attachments**

1. Combined Scoring TBSC/23/024 (Confidential)
2. Combined Scoring TBSC/23/024 (Confidential)

### 7.2.3. OPERATIONS

#### **Tenders Received TBSC/23/025 - Installation of a Prefabricated Pump Station and Pipework - Ayr/Brandon Wastewater Treatment Plant**

**File Reference:** 1147

**Report Author:** Coralie Mannea, Cadet Engineer

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 14 November 2023

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

Burdekin Shire Council Corporate Plan 2022-2027

3.2.2: Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.

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's day labour workforce began construction of the earthworks component of the Ayr/Brandon Macro Algae Bioremediation Facility earlier this year with Regan Aqua being contracted to construct the pumping and treatment infrastructure of the new facility. As part of the works a pump station and associated pipework is required to be installed by Council, to an agreed battery limit, to allow the wastewater to be transferred to and returned from the new treatment facility. The pump station was procured earlier this year and the installation will be included as part of the scope of works for this tender.

Tenders for TBSC/23/025 – Installation of a Prefabricated Wastewater Pump Station and Pipework closed at 2.00pm on the 16 October 2023 with 114 sets of documents being requested and issued to prospective tenderers. Four (4) tender proposals were received on closing with one (1) proposal excluded as a non-conforming tender. The remaining three (3) proposals were received from construction companies in Townsville, Mackay, and Cairns.

The purpose of this report is to seek Council's approval to award the contract to undertake the construction of the pipework and pump station to Advanced Civil.

#### **Recommendation**

That Council:

1. Endorses the recommendations of the assessment panel and selects Advanced Civil to be awarded the contract the installation of a prefabricated pump station and pipework (TBSC/23/025) for the total lump sum of \$593,979.09 ex GST.

#### **Background**

On the 14 September 2023 Council called tenders for the Installation of a Prefabricated Wastewater Pumpstation and Pipework at the Ayr Wastewater Treatment Plant as part of the Macro-algae Bioremediation Facility.

The acceptance of the above recommended Tender is in line with Council's Procurement Policy 2022/2023.

Council received quotation responses from four (4) companies with the Council panel reviewing the

proposals utilising the pre-determined multi-factor assessment criteria.

The assessment criteria included the following price and non-price elements:

- Price
- Demonstrated Experience
- Resources
- Methodology
- Local Content

Advanced Civil are a construction company that specialises in water and sewerage pipeline construction and has recently completed a large amount of pipeline construction in the Cairns region. Key personnel in the company also have extensive experience with the installation of pump stations in various conditions including high groundwater areas.

With Council's endorsement, Advanced Civil will be awarded the contract TBSC/23/025 at its General Meeting on the 14 November 2023 with the construction anticipated to be completed by 26 February 2024.

### **Consultation**

An assessment panel reviewed each response following the procurement process. This assessment was based on the project cost, experience, methodology, resources, and local content of the contractors.

Three (3) tenderers submitted conforming tenders whilst the other tenderer submitted a non – conforming tender. Clarifications were sought from the two (2) lowest tenderers.

Councillors were presented with a summary of the tender responses and provided with a recommendation by the assessment panel at a Council Workshop held on Tuesday 7 November, 2023.

### **Budget & Resource Implications**

The Local Government Grants and Subsidies Program (LGGSP) grant funding for the MacroAlgal Bioremediation Facility will fully fund this project, with a current budget allocation of \$747,700.00 assigned for the works.

### **Legal Authority & Implications**

*Local Government Regulations 2012*, Chapter 6 Contracting

Division 2: Entering into particular contracts.

Section 226: Large-sized contractual arrangement – Tenders needed first.

### **Policy Implications**

Burdekin Shire Council Procurement Policy.

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

Council is committed to the Macro-algae Bioremediation Project and needs to complete its works under the agreed contract with Regan Aqua. Advanced Civil is an experienced contractor in this field with referee checks returning positive comment. Advanced Civil are available to start prior to Christmas bringing forward the completion of the project to February 2024.

### **Attachments**

1. Tender Assessment Scoring - Confidential



### 7.3.1. PLANNING AND DEVELOPMENT

#### Endorse the Local Government Infrastructure Plan 5 Year Review

**File Reference:** 544

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

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 14 November 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**

Town Planning and Infrastructure Advisory Consultancy Integran was engaged by Council to complete the Local Government Infrastructure Plan (LGIP) review that must be completed every five (5) years as per the requirements of the *Planning Act 2016*.

This report is to:

- a. Inform Council of the requirements and outcomes of the current LGIP review; and
- b. To seek direction as to whether:
  - i. A new LGIP is made.
  - ii. The current LGIP is amended; or
  - iii. No amendment is made to the current LGIP

Council is required to notify the Minister of its decision within twenty (20) business days.

#### **Recommendation**

That Council:

1. Endorse the Integran LGIP Review Report Revision 1.1, finalised 2 November 2023.
2. In accordance with Chapter 5, Part 4 of the Ministers Guidelines and Rules (MGR), decide to make a new LGIP that meets the current requirements.
3. In accordance with Chapter 5, Part 5, Section 23.3 of the Ministers Guidelines, write to the Chief Executive Officer of Department of State Development Infrastructure Local Government and Planning within twenty (20) business days, advising the State that the LGIP review was completed on the 16 October 2023, and Council's decision is to make a new LGIP.

## Background

In mid-2022, the State (Department of State Development, Infrastructure, Local Government and Planning) made contact with Council officers providing a reminder that the Local Government Infrastructure Plan (LGIP) review as per the requirements of the *Planning Act 2016* was due five (5) years from its adoption on 13 July 2018.

Council issued a Request for Quotation to conduct the LGIP review in July/August 2023 and received three (3) quotations from a panel of prequalified Reviewers appointed by the State. Integran Pty. Ltd. were appointed as the successful tenderer, based on price and previous experience with Burdekin Shire Council.

On 2 November 2023, Integran provided a finalised LGIP Review Report (refer **Attachment A**) to Council following the completion of Step 1 of the review process.

### Ministers Guidelines and Rules (MGR), *Planning Act 2016*

The MGR requires that following the first instance of non-compliance identification in the review, Council is required to take one of the following actions, deciding if:

- The LGIP remains current, relevant and fit-for-purpose, and that no amendment is required; or
- A new LGIP is required to be prepared; or
- An amendment to the existing LGIP is required to be undertaken to update all relevant LGIP components.

## Discussion/Current Issues

### Key Review Elements

The seven (7) key elements reviewed in Step 1 to identify any non-compliance with legislative requirements were:

1. Planning assumptions including:
  - i. Population, dwelling and other Growth Projections
  - ii. Planned Densities and Demand Generation
  - iii. Development Constraints
  - iv. Priority Infrastructure Area (PIA)
2. Network Planning (including alignment with/to other Council infrastructure planning matters since 2018)
3. Cost Assumptions
4. Revenue Assumptions
5. Schedule of Works (SoW) Model Compliance (The SoW is the simple financial model created by the State, providing the methodology and process)
6. Desired Standards of Service
7. Other Checklist Requirements

Completion of Step 1 found 14 instances of non-compliance in Councils current LGIP, namely issues with currency and relevance of key LGIP components.

In particular, both the Planning Assumptions and the Network Planning need to be updated and/or amended to correctly reflect:

- Growth rates and associated demand assumptions based on recently published projections from the QGSO.
- Land use outcomes, and subsequent ultimate capacity, that have changed under the new *Burdekin Shire Council Planning Scheme 2022*.
- Constraint assumptions that have changed under the new *Burdekin Shire Council Planning Scheme 2022*.
- Reduction of the PIA boundary to exclude non-urban zoned land.
- Correct infrastructure planning and timing as the current LGIP is based on growth projections that have now been superseded.
- Recently constructed trunk infrastructure that is not currently identified in the LGIP.
- Correct alignment between the LGIP Schedule of Works and Council's current capital planning.

#### Consultant Recommendation

Given the -

- a) extent of currency issues identified in the current LGIP; and
- b) underlying planning assumptions in relation to the new *2022 Planning Scheme*,

Integran has recommended that Council's LGIP Review find that a new LGIP be prepared, as the differences between a 'new LGIP' and an 'LGIP amendment' are negligible, on the basis that:

- All LGIP preparation work remains the same for both pathways; with
- A new LGIP requiring only the following additional processes:
  - i. A longer public consultation period (30 days versus 15 days); and
  - ii. An additional Third Party compliance check.

#### New/amended LGIP Scope

The full scope to prepare a new or undertake an amendment is included as part of the report included at **Attachment A**.

The following provides a high level summary of the scope of works anticipated to be undertaken with either preparing a new and/or amended LGIP:

- Planning Assumptions – Collate, assess, review, outline any changes and calculate aggregate assumptions and demand.
- Desired Standards of Service - Review and reflect Scheme outcomes and current guidelines.
- Existing Trunk Infrastructure – Review, assess and outline changes.
- Future Trunk Infrastructure - Review, assess and outline changes.
- Infrastructure Valuation – Identify base value, project owners and develop contingencies for future.
- LGIP Mapping – Prepare updated mapping.
- Schedule of Works (SoW) Model – Update SoW and financial assumptions and undertake financial sustainability assessment; identify key risk areas for Council.
- LGIP Document – prepare document in accordance with legislation template.
- Consultation and Adoption – provide material to relevant agencies for review; Third party Review, State Interest Review and public consultation.

The key focus areas within the scope of works include:

a. Growth Projections

Given the substantial impact of a change from positive to negative growth projections, it is recommended that particular attention be given to how this will be modelled and distributed across the local government area.

Refinement of this approach will be critical to inform network planning requirements.

Key information that should be investigated and considered, is:

- Growth projections from QGSO at an SA1 level.
- Other recent demographic or growth reports that can be used to validate QGSO projections or identify inconsistencies.
- How changes in population projections are likely to impact the type, scale, and location of future development in the Shire.

b. Non-Residential Demand Generation

In order to appropriately refine the non-residential demand generation rates within the LGIP, consideration will need to be given to variations in non-residential areas, and how these can be defined within the LGIP.

### **Consultation**

All relevant Council Departments have been consulted with and the review was workshopped with the Mayor, Councillors and the Executive Leadership Team on 31 October 2023.

### **Budget & Resource Implications**

The LGIP is a key strategic document that supports the funding requirements for future infrastructure investment and forms part of the financial management framework within the legislation.

### **Legal Authority & Implications**

Planning Act 2016 - Council risks non-compliance with its legislated obligations under the *Planning Act 2016* and jeopardises its ability to legally assess and continue to levy trunk infrastructure charges for development.

### **Policy Implications**

The LGIP was first incorporated into the Burdekin Planning Scheme in July 2018, which we note is beyond the legislated 5-year timeframe for review and therefore it is incumbent upon Council to undertake the LGIP review. The Ministers Guidelines and Rules (Ch 5 Part 5), outlines the process Council is required to follow in their LGIP Review.

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

Without the review Council risks non-compliance with its obligations under the *Planning Act 2016* and jeopardises its ability to assess and levy trunk infrastructure charges for development.

### **Attachments**

1. Attachment A - LGIP Review Report
2. Attachment B - LGIP Checklist



**Burdekin Shire Council**



**November 2023**

**Burdekin Shire Council**

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## **LGIP Review Report**

Revision 1.1

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## Document Control

**Client****Burdekin Shire Council****Document  
Name****LGIP Review Report****Client Number****File Location**

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**Date**

November 2023

**Project  
Manager****Document  
Status**

Revision No.	Date	Description	Author	Reviewer
0.1	06/10/23	<i>Draft for review</i>	SJB	SAB
1.0	16/10/23	<i>Final</i>	SJB	
1.1	2/11/23	<i>Executive Report</i>	SJB	

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## 1.0 Purpose of the Review

Integran has been commissioned by Burdekin Shire Council to assist in the assessment of requirements to undertake a Local Government Infrastructure Plan Review under Chapter 5 of the Ministers Guidelines and Rules (MGR). Providing the same level of rigour as required by a compliance check under the MGR, the following assessments are intended to provide Council with the necessary certainty, scope and direction to move forward with the formal LGIP review process, and any other specific actions identified for the LGIP itself.

### 1.1 Executive Report

Integran's assessment and 'final' report included consideration of some items that fall outside of the LGIP Review scope under the MGR. This included further detail relating to future works scope, LGIP adoption processes, and region-specific considerations in undertaking potential future LGIP updates. For the purposes of presenting the LGIP Review findings to Council for consideration, Integran has shortened initial report discussions to include only components that are specifically related to the formal LGIP review under the Act.

### 1.2 Requirements under the Ministers Guidelines and Rules (Part 5) – Process and Procedure

Section 25(3) of the Planning Act requires that Council's must Review their LGIP (an LGIP Review) within 5 years of the LGIP being included within the Planning Scheme. The LGIP was first incorporated into the Burdekin Planning Scheme in July 2018, which we note is beyond the 5-year timeframe, and therefore it is imperative for Council to formalise the review as a matter of urgency.

The Ministers Guidelines and Rules (Ch 5 Part 5), outlines the process Council is required to follow in their LGIP Review.

Step 1: The local government must consider the accuracy, currency and relevance of the current LGIP by using the Review checklist to identify any non-compliance with the matters under Part 6 of this chapter.

Step 2: The local government must then decide to either:

- Make an LGIP Amendment under Ch 5 Part 3 - i.e. not a new LGIP, Administrative LGIP Amendment or Interim LGIP Amendment;
- Make a new LGIP under Ch 5 Part 4; or
- Decide not to make a LGIP amendment (subject to the outcomes of the LGIP Review) – Steps 3 to 6 below are then required to be followed.

Step 3: If Council's intention is not to make an LGIP amendment, Prior to the decision being made, Council must first:

- Consult with the relevant State Agencies responsible for infrastructure in the region (i.e. Dept TMR).
- Engage an Appointed Reviewer to undertake a compliance check

Step 4: The Appointed Reviewer is to perform the compliance check as per the requirements set-out in Ch 5 Part 6 and provide Council with a Completed Checklist and Appointed Reviewer Statement detailing the outcomes of the Compliance Check.



**Step 5:** Council is to write to the Minister requesting their consideration to not amend the current LGIP and provide the necessary documentation for review.

**Step 6:** If the Minister is satisfied that Council has complied with the steps 3 to 5 above, Council will be notified by written confirmation.

**Step 7:** The Local Government may then decide not to make a LGIP or LGIP Amendment and publish on their website this decision together with the Review Checklist and Appointed Reviewer Statement.

## 2.0 Key Review Elements

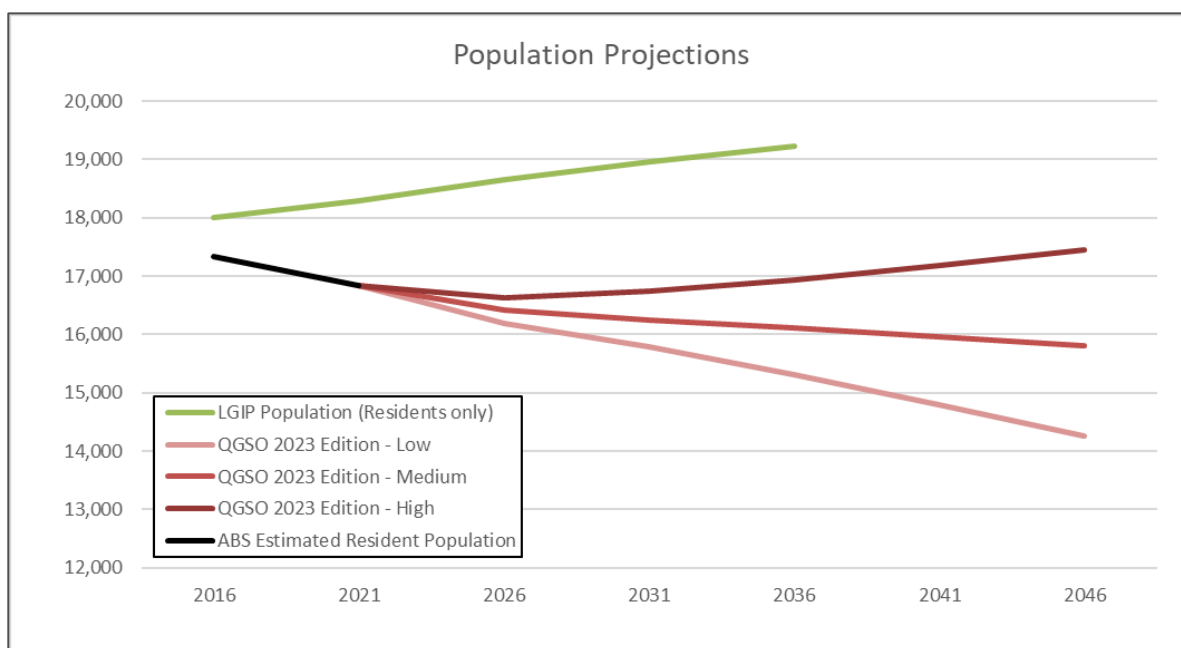
The assessments below have been made against key LGIP components. A completed 'informal' LGIP Reviewer Checklist is provided in Appendix 1, which is not strictly necessary at this stage of the process, but provides the necessary framework for Council to 'consider the accuracy, currency and relevance of the current LGIP' under Step 1 of the LGIP Review processes.

### 2.1 Planning Assumptions

In order for Council to appropriately plan for future trunk infrastructure requirements, robust and contemporary planning assumptions are required. It is therefore important to establish as part of this review, the consistency of the Planning Assumptions with the latest state government projections, the new Planning Scheme, and how the LGIP accommodates sufficient growth for urban development, particularly over the 10-15 year horizon.

#### 2.1.1 Population, Dwelling, and other Growth Projections

The growth assumptions underpinning the current LGIP are based on previous population projections issued by the Queensland Government Statisticians Office (QGSO, 2015 edition medium series), in addition to a small component of non-resident workers and tourists. The most recent QGSO projections (2023 edition) show a significant change in projections, from a growth rate of approximately 0.3% p.a., to a declining population at between -0.2% to -0.5% p.a. A comparison of the current LGIP projections and the 2023 QGSO projections are presented in Figure 1 and Table 1 below.



**Figure 1. Comparison of Population Growth – 2023 edition QGSO and Burdekin LGIP**

**Table 1. Comparison of Population Growth**

Population Projection Series	2016	2021	2026	2031	2036	2041	2046
LGIP Population (Residents only)	18,007	18,289	18,651	18,968	19,223		
QGSO 2023 Edition - Low		16,842	16,195	15,778	15,309	14,799	14,250
QGSO 2023 Edition - Medium		16,842	16,409	16,255	16,111	15,965	15,810
QGSO 2023 Edition - High		16,842	16,623	16,739	16,932	17,175	17,451
QGSO Estimated Resident Population	17,326	16,836					

The shift to a declining resident population is supported by estimated resident population (ERP) figures available from QGSO, which identify declines averaging 0.5%p.a. over the past 10 years.

For employment and floor area projections, the current LGIP projections derives these from the QGSO population growth rates, utilising employment demographics from the 2016 Census, and for this reason these projections have also been superseded by the latest forecasts. Any update to the LGIP Planning Assumptions should incorporate:

- 2021 Census outcomes
- Burdekin Economic Development Strategy 2020-2025
- Any other recent economic studies prepared for the region

The discrepancy in growth projections from the QGSO impacts the currency and relevance of all LGIP projections, and on this basis would not meet compliance requirements of **LGIP Checklist Items 11 and 12**, which require that:

*Checklist Item 11*

*“The population and dwelling projections are based on those prepared by the Queensland Government Statistician (as available at the time of preparation) and refined to reflect development trends in the local government area.”*

*Checklist Item 12*

*“The employment and non-residential development projections align with the available economic development studies, other reports about employment or historical rates for the area.”*

## 2.1.2 Planned Densities and Demand Generation

The planned densities and identified development constraints within the Planning Assumptions are important to appropriately identify the realistic development capacity of the Planning Scheme (i.e. Ultimate Development). Given that a new Planning Scheme has been adopted since the LGIP was last prepared, an assessment of the consistency of these assumptions between each Planning Scheme was necessary.

This assessment found that while there was general consistency within residential zone outcomes (particularly around low density residential and low-medium density residential, which have the biggest impact), the Planning Scheme includes new zones that have no former equivalent. Additionally, the changes to zoning in some areas are likely to result in substantially different development outcomes. For example, land that was formerly zoned as ‘Village’ within Ayr, has been assigned as either Low density residential, Rural residential, or Emerging Community under the 2023 Planning Scheme, with all of these new zones having varying intended land use and density outcomes under the scheme.

Zone - 2011 Planning Scheme (Current LGIP)	Equivalent Zone - 2023 Planning Scheme
Industry	Industry
Industry - Extractive	No equivalent
Industry - Investigation	No equivalent
Open Space and Recreation	Recreation and open space
Public Purpose	Community Facilities
Residential	Low-medium density residential
Residential - Low Density	Low density residential
Retail and Commercial	Centre
Rural	Rural
Rural - Rural Industry	No equivalent
Rural - Rural Settlement	Rural Residential
Rural - Nature Based Recreation	No equivalent
Village	No equivalent
	Environmental management and conservation
	Emerging community
	Township

In addition to the above, non-residential demand generation rates have been identified as a particular concern for Council, noting that the rates in the current LGIP were based on generalised industry rates that require additional testing and validation against local usage and demand. Given the broad range of non-residential uses that could be established, particularly within the Industry zone, refinement of non-residential demand to account for regional variations is recommended to ensure that the LGIP Planning Assumptions accurately reflect a realistic development outcome.

On the basis of the inconsistencies identified above, the current LGIP would not meet the compliance requirements of **LGIP Checklist Item 14**, which requires:

*Checklist Item 14*

*"The planned densities reflect realistic levels and types of development having regard to the planning scheme provisions and current development trends."*

### 2.1.3 Development Constraints

The current LGIP was developed on the assumption that zoned areas reflected relevant environmental constraints, with only flood hazards and existing easements identified as further absolute constraints. The 2023 Planning Scheme introduced several overlays which should be considered in determining developable area. These include:

- Bushfire hazard
- Regulated vegetation and MSES areas
- Updated flood mapping and rain event mapping
- Heritage considerations
- Infrastructure corridors and buffers

The constraints identified within the current LGIP would not meet compliance requirements of **LGIP Checklist Item 13**, which requires:

*Checklist Item 13*

*"The developable area excludes all areas affected by absolute constraints such as steep slopes, conservation and flooding."*

#### 2.1.4 Priority Infrastructure Area

##### PIA Extent

The LGIP Review Checklist requires all areas of existing urban development serviced by all relevant infrastructure networks at the time the LGIP was prepared to be included within the PIA, but this must not include areas zoned for non-urban purposes.

An assessment of development activity since the original LGIP adoption has not identified any urban development outside the PIA.

A review of the 2023 Planning Scheme has however identified some parcels 'backzoned' to Rural which remain inside the PIA, resulting in a non-compliance with the MGR requirements for **LGIP Checklist Item 29**.

##### *Checklist Item 29*

*"The PIA includes all areas of existing urban development serviced by all relevant trunk infrastructure networks at the time the LGIP was prepared."*

##### PIA Capacity

Given the change in population projections, the PIA will retain capacity beyond the 15-year horizon. While the Checklist specifies that PIA capacity should not exceed 15 years, this is not possible to achieve with a declining population, and therefore there are no compliance issues with the current PIA capacity.

##### PIA Mapping

The currency and relevance of the PIA mapping is impacted by the changes in the 2023 Planning Scheme, resulting in non-compliance with **LGIP Checklist Item 28**, which requires planning scheme zoning to be shown:

##### *Checklist Item 28*

*"The PIA boundary shown on the PIA map is legible at a lot level and the planning scheme zoning is also shown on the map."*

#### 2.2 Network Planning

Based on the age of the current LGIP, the currency of the infrastructure planning is expected to be an issue. Integran has not reviewed any engineering reporting produced for Burdekin since the LGIP commencement, but has undertaken review of Council's annual reporting below.

##### 2.2.1 Alignment to other Council Planning

Council's annual reports from 2021-22 and 2022-23 have been reviewed, and we note that these identify several infrastructure projects which appear to be trunk and are not identified in the LGIP. Given the age of the LGIP, it is anticipated that alignment between the LGIP and Council's capital works planning has diverged over time. Infrastructure works such as the Brandon WWTP upgrade, Ayr 10ML reservoir, Home Hill 5ML reservoir and water disinfection infrastructure and trunk main duplication.

The currency and relevance of both existing and future network planning has been impacted over time, resulting in compliance issues with **LGIP Checklist item 48**.

*Checklist Item 48*

*“There is alignment of the scope, estimated cost and planned timing of proposed trunk capital works contained in the SOW model and the relevant inputs of the AMP and LTFF.*

*(If not, what process is underway to achieve this?)”*

## 2.3 Cost Assumptions

The costing methodology used in the LGIP has not changed since its adoption, and therefore there are no compliance or methodology issues with the requirements of the LGIP checklist.

Given the age of the LGIP, and the substantial cost increases that have been experienced over the past few years, we would recommend review of the identified unit rates and relevant asset register costs to ensure that values used in future updates to the LGIP are an appropriate reflection of the networks value.

## 2.4 Revenue Assumptions

The identified charge rates used within the LGIP remain consistent with Council’s Adopted Infrastructure Charges Resolution (No. 2, 2018), however we also note that the change in projected growth rate will substantially change the overall revenue assumptions. With a negative growth rate, assumed revenue in the SoW model (based on standard functionality) would be \$0, and this is not currently the case.

Integran recommends that any amendment to the LGIP gives consideration to how revenues will be modelled, because despite the negative growth rate there is still likely to be development activity that requires adopted charges over this time.

## 2.5 SoW Model Compliance

There has been no change to the structure or format of the SoW model since the previous LGIP was adopted. This SoW model is consistent with the requirements in the Minister’ Guidelines and Rules, including:

- Navigation pane;
- Input requirements;
- Discounted Cash Flow Methodology;
- Financial Inputs
- Catchment Allocation
- All content, functions and calculations of the SoW model remain visible and accessible

Infrastructure data in the SoW model is consistent with the relevant checklist items, including maximum on-cost/contingency values, and alignment to the PFTI and tables within the LGIP document.

## 2.6 *Desired Standards of Service*

Integran has reviewed the Desired Standards of Service to the extent that all identified standards remain current, and identified the following discrepancy.

- Sewerage DSS – A more recent publication of the Sewerage Pumping Station Code of Australia is available (WSA 04 – 2022)

All other referenced documents within the DSS appear to remain current, however we recommend that Council network planners also undertake a review of these documents to ensure that they remain appropriate to set planning and design criteria for infrastructure within the LGA.

## 2.7 *Other Checklist Requirements*

Some minor notes about other checklist items have been identified below, following review of the Appendix 1 checklist. These are generally minor administrative issues, and include:

Item 2 – The LGIP is intended to be located in Part 4 of the Planning Scheme, however we note that the state has reviewed and approved the new Planning Scheme with the LGIP included as Part 7

Items 3, 8 – Prepared under a superseded template, there are some minor discrepancies between the adopted LGIP and the current mandatory components of the LGIP template. These do not impact the content or function of the document.

Item 4 – A slight administrative discrepancy was found in the numbering and references to sections. The Planning Scheme Table of Contents identifies LGIP mapping and supporting material as Schedule 6, however this is referenced and titled as Schedule 5 within the LGIP sections.

## 3.0 Recommendations

### 3.1 *Non-Compliance*

Integran's assessment of the LGIP identified issues with the currency and relevance of key LGIP components, including:

- Planning Assumptions (checklist items 11, 13, 14, 28, 29)
  - Growth rates and associated demand assumptions that do not reflect recently published projections from the QGSO
  - Land use outcomes, and subsequent ultimate capacity, that have changed under the new Burdekin Planning Scheme 2022
  - Constraint assumptions that have changed under the new Burdekin Planning Scheme 2022
  - PIA boundary requires reduction to exclude non-urban zoned land
- Network Planning (checklist items 48, 53)
  - Infrastructure planning and timing in the current LGIP is based on growth projections that have now been superseded
  - Recently constructed trunk infrastructure that is not currently identified in the LGIP
  - Some alignment issues between the LGIP Schedule of Works and Council's current capital planning.

In addition to the key items above, several other minor issues have been identified relating to template requirements and in-document references.

### 3.2 *Actions to Resolve*

Under the MGR processes, there are three possible outcomes of an LGIP review. These are:

- That the LGIP remains current, relevant and fit-for-purpose, and that no amendment is required;
- That Council needs to prepare a new LGIP; or
- That Council needs to undertake an LGIP amendment to update all relevant LGIP components.

Given the extent of currency issues and that the underlying Planning Assumptions relate to a new Planning Scheme, Integran recommend that Council's LGIP Review find that a new LGIP is the most appropriate pathway forward, and that a resolution should be taken to Council:

- Identifying that an LGIP Review has been undertaken, and identified issues with the currency and relevance of key LGIP components
- Seeking Council decision to prepare a new LGIP under Chapter 5 Part 4 of the Ministers Guidelines and Rules

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## Appendix 1 – LGIP Checklist Responses



## LGIP review checklist

Approved form MGR5.1 under the Planning Act 2016

Local government infrastructure plan (LGIP) checklist				LGIP Review Assessment – Integran Review and Response			
LGIP outcome	LGIP component	Number	Requirement	Compliant (yes/no)	Review Findings	Compliance Implication	Note
The LGIP is consistent with the legislation for LGIPs and the Minister's Guidelines and Rules	All	1.	The LGIP sections are ordered in accordance with the LGIP template.	Yes	The LGIP sections, are ordered consistent with the LGIP Template		
		2.	The LGIP sections are correctly located in the planning scheme.	No	The LGIP sections are intended to be located in Part 4 of the Planning Scheme	Administrative - Minor	State has already reviewed and approved LGIP as Part 7 of the Burdekin Shire Council Planning Scheme
		3.	The content and text complies with the mandatory components of the LGIP template.	No	Prepared under a superseded template, there are some minor discrepancies between the adopted LGIP and the current mandatory components of the LGIP template	Administrative - Minor	Could be corrected through administrative amendment
		4.	Text references to numbered paragraphs, tables and maps are correct.	No	Planning Scheme Table of Contents identifies LGIP mapping and supporting material as Schedule 6, however this is referenced and titled as Schedule 5 within the LGIP sections	Administrative - Minor	Could be corrected through administrative amendment
	Definitions	5.	Additional definitions do not conflict with statutory requirements.	N/A	No additional definitions included		
	Preliminary section	6.	The drafting of the Preliminary section is consistent with the LGIP template.	Yes	Preliminary section is consistent with the template		
		7.	All five trunk networks are included in the LGIP. (If not, which of the networks are excluded and why have they been excluded?)	Yes	All networks included		
	Planning assumptions - structure	8.	The drafting of the Planning assumptions section is consistent with the LGIP template.	No	Prepared under a superseded template, there are some minor discrepancies between the adopted LGIP and the current mandatory components of the LGIP template	Administrative - Minor	Could be corrected through administrative amendment
		9.	All the projection areas listed in the tables of projections are shown on the relevant maps and vice versa.	Yes	All projection areas are identified on the PIA mapping		
		10.	All the service catchments listed in the tables of projected infrastructure demand are identified on the relevant plans for trunk infrastructure (PFTI) maps and vice versa.	Yes	Complies		
	Planning assumptions - methodology	11.	The population and dwelling projections are based on those prepared by the Queensland Government Statistician (as available at the time of preparation) and refined to reflect development trends in the local government area.	No	More recent dwelling projections have been made available from QGSO, which contain substantial differences to the projected population growth over the next 20 years. The current medium series projections indicate a declining population (between 0.2%-0.5% p.a.) through to 2046, which varies from the LGIP's current assumed growth of between 0.3%-0.4%p.a between 2016 and 2036	Planning Assumption Currency - Major	Significant inconsistency which impacts strategic network planning and assessment of financial sustainability
		12.	The employment and non-residential development projections align with the available economic development studies, other reports about employment or historical rates for the area.	No	Non-residential development projections in the current LGIP were developed based on 2016 Census demographics. These should be updated to reflect: <ul style="list-style-type: none"> <li>2021 Census outcomes</li> <li>Burdekin Economic Development Strategy 2020-2025 (Outlook 2025)</li> <li>Any other recent economic studies prepared for the region.</li> </ul>	Planning Assumption Currency - Major	Significant inconsistency which impacts strategic network planning and assessment of financial sustainability
		13.	The developable area excludes all areas affected by absolute constraints such as steep slopes, conservation and flooding.	No	The current LGIP was developed on the assumption that zoned areas reflect relevant environmental constraints, with only flood hazards and existing easements identified as further absolute constraints. The current Planning Scheme	Planning Assumption Currency – Major	Incorporation of the new Planning Scheme constraints are likely to result in a substantial variation to the ultimate capacity identified in the LGIP

Local government infrastructure plan (LGIP) checklist				LGIP Review Assessment – Integran Review and Response			
LGIP outcome	LGIP component	Number	Requirement	Compliant (yes/no)	Review Findings	Compliance Implication	Note
					introduces several overlays which should be considered in determining developable area. These include: <ul style="list-style-type: none"> <li>Bushfire hazard</li> <li>Regulated vegetation and MSES areas</li> <li>Updated flood mapping and rain event mapping</li> <li>Heritage considerations</li> <li>Infrastructure corridors and buffers</li> </ul>		
		14.	The planned densities reflect realistic levels and types of development having regard to the planning scheme provisions and current development trends.	No	All planned densities are based on superseded planning scheme zone types. While low density residential outcomes remain generally consistent with the former planning scheme, LGIP planned densities will need to be reviewed and updated to reflect: <ul style="list-style-type: none"> <li>Variations to zone outcomes (former Village zone)</li> <li>Allowable land uses and development intensity for non-residential zones under the new planning scheme</li> </ul>	Planning Assumption Currency - Moderate	Incorporation of the updated zone outcomes and non-residential demand generation are likely to result in a substantial variation to the ultimate capacity identified in the LGIP
		15.	The planned densities account for land required for local roads and other infrastructure.	Yes	Planned densities were prepared to account for land for local roads and other infrastructure		
		16.	The population and employment projection tables identify “ultimate development” in accordance with the defined term.	Yes	Ultimate development is identified		
		17.	Based on the information in the projection tables and other available material, it is possible to verify the remaining capacity to accommodate growth, for each projection area.	Yes	Remaining capacity can be verified		
		18.	The determination of planning assumptions about the type, scale, timing and location of development, reflect an efficient, sequential pattern of development.	No	Current growth projections represent a logical sequence of development, however the projections used are no longer current	Planning Assumption Currency - Moderate	This requirement will need to be reviewed as a result of substantial changes to projected growth
		19.	The relevant state agency for transport matters and the distributor-retailer responsible for providing water and wastewater services for the area (if applicable), has been consulted in the preparation of the LGIP (What was the outcome of the consultation?)	NA			
	Planning assumptions - demand	20.	The infrastructure demand projections are based on the projections of population and employment growth.	No	Demand projections are based on population and non-residential growth, however the projections used are no longer current	Planning Assumption Currency - Moderate	This requirement will need to be reviewed as a result of substantial changes to projected growth, and updated non-residential demand generation rates
		21.	The infrastructure units of demand align with those identified in the Minister’s Guidelines and Rules, or where alternative demand units are used, their numerical relationship to the standard units of demand is identified and explained.	Yes	Appropriate units are used in the LGIP		
		22.	The demand generation rates align with accepted rates and/or historical data.	Yes	Accepted rates are used	Planning Assumption Currency - Moderate	Despite compliance with the checklist requirement, Council have identified a need to review and refine non-residential demand rates so that they are more reflective of regional variations to

Local government infrastructure plan (LGIP) checklist				LGIP Review Assessment – Integran Review and Response			
LGIP outcome	LGIP component	Number	Requirement	Compliant (yes/no)	Review Findings	Compliance Implication	Note
							development outcomes
		23.	The service catchments used for infrastructure demand projections are identified on relevant PFTI maps and demand tables.	Yes	Complies		
		24.	The service catchments for each network cover, at a minimum, the urban areas, and enable urban development costs to be compared.	Yes	Complies		
		25.	The asset management plan (AMP) and Long Term Financial Forecast (LTFF) align with the LGIP projections of growth and demand. (If not, what process is underway to achieve this?)	No	Council's long-term planning has advanced 5 years since the initial adoption of the LGIP, and is based on more contemporary growth projections	Planning Assumption Currency - Moderate	Updates to the LGIP must consider assumptions made by Council in other long term planning documents
	Priority infrastructure area (PIA)	26.	The drafting of the PIA section is consistent with the LGIP template.	Yes	PIA section of the LGIP is consistent		
		27.	Text references to PIA map(s) are correct.	Yes	References to maps are correct		
		28.	The PIA boundary shown on the PIA map is legible at a lot level and the planning scheme zoning is also shown on the map.	No	Current planning scheme zoning is not shown on the mapping	Planning Assumption Currency - Major	Review and updates to the PIA will be required to meet the requirements of the Act.
		29.	The PIA includes all areas of existing urban development serviced by all relevant trunk infrastructure networks at the time the LGIP was prepared.	No	Some parcels 'backzoned' to Rural should be removed from the PIA	Planning Assumption Currency - Major	Review and updates to the PIA will be required to meet the requirements of the Act.
		30.	The PIA accommodates growth for at least 10 years but no more than 15 years.	Yes	No growth anticipated over the 15 year period		
		31.	The PIA achieves an efficient, sequential pattern of development.	Yes	Current growth projections represent a logical sequence of development within the PIA boundary	Planning Assumption Currency - Moderate	This requirement will need to be reviewed as a result of substantial changes to projected growth
		32.	If there is an area outside the PIA that the planning assumptions show is needed for urban growth in the next 10 to 15 years, why has the area been excluded from the PIA?	NA			
	Desired standards of service (DSS)	33.	The drafting of the DSS section is consistent with the LGIP template.	Yes	DSS section is consistent		
		34.	The DSS section states the key planning and design standards for each network.	Yes	Key standards are stated		
		35.	The DSS reflects the key, high level industry standards, regulations and codes, and planning scheme policies about infrastructure.	No	Most documents remain current, the Sewage Pumping Station Code of Australia has now been superseded	Administrative - Minor	Could be corrected through Interim LGIP amendment
		36.	There is alignment between the relevant levels of service stated in the local government's AMP and the LGIP. (If not, what process is underway to achieve this?)	Yes	Levels of service is consistent across documents		
	Plans for trunk infrastructure (PFTI) –	37.	The drafting of the PFTI section is consistent with the LGIP template.	Yes	PFTI section is consistent		
		38.	PFTI maps are identified for all networks listed in the Preliminary section.	Yes	All maps are identified in the preliminary section		

Local government infrastructure plan (LGIP) checklist				LGIP Review Assessment – Integran Review and Response			
LGIP outcome	LGIP component	Number	Requirement	Compliant (yes/no)	Review Findings	Compliance Implication	Note
	<b>structure and text</b>	39.	PFTI schedule of works summary tables for future infrastructure are included for all networks listed in the Preliminary section.	Yes	PFTI summary tables are included for all networks		
	<b>PFTI – Maps</b> <i>[Add rows to the checklist to address these items for each of the networks]</i>	40.	The maps clearly differentiate between existing and future trunk infrastructure networks.	Yes	PFTI maps differentiate between existing and future trunk infrastructure		
		41.	The service catchments referenced in the schedule of works (SOW) model and infrastructure demand summary tables are shown clearly on the maps.	Yes	Catchments are identified on the maps		
		42.	Future trunk infrastructure components are identified (at summary project level) clearly on the maps including a legible map reference.	Yes	Future trunk infrastructure is identified on the PFTI maps		
		43.	The infrastructure map reference is shown in the SOW model and summary schedule of works table in the LGIP.	Yes	Infrastructure references are identified		
	<b>Schedules of works</b> <i>[Add rows to the checklist to address these items for each of the networks]</i>	44.	The schedule of works tables in the LGIP comply with the LGIP template.	Yes	Schedule of works tables are consistent with the template		
		45.	The identified trunk infrastructure is consistent with the <i>Planning Act 2016</i> and the Minister's Guidelines and Rules.	Yes	Identified trunk infrastructure is consistent with the MGR	Network Planning – Moderate	Despite compliance, LGIP infrastructure data is not current and will require updating
		46.	The existing and future trunk infrastructure identified in the LGIP is adequate to service at least the area of the PIA.	Yes	Identified trunk infrastructure services the service catchments, which cover at least the area of the PIA		
		47.	Future urban areas outside the PIA and the demand that will be generated at ultimate development for the relevant network catchments have been considered when determining the trunk infrastructure included in the SOW model.	Yes	Identified trunk infrastructure services the service catchments, which include urban areas outside the PIA		
		48.	There is alignment of the scope, estimated cost and planned timing of proposed trunk capital works contained in the SOW model and the relevant inputs of the AMP and LTFF. (If not, what process is underway to achieve this?)	No	2021-22 report identifies some projects commencing which are not identified in the LGIP. An update to the LGIP will need to review capital works planning and other long-term planning documents to ensure alignment of infrastructure projects and costs	Network Planning – Moderate	Network planning will need to be updated to align with Council's current capital works and other long term planning
		49.	The cost of trunk infrastructure identified in the SOW model and schedule of work tables is consistent with legislative requirements.	Yes	Costing is consistent with guidelines	Infrastructure Value – Moderate	Despite compliance, review and update to infrastructure valuation and costing methods should be undertaken, given recent industry-wide cost increases
	<b>SOW model</b>	50.	The submitted SOW model is consistent with the SOW model included in the Minister's Guidelines and Rules.	Yes	SoW model is consistent with the template		
		51.	The SOW model has been prepared and populated consistent with the Minister's Guidelines and Rules.	Yes	SoW model is consistent with MGR requirements		
		52.	Project owner's cost and contingency values in the SOW model do not exceed the ranges outlined in the Minister's Guidelines and Rules.	Yes	On-cost and contingency assumptions do not exceed the MGR requirements		
		53.	Infrastructure items included in the SOW model, SOW tables and the PFTI maps are consistent.	Yes	Infrastructure information is consistent between mapping, schedules, and LGIP document	Network Planning – Moderate	Despite compliance, LGIP infrastructure data is not current and will require updating

Local government infrastructure plan (LGIP) checklist				LGIP Review Assessment – Integran Review and Response			
LGIP outcome	LGIP component	Number	Requirement	Compliant (yes/no)	Review Findings	Compliance Implication	Note
	Extrinsic material	54.	All relevant material including background studies, reports and supporting information that informed the preparation of the proposed LGIP is available and identified in the list of extrinsic material.	Yes	Extrinsic material is available		
		55.	The extrinsic material explains the methodology and inter-relationships between the components and assumptions of the LGIP.	Yes	Extrinsic material explains assumptions and components of the LGIP		

### 7.3.2. PLANNING AND DEVELOPMENT

**Development Application for a Development Permit for Reconfiguring a Lot - Boundary Realignment (Two (2) Lots into Two (2) Lots) at 121 and 129 Ey Road, Airville (Lots 3 and 4 on SP146555)**

**File Reference:** 234

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

**Authoriser:** Wayne Saldumbide, Manager Operations

**Meeting Date:** 14 November 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 an impact assessable reconfiguration of a lot development application lodged by Brazier Motti on behalf of applicant, Patricia Strathdee, for a boundary realignment of the common boundary of two (2) lots of land described as Lots 3 and 4 on SP146555, located at 121 and 129 Ey Road, Airville.

As the development application is impact assessable, officers have assessed it both against the relevant assessment benchmarks of the *Burdekin Shire Council Planning Scheme 2022* and all other relevant legislation together with an assessment on the merits of the application.

As a result of this assessment, Officers consider that despite any conflicts identified in part with the applicable codes (Rural Zone Code, Reconfiguring a Lot Code, Development Works Code, and Overlay Codes), the proposal generally aligns with the outcomes sought by the Planning Scheme including its Strategic Framework.

Given this and with the application of reasonable and relevant conditions, the proposed boundary realignment is therefore recommended for approval.

#### **Recommendation**

That Council approve the proposed Development Application seeking a Development Permit for Reconfiguring a Lot – Boundary Realignment (Two (2) Lots into Two (2) Lots) subject to reasonable and relevant conditions as set out in **Attachment A**.

## Background

### Proposal

The applicant is proposing to realign the existing boundaries of Lots 3 and 4, to create proposed Lot 2 with an area of 2.804ha and proposed Lot 1 with an area of 3,270m<sup>2</sup>.

The proposal plan prepared by Brazier Motti is provided at **Attachment B**.

The planning report submitted with the application states that .... *the proposal is to rationalise the property boundaries to return the common boundary to that of a previous configuration. Existing fences have remained on the previous alignment since 2001 and will remain in place as a result of this application.....*

Post approval, the use of the lots will be unchanged from the current arrangements, with proposed Lot 1 remaining as a vacant lot and proposed Lot 2 containing the existing dwelling and shed.

No change to the existing infrastructure (water, on-site sewage treatment) currently servicing the dwelling site is proposed nor will any new accesses need to be created.

### Subject Site and Surrounding Land Uses

A locality plan is provided at **Attachment B**.

The subject site is located within the Rural Zone and has frontage to both Ey and Airville Roads. The primary access for both lots is to/from Ey Road.

The subject land is located within the Rural Zone of the *Burdekin Shire Council's Planning Scheme 2022*.

Currently Lot 4 has a total area of 2.869ha and is improved by an existing dwelling house built before 1975, and a shed. Lot 3 is a vacant lot.

Neither of the existing Lots are currently being utilised for rural purposes.

Both existing lots are encumbered by an easement in favour of the North Burdekin Water Board for drainage purposes, which is not proposed to change as result of the proposed realignment.

The site is not serviced by Councils reticulated infrastructure. The existing dwelling is currently serviced by both existing onsite water supply and sewerage treatment plant.

The surrounding area is larger rural lots used predominately for sugar cane farms. Some farmed lots also include existing dwellings and associated machinery sheds. The subject site adjoins a number of smaller rural lots located along Ey Road.

### Planning Assessment Summary

Impact assessable developments are assessable against the whole of the planning scheme, any other relevant matters and their individual merit. While a detailed assessment has been completed (refer **Attachment C**), a summary of the planning assessment is provided below.

### *Level of assessment*

The application triggered an impact level of assessment as the lot size and dimensions of both proposed lots did not meet the Scheme requirements for lot size in the Rural Zone.

### *Burdekin Shire Planning Scheme December 2022*

Officers have completed the mandatory assessment of the development application against all relevant provisions of the whole *2022 Planning Scheme*. Council officers found the development is

generally compliant with the outcomes sought in the Schemes Strategic Framework, despite the conflicts in part with the code requirements. Namely the inability of the proposed realigned lots to achieve the minimum lot size requirement of 30.0ha.

2022 Planning Scheme Provision	Proposal/Officer Comment
Strategic Framework 2.4 Economic Growth 2.4.1 Diverse Rural Futures	<p>As only a minor boundary realignment is proposed, the proposal is considered to comply with the relevant intention sought by the Strategic Framework.</p> <p>The existing lots are already under 30ha in area and not utilised for agricultural purposes.</p> <p>The existing dwelling house (built before 1975) was present before the commencement of the 2022 Planning Scheme in March 2023.</p> <p>The existing vacant lot will increase in area to provide a more useable area, allowing for better siting of future structures and associated infrastructure.</p>
Rural Zone Code	<p>While the existing lots are significantly less than the 30.0ha minimum area requirement already, the proposal does not create any new lots nor further fragment the rural land.</p> <p>Given this, the proposal is considered to generally achieve the outcomes sought by the Rural Zone Code.</p>
Development Works Code	<p>As the proposal proposes no change to the existing servicing and access arrangements post realignment, the proposal is considered to be generally consistent with the relevant requirements of the Development Works Code.</p>
Reconfiguring a Lot Code	<p>Proposed Lots 1 and 2 do not comply with the minimum lot size requirement in the Rural Zone (being 30.0ha for each lot created).</p> <p>However, Council notes the current lot sizes of the subject site, are less than 30.0ha and the proposed development is only a minor boundary realignment of these two existing lots.</p> <p>No new lots are to be created.</p> <p>Therefore, despite the non-compliance with lot size requirements for the proposed lots, Officers consider that the realignment does not propose significant layout changes and can be recommended for approval despite this non-compliance.</p>



2022 Planning Scheme Provision	Proposal/Officer Comment
Overlay Codes <ul style="list-style-type: none"> <li>• Environmentally Significance Overlay Code</li> <li>• Flood Hazard Overlay Code</li> <li>• Acid Sulfate Soils</li> </ul>	<p>The site is mapped as:</p> <ul style="list-style-type: none"> <li>a. containing regulated vegetation intersecting a watercourse and regulated vegetation (category R).</li> <li>b. being subject to low, medium and extreme flood hazard inundation in a river flood event; and</li> <li>c. being between AHD5m–AHD20.0m contour and therefore possibly containing actual or potential acid sulfate soils.</li> </ul> <p>As the proposal is a realignment only of a common boundary with minimal change to the current layout, these matters are not affected or triggered by, the new layout proposed if approved.</p>

Based on the assessment of the development application, Council officers consider that the proposed development can be recommended for approval, subject to the application of reasonable and relevant conditions.

#### Further Information Request

A further information request was issued to the applicant on the 23 August 2023 requesting:

1. an amended proposal plan identifying suitable areas to accommodate a future dwelling and associated infrastructure free from the mapped extreme flood impacts; and
2. Additional details on how the requirements of the Development Works and Environmental Significance Overlay Codes would be addressed.

The applicant responded to this request on the 14 September 2023, providing a response to all matters. Officers considered this response adequate to continue assessment.

#### Public Notification

The applicant undertook Public Notification between 20 September 2023 - 12 October 2023, being a period of at least 15 business days, in accordance with the relevant requirements of the *Planning Act 2016*. No submissions were received during the notification period.

#### Referral Agency Response

The application did not trigger referral to the North Queensland State Assessment and Referral Agency (NQSARA) under the *Planning Regulation 2017*.

#### Detailed Summary

Refer to **Attachment C** for the detailed assessment against the relevant provisions of the planning scheme.

#### Infrastructure Charges

Reconfiguring a Lot is a development type which can trigger infrastructure charges to be applied as per Council's Charges Resolution. However, as this application is for a boundary realignment and not proposing to create any additional lots, an Infrastructure Charges Notice will not be issued.

**Consultation**

All relevant Council Departments have been consulted, with comments and development conditions included as part of the recommendation.

The application was workshopped with the Mayor, Councillors and Executive Leadership Team on 5 September 2023.

**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, preparation of this report and identifying relevant and reasonable conditions of approval.

**Attachments**

1. Attachment A - Officers recommended Conditions of Approval - Strathdee
2. Attachment B - Locality and Proposal Plan -Strathdee
3. Attachment C - Detailed Assessment - Strathdee

## Attachment A – Recommended Conditions of Approval

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

## Attachment A – Recommended Conditions of Approval

Condition		Reason	Timing
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.		
Approved Plans			
Drawing Title		Drawing/Revision	Date
Proposed Reconfiguration		Plan No: 57004/001 B Prepared by Brazier Motti	13 September 2023
3. Payment of Rates, Charges and Expenses		Confirmation to be provided to Council prior to the release of the Plan of Survey.	
3.1	Prior to signing the Plan of Survey, payment is required of any outstanding rates or charges levied by the Council or any expenses being a charge over the subject land.		
3.2	Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Resources, for each new valuation.		
4. Confirmation of Existing Services		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.
The existing services for each lot must be contained within the individual allotments.			
5. Relocation/alteration of Public Utilities		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.
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.			

## Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<b>6. Roadworks</b> The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of the Chief Executive Officer.	To provide appropriate access in accordance with relevant code/s and policy direction.	Prior to the issuing of a Development Permit for Building or Operational 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.

### Advice

<b>1. Infrastructure Charges</b> Not Applicable.
<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. Limitation of Approval</b> <b>3.1</b> The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the application including its supporting material provided to it by the applicant. <b>3.2</b> 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 indemnity and save the council harmless in respect of any claim so arising.
<b>4. Acid Sulfate Soils</b> Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.

**Attachment A – Recommended Conditions of Approval****5. Amenity Impacts**

Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas as a result of dust, odour, noise or lighting, in accordance with the *Environmental Protection Act 1994*.

**6. Earthworks**

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.

**7. Miscellaneous**

The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.

## Attachment B – Zone, Locality and Proposal Plan





## Attachment B – Zone, Locality and Proposal Plan

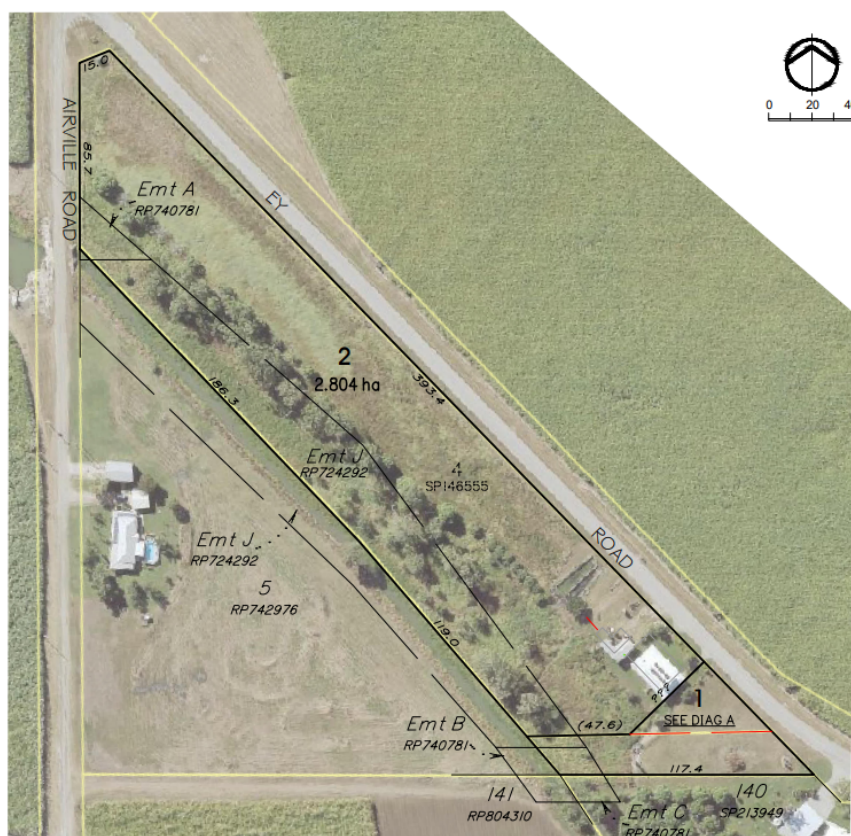


### PROPOSED RECONFIGURATION

Lots 1 & 2

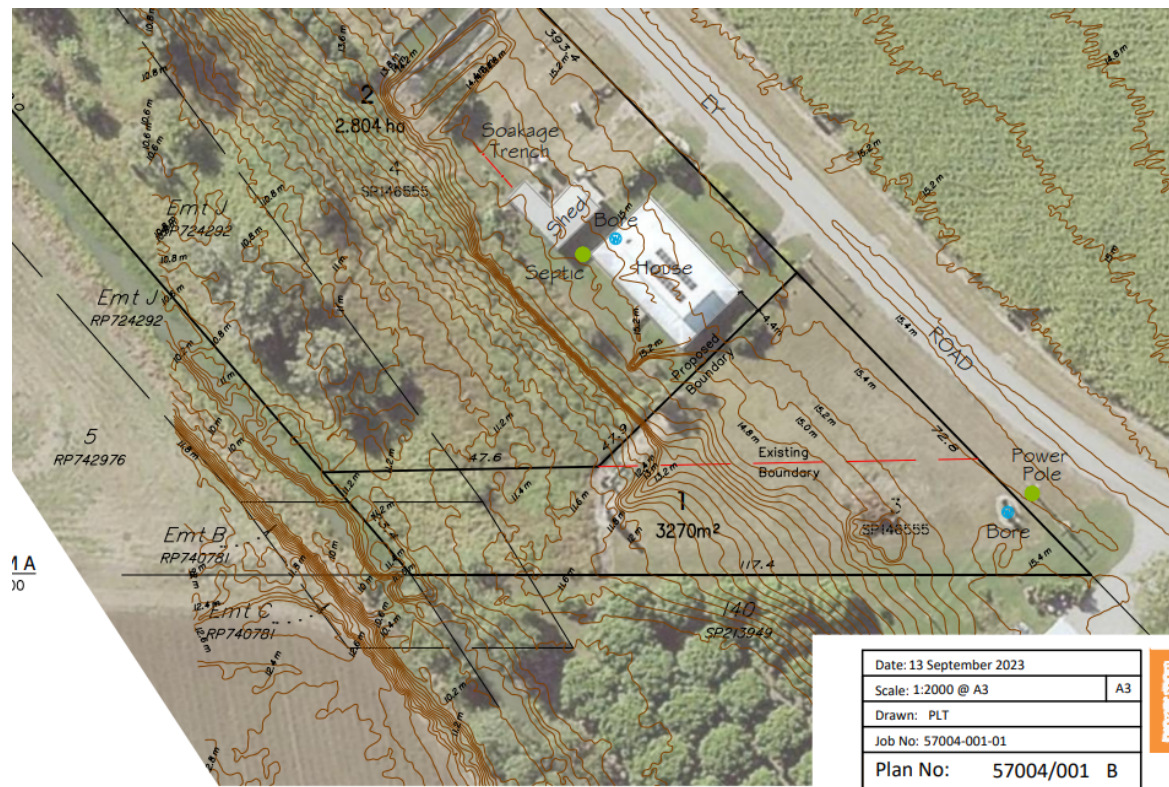
Cancelling Lots 3 & 4 on SP146555

Locality of Airville  
Shire of Burdekin





## Attachment B – Zone, Locality and Proposal Plan



## Attachment C – Detailed Assessment

### Assessment Summary

Based on the assessment of the development application, Council officers have determined that the proposed development can comply or can be conditioned to comply with the assessment benchmarks relevant to the assessment.

### Detailed Assessment

The timeframes for assessing and deciding applications is set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 and 61(3)). A day referred to in the timeframe below means a business day as defined by the *Planning Act 2016*.

The assessment timeframes applicable to this application are as follows:

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
1.0	Application lodged with Council		26 July 2023
1.1	Application deemed properly made		27 July 2023
1.2	Action Notice issued	5 days (from 1.0)	Not applicable
1.3	Confirmation Notice issued	10 days (from 1.0)	9 August 2023
2.0	Application referred (properly referred)	10 days (from 1.2)	Not applicable
2.1	Referral agency response	25 days (from 2.0)	Not applicable
3.0	Council Information Request	10 days (from 1.1)	23 August 2023
3.1	Response to Information Request	3 months (from 3.)	14 September 2023
4.0	Public Notification commences	20 days (from 3.1)	20 September 2023
4.1	Public Notification completed	Min. 15 business days	12 October 2023
4.2	Consider submissions	10 days (from 4.1)	Not applicable
5.0	Further Advice Request		Not applicable
5.1	Response to Further Advice Request		Not applicable
6.0	Decision making period starts	1 day (after last applicable)	13 October 2023
6.1	Decision making period extended		Not Applicable
	Council Meeting		14 November 2023
6.2	Decision making period ends	35 days (minus up to 10 days from 3.0)	17 November 2023

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
6.3	Issue Decision Notice	5 days (after decision is made)	21 November 2023

### Level of Assessment

The development proposal is assessable under the *Burdekin Shire Council Planning Scheme December 2022* (the planning scheme) in accordance with Section 43 (1) of the *Planning Act 2016*. The Assessment Manager is the Burdekin Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. In accordance with the planning scheme, the Reconfiguring a Lot application was subject to impact assessment.

Council, as the Assessment Manager, has undertaken assessment of the application against the whole of the planning scheme making the decision pursuant to s. 60 of the *Planning Act 2016*, as outlined in s. 45 (3) and s.26 to 28 of the *Planning Regulations 2017*.

Assessment against the relevant provisions of the planning scheme has been undertaken:

Development	Zone	Overlays	Assessment Benchmarks
Reconfiguring a lot (two (2) lot into two (2) lots)	Rural	<ul style="list-style-type: none"> <li>• Acis Sulfate Soils</li> <li>• Agricultural overlay</li> <li>• Flood Overlay Code</li> <li>• Environmental significance overlay</li> </ul>	<p>The following assessment benchmarks are applicable in the assessment of the development application:</p> <ul style="list-style-type: none"> <li>• The whole of the planning scheme.</li> </ul>

ASSESSMENT	
APPLICABLE ASSESSMENT BENCHMARKS	
<b>Part 2 Strategic framework</b>	
<b>2.1 Preliminary</b> (1) The strategic framework sets the policy direction for the planning scheme and forms the basis for ensuring appropriate development occurs in the planning scheme area for the life of the planning scheme. (2) Mapping for the strategic framework is included in part 2 and schedule 4. (3) For the purpose of describing the policy direction for the planning scheme, the strategic framework is structured in the following way: (a) the strategic intent (b) the following four themes that collectively represent the policy intent of the scheme: (i) Liveable communities and infrastructure (ii) Economic growth (iii) Safe and resilient communities (iv) Natural resources, the environment and heritage (c) the strategic outcomes proposed for development in the planning scheme area for each theme. (4) The strategic framework in its entirety represents the policy intent for the planning scheme.	
<b><u>Officers Comment</u></b> The proposed development is considered to align with the policy direction and intent of the Scheme, including the Strategic Framework given the proposal is a minor boundary realignment and not creating any new lots. The existing lots are not utilised currently for agricultural purposes; Therefore the proposal does not have any effect on the agricultural production in the Shire.	

ASSESSMENT
APPLICABLE ASSESSMENT BENCHMARKS

**6.2.2 Reconfiguring a lot zone code****6.2.2.1 Application**

- (1) This code applies to development identified as requiring assessment against the Reconfiguring a lot code by the tables of assessment in part 3.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.

**6.2.2.2 Purpose and overall outcomes**

- (1) The purpose of the reconfiguring a lot code is to facilitate the development of attractive, accessible, safe and functional neighbourhoods, centres and industrial areas, and to protect Burdekin's natural resources and environmental and landscape values.
- (2) The purpose of the code will be achieved through the following overall outcomes:
  - (a) reconfiguration creates safe, convenient and attractive neighbourhoods, industrial areas and centres that are consistent with the intended outcomes for the zone in which the land is located;
  - (b) reconfiguration occurs in a way that makes efficient use of land and facilitates cost effective provision of infrastructure;
  - (c) functional street networks are created which provide high levels of accessibility and safety, particularly for pedestrians and cyclists;
  - (d) lots are of a size to support the uses intended and create the character and density intended for the zone in which the land is located;
  - (e) the creation of new lots for residential purposes occurs only within urban or rural residential zoned land;
  - (f) reconfiguration ensures public open space and movement networks can be provided that are interconnected with the surrounding area, convenient, safe and able to meet community needs;
  - (g) reconfiguration in the rural zone occurs only in the circumstances intended in the zone code;
  - (h) new lots are provided with services that meet the need of users and minimise risks to the environmental or public health and safety;
  - (i) reconfiguration enables the protection of waterways, wetlands, ecological corridors for the movement of fauna and other significant environmental values.

**Officers Comment**

The proposal is for a minor boundary realignment only that is not proposing significant layout changes. No new lots are to be created. Notwithstanding the non-compliance of the proposed lots with the requirements of the Reconfiguring a Lot Code for a rural lot (being a minimum 200.0m road frontage and minimum area of 30ha specified), the proposed development is considered to be generally in compliance with the outcome it seeks.

Specific assessment against the relevant provisions of the Reconfiguring a lot Code is provided below:

<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
<b><i>Neighbourhood design</i></b>		
<b>PO1</b> The layout for a new neighbourhoods and subdivisions creates a strong and positive identity, and is responsive to site characteristics, setting, landmarks and views.	No acceptable outcome is nominated.	Not applicable. Rural boundary realignment only. No new lots created.
<b>PO2</b> Open space and movement networks are integrated internally within the development site and with surrounding areas, including: (a) a clear hierarchy of roads linking safely and directly with external roads; (b) an open space network linking with other existing or potential open space; (c) an urban drainage system integrated with the open space and pathway network and major streams; and	No acceptable outcome is nominated.	As above.

<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
(d) a pedestrian and bicycle path system integrated with the open space and road networks.		
<b>PO3</b> Vehicle, cyclist and pedestrian networks reduce need for local vehicle trips and ensures walking and cycling are prioritised.	No acceptable outcome is nominated.	As above.
<b>PO4</b> The subdivision layout incorporates separation of sensitive land uses from potentially incompatible land uses or infrastructure within or external to the site.	No acceptable outcome is nominated.	The boundary setbacks proposed from the existing dwelling and infrastructure proposed in proposed Lot 2 is considered acceptable, given proposed Lot 1 is an existing vacant lot not used for agricultural purposes.
<b>PO5</b> The reconfiguration is designed to maximise personal safety and minimise potential for antisocial behaviour and crime, including by establishing clear sight lines and creating opportunities for casual surveillance of streets, paths, parks and public spaces.	No acceptable outcome is nominated.	Not applicable. Rural boundary realignment only. No new lots created.
<b>PO6</b> Street and lot orientation facilitates energy-efficient building and site design by: (a) maximising lot orientation to the north and minimising orientation to the west; and	No acceptable outcome is nominated.	As above.



<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
(b) maximising access to prevailing breezes.		
<b>PO7</b> The subdivision layout retains significant habitat areas and ecological corridors.	No acceptable outcome is nominated.	As above.
<b>PO8</b> The subdivision layout ensures development is setback from and protects the habitat values and ecological function values of waterways.	No acceptable outcome is nominated.	The proposed realigned boundaries are located outside any mapped waterways.
<b>Landslip hazard</b>		
<b>PO9</b> Reconfiguration does not occur on land vulnerable to landslip and erosion, unless it is in the form of a boundary alignment which improves the safety of people and property.	<b>AO9</b> Development is not located on slopes greater than 15%	Considered to comply. Proposal increases the area of proposed Lot 1, which allows for any future dwelling to be suitably located away from any landslip or erosion hazard.
<b>PO10</b> Reconfiguration results in lots that are: (a) of a size and dimension which complement the intended character of the zone in which the land is located; (b) are capable of accommodating uses intended in the zone in which the land is located; and (c) are sized and located to enable development to be primarily oriented to the	<b>AO10</b> Minimum frontage and lot size occurs in accordance with table 6.2.2.3(b), unless stated otherwise in a zone code.	Does not strictly comply. The proposal is for a minor boundary realignment only and does not propose the creation of any new lots. While the proposed lots sizes do not meet the minimum area requirements, they are considered to be of a size and dimension in keeping with what exists currently.



<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
street and accommodate all ancillary components of the use.		
<b>PO11</b> Reconfiguration does not reduce the future development potential of land within the emerging community zone.	No acceptable outcome is nominated.	Not Applicable.
<b>PO12</b> New lots are not created in the rural zone, other than where consolidating the balance of the farmed lot, which is a minimum of 30ha and the single lot created contains a dwelling house that existed at the commencement of this planning scheme.	No acceptable outcome is nominated.	Complies, as no new lots are created.
<b>PO13</b> Realignment of boundaries in the rural zone occurs only where this demonstrates a substantial improvement in the management of the land or the protection of its environmental values, without increasing the number of lots.	No acceptable outcome is nominated.	The proposed realignment of boundaries is minor in nature and does not significantly alter the existing dimensions and areas.
<b>PO14</b> New lots are not created in the environmental management and conservation zone.	No acceptable outcome is nominated.	Not Applicable.
<b>Services</b>		
<b>PO15</b>	No acceptable outcome is nominated.	Complies. All existing accesses are to remain as is.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
<p>All lots are provided with legal access to a constructed road.</p> <p>Note—A constructed road in an urban zone means a sealed road with kerbing and channelling. Elsewhere, this means a formed and trafficable road.</p>		<p>Proposed Lot 1 has access to Ey Road. Proposed Lot 2 has access to both Ey and Airville Road.</p>
<p><b>PO16</b></p> <p>Services, including water supply, stormwater management, sewage disposal, waste disposal, drainage, electricity and telecommunications, are provided in a manner that:</p> <p>(a) is efficient;</p> <p>(b) is adaptable to allow for future extensions and upgrades;</p> <p>(c) minimises the risk of adverse environmental or amenity related impacts; and</p> <p>(d) minimises whole-of-lifecycle costs for that infrastructure.</p>	<p>No acceptable outcome is nominated.</p>	<p>Not applicable, boundary realignment only. However, the existing dwelling is already serviced. No new services proposed for Lot 1 as part of this application.</p>
<p><b>PO17</b></p> <p>Lots are provided with an electricity supply which minimises visual impacts on the locality.</p>	<p><b>AO17.1</b></p> <p>Except for land in the Rural zone, electricity is connected to all new lots.</p> <p><b>AO17.2</b></p> <p>Underground electricity service is provided to all new lots in an urban zone.</p>	<p>While not applicable given the rural zoning, both lots are connected to electricity already.</p>
Road design		
<b>PO18</b>	<b>AO18</b>	Not applicable. Boundary realignment of existing

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
The design features of each type of street are appropriate to the primary function of the street in the network.	The design of each new street or road complies with the approach taken in “Austroads Guide to Traffic Engineering Practice Manuals”.	rural lots only.
<b>PO19</b> Provision for safe on-street parking in appropriate locations.	No acceptable outcome is nominated.	
<b>PO20</b> Intersections along streets are spaced to create safe and convenient pedestrian and vehicle movements and designed to provide safe sight lines and geometry for all road users.	<b>AO20</b> The street or road network complies with the approach taken in the “Austroads Guide to Traffic Engineering Practice Manuals”.	
<b>PO21</b> Road reserves are designed to accommodate co-location of infrastructure services.	No acceptable outcome is nominated.	
<b>PO22</b> All new roads are constructed to standards appropriate to their intended use.	No acceptable outcome is nominated.	
<b>PO23</b> All streets in an urban and rural residential zone are provided with street lighting.	<b>AO23.1</b> Street lighting is provided in all new urban streets. <b>AO23.2</b> In all new development where an underground electricity service is provided, underground mains service street lighting.	
Environmental management		

<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
Editor's note—A property management plan or environmental management plan, illustrating how environmental impacts will be minimised, may be required to support the proposed development.		
<b>PO24</b> Development does not alter the hydrological regime external to the site.	No acceptable outcome is nominated	Not applicable. Minor boundary realignment only with no changes to existing site regimes proposed as part of this application.
<b>PO25</b> Development maintains the environmental values and water quality of Burdekin Shire's groundwater, waterways and surface water storages.	No acceptable outcome is nominated	
<b>PO26</b> Development minimises erosion and sediment run-off by: <ul style="list-style-type: none"> <li>(a) minimising clearing and earthworks;</li> <li>(b) not increasing the rate or volume of run-off;</li> <li>(c) utilising natural flow paths;</li> <li>(d) minimising impervious surfaces;</li> <li>(e) incorporating erosion and sediment control devices to detain and treat run off to remove sediments and gross pollutants.</li> </ul>	No acceptable outcome is nominated	
<b>PO27</b> Stormwater drainage is provided that has sufficient capacity to safely remove stormwater run-off, in a way that: <ul style="list-style-type: none"> <li>(a) minimises risk to public safety and property;</li> </ul>	No acceptable outcome is nominated	No assessment required as it is a rural reconfiguration with no change to existing stormwater drainage proposed.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
(b) provides a lawful point of discharge from each lot; (c) minimises ponding; (d) allows for risk associated with potential failures within the system; and (e) allows for practical access for maintenance requirements.		

Table 6.2.2.3(b)—Acceptable outcome – lot size and frontage

Zone	Frontage (m)	Area
Low density residential zone	15	500m <sup>2</sup>
Low-medium density residential zone		
Township zone	15	800m <sup>2</sup> Or 2,000m <sup>2</sup> where not connected to sewerage
Rural residential zone - Horseshoe Lagoon	60	2ha
- Mount Kelly	40	4,000m <sup>2</sup>
- Elsewhere	40	2,000m <sup>2</sup>
Centre zone	10	400m <sup>2</sup>
Industry zone	20	1,000m <sup>2</sup>
Community facilities zone	20	1,000m <sup>2</sup>
Recreation and open space zone		
Emerging community zone	200	5ha
Rural zone		
(a) In the Groper Creek, Jarvisfield, Jerona and Wunjunga village precincts	No new lots created	
(b) In the priority agricultural area or agricultural land class A and B on overlay map OM2.	200	30ha
(c) Elsewhere	200	100ha

## APPLICABLE ASSESMENT BENCHMARK

### 4.2.9 Rural Zone Code

#### 4.2.9.1 Application

(1) This code applies to development where the code is identified as applicable in the categories of assessment and development in part 3.

(2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3 in part 3.

#### 4.2.9.2 Purpose and overall outcomes

(1) The purpose of the rural zone is to—

(a) provide for rural uses and activities; and

(b) provide for other uses and activities that are compatible with— (i) existing and future rural uses and activities; and (ii) the character and environmental features of the zone; and

(c) maintain the capacity of land for rural uses and activities by protecting and managing significant natural resources and processes. Editor's note—This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017. Editor's note—The rural zone includes the village precinct.

(2) The purpose of the zone will be achieved through the following overall outcomes:

(a) rural land will be used sustainably to ensure the viability of the primary production base;

(b) other than in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts, residential and accommodation uses in the rural zone include: (i) dwelling houses generally limited to a single dwelling house on a lot; (ii) caretaker's accommodation, small scale rural workers' accommodation and non-resident workforce accommodation where they directly support primary production activities in the locality; and (iii) small scale tourist accommodation in the form of bed and breakfasts, farm stay, cabins and camping;

(c) in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts, development is limited to a dwelling house on an existing lot; Editor's note—Additional requirements may exist for the establishment of dwelling houses in some villages that are affected by natural hazards (refer to part 5 Overlays).

(d) land in the rural zone is not used or subdivided for urban residential or rural residential purposes;

(e) other than as provided for under (f), reconfiguration does not result in the creation of: (i) any new lots in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts; or (ii) lots less than 30ha in priority agricultural areas or agricultural land classification class A and B areas shown on overlay map OM2; or (iii) lots less than 100ha elsewhere;

(f) reconfiguration to create a smaller lot than the minimum set out in (e)(ii) and (iii) may occur where: (i) consolidating the balance of the farmed lot, which is a minimum of 30ha and the single lot created contains a dwelling house that existed at the commencement of this planning scheme; or (ii) rearranging lot boundaries in a way that demonstrates a substantial improvement in the management of the land or the protection of its environmental values, without increasing the number of lots; Burdekin Shire Council Planning Scheme Part 4–87 Editor's note—Applicants would need to demonstrate the nature of the improvement, such as amalgamating lots to create a large balance area for an environmental reserve or that is managed in accordance with an appropriate land management plan.

(g) agricultural land classification class A and B and priority agricultural areas shown on overlay map OM2 are protected from encroachment of uses that may impact on the opportunity to enable increased agricultural production;

(h) other than for public infrastructure, non-agricultural development within priority agricultural areas does not result in a net loss in agricultural production; Editor's note—A net loss is one that results in widespread or irreversible impacts to existing or future agricultural activities, such as a significant reduction in the supply of raw product or altering resources necessary to maintain the function of the land.

(i) intensive animal industries and aquaculture occur in the rural zone (other than in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts) where they are sufficiently separated from existing sensitive land uses to ensure significant impacts are avoided;

(j) industries which may establish in the rural zone (other than in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts) include only: (i) rural industries; (ii) industries processing agricultural products which require a rural location: A. for proximity to the produce being processed; or B. to ensure a clean environment separate from general industrial activities; or C. to secure a lot size larger than lots available within

### APPLICABLE ASSESMENT BENCHMARK

#### 4.2.9 Rural Zone Code

industrial zoned land; (iii) industries associated with the use or processing of commodities grown in the region, such as sugar cane and grain, or their biproducts; (iv) extractive industries and other industries that require separation from urban or rural residential areas; and (v) renewable energy facilities;

(k) other than within the KRA shown on overlay map OM6, any expansion of an existing extractive industry is limited to development that will not increase impacts to the priority agricultural area or nearby sensitive land uses, the visual amenity of the locality or matters of environmental significance;

(l) development for small scale tourism and recreational activities, such as nature-based tourism, outdoor sport and recreation, environment facilities or similar cultural attractions occur where they have a limited building footprint and do not involve significant modification of the natural landform;

(m) home based businesses occur at a scale consistent with the amenity and character of the surrounding area;

(n) development does not prejudice or detract from existing and intended rural activities in the surrounding area, or on the functionality of the stock route network shown on overlay map OM2;

Editor's note—The stock route network within Burdekin Shire Council exists as pasturage rights through pasturage leases. Stock routes exist as pasturage rights 800m either side of an unsurveyed road (section 432 of the Land Act 1994).

(o) development does not significantly impact on: (i) water and soil quality; (ii) the amenity of nearby sensitive land uses; (iii) the landscape and natural values of the locality; and (iv) the capacity of the road network on which it relies;

(p) development minimises impacts on the natural environment and maintains habitat areas and corridors;

(q) development is sited, designed and managed to avoid or reduce any risk of landslide to an acceptable or tolerable level;

(r) sensitive land uses and other forms of inappropriate development do not occur in proximity to former mining activities and related hazards (e.g. abandoned mines, tunnels and shafts), which may cause risk to people and property. Editor's note—The location of mining claims, mineral development licences and mining leases is available online via GeoResGlobe.

#### Officers Comment

As the proposed development is for a minor boundary realignment of existing lots only, it is considered to align with the relevant outcomes sought by the Rural Zone Code, given that there is no change proposed to the existing uses occurring on site currently (i.e. vacant land and existing dwelling use). The existing lots are significantly less than the 30ha minimum area requirement and the proposal does not propose a development that further fragments rural land.

## 4.2.9.3 Specific Benchmarks for assessment

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
<b>Site layout</b>		
<b>PO1</b> Any non-residential buildings, structures and open use areas are setback from site boundaries to ensure that the amenity of adjoining land and the rural character of the locality are maintained.	<b>AO1</b> Non-residential buildings, structures and open use areas are setback not less than: (a) 20m from any road frontage of the site; (b) 10m from all other site boundaries; and (c) 100m from any existing dwelling on an adjacent property.	Not applicable. However all structures present and setbacks, are existing.
<b>Lighting</b>		
<b>PO2</b> Lighting does not cause undue disturbance.	<b>AO2</b> The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.	Not applicable. Rural boundary realignment only. No new lots created.
<b>Infrastructure</b>		
<b>PO3</b> Premises have a level of infrastructure that allows for the efficient functioning of the use while not impacting on nearby land uses or the environment.	<b>AO3.1</b> Premises are connected to a reliable supply of potable water.  <b>AO3.2</b> Premises are provided with an on-site sewerage treatment and disposal system.  <b>PO3.3</b> Premises have a legal access to a constructed road.	Considered to comply. All services present on the subject site are existing. No changes are proposed as a result of this application.



Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
<b>Separation</b>		
<b>PO4</b> Sensitive land uses are sufficiently separated from approved or existing lawful activities likely to generate impacts to protect the safety and amenity of residents and to ensure the ongoing operation of those activities is not prejudiced.	<b>AO4</b> Minimum separation distances to animal keeping (being kennels or catteries), intensive animal industries and extractive industries are in accordance with table 4.2.9.3(c).	Not applicable, rural boundary realignment, no new lots created.
<b>Home based business – bed and breakfast and other</b>		
<b>PO5-PO11</b>		Not Applicable.
<b>Roadside stalls</b>		
<b>PO12</b> Roadside stalls are small in scale and do not impact negatively upon the amenity, character or safety of the locality and the safety and efficiency of roads. Editor's note—A roadside stall on a state controlled road requires approval from the Department of Transport and Main Roads.	<b>AO12.1</b> Any structure used for the sale of goods or produce is limited to 20m2 gross floor area. <b>AO12.2</b> Access to the structure is via the existing primary property access point. <b>AO12.3</b> Produce or goods sold is grown, made or produced on the land on which the roadside stall is erected.	Not Applicable.
<b>Stock route network</b>		
<b>PO13</b> Development does not interfere with the use of stock routes or diminish their landscape, recreational or heritage values.	<b>AO13</b> Development is not located within the stock route network.	Not Applicable.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Editor's note—Stock routes are shown on overlay map OM2.		
Hazardous activities		
<b>PO14</b> Where development is in proximity to an abandoned mine, geotechnical investigations and adequate protections are applied. Editor's note—The location of mining claims, mineral development licences and mining leases is available online via GeoResGlobe.	<b>AO14</b> Abandoned mines are avoided.	Not Applicable.
Landslip hazard		
<b>PO15</b> Development does not occur on land that is vulnerable to landslip and erosion and ensures the safety of people and property.	<b>AO15</b> Where involving building work, development is not located on slopes greater than 15%.	Considered to comply. Proposal increases the area of proposed Lot 1 that will allow for a better location of any future dwelling, away from any landslip or erosion hazard.

Table 4.2.9.3(b)—Benchmarks for assessable development only

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Protecting rural production		
<b>PO16</b> Other than for public infrastructure, non-agricultural development within priority agricultural areas does not result in a net loss to agricultural production.	No acceptable outcome is nominated	As the proposal is a minor boundary rural realignment of existing small non agricultural rural lots mapped as being located within the Priority Agricultural Area, it is not anticipated to affect the current surrounding farming activity. Further no net loss to agricultural

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Editor's note—A net loss is one that results in widespread or irreversible impacts to existing or future agricultural activities, such as a significant reduction in the supply of raw product or altering resources necessary to maintain the function of the land.		production in the Shire is anticipated as a result of this proposal be approved and completed/
<b>PO17</b> Development occurs on the least productive part of the site.	No acceptable outcome is nominated	Considered to comply. The site is not used for agricultural production.
<b>PO18</b> Development does not prejudice the ongoing operation, intensification or expansion of nearby farming activities.	No acceptable outcome is nominated	Considered to comply. Vacant land and residential uses are existing. No change to existing use.
<b>PO19</b> Development is buffered so nuisance from normal farming practices such as spray drift, odour, noise and the like are avoided.	No acceptable outcome is nominated	Considered to comply. Rural realignment only where residential use is existing.
<b>PO20</b> Development does not interfere with the use of cane tram lines. Editor's note—Cane tram lines are shown on the road hierarchy map in Figure 6.2.1.3.	No acceptable outcome is nominated	Not applicable.
<b>PO21</b> Development does not interfere with the use of stock routes or diminish their landscape, recreational or heritage values.	No acceptable outcome is nominated	Not applicable.

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
Editor's note—Stock routes are shown on overlay map OM2.		
Reconfiguration		
<b>PO22</b> Reconfiguration does not result in the creation of any new lots in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts.	No acceptable outcome is nominated	Not applicable.
<b>PO23</b> Except as provided for in PO24, reconfiguration does not result in the creation of: (a) lots less than 30ha in the priority agricultural area or agricultural land classification class A and B areas shown on overlay map OM2; or (b) lots less than 100ha elsewhere. Editor's note—to remove any doubt, this performance outcome does not apply to land in a village precinct.	No acceptable outcome is nominated	Refer to response for PO24
<b>PO24</b> Reconfiguration creating lots less than required under PO23 occurs only where: (a) consolidating the balance of the farmed lot, which is a minimum of 30ha and the single lot created contains a dwelling house that existed at the commencement of this planning scheme; or	No acceptable outcome is nominated	Both the current and proposed lots are significantly less than 30ha already.  This application is for a minor realignment of the common boundary, in alignment with an existing fence line that has acted as an informal common boundary for 20 years.

<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
<p>(b) rearranging lot boundaries in a way that demonstrates a substantial improvement in the management of the land or the protection of its environmental values without increasing the number of lots.</p> <p>Editor's note—Applicants would need to demonstrate the nature of the improvement, such as amalgamating lots to create a large balance area for an environmental reserve or that is managed in accordance with an appropriate land management plan.</p>		
<b>Industrial activities</b>		
<p><b>PO25</b></p> <p>Other than in the Groper Creek, Jarvisfield, Jerona or Wunjunga village precincts, industries in the rural zone include only:</p> <p>(a) rural industries;</p> <p>(b) industries processing agricultural products which require a rural location:</p> <p>(i) for proximity to the produce being processed; or</p> <p>(ii) to ensure a clean environment separate from general industrial activities; or</p> <p>(iii) to secure a lot size larger than lots available within the industrial zoned land;</p>	No acceptable outcome is nominated	Not applicable.

<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
(c) industries associated with the use or processing of commodities grown in the region, such as sugar cane and grain; (d) extractive industries and other industries that require separation from urban or rural residential areas; and (e) renewable energy facilities.		
<b>Aquaculture, intensive animal industries, animal keeping and extractive industry</b>		
<b>PO26</b> Premises used for extractive industry, aquaculture, animal keeping or intensive animal husbandry are separated from existing sensitive land uses so that significant impact from noise, odour or other emissions are unlikely to be experienced at the sensitive receptor.	No acceptable outcome is nominated Editor's note—Applicants seeking approval for intensive animal industries should refer to the 'National Guidelines for Beef Cattle Feedlots in Australia, National Beef Cattle Feedlot Environmental Code of Practice', 'Queensland Dairy Farming Environmental Code of Practice', 'National Environmental Guidelines for Piggeries' and 'Queensland Guidelines Meat Chicken Farms and that applicants consult with the relevant State government department prior to the lodgement of a development application. For other uses council may require a study that, amongst other matters, identifies how the development meets Environmental Protection (Air) Policy 2019 or Environmental Protection (Noise) Policy 2019.	Not applicable.
<b>Rural workers' accommodation, non-resident workforce accommodation, caretaker's Accommodation</b>		

Assessable Development		
Performance outcomes	Acceptable outcomes	Comment
PO27 – PO28		Not applicable.
Development for tourism and recreation purposes		
PO29 – PO30		Not applicable.
Renewable energy facilities		
PO31 – PO32		Not applicable.
Extractive industries		
PO33 - PO38		Not applicable.
Rural amenity and character		
PO39 – PO46		Considered to comply where relevant. Proposed boundary realignment is minor in nature, and does pose significant to change to the existing layouts.

Table 4.2.9.3(c)–Separation Distances

Column 1	Column 2	Column 3 Minimum separation distances (metres)	
Use	Number of animals	Land in an urban zone or rural residential zone	Other sensitive land use
Poultry	100-200	100	60
	200-500	200	60
	501+	300	150
Animal keeping (being kennels or cattery)	n/a	400	150
Intensive animal industry	n/a	1000	400
Extractive industry (being an existing or approved extractive industry operation or a resource/processing area shown on overlay map OM6)	n/a	(i) 1,000m from a hard rock extractive industry; (ii) 200m from a sand and gravel extractive industry; and (iii) 100m from a haul route used by any existing operation.	

ASSESSMENT	
APPLICABLE ASSESSMENT BENCHMARKS	
<b>6.2.1 Development works code</b>	
<b>6.2.1.1 Application</b>	
<p>(1) This code applies to development identified as requiring assessment against the Development works code by the tables of assessment in part 3.</p> <p>(2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.</p>	
<b>6.2.1.2 Purpose and overall outcomes</b>	
<p>(1) The purpose of the code is to ensure that development provides services to a standard which is efficient, effective and reflects community expectations, enhances the lifestyle of the community, and minimises impacts on neighbours, the streetscape and the environment.</p> <p>(2) The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> <li>(a) the location and design of infrastructure or works minimise impacts on amenity and landscape character;</li> <li>(b) development minimises site disturbance and impacts on the natural environment;</li> <li>(c) adequate infrastructure is provided to meet the demand likely to be generated by the development;</li> <li>(d) the safe, efficient and cost-effective provision and operation of infrastructure networks occurs by ensuring: <ul style="list-style-type: none"> <li>(i) development is of a scale commensurate with the capacity of the strategic road network and provides access in a manner that protects the safety and efficiency of the network;</li> <li>(ii) development maintains high standards of water quality and the environmental health of waterways;</li> <li>(iii) public health and safety are protected.</li> </ul> </li> <li>(e) excavation and/or filling in the rural zone does not adversely impact on Council controlled land including road reserves and infrastructure, overland flow paths, drainage paths, waterways, wetlands, or road and drainage infrastructure.</li> </ul>	
<b><u>Officers Comment</u></b>	
<p>Where relevant, the proposed development is considered to comply overall with the prescribed relevant outcomes sought by the Development Works Code, as no works to existing roads or changes to that currently exists on site, is proposed.</p>	



## 6.2.1.3 Specific benchmarks for assessment

**Table 6.2.1.3(a)—Benchmarks for development that is accepted subject to requirements and assessable development**

Specific assessment against the relevant provisions of the Development Works Code is provided below:

<b>Earthworks</b>		
<b>PO1 – PO7</b>	<b>AO1 – PO03</b>	Not applicable. As no earthworks or filling proposed.
<b>Excavation and/or filling in the rural zone</b>		
<b>PO8 - PO11</b>		Not applicable. As no earthworks or filling proposed.
<b>Infrastructure</b>		
<b>PO12 – PO17</b>		Not applicable. Rural boundary realignment.
<b>Water management</b>		
Editor's note—A property management plan or environmental management plan, illustrating how environmental impacts will be minimised, may be required to support the proposed development.		
<b>PO18 – PO21</b>		Considered to comply. As proposed development is a realignment of existing lot boundaries.
<b>Acid sulfate soils</b>		
<b>PO22</b> Within the areas identified as potential acid sulfate soils on overlay map OM1, the generation or release of acid and metal contaminants into the environment from acid sulfate soils is avoided by: <ul style="list-style-type: none"> <li>(a) not disturbing acid sulfate soils when excavating or otherwise removing soil or sediment, draining or extracting groundwater, excluding tidal water or filling land; or</li> <li>(b) where disturbance of acid sulfate soils cannot be avoided, development:               <ul style="list-style-type: none"> <li>(i) neutralises existing acidity and prevents the generation of acid and metal contaminants; and</li> </ul> </li> </ul>	<b>AO22.1</b> Development does not: <ul style="list-style-type: none"> <li>(a) Involve excavating or removing 100m<sup>3</sup> or more of soil and sediment at or below 5m AHD; or</li> <li>(b) permanently or temporarily drain or extract groundwater or exclude tidal water resulting in the aeration of previously saturated acid sulfate soils; or</li> <li>(c) involve filling with 500m<sup>3</sup> or more with an average depth of 0.5m or greater that results in:               <ul style="list-style-type: none"> <li>(i) actual acid sulfate soils being moved below the water table; or</li> <li>(ii) previously saturated acid sulfate soils being aerated.</li> </ul> </li> </ul> OR	Considered to comply. While the site has been identified as being within the 5m – 20m AHD contour, there is no excavation or removal of soil proposed by the applicant. No further assessment is necessary.

<b>Earthworks</b>		
<p>(ii) prevents the release of surface or groundwater flows containing acid and metal contaminants into the environment.</p> <p>Editor's note—Where works are proposed within the areas identified as potential acid sulfate soils on overlay map OM1 - Acid sulfate soils, the applicant is required to undertake an on-site acid sulfate investigation. The reason for undertaking an acid sulfate soils investigation is to determine the presence of acid sulfate soil in order to avoid disturbance. Where acid sulfate soils cannot reasonably be avoided, investigation results assist in the planning of treatment and remedial activities and must be undertaken in accordance with the Queensland Acid Sulfate Soil Technical Manual and relevant State Planning Policy. Applicants should also refer to the Guidelines for Sampling Analysis of Lowland Acid Sulfate Soils in Queensland, Acid Sulfate Soils Laboratory Methods Guidelines or Australian Standard 4969. It is highly recommended that the applicant develop a practical Acid Sulfate Soil Management Plan for use in monitoring and treating acid sulfate soils.</p>	<p><b>AO22.2</b> Development manages waters so that:</p> <ul style="list-style-type: none"> <li>(a) all disturbed acid sulfate soils are adequately treated and/or managed so that they can no longer release acid or heavy metals;</li> <li>(b) the pH of all sites, and any water including discharges and seepage to groundwater, is maintained between 6.5 and 8.5 (or an agreed pH in line with natural background);</li> <li>(c) waters on the site, including discharges and seepage to groundwater, do not contain elevated levels of soluble metals;</li> <li>(d) there are no visible iron stains, flocs or sums in discharge water;</li> <li>(e) all reasonable preparations and actions are undertaken to ensure that aquatic health is safeguarded; and</li> <li>(f) infrastructure such as buried services, pipes, culverts and bridges are protected from acid attack.</li> </ul>	
<b>Traffic and access</b>		
<b>P023 – P032</b>		Considered to comply where applicable, as there will be no change to the existing access and traffic arrangements.
<b>Landscaping</b>		
<b>P033 – P034</b>		Not applicable. Rural boundary realignment of existing lots.

<b>Earthworks</b>		
<b>Waste and pollutant management</b>		
<b>PO35 – PO37</b>		Not applicable. A minor boundary realignment of existing lots.

ASSESSMENT	
APPLICABLE ASSESSMENT BENCHMARKS	
<b>5.2.5 Flood hazard overlay code</b>	
<p><b>5.2.5.1 Application</b></p> <p>(1) This code applies to development where the code is identified as applicable in the categories of assessment and development for the Flood hazard overlay code.</p> <p>(2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.</p> <p>Note—For the purposes of section 13 of the Building Regulation 2006:</p> <ul style="list-style-type: none"> <li>(a) the area covered by the flood overlay maps is the designated flood hazard area;</li> <li>(b) the defined flood level is the level described in schedule SC1.2;</li> <li>(c) the overlay mapping shows both river flooding (overlay mapping OM7(a)) and local rain event flooding (overlay map OM7(b)). The defined flood event and defined flood level relates to both events. To remove any doubt, the defined flood level is the higher of either flood type under the defined flood event.</li> </ul> <p><b>5.2.5.2 Purpose and overall outcomes</b></p> <p>(1) The overall outcomes are the purpose of the flood hazard overlay code.</p> <p>(2) The purpose of the code will be achieved through the following overall outcomes:</p> <ul style="list-style-type: none"> <li>(a) in an urban zone or rural residential zone, reconfiguration of land does not result in additional lots on land subject to high or extreme flood hazard; Editor's note—to remove any doubt, this outcome does not apply to the township of Giru for which just one "flood hazard area" category is mapped. Editor's note—the provisions of the rural zone code identify when reconfiguration may be contemplated in the rural zone. No new lots are intended in the village precinct of the rural zone, which includes settlements also affected by flood hazard.</li> <li>(b) elsewhere, reconfiguration is designed to ensure each lot is provided with: <ul style="list-style-type: none"> <li>(i) a building envelope to accommodate a dwelling house with floor levels above the defined flood level; and</li> <li>(ii) vehicular access from a public road to the building envelope that is free of high or extreme flood hazard;</li> </ul> </li> <li>(c) in the rural, low density residential, township or emerging community zones, new dual occupancies or more intensive residential uses, or worker or tourist accommodation uses are not established on land subject to medium, high or extreme flood hazard, and any redevelopment of an existing use does not substantially increase the number of people accommodated or requiring evacuation from the site; Editor's note—to remove any doubt, this outcome does not apply to the area covered by the Giru flood hazard area or the floodplain assessment area.</li> <li>(d) unless necessary to meet a significant community need: <ul style="list-style-type: none"> <li>(i) new critical or vulnerable uses are not established in a flood hazard area; and</li> <li>(ii) any redevelopment of an existing use does not substantially increase the number of people accommodated or requiring evacuation from the site; Editor's note—Critical or vulnerable uses are defined in schedule 1.</li> </ul> </li> <li>(e) development in a flood hazard area otherwise occurs in the way intended in the relevant zone;</li> </ul>	

- (f) development in a flood hazard area is designed to ensure the safety of people, reduce vulnerability to the hazard and, for critical uses, minimise disruption to services;
- (g) development involving the bulk storage or manufacture of hazardous materials does not increase the risk to public safety or the environment in a flood hazard event;
- (h) development does not worsen the severity of, or exposure to, the hazard on other properties;
- (i) flood flow conveyance paths and flood storage volumes of the floodplain are maintained;
- (j) the cost to the public of measures to mitigate flood risks is minimised;
- (k) development supports effective and efficient disaster management capacity and capabilities.

#### **Officers Comment**

The site is mapped as being subject to low, medium and extreme flood hazard in a river flood event. The proposed realignment does not change any of the existing uses of the subject site, nor is any additional residential uses proposed as part of this application.

#### **5.2.5.3 Specific benchmarks for assessment**

##### **Table 5.2.5.3–Benchmarks for assessable development**

Specific assessment against the relevant provisions of the Flood Hazard overlay code is provided below:

<b>Compatible development</b>		
<b>PO1 – PO9</b>		Not applicable. Rural boundary realignment of existing lots.
<b>Mitigation of flood hazard</b>		
<b>PO10 – PO18</b> Development which occurs in areas subject to a flood hazard ensures new buildings or extensions are designed to remain structurally sound during the defined flood event.	No acceptable outcome is nominated.	Not applicable, as no new or increase to existing buildings is proposed as part of this application.

### APPLICABLE ASSESSMENT BENCHMARKS

#### 5.2.3 Environmental significance overlay code

##### 5.2.3.1 Application

(1) This code applies to development where the code is identified as applicable in the categories of assessment and development for the Environmental significance overlay code.

(2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.

##### 5.2.3.2 Purpose and overall outcomes

(1) The overall outcomes are the purpose of the environmental significance overlay code.

(2) The purpose of the code will be achieved through the following overall outcomes:

- (a) development avoids or minimises direct and indirect impacts on areas of environmental significance and their associated ecological functions and biophysical processes; (b) development protects and complements the ecological function and integrity of the strategic environmental area (designated precinct); Editor's note—Certain land uses are unacceptable uses within the designated precinct of the strategic environmental area under the Regional Planning Interests Regulation 2014 (schedule 2).
- (c) development maintains the functionality, connectivity, diversity and viability of areas of environmental significance;
- (d) ecological corridors facilitate viable wildlife movement between habitat areas, habitat diversity and health;
- (e) development does not impact on the physical and hydrological integrity, water quality or ecological functions and values of waterways and wetlands;
- (f) development incorporates appropriate buffering and mitigation strategies to avoid or minimise potential damage to natural areas and other environmental assets. Editor's note—Environmental offsets for significant residual impacts on matters of state environmental significance are regulated by the Environmental Offsets Act 2014 and Environmental Offsets Regulation 2014.
- (g) development does not impact on the environmental values or ecological functions of land in the zone;

##### Officers Comment

Where relevant, the proposed development is considered to comply overall with the purpose of and relevant outcomes sought by the Environmental significance overlay code. There is no change to the physical characteristics existing on site as result of the proposed boundary realignment.

**Table 5.2.3.3(b)—Benchmarks for assessable development**

<b>Assessable Development</b>		
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>	<b>Comment</b>
<b>PO1 – PO10</b>		Where relevant, the proposal is considered to comply.

**North Queensland Regional Plan**

The proposal site is located in the Priority Agricultural Area (PPA) mapped in the North Queensland Regional Plan (NQRP), with the NQRP noted by the minister as being integrated into the *Burdekin Shire Planning Scheme December 2022*. Officers consider that the proposed development if approved, will not contribute to a net loss to overall agricultural activity or result in widespread or irreversible impacts of the PPA and therefore is considered consistent with the outcomes sought by the NQRP.

**Public Submissions**

Public notification was required for the development, as it is subject to impact level of assessment under the *Burdekin Shire Planning Scheme December 2022*. The applicant undertook Public Notification between 20 September 2023 – 12 October 2023, being a minimum period of at least 15 business days, in accordance with the relevant requirements of the *Planning Act 2016*.

No submissions were received during the notification period.

**Infrastructure Charges**

Reconfiguring a Lot is a development type which can trigger infrastructure charges to be applied as per Council's Charges Resolution. As this application is for a boundary realignment and not proposing to create any additional lots, no Infrastructure Charges are applicable.