



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 28 May 2024

COMMENCING AT 9:00 AM

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

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

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ORDER OF BUSINESS:

ATTENDANCE

- 2. PRAYER**
 - 3. DECLARATIONS OF INTEREST**
 - 4. MINUTES AND BUSINESS ARISING**
 - 4.1. Ordinary Council Meeting Minutes - 14 May 2024**
 - 4.2. South Ayr Filtration Plant Construction Tender Recommendation - Lay on the Table**
 - 4.3. Audit Committee Meeting Minutes - 1 May 2024**
 - 5. EXECUTIVE**
 - 5.1. CEO**
 - 5.1.1. Media Policy**
 - 5.2. ECONOMIC DEVELOPMENT**
 - 5.2.1. Burdekin Shire Local Housing Action Plan**
 - 6. CORPORATE AND COMMUNITY SERVICES**
 - 6.1. CLIENT SERVICES**
 - 6.1.1. Use of Unmanned Aerial Vehicles (Drones) Policy**
 - 6.1.2. Annual Staff Accrued Annual and Long Service Leave Entitlements Report**
 - 6.2. COMMUNITY DEVELOPMENT**
 - 6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**
 - 6.3.1. Monthly Financial Report - April 2024**
 - 6.4. GOVERNANCE**
 - 6.4.1. Acceptance of Tender - TBSC/24/011 Agricultural Lease B, C and D in Part of Lot 106 on RP898777 at Ayr Aerodrome, Brandon.**
 - 6.4.2. Operational Plan 2023/2024 Q3 Report**
 - 6.4.3. Delegations of Power to the Chief Executive Officer**
 - 7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**
 - 7.1. ENVIRONMENTAL AND HEALTH SERVICES**
 - 7.1.1. Acceptance of Tender - TBSC/24/010 - Management - Burdekin Cascades Caravan Park**
 - 7.2. OPERATIONS**
 - 7.2.1. Amendments to Waste Services 2024/2025 Fees and Charges**
 - 7.3. PLANNING AND DEVELOPMENT**
 - 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 - 14 May 2024

Recommendation

That the minutes of the Ordinary Council Meeting held on 14 May 2024 be received as a true and correct record.

Attachments

1. Minutes - Ordinary Council Meeting - 14 May 2024



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 14 May 2024

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

1. ATTENDANCE

Councillor Pierina Dalle Cort, Councillor Michael Detenon, Councillor John Furnell, Councillor Amanda Hall, Councillor Max Musumeci, Councillor Callan Oar, Councillor Fina Vasta

Mr. T. Brennan - Chief Executive Officer
Mr. N. O'Connor - Director Corporate and Community Services
Mr. N. Wellwood - Director of Infrastructure, Planning and Environmental Services
Mr. G. Arboit - Manager Community Services (Part)
Mr. K. Byers - Manager Technical Services (Part)
Ms. L. Govan - Coordinator Environment and Health Projects (Part)
Mrs. K. Olsen - Manager Financial and Administrative Services (Part)
Mrs. K. Galletta - Manager Planning and Development (Part)
Mr. J. Tickle - Manager Water and Waste Water(Part)
Mr. W. Saldumbide - Manager Operations(Part)
Ms. T. Heuir - Project Engineer (Part)

Minutes Clerk - Mrs. S. Iturriaga

2. PRAYER

The meeting prayer was delivered by Malia Ma'u of the Burdekin Uniting Church.

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Mayor Dalle Cort advised she had a Declarable Conflict of Interest in relation to Item 6.4.3 Trustee Lease Renewal - Lease C and D in Part of Lot 141 on Crown Plan GS808420 (adjacent 129 Boorman road, Rita Island) - James William Kelly and Annette Marie Kelly as Mrs. Kelly is a life long friend, however Mayor Dalle Cort believes this will not impact the matter and will ask Council for approval to stay in the chambers for discussion and voting on the matter.

Mayor Dalle Cort advised she and Councillor Hall had a Declarable Conflict of Interest in relation to Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as she had received an email from Mr. Mario Barbagallo outlining their conflict. Mayor Dalle Cort and Councillor Hall will address these concerns and ask Council for approval to stay in the chambers for discussion and voting on the matter.

Mr. Brennan advised he had a Perceived Conflict of Interest in relation to Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as he is a personal friend of Mr. Mario Barbagallo who owns land adjoining a section of Bill Britt Road. Mr. Brennan advised of his intention to leave the meeting during this discussion.

Mr. Wellwood advised he had a Perceived Conflict of Interest in relation to Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as he is a personal friend of Mr. Mario Barbagallo who owns land adjoining a section of Bill Britt Road. Mr. Wellwood advised of his intention to leave the meeting during this discussion.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 23 April 2024

Recommendation

That the minutes of the Ordinary Council Meeting held on 23 April 2024 be received as a true and correct record.

Resolution

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

CARRIED

4.2 Community Grants Panel Meeting Minutes - Round 4 - 24 April 2024

Executive Summary

This report provides the minutes of the Community Grants Panel Meeting held on 24 April 2024.

Recommendation

Item 1 – Consideration of Grants Applications Round 4 – 2023/2024 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
1.1	Burdekin Junior Rugby League	\$2,500.00	
1.2	Burdekin Brass Band	\$4,000.00	
1.3	Burdekin Artisan Community Association	\$1,000.00	
1.4	Burdekin Junior Eisteddfod	\$5,000.00	
1.5	Burdekin Netball Association	\$1,200.00	\$400.00
1.6	Rotary Club of Home Hill Inc		\$545.00
1.7	Ayr Pastoral Agricultural & Industrial Association Inc		\$4,725.00
1.8	Rotary Club of Ayr		\$265.00
1.9	Giru Show & School of Arts		\$1,020.50
1.10	Lower Burdekin Ski Club		\$975.00

That:

1. the minutes of the Community Grants Panel Meeting held on 24 April 2024 be noted; and
2. the recommended funding as detailed in the minutes and noted in Items 1.1 - 1.10 be adopted; and
3. it be noted that the remaining cash funds following the 2023/2024 Financial Year after the allocation from Round 4 will be \$10,864.00.

Resolution

Moved Councillor Vasta, seconded Councillor Oar that the recommendation be adopted.

CARRIED

5. EXECUTIVE

5.1. CEO

5.1.1. Council Workshops - April 2024

Executive Summary

During the month of April only one (1) general workshop was conducted due to a heavy program of meetings associated with the delivery of the Councillor induction program and the commencement of budget workshops.

A range of policy and operational issues was discussed by Councillors and staff at the workshop held on 11 April. A summary of the items discussed is outlined in the report.

Recommendation

That the report on the Council workshop held on 11 April 2024 be received and noted.

Resolution

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

CARRIED

5.1.2. Bowen Pipeline Project

Executive Summary

The Bowen Pipeline Company (BPC) recently held a briefing with Councillors and provided a presentation updating the current status of the proposed Bowen Pipeline Project. The company is seeking a letter of support from Council in relation to its application to the State Government for a Ministerial Infrastructure Designation (MID) for the proposed project.

Recommendation

That Council determine if it wishes to provide a letter of 'in principle' support for the Bowen Pipeline Project.

Resolution

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

Motion Arising

After discussing the recommendation Council determined they would provide a letter of "in principle" support for the Bowen Pipeline Project.

Resolution

Moved Councillor Oar, seconded Councillor Vasta that the motion arising recommendation be adopted.

CARRIED

9.16am - Mrs. Olsen and Mr. Arboit entered the meeting.

5.2. ECONOMIC DEVELOPMENT**6. CORPORATE AND COMMUNITY SERVICES****6.1. CLIENT SERVICES****6.3. FINANCIAL AND ADMINISTRATIVE SERVICES****6.3.1. Adoption of 2024/2025 Revenue Policy****Executive Summary**

Under the *Local Government Act 2009*, Council is required to prepare, and by resolution, adopt a Revenue Policy for each financial year.

The policy identifies the principles Council intends to apply in relation to levying rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost-recovery methods.

Recommendation

That Council adopts the attached 2024/2025 Revenue Policy.

Resolution

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

CARRIED

6.3.2. Consideration for Annual Valuation - 2025 Land Valuation Program

Executive Summary

Council has received correspondence from the Valuer-General, Laura Dietrich, seeking Council's view in relation to the revaluation of its Local Government area as part of the 30 June 2025 Land Valuation Program.

Recommendation

That Council responds to the Valuer-General requesting the inclusion of the Burdekin Shire in the 2025 Land Valuation Program.

Resolution

Moved Councillor Oar, seconded Councillor Hall that the recommendation be adopted.

CARRIED

9.21am - Mrs. Olsen left the meeting.

6.2. COMMUNITY DEVELOPMENT

6.2.1. Show Office Relocation to Multi-Purpose Building - Ayr Pastoral, Agricultural and Industrial Association Inc (Ayr Show Society)

Executive Summary

Ayr Show Society has formally written to Council requesting approval to relocate to the administration area of the Multi-Purpose Building.

Burdekin Academy (Gymnastics) has now vacated the Multi-Purpose Building which provides Council the opportunity to consider approval for the Ayr Show Society to occupy the administration area.

Recommendation

That Council approves for the Ayr Show Society to occupy the administration area of the Multi-Purpose Building for the purpose of planning and conducting the Annual Burdekin Show.

That a formal agreement is put in place to outline Council's requirements, establish responsibilities of both parties, provide an equitable and easily administered framework, and protect the safety of users.

Resolution

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

CARRIED

9.23am - Mr. Arboit left the meeting.

6.4. GOVERNANCE

6.4.1. Freehold Lease Renewal - Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome (Lease S) - Kevin Frederick Scheuber

Executive Summary

Council approval is requested to enter into a new Freehold Lease as follows:

Lessor:	Burdekin Shire Council
Lessee:	Kevin Frederick Scheuber
Leased Area:	Lease S in Part of Lot 106 on RP898777, Ayr Aerodrome
Term:	Five (5) years, 1 July 2024 – 30 June 2029
Rent:	As per Council's Fees and Charges

Recommendation

That Council agree to enter into a Freehold Lease with Kevin Frederick Scheuber over Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome shown on Attachment 1 as Lease S, for an initial five (5) year term being 1 July 2024 - 30 June 2029.

Resolution

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

CARRIED

6.4.2. Freehold Lease Renewal - Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome (Lease G) - Neil Christopher Hoffensetz

Executive Summary

Council approval is requested to enter into a new Freehold Lease as follows:

Lessor:	Burdekin Shire Council
Lessee:	Neil Christopher Hoffensetz
Leased Area:	Lease G in Part of Lot 106 on RP898777, Ayr Aerodrome
Term:	5 years, 1 July 2024 – 30 June 2029
Rent:	As per Council's Fees and Charges

Recommendation

That Council agree to enter into a Freehold Lease with Neil Christopher Hoffensetz over Part of Lot 106 on Registered Plan 898777, Ayr Aerodrome shown on Attachment 1 as Lease G, for an initial five (5) year term being 1 July 2024 - 30 June 2029.

Resolution

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

CARRIED

Mayor Dalle Cort advised she had a Declarable Conflict of Interest in Item 6.4.3 Trustee Lease Renewal - Lease C and D in Part of Lot 141 on Crown Plan GS808420 (adjacent 129 Boorman road, Rita Island) - James William Kelly and Annette Marie Kelly as Mrs. Kelly is a life long friend. In the Interest of openness and transparency Mayor Dalle Cort confirmed that she will consider agenda item 6.4.3 impartially, with a clear mind and clear conscious. Mayor Dalle Cort asked for Council approval to stay in the chamber for discussion and voting on the matter.

Resolution

Moved Councillor Musumeci, seconded Councillor Furnell that Mayor Dalle Cort can remain in the meeting to participate in discussions and voting on item 6.4.3.

FOR - Councillors Max Musumeci, Micheal Detenon, John Furnell, Amanda Hall, Callan Oar, Fina Vasta.

CARRIED

6.4.3. Trustee Lease Renewal – Lease C and D in Part of Lot 141 on Crown Plan GS808420 (adjacent 129 Boorman Road, Rita Island) – James William Kelly and Annette Marie Kelly

Executive Summary

Council approval is requested to enter into a new Trustee Lease as follows:

Lessor:	Burdekin Shire Council
Lessee:	James William Kelly and Annette Marie Kelly
Leased Area:	Lease C and D in Part of Lot 141 on Crown Plan GS808420 (adjacent 129 Boorman Road, Rita Island)
Term:	Five (5) years, 17 May 2024 – 16 May 2029
Rent:	\$350.15 per annum (including GST) – Annual CPI review.

Recommendation

That Council agree to enter into a Trustee Lease with James William and Annette Kelly over part of Lot 141 on Crown Plan GS808420 (adjacent 129 Boorman Road, Rita Island) shown on Attachment 1 as Lease C and D, for an initial five (5) year term being 17 May 2024 to 16 May 2029.

Resolution

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

CARRIED

6.4.4. Surrender of Lease - The State of Queensland (represented by Department of Community Safety) - Lease A on SP250569 (Clare RFB)

Executive Summary

Council approval is requested to consent to the surrender of the following Trustee lease:

Lessor: Burdekin Shire Council
Lessee: The State of Queensland (represented by Department of Community Safety)
now known as Queensland Fire and Emergency Services (QFES)
Leased Area: Lease A on SP250569 on Lot 2 on CP838549
Term: 11 May 2012 to 10 May 2032

Recommendation

That Council agree to the surrender of Trustee Lease A on SP250569 on Lot 2 on CP838549 with The State of Queensland (represented by Department of Community Safety) effective 14 May 2024.

Resolution

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

CARRIED

6.4.5. Trustee Lease Surrender and Re-issue – Part of Lot 91 on Crown Plan GS980 (Lease A) - Queensland Police Citizens Youth Welfare Association

Executive Summary

Council approval is requested to consent to the surrender and issue of the following Trustee lease:

Lease to be surrendered:

Lessor: Burdekin Shire Council
Lessee: Queensland Police Citizens Youth Welfare Association
Leased Area: Lease A on Part of Lot 91 on Crown Plan GS980
Term: 1 April 2020 to 31 March 2030

New Lease to be issued:

Lessor: Burdekin Shire Council
Lessee: Queensland Police Citizens Youth Welfare Association
Leased Area: Lease A on Part of Lot 91 on Crown Plan GS980
Term: 1 April 2024 to 31 March 2034

Recommendation

That Council agree to the surrender of current Trustee Lease A on Part of Lot 91 on Crown Plan GS980 (building site and car park) as shown on Attachment 1 and issue of a new Trustee Lease A on Part of Lot 91 on Crown Plan GS980 (building site only, excluding car park) as shown on Attachment 2 with Queensland Police Citizens Youth Welfare Association (PCYC) for an initial ten (10) year term being 1 April 2024 to 31 March 2034.

Resolution

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

CARRIED

6.4.6. Trustee Lease Surrender – Part of Lot 91 on Crown Plan GS980 (Lease P) - Burdekin Touch Association Incorporated

Executive Summary

Council approval is requested to consent to the surrender to the following Trustee lease:

Lessor:	Burdekin Shire Council
Lessee:	Burdekin Touch Association Incorporated
Leased Area:	Lease P on Part of Lot 91 on Crown Plan GS980
Term:	1 October 2017 to 6 April 2025

Recommendation

That Council agree to the surrender of current Trustee Lease on Part of Lot 91 on Crown Plan GS980 shown as Lease P on Attachment 1 with Burdekin Touch Association Incorporated (BTA) effective 6 December 2023.

Resolution

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

CARRIED

9.32am - Ms. Govan entered the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Acceptance of Tender - TBSC/23/027 - Provide Animal Pound Services

Executive Summary

Councils' current agreement for provision of animal pound services expires on 30 April 2024. Tenders were called and one (1) tender was received.

Recommendation

That Council:

1. awards TBSC/23/027 – Provision of Animal Pound Services to Robert and Jessica Lowing, trading as Foxtail Park Boarding Kennels and Cattery for the base rate price of \$79,000.00 excluding GST.
2. delegates authority under s257(1)(b) of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters.

Resolution

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

CARRIED

7.1.2. Extension of Interim Management arrangements - Home Hill Caravan Park and Swimming Pool

Executive Summary

At the meeting on 23 January 2024, Council approved the engagement of Sage Swim Pty Ltd for the interim management of Home Hill Swimming Pool and Caravan Park while Council retendered the contract. No response was received to the tender that closed on 3 April 2024 and Council Officers are now seeking approval to extend the interim management agreement during the re-tendering process that is currently underway.

Recommendation

That Council approves due to "emergent circumstances" (being there is only one (1) supplier available), Sage Swim Pty Ltd to continue as the temporary Manager at the Home Hill Caravan Park and Swimming Pool for a total cost of \$45,000.00 excluding GST based on a maximum period of two (2) months whilst the formal tender process is completed and new management is appointed.

Resolution

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

CARRIED

9.42am - Ms. Galletta entered the meeting.

9.42am - Ms. Govan left the meeting.

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Request to apply Superseded Planning Scheme for Development – Reconfiguring a Lot (One (1) Lot into Two (2) lots) on land located at 4225 Ayr Dalbeg Road, Mulgrave (Lot 34 on SP331997)

Executive Summary

Council is in receipt of a request lodged on 23 February 2024 by Milford Planning on behalf of applicant Townsville City Council pursuant to section 29(4)(b) of the Planning Act 2016 that Council agree to apply the superseded planning scheme, being the Integrated Planning Act 1997 Burdekin Shire IPA Planning Scheme 2011 to the carrying out of development (being Reconfiguring a Lot to create two (2) lots and creation of an access easement) as specified in the plan prepared by Stantec, referenced as 300203499-SK-G014 Plan F included as Attachment 2 of the Request.

The Request is not a development application. In this circumstance, it is a process giving a Local Government the discretion to consider the following options:

- (a) As the specified works were code development under the superseded Planning Scheme, meaning if the request was agreed to:
 - i. the proposed development is assessed and conditioned under the Planning Act 2016 and
 - ii. the application is for code assessable development, not impact assessable as required under the current 2022 Burdekin Shire Council Planning Scheme.

Recommendation

After considering the Request and the relevant provisions of the Planning Act 2016, Officers recommend the request by applicant Townsville City Council for Burdekin Shire Council to apply the superseded Integrated Planning Act 1997 Burdekin Shire IPA Planning Scheme 2011 to the proposed development specified in the plan prepared by Stantec, referenced as 300203499-SK-G014, Plan F, included as Attachment 2 of the Request, be agreed to, for the following reasons:

1. The proposed development is assessable development under both the Integrated Planning Act 1997 Burdekin Shire IPA Planning Scheme 2011 (superseded) and the 2022 Burdekin Shire Council Planning Scheme (the current scheme).

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2. On 1 March 2023, the 2022 Burdekin Shire Council Planning Scheme (the current scheme) was gazetted and introduced amongst other matters the need for impact assessment for certain reconfigurations in the Rural Zone i.e. where lots under 30.0ha in area were proposed.
 3. While the current scheme is the most recent expression of the public interest and planning policy for the Burdekin Local Government area, the proposed development is assessable development under both planning schemes, with the key difference being the change to the level of assessment in each scheme i.e. code (superseded) and impact (current) for subdivisions in the Rural Zone that do not achieve the 30.0ha minimum lot size.
 4. Similar benchmarks for assessment apply under both Schemes including Bushfire Hazard.
 5. Assessment of any future subdivision approval under the superseded scheme is considered by officers to be acceptable, given the context of the reasoning for of the subdivision, despite its rural zoning, being:
 - a. Future development on the site is for an infrastructure activity (TCC Haughton Pipeline Project - Pump Station) which has already been approved under separate cover in 2023.
 - b. Site is not currently nor historically used for agricultural activities nor has the ability to be joined with other lots to increase farming capacity.
 - c. Does not create residential natured lots within the Rural zone.
 6. Despite the public's right to lodge a properly submission not being available for code assessable development, any future development permit application and approval given can be appropriately assessed and reasonably conditioned by Council to ensure an appropriate development outcome for the site, in line with anticipated community expectations and a decision made in the best public interest.

Resolution

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

CARRIED

9.47am Mr. Brennan left the meeting at the commencement of this discussion as he had a Perceived Conflict of Interest in relation to Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as he is a personal friend of Mr. Mario Barbagallo who owns land adjoining a section of Bill Britt Road.

9.47am Mr. Wellwood left the meeting at the commencement of this discussion as he had a Perceived Conflict of Interest in relation to Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as he is a personal friend of Mr. Mario Barbagallo who owns land adjoining a section of Bill Britt Road.

Mayor Dalle Cort advised she had a Declarable Conflict of Interest on Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as she received an email from Mr. Mario Barbagallo regarding this matter in which he suggested that paid advertising placed in a local newspaper by another landowner in the vicinity of Bill Britt Road in the lead up to the 16 March election indirectly supported her Mayoral Campaign. Mayor Dalle Cort confirmed to have had no direct or indirect involvement in the placing of the advertising and as such believed she did not have a Conflict of Interest in the matter. In the interest of openness and transparency Mayor Dalle Cort confirmed that she will consider agenda item 7.3.2 impartially, with a clear mind and clear conscious. Mayor Dalle Cort asked for Council approval to stay in the chamber for discussion and voting on the matter.

Resolution

Moved Councillor Oar, seconded Councillor Hall that Mayor Dalle Cort request is approved and she can remain in the meeting to participate in discussions and voting on item 7.3.2.

FOR - Councillors Max Musumeci, Micheal Detenon, John Furnell, Amanda Hall, Callan Oar, Fina Vasta.

CARRIED

Councillor Hall advised she had a Declarable Conflict of Interest on Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton as within the same email received by the Mayor from Mr. Mario Barbagallo and forwarded to herself. Mr. Barbagallo requested Councillor Hall remove herself from the chambers due to his assertion that she has a conflict of Interest on the matter as her husband, Peter Hall was involved in a historical legal matter some 6-7 years ago with Mr. Barbagallo. Councillor Hall believed she did not have a Conflict of Interest as it has no relevance on this matter. In the interest of openness and transparency, Councillor Hall confirmed that she will consider agenda item 7.3.2 impartially, with a clear mind and clear conscious. Councillor Hall asked for Council approval to stay in the chambers for discussion and voting on the matter.

N.B. Councillor Hall requested a copy of the conversation from Mr. Barbagallo be included in the meeting minutes. This correspondence can found at the end of this item.

Resolution

Moved Councillor Oar, seconded Councillor Detenon that Councillor Hall's request is approved and she can remain in the meeting to participate in discussions and voting on item 7.3.2.

FOR - Councillors Max Musumeci, Micheal Detenon, John Furnell, Pierina Dalle Cort, Callan Oar, Fina Vasta.

CARRIED

7.3.2. Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton

Executive Summary

Council is in receipt of a request lodged on 29 February 2024 by Milford Planning on behalf of Bohle Grazing Pty Ltd pursuant to section 29(4)(b) of the *Planning Act 2016* that Council agree to apply the superseded Planning Scheme, being the *Integrated Planning Act 1997 Burdekin Shire IPA Planning Scheme 2011*, to the carrying out of works specified in Plans prepared by Northern Consulting Engineers, referenced as:

- Project TUR0019/01 Issue P16; Project TUR0019/02 Issue P12; Project TUR0019/03 Issue P15; Project TUR0019/04 Issue P6; Project TUR0019/05 Issue P16; Project TUR0019/06 Issue P3; Project TUR0019/07 Issue P5; Project TUR0019/08 Issue P1; Project TUR0019/A01 Issue P3; Project TUR0019/Q01 Issue P10; TUR0019/Q02 Issue P14; TUR0019/Q03 Issue P2; TUR0019/Q04 Issue P1; TUR0019/SID01 Issue P2; TUR0019/V01 Issue P7; TUR0019/V02 Issue P7; and
- Standard drawings listed in Attachment 1 of the Request.

The Request is not a Development Application, nor a merit assessment giving any approval to the works themselves as being appropriate or safe for a Public Road Reserve.

In this circumstance it is a process that triggers a Local Government to exercise its discretion to consider the following assessment options for the proposed works:

- As the specified works were exempt development under the superseded planning scheme, *if the request was agreed to*:
 - The proposed Works are unable to be assessed or conditioned under the *Planning Act 2016* as they are exempt development without applicable assessment criteria; and
 - No application for assessable development under the current *2022 Burdekin Shire Council Planning Scheme* would be required for the initial works, or any rebuilding, repair or significant maintenance of the initial works, limited to a period of two (2) years, (upon which works may become assessable under any criteria applicable at that time).
- *If the request is not agreed to*, then the works would require code assessment under the current *2022 Burdekin Shire Council Planning Scheme* and, subject to further Council assessment against the standard applicable codes, could be approved, in perpetuity by a binding Development Permit over the land.

The Request process is therefore not a merit assessment of the works, but merely a decision on the process for assessment. As exempt development is not assessed by Council, there is no assessment of the proposed plans undertaken if the request is accepted, or a future assessment will occur in a necessary Development Application if it is not.

In either scenario, further approvals of the State and the Council under the *Local Government Act 2009*, *Local Law No. 1 (Administration) 2012* and its *Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2012*, are required.

Recommendation

After considering the Request, and the relevant provisions of the *Planning Act 2016*, officers recommend the request by Bohle Grazing Pty Ltd for Council to apply the superseded *Integrated Planning Act 1997 Burdekin Shire IPA Planning Scheme 2011* to the proposed works specified in Plans prepared by Northern Consulting Engineers, referenced as:

- Project TUR0019/01 Issue P16; Project TUR0019/02 Issue P12; Project TUR0019/03 Issue P15; Project TUR0019/04 Issue P6; Project TUR0019/05 Issue P16; Project TUR0019/06 Issue P3; Project TUR0019/07 Issue P5; Project TUR0019/08 Issue P1; Project TUR0019/A01 Issue P3; Project TUR0019/Q01 Issue P10; TUR0019/Q02 Issue P14; TUR0019/Q03 Issue P2; TUR0019/Q04 Issue P1; TUR0019/SID01 Issue P2; TUR0019/V01 Issue P7; TUR0019/V02 Issue P7; and
- Standard drawings listed in Attachment 1 of the Request,

to be carried out as exempt development is not agreed to for the following reasons:

1. On 1 March 2023, the *2022 Burdekin Shire Council Planning Scheme* (the current scheme) was gazetted and introduced, amongst other matters, the need for certain civil and engineering works including roadworks, stormwater management works and filling and excavations works involving a watercourse in the Rural Zone to be assessable development.
2. The current scheme is the most recent expression of the public interest and planning policy for the Burdekin Local Government area.
3. The superseded planning scheme was made under planning legislation from 1997 (repealed *Integrated Planning Act 1997*) that has been superseded twice since by new legislation (repealed *Sustainable Planning Act 2009* and the current *Planning Act 2016*). It is outdated and not reflective of modern planning criteria for application by Council.
4. The application of the current Planning Scheme differs to the applicable areas under assessment under *Local Law No. 1 (Administration) 2012* and its *Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2012*.
5. Agreement to the request would remove assessment of the complete works within the watercourse and Lot 96 under the current Planning Scheme and its applicable codes, as Council's Local Law mechanism may only assess the proposed works and condition safety mitigations in the area of Bill Britt Road Reserve. Such Local Laws are intended to be in addition to, not a replacement of, the planning process and serve different purposes.
6. It is considered to be the reasonable expectations of the community that Council assess and determine development in accordance with current Planning Scheme Policy, especially for development that affects the use of Council Controlled Road Infrastructure and Public Safety in accordance with the purposes of the *Planning Act 2016*.
7. To the extent the requested works are within private land (Lot 96 only), future development rights are not unreasonably diminished by the introduction of the *2022 Burdekin Shire Council Planning Scheme*. The proposed works within private land (Lot 96 only), merely facilitate works on State or Local Government owned land that cannot be undertaken without approval and consent of third parties.

8. Acceptance of a request is final. There is no ability to change the works and with the expiry of the 12 month period under the *Planning Act* for lawful superseded Planning Scheme requests to be made, no new request can be lodged.

9. The process therefore risks futility as the works are neither finally approved by the State or by the Local Government and may be changed by future required assessment processes.

10. Persons seeking to use and/or interfere with a Council managed Road Reserve, including to construct these works will require:

- a prescribed activity permit ('written approval' given under the Local Law) to be in place to ensure there is no breach and/or offence committed under s75 of the *Local Government Act 2009*, where Council has the power as 'road owner' to decide what works it would allow on a road it is responsible for; and
- to be an authorised user pursuant to the Council resolved process to do so in accordance with the formal resolution of Council made on 12 December 2023.

11. The Request is premised on an assumption made by the Applicant that Council has previously assessed the proposed works, which is incorrect, given:

- the works differ to those provided to Council for the application for a prescribed Activity Permit under the *Local Law No. 1 (Administration) 2012* and its *Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2012*, made in 2021, that was the subject of the Appeal,
- previous assessment under the Local Laws was limited to works within the Road Reserve only. Council's jurisdiction is expanded under the current Planning Scheme and current Planning Policy requires Council consideration of the works in their entirety, including within the watercourse and Lot 96.

12. The request contains no justification for why the proposed works should not be assessed under the current Planning Scheme.

13. The request contains requirements from a Traffic Engineer that actions to mitigate public safety risks, would be imposed by conditions.

Without a Development Permit under the current scheme, no conditions can be imposed by Council to achieve this outcome in perpetuity to mitigate public safety risks. (Note: Prescribed activity permits are only binding on an applicant, not the land and are limited to a term).

14. The request was not supported by sufficient expert material to justify the works being assessed efficiently and in the public interest, without a Development Permit process.

Resolution

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

FOR – Nil

AGAINST - Councillors Pierina Delle Cort, Micheal Detenon, John Furnell, Amanda Hall, Max Musumeci, Callan Oar, Fina Vasta

LOST

Reasons for Voting Against Officer Recommendation

The following points were provided as reasons Council voted against the Council Officer's recommendation for refusal of Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton:

- Introduction of a new Planning Scheme may adversely impact a site.
- Planning legislation provides a one (1) year transitional period.
- Burdekin Shire Council's previous Planning Scheme was updated in 2011 and is an adequate framework for decision making.
- All relevant proposed works can still be appropriately assessed, designed and constructed without making the works an "assessable development" under the superseded Planning Scheme.
- All other works proposed outside of Bill Britt Road will:
 - not be accessible to the public,
 - not on Council managed land and
 - assessable by the State (where in the Haughton River).
- All works have already been certified by a Registered Professional Engineer of Queensland as being appropriately designed.
- Supporting this request will limit the exposure to Council of a potential compensation claim that could arise by denying the request.
- It is not in the interest of Council, the public, the land owners or the developer to make the proposed works "assessable".

Motion Arising

That due to the reasons previously noted, Council approves the request Item 7.3.2 Request to Apply Superseded Planning Scheme for Development (Roadwork, Engineering Works and Excavation and Filling Works Involving a Waterway) Within the Bill Britt Road Reserve, Lot 96 on SP143120 and the Haughton River, Upper Haughton.

Resolution

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

CARRIED

From: [REDACTED]
Sent: Sunday, May 12, 2024 4:28 PM
To: Pierina Dalle Cort <[REDACTED]>
Cc: Max Musumeci <[REDACTED]>
Subject: Agenda item 7.3.2 Bill Britt Road

Dear Mayor Pierina Dalle Cort

Firstly, I would like to congratulate yourself and the other councillors for being elected to serve the Burdekin community for the next 4 years.

I have seen in the Agenda, for the upcoming council meeting on Tuesday 14th May, discussion regarding Bill Britt Road, Upper Haughton. This road neighbours my farm and any work on the Haughton River at this location can affect my farm. As you may be aware, this issue has been simmering since 1995, with many and varied proposed amendments to the original subdivision proposal.

The reason that I am writing to you is about conflict of interests. As you know, conflict of interest can be perceived and unintentional or real, but in any case, needs to be dealt with.

During the recent Council elections, one of the landholders from the western side of the Haughton River and a beneficiary of the proposed river crossing, had a very public campaign against the

previous serving Mayor. He asked voters not to vote for her and instead vote for another candidate, which of course was yourself. I am not suggesting that you were in any way involved, or even knew that this was going to happen, but it can lead to a perception of conflict of interest.

I would respectfully ask you to excuse yourself from any discussions regarding this proposed crossing to address any perceived conflict of interest.

I would also request you as Mayor to ask that Councillor Hall remove herself from any matters where I could be involved. There was a lengthy and costly legal matter with a group in which Councillor Hall's husband was involved. The matter was finally won by me in mediation the business day before a proposed court case. Once again, I am not suggesting that Councillor Hall was involved, however perceived conflicts do extend to family members.

Feel free to call me if you require any additional information.

Yours sincerely,

Mario Barbagallo
[REDACTED]

10.05am - Ms. Heuir, Mr. Saldumbide, Mr. Tickle and Mr. Byers entered the meeting.

10.06am - Mrs. Galletta left the meeting.

10.06am - Mr. Brennan and Mr. Wellwood entered the meeting.

7.4. TECHNICAL SERVICES

7.4.1. South Ayr Filtration Plant – Construction of a Filtration Plant Tender Recommendation

Executive Summary

Over the past several months, Council has been tendering for a Principal Contractor to construct Stage 1 of a Filtration Plant within the existing South Ayr Water Treatment Plant on Burke Street, Ayr. This filtration plant is a critical piece of infrastructure that will allow Council to filter and treat water from the South Ayr bores to supplement the supply of clean, potable drinking water to the townships of Ayr, Alva and Brandon.

The Principal Contractor will be responsible for the full construction of the filtration plant to an operable standard as per the design plans developed by GHD in 2022. Through the project, the Principal Contractor will work closely with Council's Project Manager and Council's Engineering Consultant (GHD) to deliver the project.

Through an extensive tendering process, bids were assessed by an evaluation panel and a recommendation for a suitably qualified contractor has been developed for consideration by Council.

This report aims to inform Council of the evaluation panels process and provide a recommendation for the Principal Contractor.

Recommendation

That Council endorses the recommendation to:

1. Award Tallai Project Group Pty Ltd the contract for TBSC/23/037 Construction of a Filtration Plant – South Ayr Water Treatment Plant for the lump sum cost of \$34,487,777.00 excluding GST.
2. Council submits additional funding request to the Queensland State Government for an amount of \$8,000,000.00 excluding GST for the balance of construction costs of the Stage 1 Water Filtration Plant.

Resolution

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

FOR - Councillors Max Musumeci, Michael Detenon, John Furnell

AGAINST - Councillors Pierina Dalle Cort, Amanda Hall, Callan Oar, Fina Vasta

LOST

Recommendation

That the matter lay on the table to allow for further consideration and be included in the next Ordinary Council Meeting 21 May 2024.

Resolution

Moved Councillor Oar, seconded Councillor Vasta that the recommendation be adopted.
FOR - Councillors Pierina Dalle Cort, Amanda Hall, Callan Oar, Fina Vasta

AGAINST - Councillors Max Musumeci, Michael Detenon, John Furnell

CARRIED

10.31am - Mr. Saldumbide, Mr. Tickle and Ms. Heuir left the meeting.

7.4.2. TBSC/24/004 Supply and Delivery of Nine (9) Light Vehicles (SUVs and Utilities)

Executive Summary

The Local Government Regulation Queensland 2012 (Regulation) requires Council to invite written tenders for large sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000.00 excluding GST per financial year. Section 232 of the Regulation allows an exception to this requirement if the contract is entered into with a supplier from a register of pre-qualified suppliers.

The purchase of light vehicles for the 2023/2024 year is in this category with quotations called in TBSC/24/004 – Supply and Delivery of nine (9) Light Vehicles (SUVs and Utilities). Two local Pre-qualified Suppliers were selected from Burdekin Shire Council's Register of Pre-qualified Suppliers of Motor Vehicles, Contract No TBSC/23/014 adopted by Council on 28 November 2023.

The quotation closed on Wednesday 1 May 2024 with responses received from the two suppliers consisting of quotations for fifteen (15) light vehicle options. These quotations were assessed using a multi-criteria weighting method.

Recommendation

That Council:

1. Award TBSC/24/004 Supply and Delivery of Nine (9) light vehicles (SUVs and Utilities) pursuant of Register of Prequalified Suppliers – Motor Vehicles Contract No. TBSC/23/014 for a combined value of \$374,207.17 excluding GST in part to two Prequalified Suppliers.

Burdekin Motors Pty Ltd for eight (8) light vehicles to the value of \$335,755.56 that consists of:

- Vehicle 1 - 2024 Isuzu MUX-LSU 4x4 for \$55,062.73
- Vehicle 3 - 2024 Kia Sportage SX HEV 2WD for \$42,631.82
- Vehicle 4 - 2024 Isuzu DMAX-SX Single Cab 2WD for \$36,502.73
- Vehicle 5 - 2024 Isuzu DMAX-SX Dual Cab 2WD for \$42,399.09
- Vehicle 6 - 2024 Isuzu DMAX-SX Single Cab 2WD for \$36,911.82
- Vehicle 7 - 2024 Isuzu DMAX-SX Single Cab 2WD for \$37,844.55
- Vehicle 8 - 2024 Isuzu DMAX-SX Single Cab 2WD for \$37,844.55
- Vehicle 9 - 2024 Isuzu DMAX-SX Dual Cab 4WD for \$46,558.27

Honeycombes Sales and Service Pty Ltd for one (1) light vehicle to the value of \$38,451.61 for

- Vehicle 2 - 2024 Mazda CX5 MAXX SPORT AWD for \$38,451.61.

2. Delegates authority under s257(1)b of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters related to the execution of Contract TBSC/24/004 Supply and Delivery of Nine (9) light vehicles (SUVs and Utilities).

Resolution

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

CARRIED

10.35am - Mr. Byers left the meeting.

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

Local Government Association of Queensland (LGAQ)

Policy Executive Ballot Letter and Form - District 9 - Northern Queensland - Burdekin - Local Government Association Queensland

Council had previously endorsed the nomination of Hinchinbrook Shire Council Mayor Ramon Jayo as the District 9 representative for the Local Government Association of Queensland Policy Executive. A further nomination has been received for the position and therefore a ballot is required.

Resolution

Moved Councillor Oar, seconded Councillor Furnell that Council support the nomination of Mayor Ramon Jayo for election as the District 9 representative to the LGAQ Policy Executive.

CARRIED

11. GENERAL BUSINESS

11.3 Approved Leave of Absence - Councillor John Furnell

Councillor Furnell requested approval for a leave of absence for the period of 12 July to 28 July 2024.

Resolution

Moved Councillor Detenon, seconded Councillor Musumeci that Councillor Furnell be granted a leave of absence for the period 12 July to 28 July 2024.

CARRIED

12. CLOSED BUSINESS ITEMS

13. DELEGATION

There being no further business the meeting closed at 10.46 am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 28 May 2024.

MAYOR

4.2. MINUTES AND BUSINESS ARISING

South Ayr Filtration Plant Construction Tender Recommendation - Lay on the Table

File Reference: 2646

Report Author: Tayla Heuir, Project Engineer

Authoriser: Nick Wellwood, Director Infrastructure Planning and Environmental Services

Meeting Date: 28 May 2024

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.

3.4.2: Review land supply and uses to meet community and business needs.

Executive Summary

Over the past several months, Council has been tendering for a Principal Contractor to construct Stage 1 of a Filtration Plant within the existing South Ayr Water Treatment Plant on Burke Street, Ayr. This filtration plant is a critical piece of infrastructure that will allow Council to filter and treat water from the South Ayr bores to supplement the supply of clean, potable drinking water to the townships of Ayr, Alva and Brandon.

The Principal Contractor will be responsible for the full construction of the filtration plant to an operable standard as per the design plans developed by GHD in 2022. Through the project, the Principal Contractor will work closely with Council's Project Manager and Council's Engineering Consultant (GHD) to deliver the project. Through an extensive tendering process, bids were assessed by an evaluation panel and a recommendation for a suitably qualified contractor has been developed for consideration by Council.

This report aims to inform Council of the evaluation panels process and provide a recommendation for the Principal Contractor.

Recommendation

That Council endorses the recommendation to:

1. Award Tallai Project Group Pty Ltd the contract for TBSC/23/037 Construction of a Filtration Plant – South Ayr Water Treatment Plant for the lump sum cost of \$34,487,777.00 ex GST.
2. Council submits additional funding request to the Queensland State Government for an amount of \$8,000,000.00 ex GST for the balance of construction costs of the Stage 1 Water Filtration Plant.

Background

Council first identified the Per- and Polyfluoroalkyl (PFAS) contaminate in the primary water supply bore field in Nelson's Lagoon in 2018 that triggered investigations into water management and existing water supply infrastructure. Since then, Council, with the assistance of external Government and private agencies, have worked to ensure that the water quality in the supply network continued to meet drinking water guidelines and that demand was met and maintained for residents in Ayr, Alva and Brandon.

A water filtration plant has been designed to filter iron and manganese from the bore water in the South Ayr

bore field. The two-stage filtration plant design was completed in 2022 by GHD. This plant will allow the primary water supply to be sourced from a non-contaminated bore field, with the resilience to implement additional infrastructure in the future to treat surface water if needed.

Stage 1 of the design incorporates a standard flocculation treatment system to remove iron and manganese particles from bore water sourced from the South Ayr bore field and cleanse the clean bore water sourced from Conlan Street bore field. Stage 2 of the design includes infrastructure that can be added into the Stage 1 infrastructure if it becomes necessary to source raw water from Plantation Creek.

With approvals from the Queensland Government for grant funding to fully support the construction costs of the Filtration Plant Stage 1 in January 2024, Council was able to proceed with tendering for an Engineering Consultant to assist Council with the construction project, and further tender for a Principal Contractor for the construction of the filtration plant.

Tender Process and Evaluation

Council has recently undertaken the tendering for a Principal Contractor to construct Stage 1 of the Filtration Plant. The Principal Contractor will be responsible for the full construction of the plant, to an operable standard, as per the design plans.

The tender was placed on the open Marketplace on Vendor Panel. Twelve tenderers attended the mandatory site inspection on the 15 December 2023. After the 9-week tendering period, three (3) tenderers submitted a formal bid that was assessed by Council's evaluation panel for the project.

All three (3) tender submissions exceeded the proposed construction budget, and therefore a period of tender negotiations and scope revisions commenced. With the assistance of GHD, Council completed design revisions and removed certain infrastructure to reduce the overall project cost. Tenderers were asked to resubmit a bid that included these scope changes and design revisions. Each tenderer submitted a revised bid on the 16 April 2024 which were further assessed by the project's evaluation panel.

The panels combined assessment scores were tabulated to show an average result for the preferred tenderer, as can be seen below. The evaluation criteria was outlined in the tender documentation.

Evaluation Panel Combined Assessment

Project	TBSC/23/037 - Construction of a Filtration Plant - Ayr Water Treatment			
Date	21/02/2024			
Reviewed Date	16/04/2024			
Tenderer Name		A Gabrielli	NQCC	Tallai
Selection Criteria	Weighting (%)			
1 - 10 Scoring				
Price (Revised Costs)	40%			
Your Score		6	7	9
Weighted Score		2.4	2.8	3.6
Experience	20%			
Your Score		5	6.3	8.7
Weighted Score		1	1.26	1.74
Resources	10%			
Your Score		8.7	9	9
Weighted Score		0.87	0.9	0.9
Methodology	15%			
Your Score		5.6	4.3	8.7
Weighted Score		0.84	0.645	1.31
Local Content	15%			
Your Score		7.3	7	5
Weighted Score		1.10	1.05	0.75
Total Weighted Score		6.2	6.7	8.3

The revised bids still exceeded the original proposed budget and, with Council's support, a request for additional funding will be submitted through the State Government Department of Regional Development, Manufacturing and Water (DRDMW). It is anticipated that approval for these additional funds could be confirmed within two (2) months of the adoption of this tender award. It is noted that Council have obtained sufficient funding from the first phase of the approved funding to commence construction without Council contribution. However, the cost deficit would have to be recovered from the reserves budgeted to ongoing operation and maintenance of the filtration plant if additional funding is not approved.

Consultation

Not Applicable.

Budget & Resource Implications

State Government Grant Funding has been approved to the value of \$46.88 million from the Queensland Department of Regional Development, Manufacturing and Water for the South Ayr Filtration Plan project. Within this, a budget for the Engineering Consultant and project management has been considered and allocated.

An additional funding request is to be submitted to the State Government Department of Regional Development, Manufacturing and Water (DRDMW) to cover the total construction costs.

Legal Authority & Implications

Not Applicable.

Policy Implications

Burdekin Shire Council Procurement Policy.

Risk Implications (Strategic, Operational, Project Risks)

Risk has been reduced through extending the tender evaluation period to further negotiation bids and revise the design and scope of works to achieve the best value for money for Council. However, the extension has postponed the commencement of construction and therefore adds an additional summer period of peak demand to the water supply network. During these peak demand periods, additional supply is applied to existing, operational borefields and controlled operational practices are implemented by Council to ensure plentiful supply that meet drinking quality standards.

Council have been proactive in their communication with the State Government about the difference between the approved funding and the costs of construction determined through the tender process. Through a formal request to the DRDMW, Council will be requesting an additional \$8 million to cover the total construction costs for the project. Any formal response approving the additional funding is not anticipated to be delivered prior to the adoption of this tender.

It is noted that if Council are not successful with their request for additional funding, the deficit will be sourced from the reserves for the ongoing operational and maintenance funds that were approved as part of the original \$46.88 million.

Attachments

None

4.3. MINUTES AND BUSINESS ARISING

Audit Committee Meeting Minutes - 1 May 2024

File Reference: 388

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 28 May 2024

Purpose

This report provides the Minutes of the Audit Committee Meeting held on 1 May 2024.

Summary of recommendations and actions for consideration and adoption:

Item 3. Minutes of the Audit Committee Meeting held on 7 February 2024

That the minutes from the previous meeting held on 7 February 2024 be formally adopted.

Item 4.1 Shell Financial Statements and Points of Note

That the 2024 Shell Financial Statements and Points of Note be endorsed by the Committee.

Item 5.1 Proposed Annual Infrastructure Valuation Methodology Report

That the Committee accepts the Preliminary Infrastructure Valuation Summary Report 2024.

Item 6.1 Review Investment Policy

That the Investment Policy be endorsed by the Committee and presented to Council for formal adoption.

Items 7.1 and 7.2 QAO Briefing – Emerging Issues/Report to Parliament and Review Crowe External Audit Plan Including Audit Timetable and Audit Fee

That the Audit Committee endorse the External Audit Plan and note the QAO Briefing Paper.

Item 7.3 Consider Need for Closed Session Briefing with Crowe/QAO

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

Item 8.1 Internal Audit Report – Progress Towards Achieving Audit Schedule and Recommendations from Audits Undertaken

That the Committee accept the Internal Audit Report.

Items 9.1 and 9.2 Presentation of Risk Management Committee Meeting Agenda, Briefing Papers and Minutes and Risk Management Update

That the Committee note the minutes of the Risk Management Committee meeting held on 13 March 2024 and the Risk Management Update.

Item 9.4 Progress Report on Implementation of Agreed Management Action Items from Internal and External Audit

That the Committee accept the Agreed Management Action Item Status Report and endorse the amended due dates.

Recommendation

That:

1. the minutes of the Audit Committee meeting held on 1 May 2024 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3 to 9.4 above be adopted.

Attachments

1. Minutes - Audit Committee Meeting - 1 May 2024

Meeting Minutes

Meeting	Audit Committee Meeting		
Date	Wednesday, 1 May 2024	Time	9:00 am
Attendees	Mr. David Sibley – Independent Chairperson Mr. Jim Fahey – Independent Professional Member Mr. Jim Nuttall – Independent Community Member Mr. John Crook – Senior Manager - Queensland Audit Office (via Teams) Ms. Donna Sinanian – External Auditor and Partner – Crowe Mr. Mitchell Witt –Senior Manager BDO (Risk Advisory) (via Teams) Cr. Michael Detenon – Councillor Cr. Callan Oar - Councillor Mr. Terry Brennan – Chief Executive Officer Mr. Nick O'Connor – Director Corporate and Community Services Mrs. Kim Olsen – Manager Financial and Administrative Services Mrs. Kathy Cortabitarte – Financial Accountant Systems Mr. Kevin Byers – Manager Technical Services Mrs. Rebecca Stockdale – Senior Governance Officer		
Apologies	Mr. Nick Wellwood – Director Infrastructure Planning and Environmental Services Cr. Pierina Dalle Cort – Mayor		
Chairperson	Mr. David Sibley – Independent Chairperson		
Minutes Clerk	Mrs. Jodie Ordorica - Governance Support Officer		
Location	John Drysdale Chambers		

Minutes

1. Welcome

Mr. Sibley welcomed all attendees.

2. Apologies

Mr. Sibley acknowledged the apologies that were received for the meeting.

3. Minutes of the Audit Committee Meeting held on 7 February 2024

Minutes of the previous Audit Committee Meeting held on 7 February 2024 were circulated to Committee members prior to the meeting.

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

4. Financial Reporting

4.1 Shell Financial statements and points of note

The 2024 Shell Financial Statements and Points of Note were circulated to the Committee prior to the

meeting.

Mrs. Cortabitarte briefed the committee on the reasons for developing and presenting the Shell Financial Statements advising that the final draft financial statements are also presented to the Audit Committee later each year. Preparation of the Shell Financial Statements assists with the audit planning, it is a requirement of the audit process, and it also assists with the early preparation of the Financial Statements. The benefit to Council of Shell Financial Statements is that it highlights early any potential changes (from previous years' financial statements) for the financial year so that Council can undertake research and discuss any issues with the Auditors before the end of the financial year.

This financial year, there are no major accounting standard changes that affect the financial statements, however the accounting policy information to be included in the statements has been reviewed. The statements have been prepared using the Department of State Development, Infrastructure, Local Government and Planning's Tropical Financial Statement (Tropical) as a guide. Changes to the statements have been applied using professional judgment after taking into consideration Council's business, materiality, and the end users of the financial statements.

Mrs. Cortabitarte provided an overview of matters of interest including:

General matters:

- Term Deposits
- Natural Disaster declared events – 2022, 2023 and 2024
- Non-current assets held for sale
- Not previously recognised assets
- Contributed assets
- Property Plant and Equipment
- Note 17 Restoration Provision
- Sustainability Ratios
- Related Party Disclosures

Mrs. Cortabitarte advised of an amendment in the Points of Note briefing paper - Note 17 should read as Note 15.

Two major changes are:

1. Property Plant and Equipment – this year the valuation techniques note have been further simplified and will be updated once the final valuation reports have been received.
2. Sustainability Ratios – the Financial Management (Sustainability) Guideline has been updated and Council is required to report on 8 ratios this financial year compared to 3 last financial year.

Mrs Cortabitarte also provided the Audit Committee with a brief overview of how officers decide to include relevant disclosures based on simplification, reducing duplication and applying materiality.

Ms. Sinanian advised the Shell Financial Statements will be reviewed by the Auditors (QAO) when they are onsite in May and their comments will be incorporated into the final Financial Statements.

Moved Mr. Sibley seconded Mr. Fahey that the 2024 Shell Financial Statements and Points of Note be endorsed by the Committee. Carried.

5. Infrastructure Assets

5.1 Proposed annual infrastructure valuation methodology report

Mr. Byers presented the Preliminary Infrastructure Valuation Summary Report 2024.

Mr Byers advised that valuations of infrastructure assets are currently in progress and expected to be completed by 31 May 2024. The effective valuation date for most classes is 31 March and will be completed by 3 May. Transport and Stormwater Drainage will have an effective valuation date of 30 April 2024 and is expected to be completed by 31 May 2024.

Mr Byers highlighted the notable increase in value for water supply assets is primarily due to wages (7%), plant hire (7.4%) and the price of ductile iron pipe (22%). Approx. 20% of the value of water mains are constructed using ductile iron material therefore resulting in the higher increase in value than that for Sewerage.

Asset Class Buildings had a significant increase due to the costs involved in the building industry including a shortage of skilled workers and increased costs of materials.

The final 2024 Asset Valuation Report will be completed by mid-June with a final review to 30 June 2024 to be completed in July.

Moved Cr. Detenon and seconded Mr. Nuttall that the Committee accept the Preliminary Infrastructure Valuation Summary Report 2024.

Mr. Byers left the meeting.

6. Financial Assets

6.1 Review Investment Policy

Mr. O'Connor presented the Investment Policy to the Committee for formal endorsement prior to being adopted by Council with the 2024/2025 Budget. The policy has been reviewed in accordance with the policy review cycle and no changes are proposed.

Mr. O'Connor provided background to Council's Investment Policy. This policy is required to be adopted by Council annually. It is heavily regulated by the Local Government Act and Regulation with the objective of maximising investment returns with agreed risk parameters and statutory constraints. Maintaining a diversified portfolio of investments and the value of capital invested.

The policy is discussed during the Budget process with Councillors and brought to the Audit committee for any feedback.

Mrs. Olsen explained in further detail how Qualifying Local Financial Institutions (QLFI) is applied. When rates are received from the Queensland Country Bank and Bendigo Bank, their presence in the Burdekin – branches in Ayr and Home Hill - is considered. They both have very active grant programs in which they give back to the community, therefore in recognition of this when assessing their rates with other institutions, some leeway is given as long as Council is still getting very close to fair value.

The policy has been sent to Queensland Treasury Commission (QTC) for review. The QTC were very instrumental in assisting with the development of this policy and it was considered timely to seek their review at this time. Mrs. Olsen advised that the QTC have experienced some delays in conducting their review due to competing priorities. Therefore, it is proposed that the policy will be presented for adoption in its current form with any relevant feedback from the QTC to be incorporated in the annual review in the following year.

Moved Mr. Sibley seconded Mr. Fahey that the Investment Policy be endorsed by the Committee and presented to Council for formal adoption. Carried.

7. QAO/External Audit Advice

7.1 QAO Briefing – emerging issues/report to parliament and 7.2 Review Crowe external audit plan including audit timetable and audit fee

Ms. Sinanian advised the main risk areas of the audit focus are valuation of infrastructure assets, provision for tip restoration and occurrence and validity of expenditure.

There has been a minor increase in the materiality percentage to previous years. The increase is reflective of having limited/no adjustments or issues raised for a number of years.

The audit progress is on track. Audit planning procedures were completed in February and the draft external audit plan was discussed with management in March with the approved plan issued on 27 March 2024. The first interim audit will commence on 20 May and is planned to issue the draft interim management report by 7 June. Crowe will engage with internal audit to understand if there are any impacts on their audit through its reviews.

The audit fees are in line with prior year allowing for CPI increase.

Mr. Crooks recommended briefing the audit committee on the Sustainability Ratio's at the June meeting due to one new Councillor being appointed to the committee and the introduction of new ratios this financial year. Mrs. Olsen advised Councillors have been briefed during Budget workshop however this will be revisited when presenting the draft financials, which is at the August meeting.

QAO is finalising its written review of Cyber Security incidents that have occurred in the public sector in the last 12 months and is looking to table this report in May. The findings and recommendations will be shared at the Audit Committee meeting on 12 June. NSW have recently completed a similar review and the findings and recommendation from this review have been listed in the briefing paper.

Mr. Crooks highlighted the example of ongoing issues around accounts payable staff being aware of master file changes. QAO are continuing to see in the sector where some Councils have significant monetary losses – higher than the materiality applied to financial statements. Whilst there are policies and procedures in place to describe the process, staff are not necessarily following them to the full extent which has resulted in losses occurring.

Mrs. Olsen advised she has recently emailed accounts payable and customer service staff about this issue and has arranged cyber security training. Another reminder will be sent after today's meeting.

Mr. O'Connor advised the timing these reports out of NSW and Qld are relevant and topical to Council ahead of the scheduled Internal Audit of our Cyber Resilience program next month.

Moved Cr. Detenon, seconded Mr. Fahey to endorse the External Audit Plan and note the QAO Briefing Paper.

Mrs Cortabitarte left the meeting.

7.3 Consider need for closed session briefing with Crowe/QAO

The Committee decided no closed session briefing was required.

8. Internal Audit

8.1 Internal Audit Report – Progress towards achieving audit schedule and recommendations from audits undertaken

Mr. Witt provided the committee with an overview of the Internal Audit Status Update circulated to the Committee ahead of the meeting.

Cr. Oar entered the meeting.

Mr. Witt advised that BDO are currently in the early stages of 2 reviews – Inventory Management and Cyber Resilience. Site work will commence on the 8 May for the Inventory Management Audit and the Cyber Resilient Audit will commence in the next few weeks.

The Cyber Resilience audit has a high-level scope and is quite broad ranging to give a holistic maturity review of the practices of Council and they want to overlay the current plans and initiatives that are programmed and forecasted to address the risks that have already been identified to ensure Council is focusing on the right risk areas and how resources are prioritised at Council going forward. The scope areas include: –

- The governance of security
- Preparedness and risk management
- Technical security and protection controls
- Defensive and resilience capabilities.

Mr. Leon Fouche, Nation leader, Cyber Security at BDO is leading this audit with his specialist team.

Mr. Sibley raised a question in relation to the Annual Audit Plan and questioned the list of Alternate Audits. Mr. O'Connor provided advice to the committee about the Internal Audit Planning process. At each annual review of the Audit Plan, the Alternative Audits are considered based on the risk priorities and assurance requirements of Council.

Cr. Detenon suggested the consideration of an internal audit of the implementation of the Planning Scheme in next year's audit plan. This will be noted for consideration.

Mrs. Stockdale advised Council will be calling for Request for Quotations for a new 3-year Internal Auditor – Development of an internal audit plan and delivery of an internal audit services as BDO's contract finishes 30 June 2024.

Moved Mr. Nuttall, seconded Cr. Detenon that the Committee accept the Internal Audit Report. Carried

Mr. Sibley welcomed new Councillor, Cr. Callan Oar to the Audit Committee.

9. Management Updates

9.1 Presentation of Risk Management Committee Meeting Agenda, Briefing Papers and Minutes

Minutes of the Risk Management Committee Meeting minutes held on 13 March 2024 were circulated to Committee members prior to the meeting.

9.2 Risk Management Update

Mr. Sibley asked for confirmation that there have been no changes to the strategic risk register and framework. Mr O'Connor confirmed that this was correct.

Mr. Brennan advised the committee of a recent Local Government Workcare Work Health and Safety Audit. The auditor was onsite for 3-4 days meeting with management and conducting site visits meeting with staff. The final report was very positive with no major issues identified and Council should receive the final assessment in the near future.

Moved Cr. Detenon, seconded Mr. Fahey that the Committee note the minutes of the Risk Management Committee meeting held on 13 March 2024 and the Risk Management Update.

9.3 Review Fraud and Corruption Control Plan

Mr. O'Connor provided a verbal briefing on the proposed approach to the review of Council's Fraud and Corruption Control Plan. Mr. O'Connor advised that the existing plan contains a list of ongoing prevention, detection and response activities that is reviewed annually and regularly monitored. Work has commenced on reviewing the Fraud and Corruption Control Plan with the view of benchmarking against other organisations and Councils and drawing on information from industry experts and public reports. The revised Fraud and Corruption Control Plan and Annual Implementation Plan will be presented to the Audit Committee and Council when it has been completed.

Mrs. Stockdale advised that Council has always taken a proactive approach to raise awareness of what Council's fraud and corruption risks are. In the last 12 months face to face fraud and corruption control training has been delivered to all staff providing them with a good understanding of the definitions of fraud and corruption and giving examples of what to look out for. The training has also provided staff with an understanding of Council's Public Interest Disclosures Framework. Council does not have a history of high-level incidents however there have been reports in the past which would be considered low level matters that have been dealt with. There is no indication of systemic corruption or fraud by Council's staff against the organisation. Council does not publish their fraud and corruption plan online as Council does not want to share with the public their information of where Council is focusing their activities, however it is available to staff.

9.4 Progress report on implementation of agreed management action items from Internal and External Audit

Mr. O'Connor provided an overview of the outstanding internal audit agreed management action items.

There are 25 outstanding actions: 18 are current, 2 are complete and 5 are overdue and require an extension.

Item 3-1 *Finding 1 – Council needs to consider forming a unique value proposition to assist in attracting and retaining talent* is in the status of complete and Mr. O'Connor has requested the status to be reverted to current as this is part of the broader Strategic Workforce Plan which is still under development - Extension to 30 June 2024.

Item 2-15 *Apply a prioritised approach to review and update business continuity plans to include additional information as recommended.* The final 3 BCP subplans are currently under development. ICT has been left until last as every sector of Council relies on ICT and Council needs to understand the priorities of each sector in relation to ICT to then develop the final plan - Extension to 30 June 2024

Audit No 3: BDO – Strategic Workforce Planning and Succession Management - April 2022

3-9 Draft workforce plan developed which includes a number of pillars and suggested actions to address the short, medium and long term Workforce goals of Council - Extension to 30 June 2024.

Audit No 10: BDO - Customer Request Management - January 2023

10-2 Workflow update delayed due to the workload of the IT Officer completing the workflows - Extension to 30 June 2024.

Audit No 16 – BDO - Provision of Waste Management Services Contract - December 2023

16-1 Due to a delay in securing a new Coordinator Waste Services this action has not been started. It is proposed to change the date of delivery to 30 June 2024 - Extension to 30 June 2024.

Moved Mr. Fahey, seconded Mr. Nuttall, that the Committee accept the Agreed Management Action Item Status Report and endorse the amended due dates.

10. Other Business

10.1 Other Business

Mr. Brennan provided the following updates:

- Council is currently in Enterprise Bargaining negotiations with the existing agreement expiring in June. There have been four meetings to date. An offer in regard to wage increases and some other items has been made and a response will be received at the next meeting.
- The water and sewerage elements of the Industrial Estate project are well underway. The contractors are currently concentrating on the watermain upgrade in Chippendale Street which will upgrade the water supply to the estate and will have water pressure benefits for the existing estate. The next stage of the works is to install the culverts across the drain separating the new estate from the old estate. The culverts are on site and Council is waiting on the contractor to commence.
- Ayr water treatment plant – tenders all came in significantly above the budget estimate and Council had to look at the scope of works and redesign the project. A request was sent to tenderers to resubmit tenders, which has been completed and the outcome will be presented to Council Workshop on 7 May. The State Government has been advised the funding is not sufficient and they recognise that a lot of capital projects are going for more than budgeted.
- The Macro Algae project is progressing well with the construction of the physical assets expected to be completed in June ready for the commissioning phase in July/August. Estimated cost of works and Council's earthworks pad is \$10m. Aerial photos attached on the project.
- Council is currently heavily involved in budget workshops.

Mr O'Connor provided the following updates:

- CiA transition - The new Council will be briefed on the progress of the ICT transition, as a significant milestone has recently been achieved with the successful completion of the final module of the first tranche of the transition to the new environment. During the Audit meeting on 12 June, an update will be provided on the current status of the project, the accomplishments so far, the benefits realised, and the project team's plans for the next phase of the project.
- Strategic Workforce Plan - Morrison Law has been engaged to partner with Council in creating a draft Strategic Workforce Plan, which has now been received. This plan is the result of extensive consultations with the Senior Leadership Group (SLG), Executive Leadership Team (ELT), and various supervisors and managers, building upon the findings of the internal audit. The workforce plan broadly focuses on the future, examining the current state of the organisation and considering both present and anticipated labour market trends. It also takes into account future capabilities, specialist roles, and reflects on traditional obstacles the Council has faced in attracting and retaining key roles. The Council will develop an action plan focusing on four primary areas: planning and attraction, leadership and engagement, performance and reward, and growth and improvement. After internal review and approval from the SLG and ELT, the plan will be presented to the Audit Committee at the meeting scheduled for 12 June.

There being no further business, the meeting closed at 10.11am

The next meeting will be held on Wednesday, 12 June 2024

Mr. David Sibley

Chairman

Agreed Recommendations to Council

Minute Item	Recommendation
3.	That the minutes from the previous meeting be formally adopted by the Committee.
4.1	That the 2024 Shell Financial Statements and Points of Note be endorsed by the Committee.
5.1	That the Committee accepts the Preliminary Infrastructure Valuation Summary Report 2024.
6.1	That the Investment Policy be endorsed by the Committee and presented to Council for formal adoption.
7.1 and 7.2	That the Audit Committee endorse the External Audit Plan and note the QAO Briefing Paper.
7.3	That the Committee decided no closed session briefing was required.
8.1	That the Committee accept the Internal Audit Report.
9.1 and 9.2	That the Committee note the minutes of the Risk Management Committee meeting held on 13 March 2024 and the Risk Management Update
9.4	That the Committee accept the Agreed Management Action Item Status Report and endorse the amended due dates.



5.1.1. CEO Media Policy

File Reference: 1362

Report Author: Marina Power, Media and Communications Officer

Authoriser: Terry Brennan, Chief Executive Officer

Meeting Date: 28 May 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.1.2: Be responsive and proactive in providing information to keep the community informed.

Executive Summary

The revised Media Policy will amend the current policy, adopted at the Ordinary Council Meeting on 23 February 2021.

Minor amendments were made to the policy.

Recommendation

That Council adopts the revised Media Policy as attached.

Background

Council's Media Policy was first adopted in 2015 and aimed to provide guidance to Elected Members and Employees in relation to interactions with media. The policy was revised in 2021 in accordance with its review schedule.

Consultation

The policy was revised by Council's Media and Communications Officer in consultation with the Chief Executive Officer before being discussed at the Council Workshop on 21 May 2024. The Chief Executive Officer and Media and Communications Officer provided advice to Council in relation to the policy.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

The policy will be updated in Council's Policy Register and will be published to Council's website. The policy will replace the existing Media Policy. The policy complements the adopted Social Media Policy.

Risk Implications (Strategic, Operational, Project Risks)

Effective adherence to the outlined Media Policy will ensure the risk to Council of negative or detrimental media coverage is minimal. Council's Operational and Strategic Risk Register provides a detailed classification of risks and controls associated with media and communications.

Attachments

1. Media Policy

Policy Type	Corporate
Function	Community Relations
Policy Owner	Chief Executive Officer
Policy Contact	Media and Communications Officer
Effective Date	23 February 2021

Purpose

This document sets out Burdekin Shire Council's policy for Elected Members and Council employees when interacting with the media.

Scope

This Policy applies to all Elected Members and Burdekin Shire Council employees.

Policy Statement

To maximise positive editorial coverage of Burdekin Shire Council events, programs, services, decisions and other aspects of operations and policy matters, Council is committed to providing information to the media in a timely, accurate and newsworthy manner.

Media Spokesperson

The following protocol acknowledges the Mayor as the primary spokesperson to the media on major issues and decisions that are made by Council, and the Chief Executive Officer (CEO) as the primary spokesperson to the media on administrative or operational matters of Council.

Public Comment by Elected Members

It is acknowledged that acting in the capacity as the primary spokesperson, the Mayor may be approached by media outlets seeking comments on major issues and announcements relating to the Burdekin. At their discretion, the Mayor may designate the Deputy Mayor as a spokesperson or in special circumstances another Elected Member.

If an Elected Member is approached and the matter is considered to be of a sensitive nature; have a whole-of-Council implication; and/or is yet to be formally considered by Council, they will refer the matter to the Mayor in the first instance.

When considering whether to interact with the media, Elected Members need to be aware of their responsibilities under the *Local Government Act 2009*, in particular: a Councillor must serve the overall public interest of the area.

Further to the above responsibility, Elected Members are to conduct themselves in a way that promotes and maintains the public's trust and confidence in the integrity of the Council; and ensure their actions do not diminish the standing, authority or dignity of the Council.

Therefore, when interacting with the media, Elected Members should also be representatives of their community.

In making comments to the media, any personal views of Elected Members on issues that may be contrary to a Council-adopted position or on matters not yet considered by Council, should be clearly identified as the personal view of the Elected Member.

Elected Members who are contacted by media for comment on Council administrative or operational matters must refer the media representative to the Media and Communications Officer.

Media Enquiries and Interview Requests

The Media and Communications Officer will manage all media statements, enquiries and interview requests to ensure positivity and consistency in messaging. Media enquiries and interview requests received by the Media and Communications Officer shall be referred to the Mayor, CEO or other authorised spokesperson for timely determination of the appropriate spokesperson. Once determined, the spokesperson will be provided the necessary support from the Media and Communications Officer. The Media and Communications Officer must be advised of all media enquiries and interview requests received by Council employees and Elected Members. Media enquiries and interview requests are to be forwarded onto the Media and Communications Officer.

Role of Chief Executive Officer

The Chief Executive Officer is the chief authorised spokesperson for all administrative and operational issues.

Role of the Media and Communications Officer

The Media and Communications Officer is the liaison point between the media and the organisation and is an authorised spokesperson on matters of fact or clarification only. In the event of the Media and Communications Officer being absent, another Officer may be nominated as an interim media contact for matters of urgency.

Role of Employees

Employees shall not respond directly to media requests except as authorised within this policy. If an employee receives a request or enquiry directly from the media, the employee shall refer the enquiry to the Media and Communications Officer. If the Media and Communications Officer is unavailable and the matter is urgent, the employee shall refer the enquiry in the next instance to the CEO.

No employee (with the exception of the above spokespersons) will participate in media interviews or provide information to the media. The CEO may approve an exception to this policy to provide the media with an alternative spokesperson. When this occurs, it will be generally limited to matters where comment relates to a technical matter relevant to the spokesperson's respective department and in keeping with Council policy and resolutions.

This policy does not exclude Council officers authorised as editors of Council's social media platforms from creating posts and/or replying to comments on Council's social media platforms in accordance with the adopted Social Media Policy.

Exceptions

Nil

Objectives

Effective communication with the media is an important component of Burdekin Shire Council's ability to meet its strategic objectives, to promote effective engagement with residents and stakeholders and to advocate for and on behalf of the community.

The aim of public engagement through the media is to communicate and build the Burdekin's reputation and to maximise positive editorial coverage of Burdekin Shire Council events, programs, services, decisions and other aspects of operations and policy matters.

Risk Management

Effective adherence to the outlined Media Policy will ensure the risk to Council of negative or detrimental media coverage is minimal. Council's Operational and Strategic Risk Register provides a detailed classification of risks and controls associated with media and communications.

Legislation

Local Government Act 2009

Definitions and Abbreviations

- Employee** includes a direct employee of Council whether employed on a permanent, temporary, full-time, part-time or job share basis.
- Media** is all mediums used for communication including, but not exclusive to, television, radio, newspaper, newsletter, magazine, internet, social media (such as blogs, Facebook, Instagram, Twitter, Google+, LinkedIn, YouTube).
- Elected Member** includes Mayor, Deputy Mayor and Councillors.

Related Documents

Reference Number	Document Title
ECM 1631521	Code of Conduct for Councillors in Queensland
ECM 10688863	Burdekin Shire Council Code of Conduct for Workers
MED-POL-0004	Social Media Policy

Document History and Version Control

Title of Document	Media Policy
Document Reference Number	MED-POL-0005 Rev 3
Review Schedule	36 months
Council Meeting Date	23 February 2021
Council Resolution Number	

5.2.1. ECONOMIC DEVELOPMENT

Burdekin Shire Local Housing Action Plan

File Reference: 2668

Report Author: Eliza Lovell, Economic Development Coordinator

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 28 May 2024

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.

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.

In preparing the Burdekin Local Housing Action Plan, Council engaged with a range of stakeholders including:

- Targeted stakeholder workshop held on 22 November 2023. Following this initial workshop, stakeholders were provided with a draft of the priority actions for feedback. Stakeholders included local community housing providers, social welfare providers, real estate agents, farmers and Chambers of Commerce.
- Burdekin Shire Council Economic Advisory Group – presented draft actions for feedback at meeting held on 1 February 2024.
- Local Government Association of Queensland.
- Queensland Government.

This report seeks Council's adoption of the final Burdekin Shire Local Housing Action Plan.

Recommendation

That Council:

1. adopts the final Burdekin Shire Local Housing Action Plan as attached to this report.
2. seeks funding via the NQROC to employ a Regional Housing Officer to oversee the plan's implementation.

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 has allowed 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.

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. It should be noted that while a joint approach was agreed to, housing issues unique to each Shire were identified and recorded in the respective Council's LHAPs. That is the 'local' focus of the LHAPs would not be diluted by the agreed joint approach.

In preparing the Burdekin Shire Local Housing Action Plan, Council engaged with a range of stakeholders including:

- Targeted stakeholder workshop held on 22 November 2023. Following this initial workshop, stakeholders were provided with a draft of the priority actions for feedback. Stakeholders included local community housing providers, social welfare providers, real estate agents, farmers and Chambers of Commerce.
- Burdekin Shire Council Economic Advisory Group – presented draft actions for feedback at meeting held on 1 February 2024.
- Local Government Association of Queensland and Queensland Government - provided feedback to the draft plan adopted by Council on 12 March 2024.

This report seeks Council's adoption of the final Burdekin Shire Local Housing Plan, recognising that Council will convene a Local Housing Action Plan meeting comprising representatives from Council, relevant State agencies, community housing providers and other key stakeholder groups, to oversee and progress actions, review findings, report 6-monthly on progress and further develop this LHAP as a living document and a long-term plan to address the local housing challenges.

Consultation

Hinchinbrook Shire Council

Council Workshops (various)

Economic Development Section

Manager Planning and Development

Targeted stakeholder workshop held on 22 November 2023. Following this initial workshop, stakeholders were provided with a draft of the priority actions for feedback. Stakeholders included local community housing providers, social welfare providers, real estate agents, farmers and Chambers of Commerce. Burdekin Shire Council Economic Advisory Group – presented draft actions for feedback at meeting held on 1 February 2024.

Local Government Association of Queensland
Queensland Government

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.

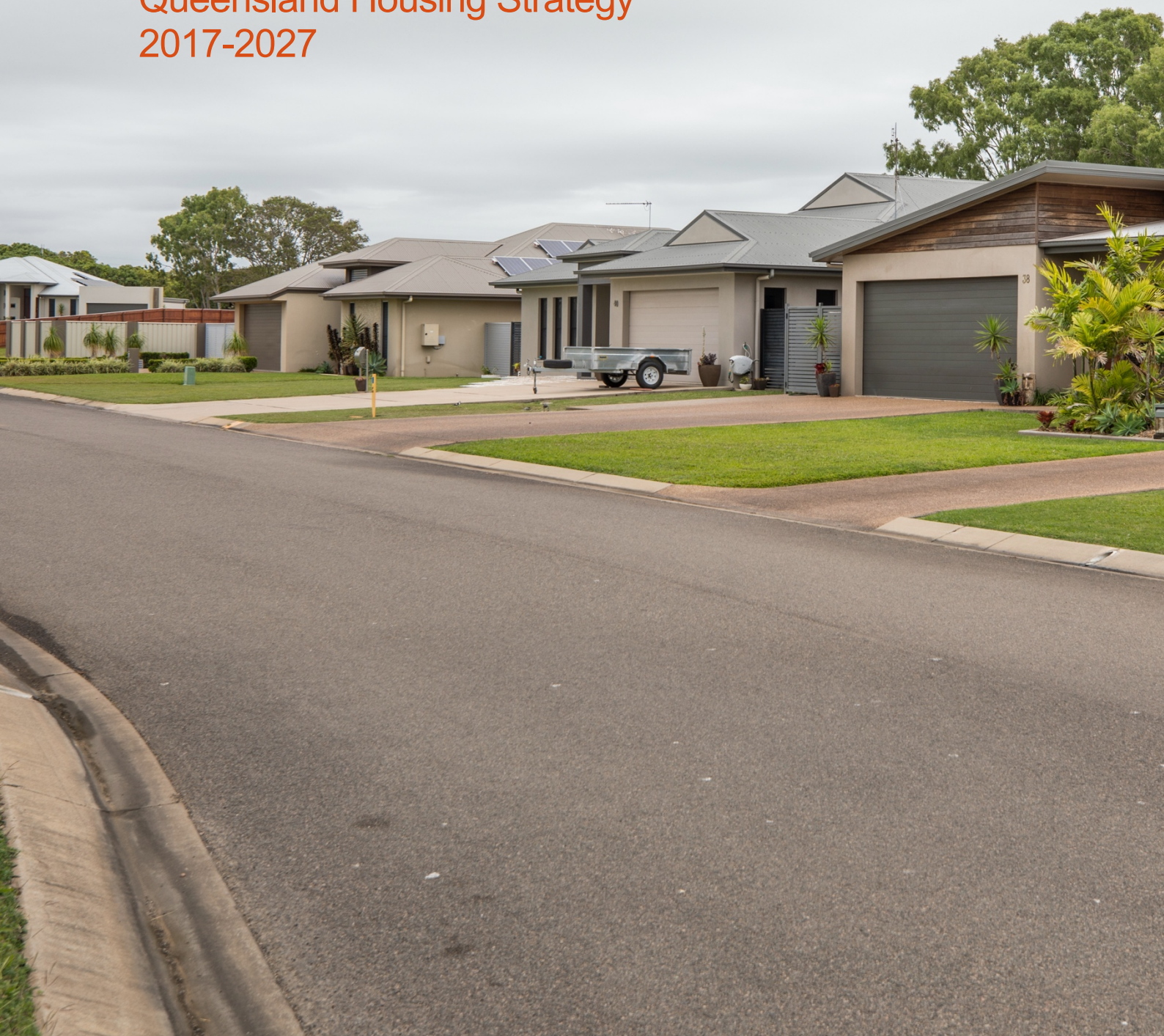
Attachments

1. Post Adoption - Adapted Burdekin Shire Local Housing Action Plan

Burdekin Shire Council

Local Housing Action Plan

Queensland Housing Strategy
2017-2027



Contents

Introduction.....	3
Approach and methodology	3
Key facts.....	4
Local government area characteristics.....	5
Demographic characteristics.....	5
Housing characteristics.....	6
Key focus areas.....	7
Background.....	7
Areas of focus	7
Supply of new housing	8
Barriers to new developments.....	8
Increasing the housing options diversity	8
Workforce housing	9
Other cohort-specific housing.....	10
Consultation.....	11
Response opportunities.....	11
Actions	12
Next steps	14

Acknowledgement

We respectfully acknowledge the Bindal and Juru people of the Birri Gubba Nation as the traditional custodians of the land on which we live and work.¹

¹ Burdekin Shire Council (2023), *Annual Report for 2022/23*.

Introduction

This Local Housing Action Plan (the Plan) is developed through a joint initiative involving the Queensland Government, Burdekin Shire Council, Local Government Association of Queensland (LGAQ) and community housing stakeholders to respond to a range of immediate, emerging, and longer-term housing challenges in the Burdekin region.

This is an iterative process that does not intend to duplicate existing actions of Council or the actions under the Queensland Housing Strategy 2017-2027 or the Housing and Homelessness Action Plan 2021-2025. It seeks to identify opportunities, consider an agreed response, develop targeted actions on key priorities and enable ongoing review of effort to adapt and respond to changing need.

The Plan aims to:

1. develop agreed priority actions to respond to housing need in the local government area.
2. establish strong foundations for longer-term housing responses to assist housing and homelessness outcomes in the local government area into the future.
3. incorporate existing information and plans that assist with developing responses to housing need and acknowledge work already completed by the Council, state agencies, private and not-for-profit organisations.
4. facilitate targeted interaction between all parties through agreed actions to ensure a focus on deliverables and projects that can improve housing responses in the short and longer-term.



Approach and methodology

The plan provides an overview of key community and housing characteristics, and emerging issues related to housing in the community and identifies a targeted initial set of priority actions to respond to housing need. It has been developed through a review of a range of supporting documentation including:

- Council's *Corporate Plan 2022- 2027*
- Council's *Burdekin Shire Council Planning Scheme 2022*
- Council's *Annual Report for 2022/23*
- Other relevant Council strategies, reports and plans
- Statistical data from the Queensland Government Statisticians Office, including Census and other data sets such as building approvals, rental market data and housing approvals
- Housing needs data from the Department of Housing and other state and federal agencies
- The Queensland Housing Strategy 2017-2027 and the Queensland Housing and Homelessness Action Plan 2021-2025
- Homes for Queenslanders, February 2024
- Other local data and information.

Emerging issues and opportunities, key challenges and potential responses have been developed from the review of a range of data sets, anecdotal feedback, and preceding engagement opportunities with Council and other stakeholders.

Key facts

The Burdekin Shire has a total land area of 5,044 km² and a population of 16,890.²

Burdekin Shire is located in the Dry Tropics region of North Queensland, about 80 kilometres south-east of Townsville and about 1,300 kilometres north-west of Brisbane. Over 65% of the population reside in the main towns of Ayr and Home Hill. Surrounding townships include Alva, Brandon, Clare, Dalbeg, Giru, Groper Creek, Inkerman, Jerona, Millaroo and Wunjunga.³

The Burdekin is where unspoilt natural beauty meets a thriving rural community right on the doorstep of the Great Barrier Reef. Famous for its abundant sunshine and rich agriculture, the Shire's most important asset is water. The Burdekin River, combined with a massive underground aquifer and the Burdekin Falls Dam, make the district drought resistant. Whilst the Burdekin is one of Australia's richest agricultural regions, the area also boasts strong horticultural, aquaculture and manufacturing industries and is recognised as having high levels of solar irradiation, with two solar farms located in the district. Council continues to expand its support and focus in developing tourism opportunities to attract extra visitor stays and expenditure and sees tourism as a key driver for job creation as part of the economic diversification of the Shire.⁴

Burdekin Shire Council's Gross Regional Product is estimated at \$1.30 billion, which represents 0.33% of Queensland's Gross State Product.⁵ The Shire's economy is driven by agriculture, forestry and fishing, accounting for 33% of all FTE employment in the area. Other key employment sectors are manufacturing (14%); health care and social assistance (8.6%); education and training (6.7%); and retail trade (6.1%).⁶

Burdekin Shire Council is one of five members of the North Queensland Regional Organisation of Councils (NQROC), the other four being Charters Towers Regional Council, Hinchinbrook Shire Council, Palm Island Aboriginal Shire Council and Townsville City Council.⁷

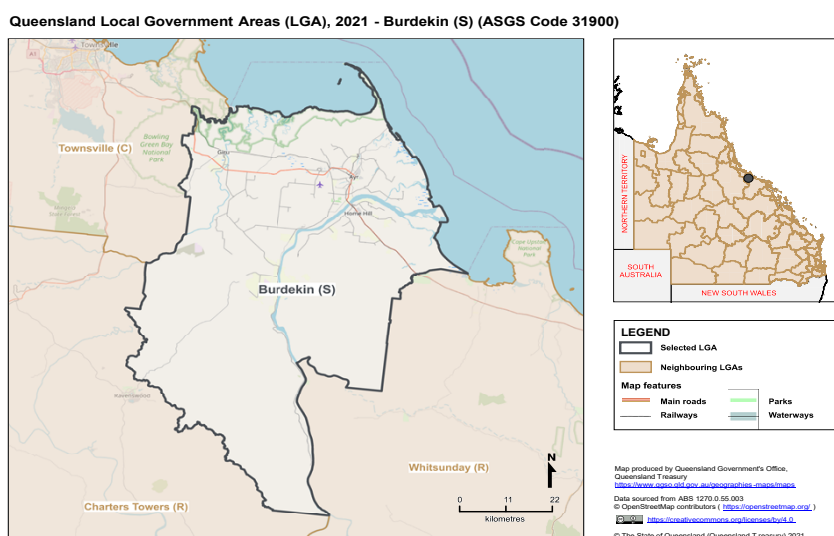


Figure 1: Burdekin Region ASGS 2021

² As of 30 June, 2022. Australian Bureau of Statistics (2023), *Regional population, 2021-22*.

³ Burdekin Shire Council (2023), *Burdekin Shire Council Planning Scheme 2022*.

⁴ Burdekin Shire Council (2023), *Burdekin Regional Profile* (accessed 2 Nov 2023).

⁵ .id community (2023), *Burdekin Shire Council economic profile* (accessed 2 Nov 2023).

⁶ .id community (2023), *Burdekin Shire Council economic profile: Employment by industry (FTE)* (accessed 2 Nov 2023).

⁷ North Queensland Regional Organisation of Councils (2023), *Our Region* (accessed 26 Nov 2023).

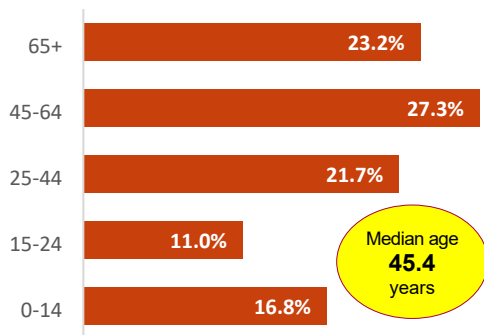
Local government area characteristics⁸

Demographic characteristics

Estimated resident population is **16,890** (ABS, 2022). Recent analysis projects population to increase to **18,683** by 2041 (i.e. by 9.1%).⁹

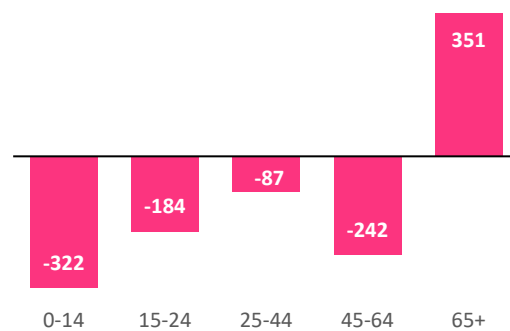
Age breakdown

June 2022 (ABS)



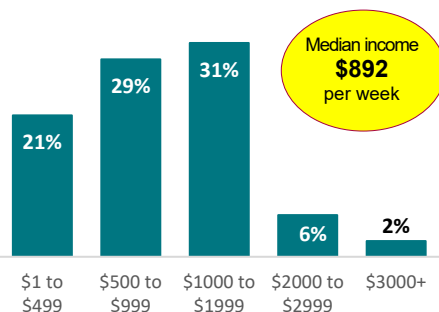
Population change 2017-2021

Census 2021



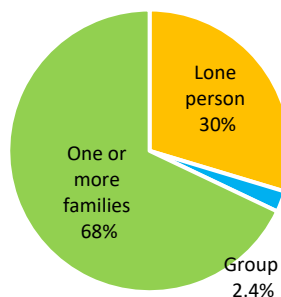
Household weekly income

Census 2021



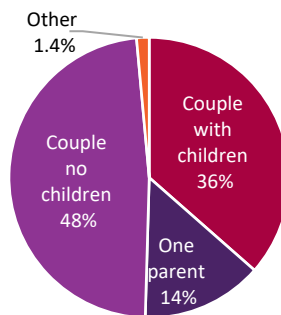
Household composition

Census 2021



Family composition

Census 2021



⁸ Unless otherwise noted, the charts and statistics in this section are derived from Australian Bureau of Statistics (2023), *Data by region – LGA 31900 dataset*.

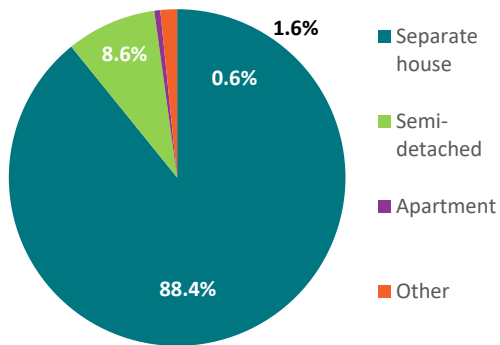
⁹ .id (Informed Decisions) (unpublished, 2023), *Forecast Data*. Compiled and presented by .id, informed decisions. www.id.com.au.

Housing characteristics

Total residential dwellings (2021) **8,229**, with **13.1%** unoccupied.

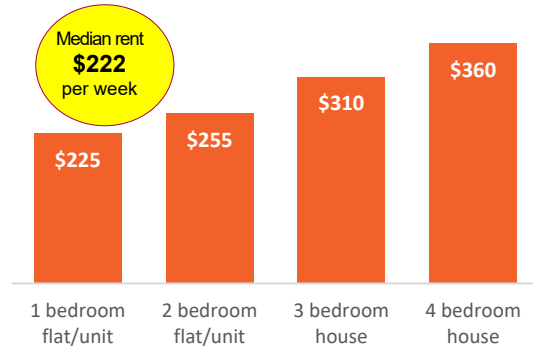
Dwellings by structure

Census 2021



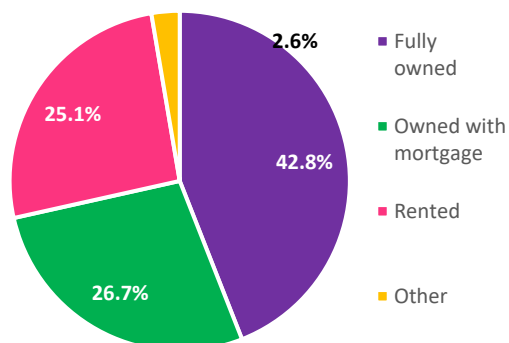
Median weekly rent

Census 2021



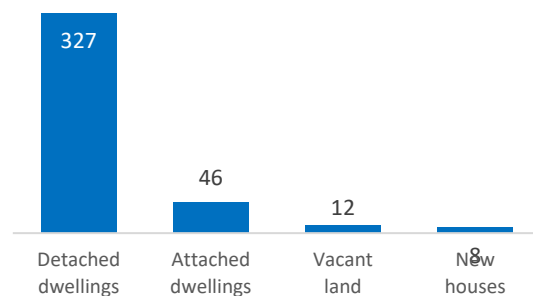
Dwellings by tenure

Census 2021



Residential sales (no.)

12 months to June 2023 (QGSO)



Key focus areas

Areas of focus have been determined through a review of existing data and engagement with stakeholders as identified in the methodology. These focus areas will be considered when identifying and prioritising actions.

Background

In relation to housing, Burdekin Council's strategic intent of "a thriving lifestyle" is described as follows:

The range of housing, services and employment available make it attractive for young people to stay, as well as ensuring people can continue to live in their communities as they age.

The shire's major towns have attractive, cohesive and vibrant commercial centres, providing many formal and informal opportunities for community interaction and contributing to a strong local identity.

All the shire's towns and villages provide affordable housing options for their diverse communities, visitors and farm workers. This includes traditional family houses, dual occupancies, townhouses and apartments, as well as retirement and aged care accommodation. Land is used efficiently to ensure cost effective provision of urban infrastructure.¹⁰

Local real estate agents report that while the Census data describes many dwellings as unoccupied, their experience is that few of these are rental properties, and the rental vacancy rate is virtually zero.

Regarding housing affordability in the Shire, real estate agents report that most three-bedroom rental properties are being let at higher than the 2021 Census median of \$310 per week. Nonetheless, at this price, rental properties in the Burdekin remain affordable: the issue is that these properties simply aren't available due to extremely low vacancy rates and an inadequate rate of new supply. One agency gave the example of a business manager intending to move to the Shire to take up a new position but who couldn't start work because there was no rental property available for them.

Areas of focus

- Supply of new housing
- Barriers to new developments
- Increasing the housing options diversity
- Workforce housing
- Other cohort-specific housing
 - Social housing
 - Aged care accommodation
 - Retirement villages
 - Specialist Disability Housing (SDA)
 - First Nations

¹⁰ Burdekin Shire Council (2023), *Burdekin Shire Council Planning Scheme 2022*.

Supply of new housing

In terms of property sales, the demand from potential buyers greatly exceeds the supply of properties (new or existing) coming onto the market. One real estate agent said they had over fifty clients on their books with pre-approved finance. They estimated that two-thirds of their sales of residential rental properties are going to owner-occupiers; another real estate agent reported that at their agency it was an even higher proportion. The consensus from the November 2023 workshop, was that onerous new regulations, increased costs (including interest rates) and low rental returns are major disincentives for landlords.

While the nature of the residential tenure doesn't affect the Shire's population, the increase in the number of owner-occupiers has a significant impact on an already tight rental market, as former rental properties are removed from the rental pool.

This growing unavailability of housing has flow-on effects for the most disadvantaged. Burdekin Community Association (BCA), the primary support service in the Shire, reports that they are having to turn away families seeking housing as there is no accommodation the association can support them in accessing.

Barriers to new developments

Stakeholders report that the supply of land is strong, but there are significant barriers to its development.

One key issue is the risk of flooding. The requirement for floor levels to be 300mm above the Q100 flood line imposes substantially higher costs for development of land (or redevelopment of an existing property) within that flood zone. The flood risk also contributes to higher insurance costs.

It was noted that Burdekin's second-largest urban area, Home Hill, has many empty shops which might be suitable for redevelopment into residential housing. However, as much of Home Hill is within the flood zone, the cost to redevelop and the low return on investment combine to discourage any new use of these vacant properties.

Stakeholders identified that a barrier to developing unserviced land is the major additional infrastructure costs involved, including sewerage, potable water and the roadworks required for access to State-controlled roads. These extra costs don't apply to existing residential properties and therefore create a disincentive to developing land in locations Council's master planning has identified as ideal for new housing.

Local stakeholders also identified that a shortage of builders and other construction trades is creating a bottleneck for new housing. This runs the risk of being a self-perpetuating cycle, as the lack of housing limits the Shire's capacity to attract the additional construction workforce it needs.

Another potential barrier to new development is the confidence to invest locally. It was noted that adverse outlooks such as current ABS population projections can impact negatively on the decision to invest locally or to move to (or stay in) the Shire to live, whereas a vibrant economy and growing population can act as incentives for further growth and development.

Increasing the housing options diversity

Increasing the housing density, especially through the development of units, townhouses and apartments in key urban areas such as Ayr and Home Hill, offers new opportunities for particular demographic cohorts. This kind of housing diversity is ideal for young professionals without children who are looking to move to the Shire, and also for older "empty nester" couples seeking more appropriate housing as they age. The added bonus that increased housing diversity offers with the latter cohort is that their move to a new one- or two-bedroom property potentially frees up a three- or four-bedroom property with a large back yard, ideal for a family to move in to.

Opportunities to increase the housing density include retrofitting existing buildings (for example, disused commercial buildings, former hotel or other residential buildings, rooms above existing retail premises), and redevelopment of well-located low-density land such as old, under-utilised houses on large blocks.

Council notes that the new planning scheme enables increased residential densification of existing land (e.g. “brownfield” developments) on merit.

Workforce housing

Permanent non-government employees

In order to employ appropriately skilled and suitable employees, employers are required to prioritise attraction and retention incentives such as housing when housing stock is limited, or housing standards do not match employee expectations.

Relocating an employee's family away from more populated areas creates stress, so availability of good quality housing is an important element in the transition and in an employee's ongoing performance.

Burdekin Shire stakeholders report that there is a significant shortage of suitable housing for staff in the community services, business and retail sectors.

Seasonal workforce

Stakeholders reported that there has been a long-term change from previously strong local workforce participation, mostly living in their existing accommodation, to an increasingly non-local or itinerant workforce. A key source of the latter group is the Pacific Australia Labour Mobility (“PALM”) scheme, which supports Pacific Islanders to come to Australia to meet local workforce needs. Visas are provided for the short-term (up to nine months), or for long-term stays of 1–4 years. Stakeholder feedback suggests that opportunities within the PALM scheme to allow and potentially assist participants to buy a home in the local area would benefit not only the participant but also the farmer (with greater certainty that any expenditure on skills training – e.g. in obtaining a forklift licence – would be a long-term investment in the employee) and the Shire more broadly.

It was reported that some farmers had set up “quarantine camps” during the COVID crisis, but since then many seasonal workers have been housed on-farm (for example, in permanent outhouse quarters or in caravans), in existing hotels, or in hotels acquired by farmers specifically for their workforce housing.

Some farmers are also renting properties on the private market and providing it to their workers, and it's reported that labour hire firms are increasingly taking up residential leases as well. In both cases, this results in a further contraction of the housing options for long-term renters.

Government employees

Burdekin Council is not in a position to provide housing for its own employees: they are required to make their own accommodation arrangements.

The State Government supplies housing for its employees under three systems. One of these, the Government Employee Housing (GEH) program, manages a portfolio of government-owned properties in localities where the private rental market is unable to meet the identified need for a State Government agency's employee. The three main agencies served by GEH are the QPS (Police) and the Departments of Health and Education.

The GEH program has a five-year capital funding allocation to build new houses to meet the forward demand identified by their client agencies. The GEH is able to source State-owned land, repurpose existing government properties or acquire new land, and prioritises where to build any new housing in consultation with the relevant LGA.

The GEH advises that there are 26 GEH properties in Burdekin Shire, most of them located in the two urban centres of Ayr and Home Hill. There is currently no forward demand from any government agency for GEH to supply new housing in the Shire.

Other cohort-specific housing

Social housing need

In Burdekin Shire there were just 171 social housing dwellings as of 30 June 2022: 132 public housing, 13 community housing (including Aboriginal Community Housing organisations) and 26 government-managed indigenous housing (“SOMIH”).¹¹

As of 30 June 2023, there were 82 applicants on the Social Housing Register with a location in Burdekin Shire as one of their preferences. Every one of these applicants was categorised as having a “Very High” level of housing need. On average, those applicants have been on the waiting list for 729 days (almost exactly two years), with 11 households (13%) having been waiting on the Register for more than four years.¹²

The total number of allocations to social housing properties in Burdekin Shire in the 12 months to June 2022 was just twelve: eight to public housing general stock (RGS), two to Aboriginal & Torres Strait Islander Housing (i.e. SOMIH), and two to long-term community housing.¹³ This total represents just 15% of households currently registered for social housing in the Shire and classified as being in Very High need.

BCA is the only funded Specialist Homelessness Service (SHS) in the Shire. In the 2022-23 financial year, BCA assisted 876 service users who were homeless or at risk of homelessness.¹⁴ BCA notes that the Department of Housing’s Housing Service Centres used to be regionally based but have been centralised so that the nearest Centre is now over 50km away, in Townsville. This has made it harder to advocate for the specific housing support needs of the local area. Feedback is that the two largest cohorts seeking housing support are single older males, and unemployed youth (up to 30 years). Greater housing provision for these two cohorts is urgently needed.

BCA reports that the rental housing crisis is such that support workers have been forced to issue tents to clients seeking emergency housing. The service’s five crisis accommodation dwellings have few vacancies, which is a result of the lack of available private rental housing and the current wait times for social housing even for those in highest need.

Aged care accommodation and retirement villages

There are no registered retirement villages in the Shire. A proposal to develop one was prepared in 2006 but did not proceed; however, the land is still available. A second option was proposed but failed for lack of an interested party to take up the ongoing management of the village.

There are a number of aged care providers in the Burdekin. However, stakeholders have identified an unmet demand for respite care, and also insufficient options for older persons wishing to stay at home but needing some degree of care.

Local discussion has included barriers to expanding the provision of aged care in Home Hill, due to building requirements in a flood zone. This was seen as an opportunity for Council to open up conversations with not-for-profit organisations on the potential to develop new independent living units (ILUs) in the location.

Specialist Disability Housing

Specialist Disability Housing providers were not available to provide input into the initial draft of this plan. Further engagement with this sector will occur in the next 6 months.

First Nations

Bur-Del Housing manages 77 properties, including 72 owned by the organisation (38 houses, 4 two-bedroom units and 30 one-bedroom units) plus 5 two-bedroom units managed as a head lease. Feedback suggests that urgent housing need for First Nations households is currently being met.

¹¹ Queensland Government Open Data Portal (2023), [Public housing and State owned and managed Indigenous housing—dwelling data](#) and [Community housing—dwelling data](#)

¹² Queensland Government Open Data Portal (2023), [Social Housing Register at 30 June 2023 - Data File](#)

¹³ Queensland Government Open Data Portal(2023), [2021-22 Allocations to Public Housing - data file](#) and [2021-22 Allocations to Community Housing - data file](#)

¹⁴ Burdekin Community Association (2023), [BCA Annual Report 2022-2023](#).

Consultation

In preparing the Burdekin Shire Local Housing Action Plan, Council engaged with a range of stakeholders including:

- Targeted stakeholder workshop held on 22 November 2023. Following this initial workshop, stakeholders were provided with a draft of the priority actions for feedback. Stakeholders included local community housing providers, social welfare providers, real estate agents, farmers and Chambers of Commerce.
- Burdekin Shire Council Economic Advisory Group – presented draft actions for feedback at meeting held on 1 February 2024.

Response opportunities

A Local Housing Action Plan enables engagement across all levels of government, and benefits from partnerships between private and not-for-profit organisations.

An initial set of tactical actions has been developed, enabling refinement through an ongoing iterative process. These actions provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions. More specific responses can then be determined that provide flexibility in delivery and support each of the broad areas identified.



Actions

The Council with the support of the Queensland Government through the Housing and Homelessness Action Plan 2021-2025 is committed to engage in the delivery of its initial Local Housing Action Plan through this set of actions, developed to target immediate to longer term housing responses. This is an iterative process, and these actions and target outcomes will seek to either create immediate benefit or to establish foundations that help respond to ongoing housing need.

1	Land and Development Review land holding for contribution towards disaster response and future housing	Key Focus Area	Timeline
1.1	Work with the State to review results of the audit of Government land and property to identify potential opportunities to increase housing supply.	1. Supply	
1.2	Advocate for the State Government to provide incentives for developers through infrastructure charging reductions on priority developments, particularly those that diversify the housing stock – perhaps through the \$350m 'Homes for Queenslanders' funding.	2. Barriers	
1.3	Advocate for the State Government to provide multiyear funding for a Regional Housing Officer to implement initiatives identified in the plan.	5. Other	
1.4	Reengage with Defence Housing Australia regarding the opportunity for defence personnel posted to Townsville to reside in nearby townships.	1. Supply	

2	Planning Review Planning Scheme to identify options to expand development	Key Focus Area	Timeline
2.1	Review the planning scheme and development incentives for opportunities to improve housing diversity within the region.	2. Barriers	
2.2	Advocate for assistance to access improved demographic data including population forecasts, school enrolments, childcare waiting lists etc, in particular for regional LGAs projected by the ABS to have poor or negative population growth to 2046, so that new trends over the last 3-5 years are properly factored in.	5. Other	
2.3	Advocate that the State promote rural and remote Queensland as a desirable destination for professionals, young families, businesses, investors and retirees.	5. Other	
2.4	Identify and address barriers for farmers wanting to create on-farm accommodation for workers.	2. Barriers	

3	Optimisation Identify underutilised land or property to optimise development opportunities	Key Focus Area	Timeline
3.1	Ensure planning for major projects in the shire considers creating additional housing stock to accommodate the influx of workers accompanying any new project or partnership.	1. Supply	
3.2	Engage with the community housing sector to explore opportunities to increase housing stock.	1. Supply	
3.3	Identify and promote government incentives (eg tax or stamp duty concessions) to encourage single or two-person households to downsize, and advocate that Government amend initiatives to provide targeted opportunities for empty nesters with low-value properties to downsize.	3. Diversity	
3.4	Improve the quality and affordability of rental housing in the State's cyclone zone by advocating that the State relax eligibility for the Housing Resilience Program to include non-owner-occupiers' properties located in areas of identified housing shortage.	6. Other	

4	Master planning Consider any master planning on identified land by site / street / suburb	Key Focus Area	Timeline
4.1	Seek funding (e.g. grants or subsidies to Local Government) to provide trunk infrastructure in areas identified for future residential development, including, but not limited to, applying for the \$500 million Federal Government 'Housing Support Program'.	2. Barriers	

5	Supports Provide appropriate service support and resilience responses	Key Focus Area	Timeline
5.1	Advocate for the State to utilise the Construction Workforce Fund to promote taking up a trade in the Burdekin LGA, and support those who are interested with accommodation subsidies and transitional or temporary housing to ensure these opportunities can be taken up.	2. Barriers	
5.2	Work with other local governments (through NQROC and LGAQ), local MPs and other stakeholders, to seek project funding to support regional LGAs to increase the supply of workforce housing for the community service, business and retail sectors.	4. Workforce	
5.3	Advocate that the State Government ensures there is sufficient housing of an acceptable standard in rural and remote LGA's for State Government agency and service staff to minimise the impact on the general housing markets.	4. Workforce	
5.4	Advocate to addresses inequities in accessing finance and insurance and meeting flooding requirements when seeking to purchase a residential property in rural and remote regions.	2. Barriers	
5.5	Advocate to the State and Federal Governments to ensure new legislation regarding rental properties does not discourage investment in rental markets by landlords.	2. Barriers	

6	People in need Develop specific cohort responses	Key Focus Area	Timeline
6.1	Advocate for State support to undertake a needs assessment and develop policy options for (a) crisis accommodation and (b) youth and family violence housing, including identification and/or recommendation of opportunities to deliver or expand on accommodation of this kind in the region.	5. Other	
6.2	Promote to developers and key stakeholders the opportunities for developing a range of older persons' accommodation facilities in the region, including ILUs for sale to the private market, over-55s resort-style housing, retirement villages, and aged care facilities.	5. Other	
6.3	Engage with not-for-profit providers on opportunities to develop new seniors housing in Home Hill and how to address barriers such as flood zones and capital funding.	5. Other	

7	Construction Consider opportunities to enable new construction	Key Focus Area	Timeline
7.1	Work with the State to advocate for the establishment of a low or no-interest 'Housing Innovation Fund', to support innovative development which would otherwise be unable to attract conventional financing – such as build-to-rent or housing support ageing-in-place in the Burdekin LGA.	3. Diversity	
7.2	Work with the State Government to ensure promotion of the Queensland Housing Finance Loan.	1. Supply	
7.3	Explore avenues to support local manufacturing and innovative construction (faster, cheaper, and/or higher quality) through partnerships with local industry and research institutions investigating prefabrication, modular or industrialised house-building programs to address regional housing costs.	1. Supply	

8	Capital solutions Identify and develop capital solutions for sites	Key Focus Area	Timeline
8.1	Continue to encourage housing development proposals and partnerships that further Council's strategic intent of "a vibrant and connected community and a location of choice in which to live, work, play, visit and invest."	1. Supply	

Next steps

Council will convene a Local Housing Action Plan meeting comprising representatives from Council, relevant State agencies, community housing providers and other key stakeholder groups, to oversee and progress actions, review findings, report 6-monthly on progress and further develop this LHAP as a living document and a long-term plan to address the local housing challenges.

6.1.1. CLIENT SERVICES

Use of Unmanned Aerial Vehicles (Drones) Policy

File Reference: 2038

Report Author: Eileen Devescovi, Manager Client Services

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 28 May 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.3.1: Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.

Executive Summary

This report seeks Council's consideration and adoption of the revised Use of Unmanned Aerial Vehicles (Drones) Policy. The policy was first adopted in 2019 to ensure that Council's unmanned aerial vehicles will only be used for the purpose for which they are intended, and that management and operation complies with relevant legislation. This policy has now been reviewed by staff in line with the review cycle, a small change was made to the ownership of the policy changing from Technical Services to Client Services.

Recommendation

That Council adopts the revised Use of Unmanned Aerial Vehicles (Drones) Policy, as attached to this report.

Background

Unmanned aerial vehicles (drones), are increasingly capable and adaptable across a range of tasks that are performed by Local Governments. When used appropriately, drones have the capacity to perform a variety of tasks which can contribute to efficiencies and cost savings for Council. The objective of this policy is to ensure the use of drones is managed in accordance with safety and privacy legislative requirements and Civil Aviation Safety Authority's (CASA) Standard Operating Conditions.

The policy was first adopted in 2019 to ensure that the Council's unmanned aerial vehicles will only be used for the purpose for which they are intended, and that management and operation comply with relevant legislation.

Consultation

Discussion at Council Workshop held on Tuesday 7 May 2024.

Budget & Resource Implications

There are no budget or resource implications if the recommendation is adopted.

Legal Authority & Implications

The policy is guided by the following legislation:

Civil Aviation Safety Regulation 1998

Policy Implications

The policy will be updated on Council's public website.

Risk Implications (Strategic, Operational, Project Risks)

This policy serves as a mitigation measure for the unlawful or inappropriate use of unmanned aerial vehicles (drones) within Council. The policy ensures that the operation of unmanned aerial vehicle assets and recorded images/video are managed in accordance with the relevant safety and privacy legislation.

CASA's Standard Operating Conditions and remain fit for purpose.

Attachments

1. Use of Unmanned Aerial Vehicles (Drones) Policy

Policy Type	Corporate
Function	Plant, Equipment and Stores
Policy Owner	Manager Client Services
Policy Contact	Manager Client Services
Effective Date	28 May 2024

Purpose

The purpose of this policy is to ensure that all legislated requirements for the use of the Burdekin Shire Council owned and operated unmanned aerial vehicle (UAV) technology are applied and adhered to by Council officers and conducted in a safe manner.

Scope

This policy applies to the use of Council owned and operated UAVs used to:

- conduct regular inspections of Council owned/managed infrastructure and assets.
- capture photo or video footage of Council owned/managed infrastructure and assets.
- survey the progress of Council construction projects.
- capture photo or video footage of Council construction projects.
- survey disaster affected areas and locations.
- capture photo or video footage of disaster affected areas
- capture photo or video footage that may be used for community awareness, marketing, reporting or promotional purposes.

Exceptions

This policy does not cover the use of drones for activities considered as camera surveillance. The use of drone for surveillance is controlled through the Burdekin Shire Council Camera Surveillance Policy and can only be undertaken by licensed commercial operators.

This policy also does not cover any potential engagement of licensed commercial drone operators to perform other activities, such as media and marketing material for the region or events.

Objectives

The objective of the policy is to ensure the use of UAVs (drones) is managed in accordance with the legislative requirements and CASA's Standard Operating Conditions.

Policy Statement

Burdekin Shire Council will only operate a drone with a weight less than 2kg under the Civil Aviation Safety Authority's Standard Operating Conditions (SOCs).

Council will;

- Maintain an aviation reference number (ARN)
- Provide the required notification to CASA prior to the intended activity
- Operate within the CASA standard operating conditions (SOC)
- Utilise drone software to plan and record the flight details (flight log)
- Ensure the drone is maintained as per manufacturer recommendations
- Provide training to appointed personnel to operate the drone safely
- Maintain operator competency with regular flight time requirements

Use of Unmanned Aerial Vehicles (UAVs) for Council Infrastructure Inspections

UAVs will increase the efficiency and safety of Council's operational activity, where physical access by person to a specific location is restricted by factors such as distance, danger, height or difficult terrain.

The safety of Council staff conducting inspections of infrastructure and services is a priority and the use of a UAV (drone) will enable the inspector to view the asset from a safe location.

Prior to flight operations, populous areas will be identified, and these identified locations will be avoided as part of the flight path.

Flight paths should be determined so that the drone does not operate over private property, and where possible the pilot should avoid filming people and/or private property.

Use of Unmanned Aerial Vehicles on Council Construction Sites

During the various phases of a construction project, the drone may be utilised to provide an evaluation of the progress, status and geospatial data of the project.

Drone use is prohibited whilst any construction activity is in progress or there are persons on the construction site.

Use of UAV During Times of Disaster

The Local Disaster Coordinator may request recorded footage of disaster affected areas to evaluate the extent of the effects for the disaster and assist with planning and coordination of recovery efforts, such as the extent of flood inundation in particular areas.

The operation of drones for disaster management purposes will occur from within Council owned or managed land and will only be used to survey the extent of the disaster situation. In circumstances where Burdekin Shire Council Local Disaster Management Group is not the lead agency for the response, the Local Disaster Coordinator will be responsible for seeking permission from the Incident Controller of the relevant agency.

Drone Footage

Flight planning will include the outline of what footage will need to be captured for the activity. Drone footage will be managed in accordance with the Council's Information Security Policy, Privacy Policy and Records Governance Policy.

Principles

The policy requirements are in accordance with the safety principles established within the Civil Aviation Safety Authority's Standard Operating Conditions (SOCs);

- maintaining a visual line of sight
- flight height does not exceed 120m above ground level
- daytime operations only
- do not operate within 30m of people not associated with activity
- do not operate over populous areas
- do not operate in a prohibited or restricted area
- do not fly within 5.5km of a controlled aerodrome with an operating control tower
- do not fly in an area of public safety concern without approval from incident controller
- operate only 1 drone per pilot at any one time.

Risk Management

This policy serves to mitigate against risks to Council associated with the use of UAVs, including non-compliance with legislation, reputational risks of operating drones in an unsafe manner and risks of damage to persons or property, as a result of unsafe UAV operation.

Legislation

Civil Aviation Safety Regulation 1998

Part 101 (Unmanned Aircraft and Rockets) *Manual of Standards 2019*

Advisory Circular AC 101-10 v1.3 - Remotely piloted aircraft systems – operation of excluded RPA

Definitions and Abbreviations

Aviation Reference Number (ARN)	is the customer reference number issued by CASA to individual people or organisations for the administration of pilots, engineers and operators to obtain any form of licence or certification from CASA.
CASA	Civil Aviation Safety Authority.
Incident Controller	is the person from a responsible agency that has overall control during a public safety operation or disaster related situation. These agencies can include but not limited to Queensland Police Service or Queensland Fire and Rescue Service.
Populous area	means an area with a sufficient population density that if a fault in, or failure of, the UAV poses an unreasonable risk to the life, safety or property of a person in the area who is not connected with the operation.
UAV	unmanned aerial vehicle.
Visual line of sight (VLOS)	means keeping the UAV in visual line of sight at all times unaided (except for prescription glasses or sunglasses) without the use of binoculars, telescopes or zoom lenses i.e. not flying the UAV into clouds or fog, behind trees, buildings or other (even partial) obstructions.

Related Documents

Reference Number	Document Title
ICT-POL-0002	Camera Surveillance Policy
ICT-POL-0004	Information Security Policy
ACR-POL-0001	Records Governance Policy
GOV-POL-0006	Privacy Policy

Document History and Version Control

Title of Document	Use of Unmanned Aerial Vehicles (Drones) Policy
Document Reference Number	TEC-POL-0004 Rev 3
Review Schedule	24 months
Council Meeting Date	
Council Resolution Number	

6.1.2. CLIENT SERVICES

Annual Staff Accrued Annual and Long Service Leave Entitlements Report

File Reference: 395

Report Author: Eileen Devescovi, Manager Client Services

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 28 May 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

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

5.2.3: Implement effective governance frameworks.

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

Burdekin Shire Council Operational Plan 2023-2024

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

Executive Summary

This report aims to provide the Council with an update on current Annual Leave and Long Service Leave accrued entitlements for staff.

Recommendation

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

Background

Annual Leave (AL)

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

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

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

The excess annual leave limit was reduced from 10 weeks to 9 weeks effective 1 July 2020.

Over the past 12 months, the Council has been proactive in reducing leave balances. An email was sent to all employees in November 2023 and again in April 2024 with excess annual leave balances, requesting they discuss leave with their direct Supervisor/Manager and submit a suitable leave plan.

Balances remain high with 20 employees above the 9-week cap, and one employee above 15 weeks. Management is currently working with these employees.

Long Service Leave (LSL)

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

43.7 The council encourages all employees to take their entitled long service leave. The council shall

consider long service leave accruals of more than 20 weeks excessive. Employees who exceed the excessive limits will be required to submit an appropriate leave plan to reduce their accrual balance to below the limits within an appropriate timeframe.

Excess Long Service Leave limits were reduced from 22 weeks to 20 weeks effective 5 November 2021. The reduction from 22 weeks to 20 weeks had a significant impact on staff excess accruals.

An email was sent to all employees in November 2023 and again in April 2024 with excess long service leave balances, requesting they discuss leave with their direct Supervisor/Manager and submit suitable leave plans.

Excessive Long Service Leave provisions remain the same as last year with 13 employees with balances over 20 weeks. Management will continue to work with employees to reduce their balances.

Consultation

Not Applicable.

Budget & Resource Implications

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

Legal Authority & Implications

Not Applicable.

Policy Implications

Burdekin Shire Council Certified Agreement 2021.

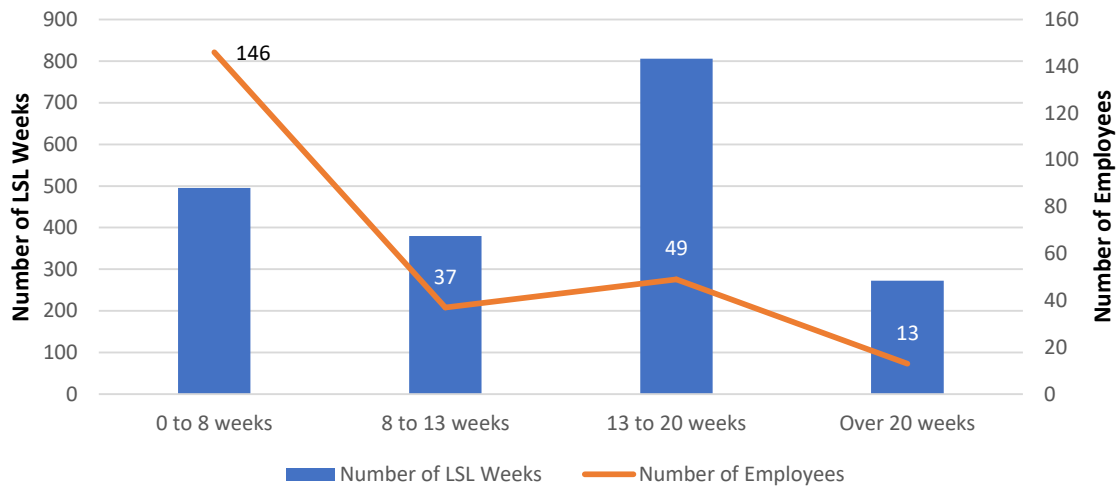
Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

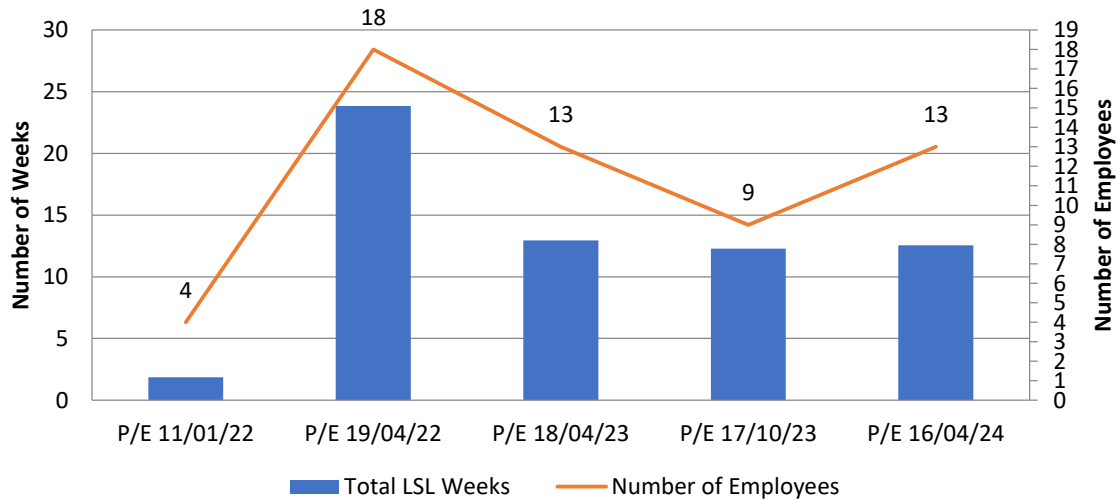
Attachments

1. Leave Graphs Period Ending - 16 April 2024

Long Service Leave - P/E 16.04.2024



LSL - Over Excess Cap

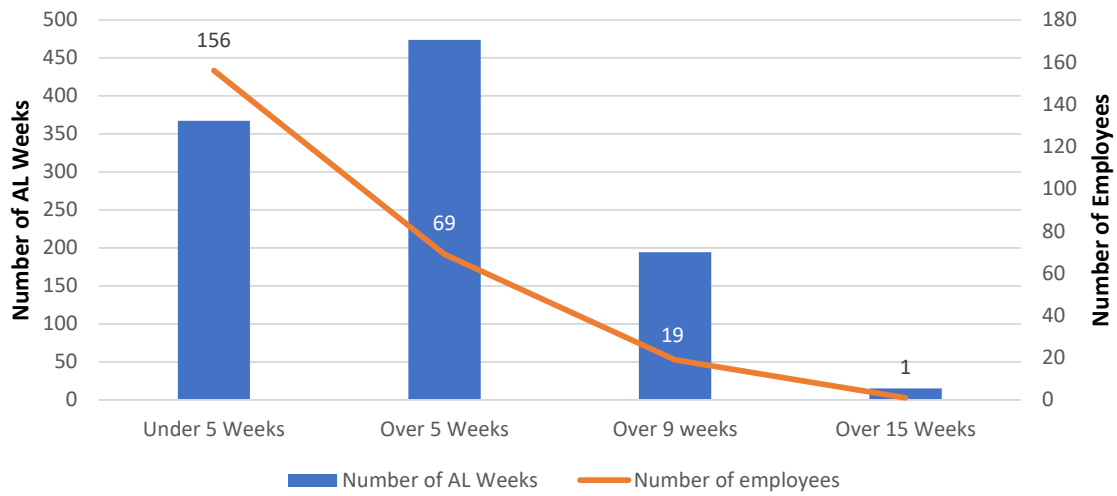


Note: Excess limit reduced from 26 weeks to 24 weeks effective from 01.07.19

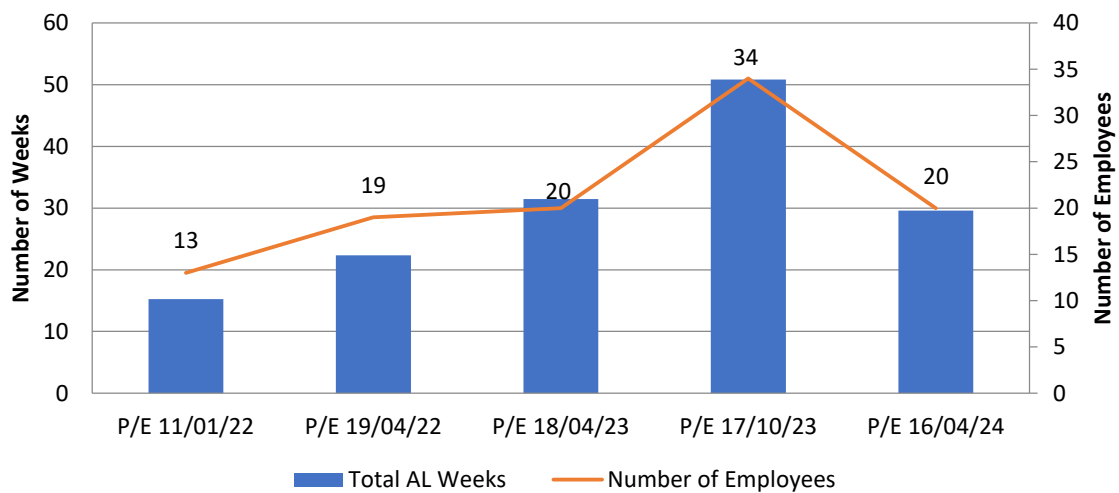
Note: Excess limit reduced from 24 weeks to 22 weeks effective from 01.07.20

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

Annual Leave - P/E 16.04.2024



Annual Leave - Over Excess Cap



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

6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

Monthly Financial Report - April 2024

Recommendation

That the Monthly Financial Report for Period Ending 30 April 2024 be received.

Attachments

1. Monthly Financial Report - April 2024
2. 2023-2024 Capital PCG - 30 April 2024 (Confidential)

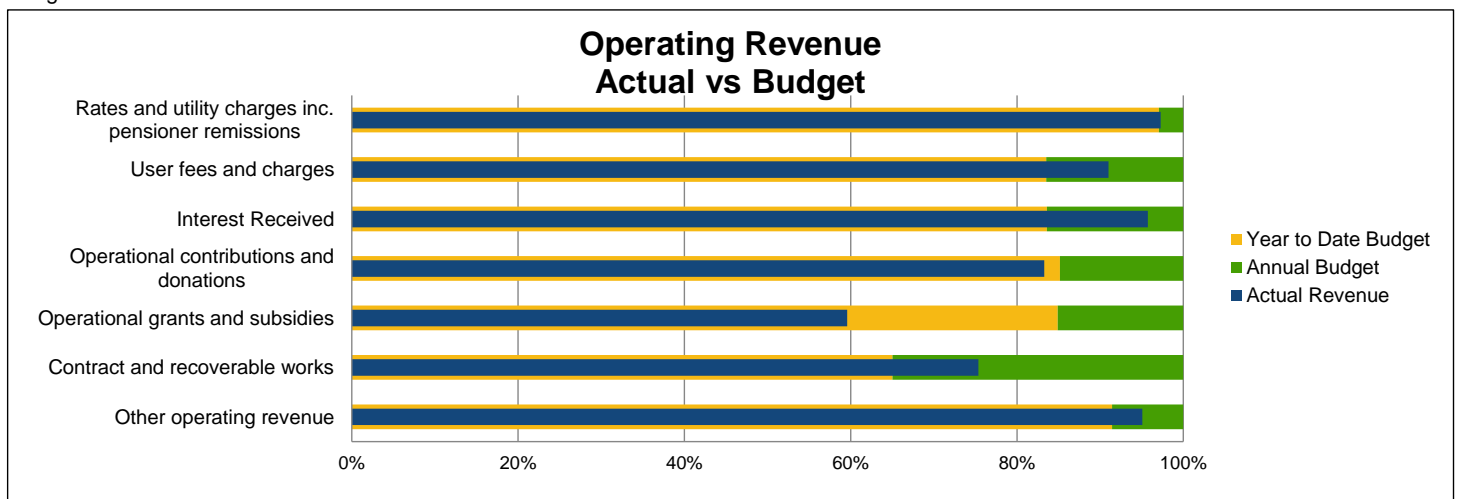
The following report provides a summary of Council's financial performance to 30 April 2024.

FINANCIAL STATEMENTS AT A GLANCE

As at 30 April 2024	Actual \$	Annual Budget \$	YTD Revised Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	53,054,694	56,205,983	52,624,466	430,228	1%
Total Operating Expenses	49,566,068	61,135,305	50,882,398	-1,316,330	-3%
Operating Position	3,488,626	-4,929,322	1,742,068	1,746,558	100%
Capital Revenue	1,889,684	12,209,350	12,663,596	-10,773,912	-85%
Net Result	5,378,310	7,280,028	14,405,664	-9,027,354	-63%

This report contains financial information for the period ending 30 April 2024. Council's operating position at month end is a \$3.5M surplus.

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



Under Budget:

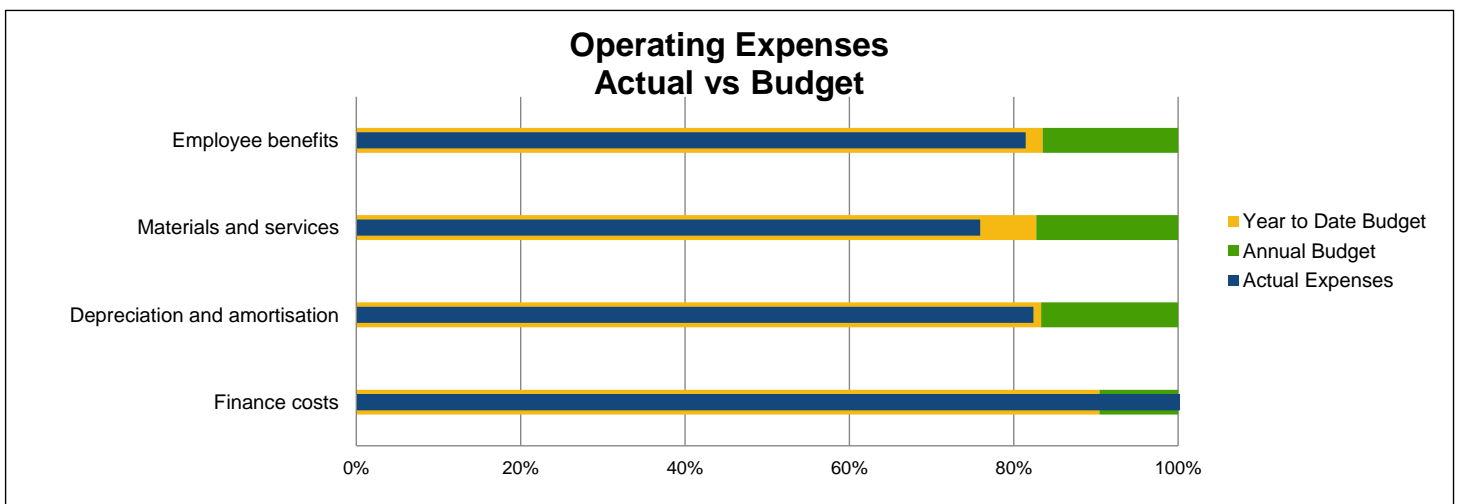
- Operational grants and subsidies: Under budget due to timing of Queensland Reconstruction Authority funding and Recovery and Resilience grant for Community Capacity Officer.

Ahead of Budget:

- User Fees and Charges: Ahead of budget mainly caravan park income, town planning due to a large application fee received for a new renewable energy facility, hire of Cultural Facilities and Building Inspections due to the number of building and planning development applications received.

- Interest received: Ahead of budget due to sustained higher interest rates.

- Contract and Recoverable Works: Roads Maintenance Performance Contract (RMPC) income ahead of budget due to additional works added to contract.



Under Budget:

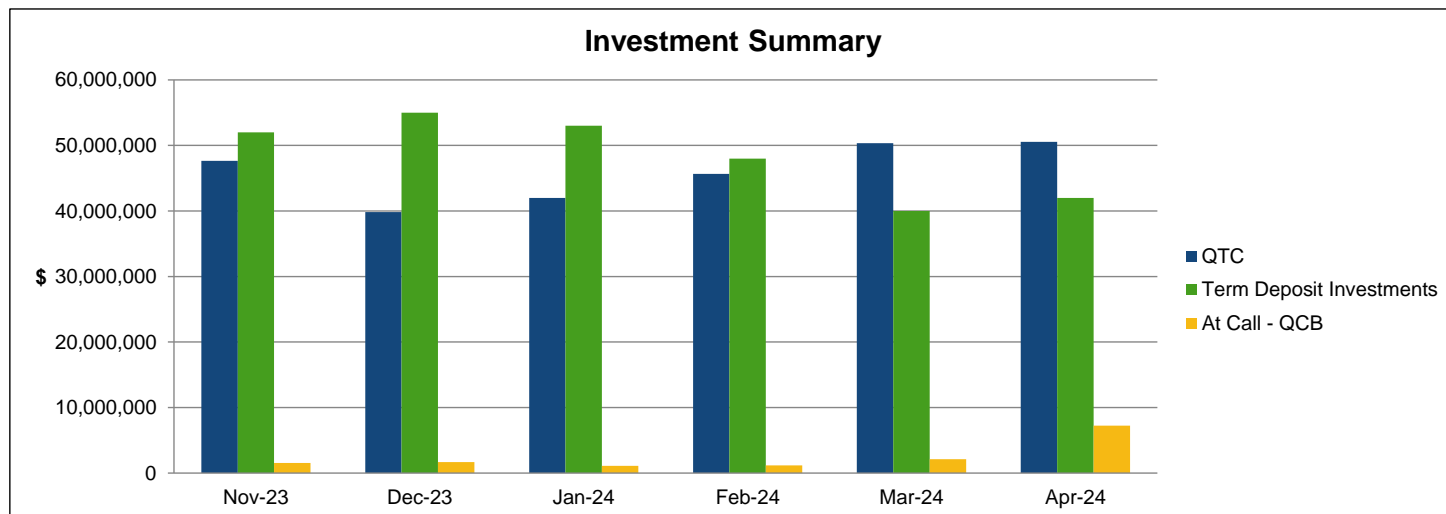
- Employee Benefits: Under budget due to staff vacancies.

- Materials and services: Major variances are Land Protection due to BSRIT precept, waste legacy works and waste collection, Queensland Reconstruction Authority recoverable works, and 2023/24 computer replacement program not yet delivered as identified in program reports.

INVESTMENT PORTFOLIO

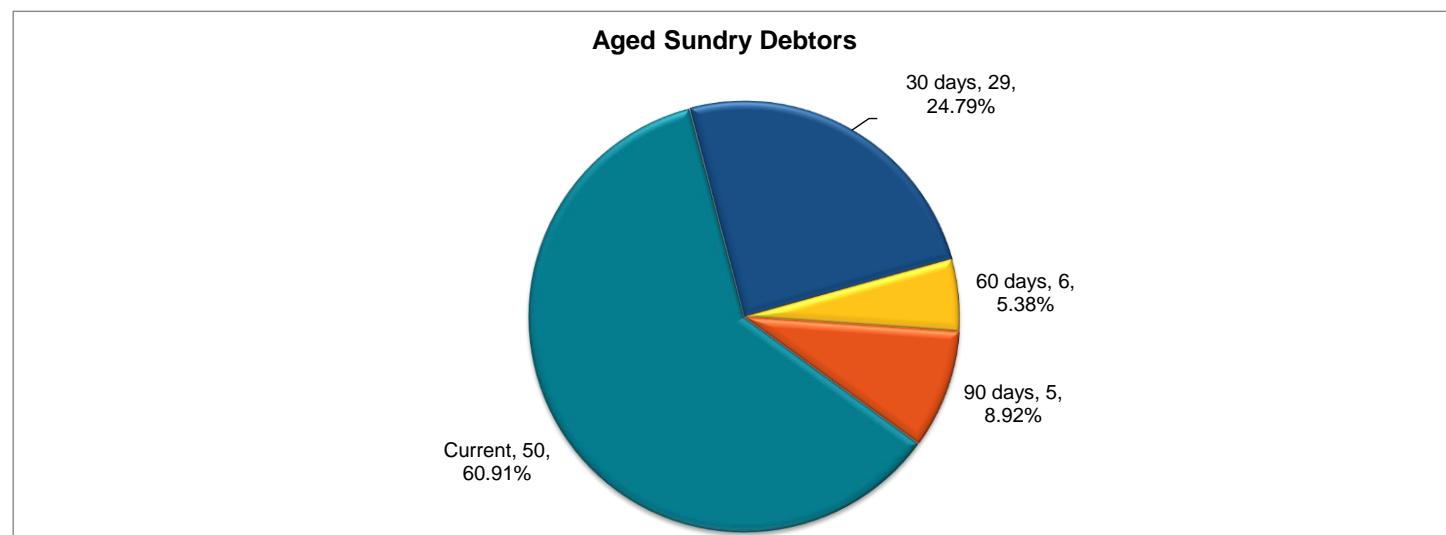
Investment Report as at 30 Apr 2024 (including at call cash)

	Total Invested	Average Current Rate Weighted	% Invested
NAB	25,000,000	5.09%	25.1%
Suncorp	15,000,000	5.21%	15.0%
Bendigo	2,000,000	5.03%	2.0%
QTC	50,555,695	4.73%	50.7%
QCB General	7,227,491	2.25%	7.2%
Total Funds	\$99,783,188		



SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 30 April 2024 are \$130,404.45.

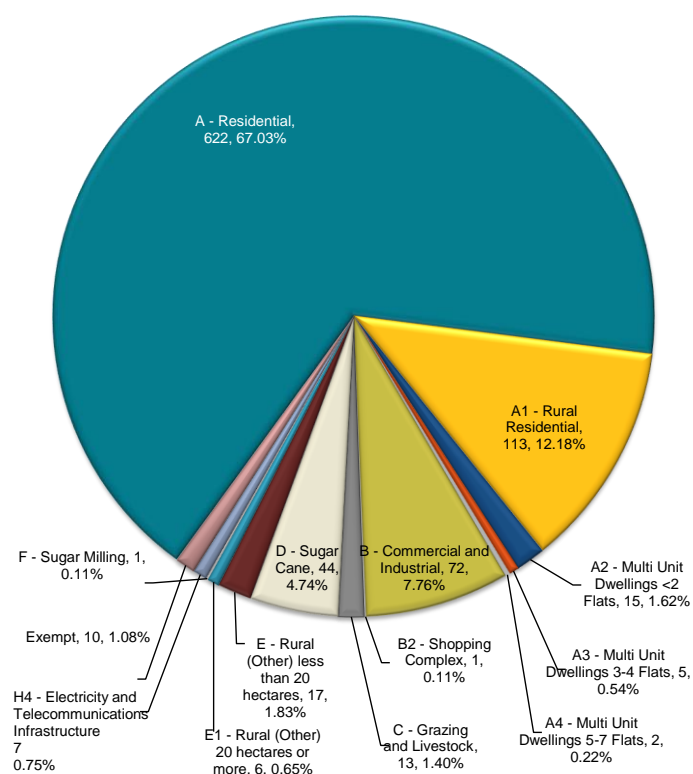


RATES

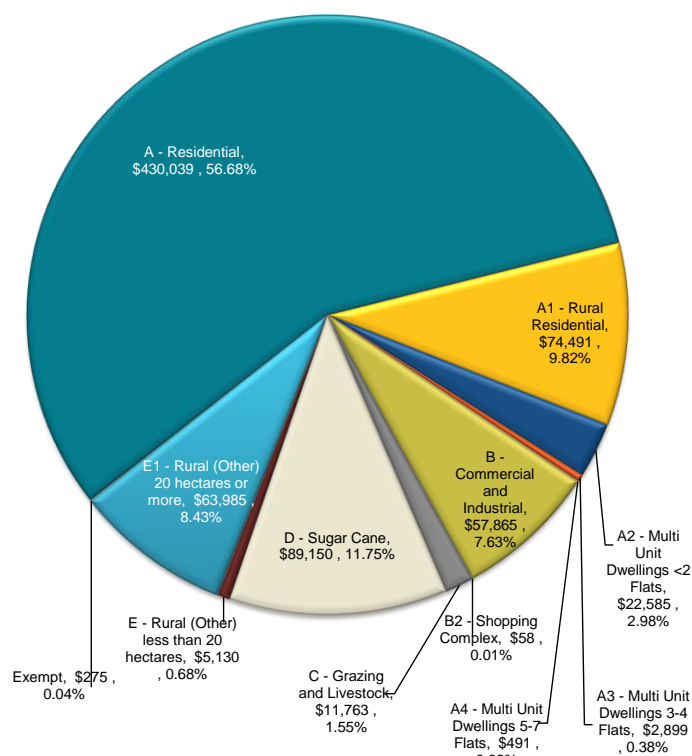
Arrears as at 1 July 2023		\$439,903
Levy and fees raised *	\$46,442,195	
Interest charged *	\$150,526	
Less Pensioner subsidy and rebate	\$682,969	
Adjustment	<u>-\$1</u>	\$45,909,475
Payments received		<u>\$45,590,630</u>
Arrears as at 30 April 2024		<u><u>\$758,747</u></u>
% Arrears April 2024		1.63%
% Arrears April 2023		1.69%
Pre-payments as at 30 April 2024		\$1,808,337
Pre-payments as at 30 April 2023		\$1,099,523

* includes State Govt Emergency Management Levy

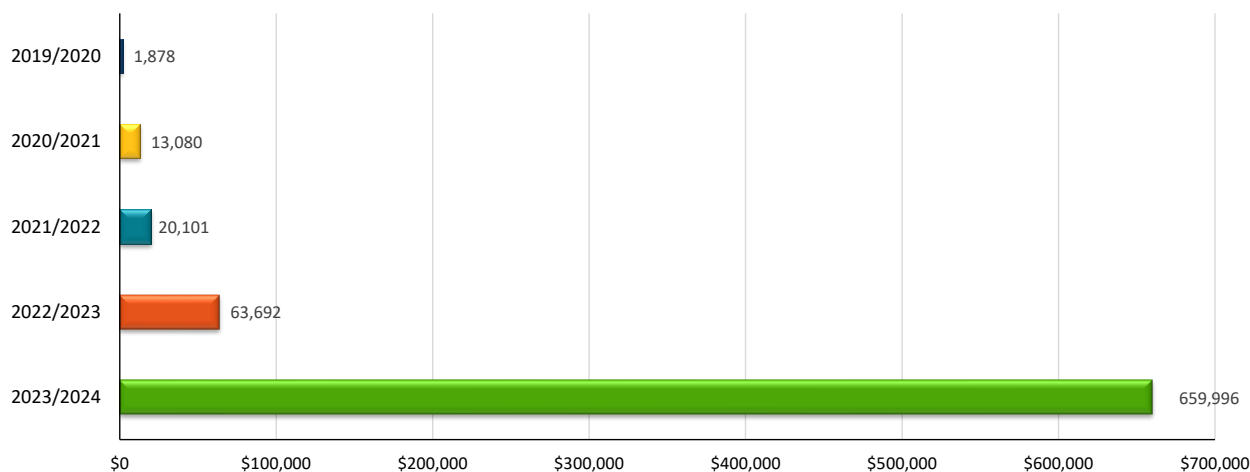
Number of Properties with Outstanding Rates by Rating Category



\$ Value of Outstanding Rates by Rating Category



Total Rates Outstanding by Financial Year



Rates Debt Recovery

Collection House – Debt Referral

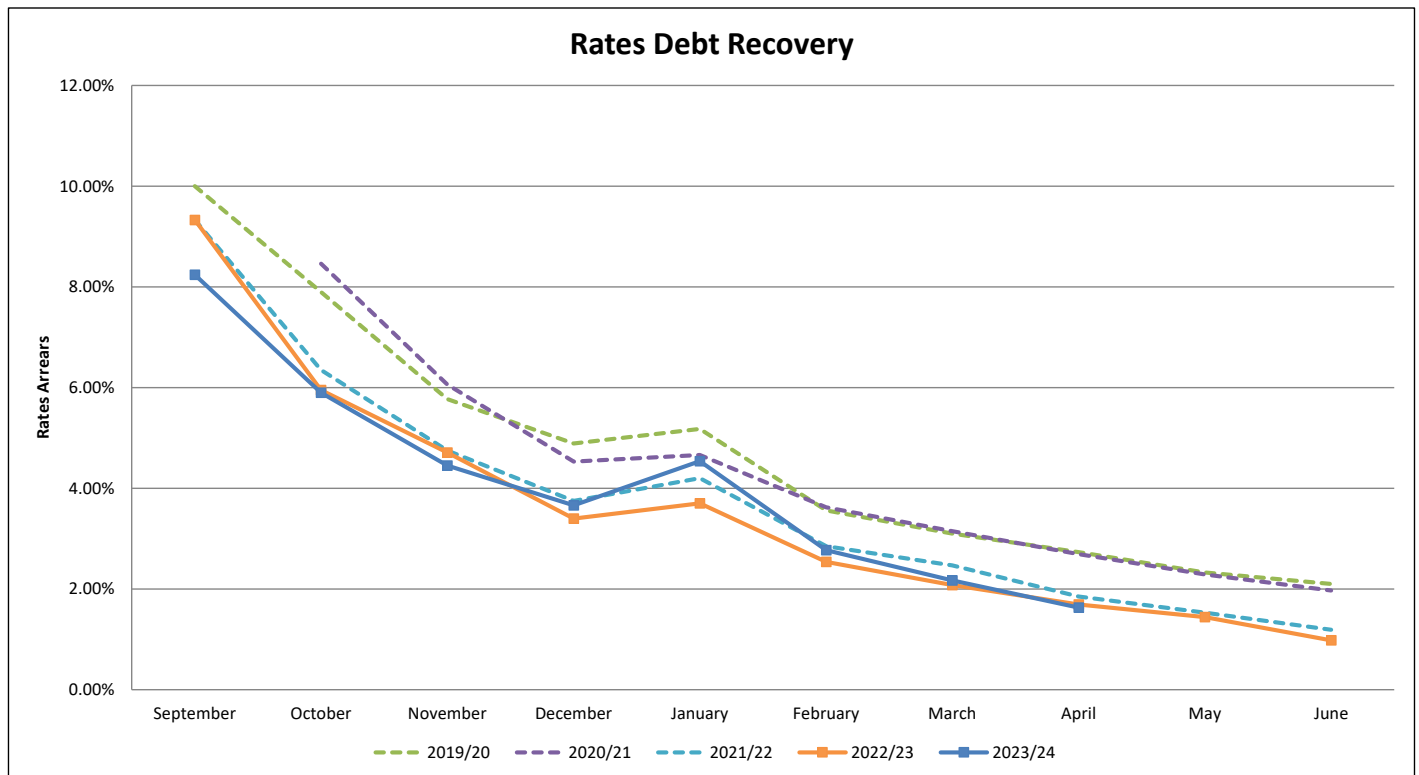
Council currently has 141 active files with Collection House with an outstanding balance of \$484,227.52.

Council Periodic Payment Plans

Council has 184 formalised periodic payment plans currently in place. These will continue to be monitored by Rates Staff to ensure conformance.

Collection House – Sale of Land

In December 2023, Notice of Intentions to sell were issued for 11 properties. As at 30 April 2024, 8 properties have been paid in full.



OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

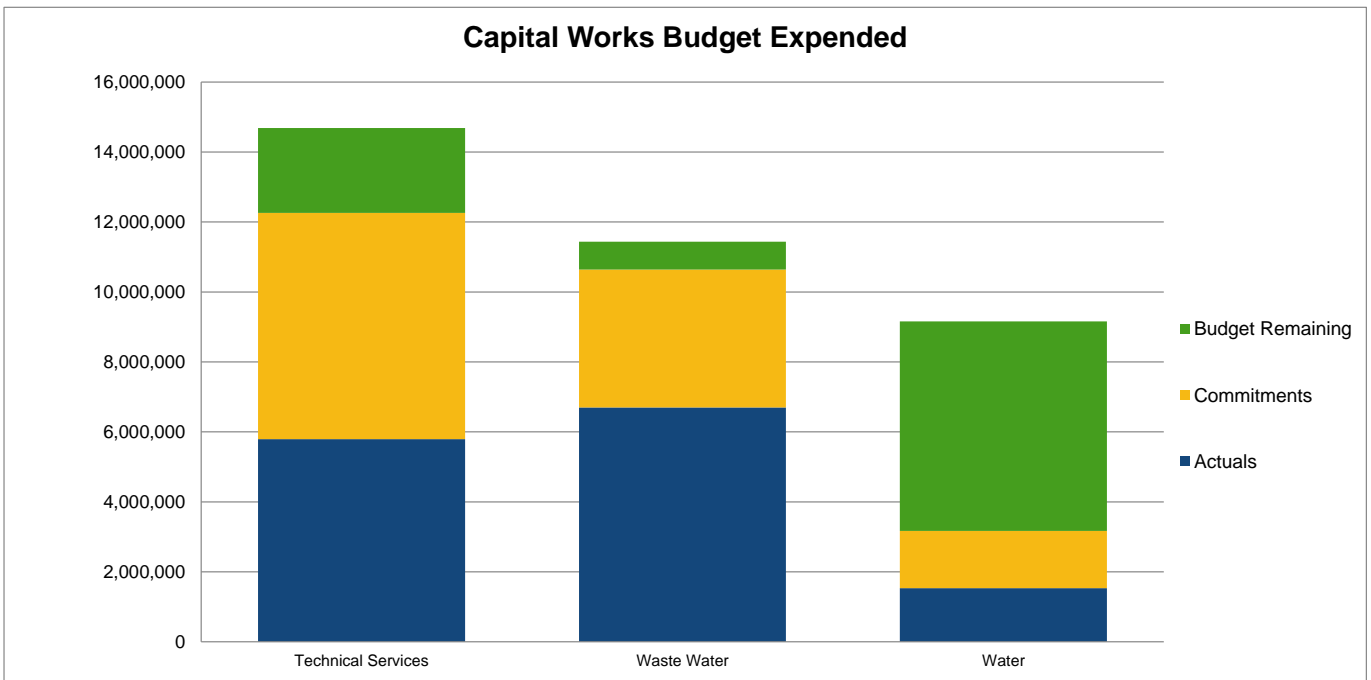
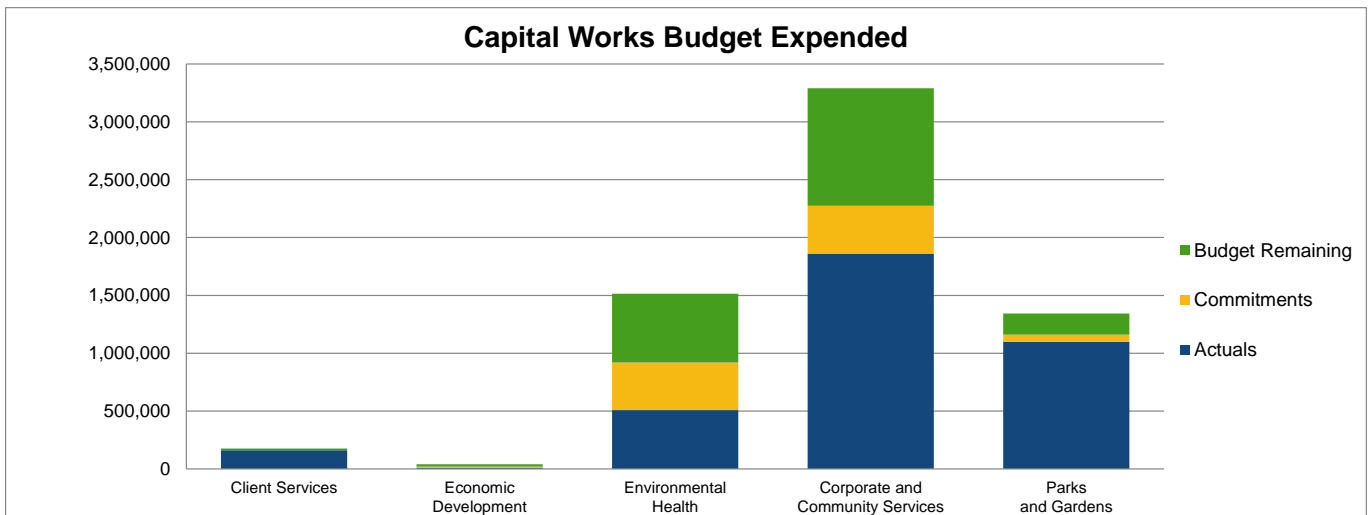
Capital expenditure incurred for the year to 30 April, is shown by asset category in the table below.

Capital project expenditure to 30 April is \$17,664,213.72. In addition to this, there is \$12,941,860.05 of commitments. Therefore totalling \$30,606,073.77.

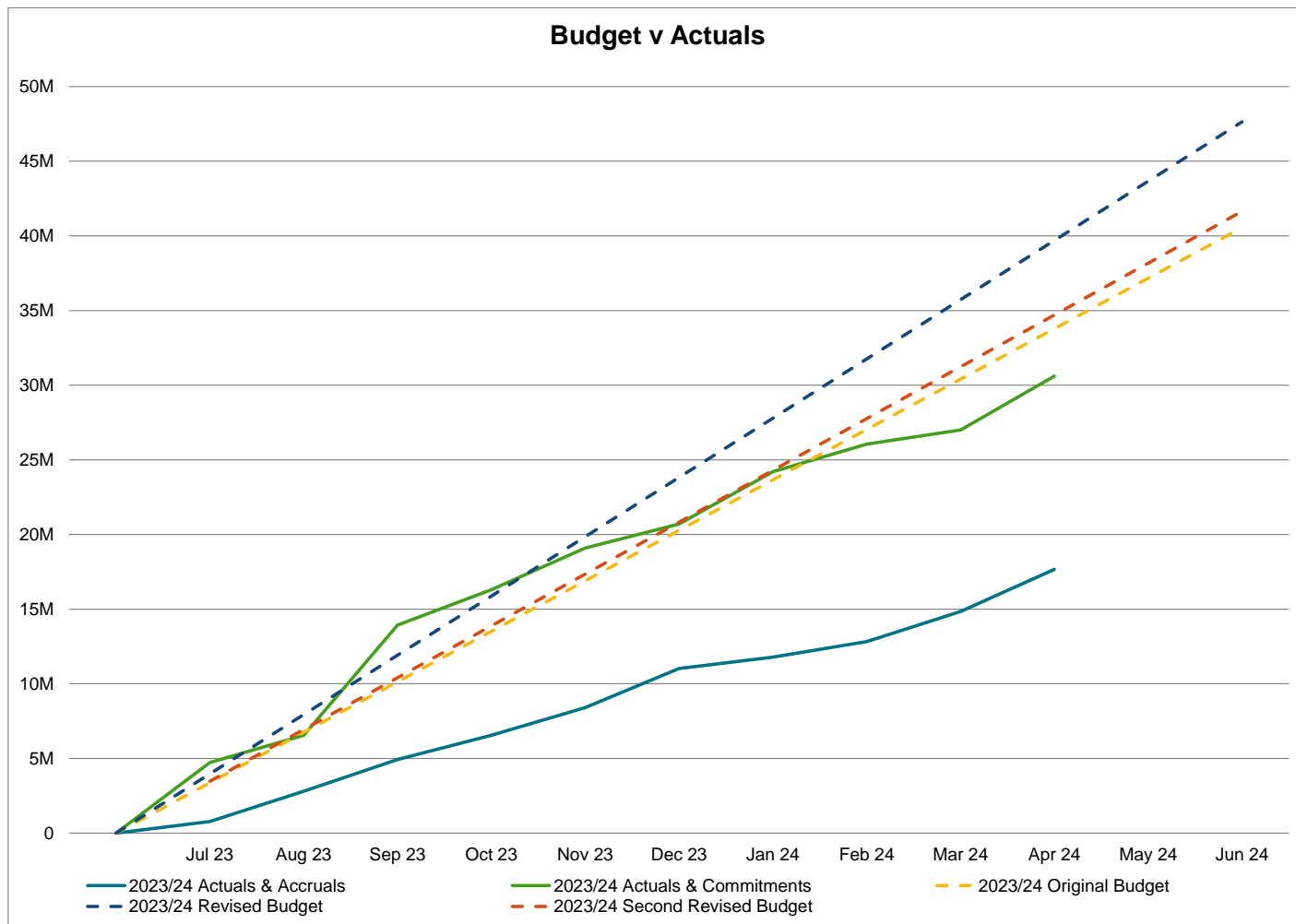
Financial Overview by Asset Category

Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Client Services	\$ 176,000	\$ 175,800	\$ 162,112	\$ -	\$ 162,112
Corporate and Community Services	\$ 1,566,850	\$ 3,290,949	\$ 1,861,207	\$ 413,190	\$ 2,274,397
Economic Development	\$ 30,000	\$ 39,800	\$ 10,669	\$ 9,500	\$ 20,169
Technical Services	\$ 12,605,000	\$ 14,683,562	\$ 5,791,050	\$ 6,471,142	\$ 12,262,192
Environmental Health	\$ 1,039,900	\$ 1,514,588	\$ 508,303	\$ 411,558	\$ 919,860
Parks and Gardens	\$ 690,000	\$ 1,343,155	\$ 1,098,495	\$ 61,788	\$ 1,160,283
Waste Water	\$ 8,358,000	\$ 11,438,031	\$ 6,699,975	\$ 3,937,481	\$ 10,637,455
Water	\$ 16,080,000	\$ 9,157,351	\$ 1,532,402	\$ 1,637,203	\$ 3,169,605
TOTAL	\$ 40,545,750	\$ 41,643,236	\$ 17,664,213	\$ 12,941,860	\$ 30,606,073

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



OVERVIEW OF COUNCIL'S CAPITAL PROJECTS



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

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

APPENDIX 1 - OPERATING STATEMENT BY MANAGER

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

APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

APPENDIX 3 - STATEMENT OF FINANCIAL POSITION

Attached is the Statement of Financial Position as at 30 April 2024.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 30 April 2024.

OPERATING STATEMENT
Period Ending 30 April 2024

Chief Executive Officer

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Operational contributions and donations	15	472	500	-28	-6%
Operational grants and subsidies	0	58,570	0	58,570	-
Other operating revenue	3,700	23,296	15,167	8,129	54%
Total operating revenue	3,715	82,339	15,667	66,672	426%
Operating Expenses					
Employee benefits	158,367	1,192,684	1,203,234	-10,550	-1%
Materials and services	40,188	206,047	288,058	-82,011	-28%
Total operating costs	198,555	1,398,731	1,491,292	-92,561	-6%
Surplus (deficit) from operating activities	-194,840	-1,316,392	-1,475,626	159,233	-11%
Net result for period	-194,840	-1,316,392	-1,475,626	159,233	-11%

Comments

Other operating revenue

Ahead of budget sponsorships and registration fees for 2024 North Queensland Regional Tourism Volunteers conference in the Burdekin.

Materials and services

Under budget due to marketing and advertising costs for the Industrial Estate Stage 1, Tourism promotions and preliminary costs for the 2025 Sweet Days Hot Nights festival not yet incurred.

OPERATING STATEMENT
Period Ending 30 April 2024

Director of Corporate & Community Services

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	1,124	76,372	86,538	-10,166	-12%
Operational contributions and donations	8,231	28,483	23,198	5,285	23%
Operational grants and subsidies	0	108,510	87,574	20,936	24%
Other operating revenue	416	4,652	2,917	1,736	60%
Total operating revenue	9,770	218,017	200,226	17,790	9%
Operating Expenses					
Employee benefits	86,385	595,906	581,962	13,944	2%
Materials and services	39,645	536,507	661,957	-125,450	-19%
Depreciation and amortisation	131,659	1,246,914	1,270,133	-23,219	-2%
Total operating costs	257,689	2,379,327	2,514,052	-134,725	-5%
Surplus (deficit) from operating activities	-247,919	-2,161,310	-2,313,826	152,515	-7%
Capital contributions	0	0	10,000	-10,000	-100%
Capital grants and subsidies	0	138,098	338,098	-200,000	-59%
Other capital income (expense)	0	-87,687	-244,575	156,888	-64%
Net result for period	-247,919	-2,110,899	-2,210,303	99,403	-4%

Comments

User fees and charges

Under budget due to agricultural lease for property at the Ayr Aerodrome currently out to tender.

Operational contributions and donations

Ahead of budget for electricity reimbursement at Home Hill Showgrounds.

Operational grants and subsidies

Ahead of budget due to grant funding for PCYC building in Ayr being received ahead of schedule.

Materials and services

Under budget due to timing of payments to business analyst and contract internal auditors.

Capital contributions

Contribution for installation of sugar cane planter not yet received.

Capital grants and subsidies

Grant funds received from Regional Airports program for Aerodrome fencing project. The Local Roads and Community Infrastructure Program Phase 4 (LRCIP4) grant funds for Millaroo community project to be received as works completed and claims submitted.

Other Capital Income (expense)

Under budget due to timing of project capitalisation.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Client Services

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Operational grants and subsidies	51,726	88,460	35,513	52,947	149%
Other operating revenue	-23	25,000	30,167	-5,166	-17%
Total operating revenue	51,703	113,460	65,680	47,780	73%
Operating Expenses					
Employee benefits	434,252	2,783,908	2,749,850	34,058	1%
Materials and services	68,440	1,846,248	2,129,356	-283,108	-13%
Total operating costs	502,693	4,630,156	4,879,206	-249,050	-5%
Surplus (deficit) from operating activities	-450,989	-4,516,696	-4,813,526	296,830	-6%
Capital grants and subsidies	0	35,558	0	35,558	-
Net result for period	-450,989	-4,481,137	-4,813,526	332,389	-7%

Comments

Operational grants and subsidies

Unbudgeted income received from Queensland Fire & Emergency Services for one off exceptional SES Local Government Subsidy and Queensland Health for Sun Safety Grant.

Other operating revenue

Income received in the month was for reimbursement of employees wages for workers compensation claims. Workcare payments are received as the need arises and therefore often vary to budget.

Materials and services

Under budget in IT Portable and Attractive equipment with the 2023/24 computer replacement program not yet delivered. Consultants under budget as Safe Work Month consultant was free of charge. Training also under budget due to staff being eligible for TAFE fee-free training.

Capital grants and subsidies

Unbudgeted Resilience and Recovery Grant received from Queensland Reconstruction Authority for the refurbishment of the Ayr SES amenities.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Community Services

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	17,164	237,745	192,008	45,736	24%
Operational grants and subsidies	0	65,207	170,045	-104,838	-62%
Other operating revenue	10,984	96,964	74,250	22,714	31%
Total operating revenue	28,148	399,916	436,303	-36,388	-8%
Operating Expenses					
Employee benefits	193,950	1,589,362	1,612,674	-23,311	-1%
Materials and services	70,663	1,061,997	1,208,061	-146,064	-12%
Depreciation and amortisation	10,383	103,102	98,917	4,185	4%
Total operating costs	274,997	2,754,462	2,919,652	-165,190	-6%
Surplus (deficit) from operating activities	-246,849	-2,354,546	-2,483,348	128,802	-5%
Capital grants and subsidies	21,772	65,315	80,000	-14,685	-18%
Other capital income (expense)	0	-15,556	-38,418	22,862	-60%
Net result for period	-225,077	-2,304,787	-2,441,766	136,979	-6%

Comments

User fees and charges

Ahead of budget for cultural facilities which is attributed to additional events across the venues.

Operational grants and subsidies

North Queensland Recovery and Resilience Grant for Community Capacity Officer final payment yet to be received. The final acquittal was completed in December 2023. This is being offset by unbudgeted income received for Move It NQ Funding and RADF funding for Fast Track Talent Showcase.

Other operating revenue

Ahead of budget mainly due to unbudgeted income received (ticket sales) for Community Wellness Event (Kick Off the Conversation). Also received unbudgeted donation towards Theatre Equipment from Friends of the Burdekin Theatre and sponsorship income for Fast Track. Unbudgeted insurance reimbursement received for damaged hot water system at Theatre.

Materials and services

Under budget program expenses for Community Capacity Officer. Unspent funds have been allocated to other projects within the Resilience and Recovery projects. Theatre and Memorial Hall expenses under budget including materials and maintenance of fire alarms.

Capital grants and subsidies

The State Library of Queensland grant is paid in quarterly instalments. The first three quarterly payments were received in October, December and April. The final payment for the year is expected in June.

Other capital income (expense)

Under budget due to timing of project capitalisation.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Environmental & Health Services - Waste Program

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	0	4,428,977	4,414,749	14,228	0%
User fees and charges	59,530	628,879	650,200	-21,321	-3%
Interest Received	32,649	307,181	276,417	30,764	11%
Other operating revenue	29,040	259,352	280,467	-21,115	-8%
Total operating revenue	121,218	5,624,389	5,621,832	2,557	0%
Operating Expenses					
Employee benefits	107,140	799,095	793,770	5,325	1%
Materials and services	475,147	2,513,043	2,699,999	-186,956	-7%
Depreciation and amortisation	41,944	409,128	415,750	-6,622	-2%
Finance Costs	751,418	751,418	0	751,418	-
Total operating costs	1,375,649	4,472,684	3,909,518	563,166	14%
Surplus (deficit) from operating activities	-1,254,431	1,151,705	1,712,314	-560,609	-33%
 Other capital income (expense)	 -507,399	 -530,575	 -22,064	 -508,511	 2305%
Net result for period	-1,761,830	621,130	1,690,250	-1,069,120	-63%

Comments

Interest Received

Ahead of budget for interest on investments due to sustained higher interest rates.

Other operating revenue

Under budget due to Container Refund Scheme income not received.

Materials and services

Under budget for waste legacy landfill projects due to staffing changes. Under budget for contract payments due to the timing of waste collection invoices. Waste levy payment and waste levy refund are also under budget due to budget spread.

Finance Costs

Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Annual provision movements include a borrowing cost of \$751,418 which relates to the discounting used to reflect the passage of time until the sites are remediated.

Other capital income (expense)

Council does not include in the budget estimates movements for the Restoration provision for landfill sites. Included in capital expense is \$507,399 for the Restoration provision review of costs to remediate and extension of the restoration date.

OPERATING STATEMENT

Period Ending 30 April 2024

Manager Environmental & Health Services excluding Waste Program

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	0	87,365	87,500	-135	0%
User fees and charges	60,972	727,700	640,697	87,003	14%
Operational contributions and donations	2,956	121,219	116,014	5,205	4%
Operational grants and subsidies	0	48,618	89,420	-40,802	-46%
Other operating revenue	2,704	14,086	13,250	836	6%
Total operating revenue	66,631	998,988	946,881	52,108	6%
Operating Expenses					
Employee benefits	189,850	1,337,790	1,375,048	-37,258	-3%
Materials and services	171,890	1,893,298	1,957,481	-64,183	-3%
Depreciation and amortisation	38,939	309,588	305,250	4,338	1%
Total operating costs	400,679	3,540,676	3,637,778	-97,102	-3%
Surplus (deficit) from operating activities	-334,048	-2,541,688	-2,690,898	149,210	-6%
Capital grants and subsidies	0	0	237,370	-237,370	-100%
Other capital income (expense)	0	-2,271	-69,258	66,987	-97%
Net result for period	-334,048	-2,543,959	-2,522,786	-21,173	1%

Comments

User fees and charges

Ahead of budget due to an increase in revenue from the Home Hill and Burdekin Cascades Caravan parks.

Operational grants and subsidies

Under budget as the CHAS grant acquittal for the restoration works at Wunjunga has not been finalised. This is offset by unbudgeted grant funds received for the Flying Fox Roost Management in Queensland Program, and Grader Grass grant which was budgeted in operational contributions and donations. Payment from Department of Environment and Science for Illegal Dumping Partnership Round 2A grant for \$15,600 still to be received.

Materials and Services

Under budget due to Burdekin Shire Rivers Improvement Trust Precept payment not yet made. This is offset by being over budget in chemical and electricity expenses at the Ayr swimming pool and extra costs at the Burdekin Cascades Caravan Park for plant hire to clean-up after the cyclone events.

Capital grants and subsidies

Remaining grant funds for Burdekin Water Park (LRCIP3) to be received following final acquittal.

Other capital income (expense)

Loss from environmental building asset disposals.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Financial and Administrative Services

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	0	30,158,391	30,193,489	-35,098	0%
Pensioner remissions	-1,596	-354,055	-355,000	945	0%
User fees and charges	5,407	109,765	98,000	11,765	12%
Interest Received	347,594	2,177,141	1,854,000	323,141	17%
Operational grants and subsidies	0	208,822	201,481	7,341	4%
Other operating revenue	0	35,811	35,500	311	1%
Total operating revenue	351,405	32,335,876	32,027,470	308,405	1%
Operating Expenses					
Employee benefits	208,088	1,567,329	1,677,923	-110,594	-7%
Materials and services	74,058	739,712	848,631	-108,920	-13%
Depreciation and amortisation	36,591	390,150	380,083	10,067	3%
Finance Costs	3,707	78,240	75,500	2,740	4%
Total operating costs	322,444	2,775,431	2,982,138	-206,707	-7%
Surplus (deficit) from operating activities	28,961	29,560,445	29,045,332	515,113	2%
Other capital income (expense)	0	-1,848	-36,300	34,452	-95%
Net result for period	28,961	29,558,596	29,009,032	549,564	2%

Comments

User Fees and Charges

Ahead of budget due to income received from Property Searches being higher than budget estimates.

Interest Received

Ahead of budget for interest on investments due to sustained higher interest rates.

Employee Benefits

Under budget due to staff vacancies and leave.

Materials and Services

Under budget due to variable monthly subscription expenses, telephone expenses and legal fees.

Other capital income (expense)

Loss from plant and equipment asset disposals.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Operations - General Fund

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	23,292	174,453	159,700	14,753	9%
Operational contributions and donations	15,655	63,898	73,065	-9,167	-13%
Operational grants and subsidies	0	644,926	1,249,046	-604,120	-48%
Contract and recoverable works	5,976	41,052	57,000	-15,948	-28%
Other operating revenue	0	4,328	8,000	-3,672	-46%
Total operating revenue	44,923	928,658	1,546,811	-618,153	-40%
Operating Expenses					
Employee benefits	616,109	4,393,044	4,472,976	-79,932	-2%
Materials and services	475,269	4,185,683	4,372,325	-186,643	-4%
Depreciation and amortisation	107,097	1,034,984	1,053,917	-18,932	-2%
Finance Costs	371	371	0	371	-
Total operating costs	1,198,846	9,614,081	9,899,218	-285,137	-3%
Surplus (deficit) from operating activities	-1,153,923	-8,685,424	-8,352,407	-333,016	4%
Capital grants and subsidies	0	70,332	0	70,332	-
Other capital income (expense)	0	-281,319	-101,378	-179,941	177%
Net result for period	-1,153,923	-8,896,411	-8,453,785	-442,625	5%

Comments

User fees and charges

Ahead of budget in Cemetery fees and charges and sale of second hand culverts.

Operational contributions and donations

Under budget public conveniences with budget spread evenly throughout the year.

Operational grants and subsidies

Under budget for Queensland Reconstruction Authority disaster recovery funding arrangements for the January 2023 monsoonal flooding event. Unbudgeted funds received for the Walking Local Government grant and Recovery and Resilience grant received from Queensland Reconstruction Authority for Kidby Gully remediation.

Contract and recoverable works

Under budget for income received for private works. Income is variable throughout the year and can differ to budget. This is offset by being ahead of budget for income from Transport and Main Roads for maintenance works at boat ramps.

Materials and services

Under budget in Street Lighting due to timing of electricity payments and also recoverable works. This is offset by over budget Parks Operations and Street Sweeping following efforts to clean up tree damage in Parks and Open Spaces and kerbside debris collection following Cyclone Kirrily.

Capital grants and subsidies

Funding received from Queensland Reconstruction Authority for the January 2019 rainfall event.

Other capital income (expense)

Loss from asset disposals.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Operations - Sewerage

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	0	4,443,050	4,441,920	1,130	0%
User fees and charges	17,580	145,959	139,500	6,459	5%
Interest Received	77,163	714,610	650,833	63,777	10%
Operational contributions and donations	3,600	3,600	4,500	-900	-20%
Other operating revenue	6,441	11,607	0	11,607	-
Total operating revenue	104,784	5,318,826	5,236,753	82,072	2%
Operating Expenses					
Employee benefits	157,124	1,170,317	1,158,733	11,584	1%
Materials and services	69,941	887,627	927,996	-40,369	-4%
Depreciation and amortisation	134,741	1,414,452	1,460,000	-45,548	-3%
Total operating costs	361,807	3,472,396	3,546,730	-74,333	-2%
Surplus (deficit) from operating activities	-257,023	1,846,429	1,690,024	156,405	9%
Capital grants and subsidies	19,333	2,423,253	4,277,865	-1,854,612	-43%
Other capital income (expense)	0	-41,118	-115,626	74,508	-64%
Net result for period	-237,690	4,228,564	5,852,263	-1,623,698	-28%

Comments

Interest Received

Ahead of budget for interest on investments due to sustained higher interest rates.

Other operating revenue

Unbudgeted income received for camera sewer inspection and new sewer connection in the Home Hill reticulation network.

Capital grants and subsidies

Revenue in the period represents payment of the final progress claim under the Queensland Reconstruction Authority Resiliency and Risk Reduction Grant Funding program for new emergency stand-by generators and platforms at the Brandon and Home Hill No.1 Sewage Pump Stations. Also includes income received from Capital grants for Macro Algae Project from the State Government Department of Regional Development Manufacturing and Water. Grant Funds are received as works completed and claims submitted.

Other capital income (expense)

Under budget due to timing of project capitalisation.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Operations - Water

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-637	4,338,415	4,227,200	111,215	3%
User fees and charges	8,430	75,219	73,000	2,219	3%
Interest Received	39,748	370,482	335,250	35,232	11%
Operational contributions and donations	3,600	3,600	9,000	-5,400	-60%
Other operating revenue	0	223	0	223	-
Total operating revenue	51,140	4,787,938	4,644,450	143,488	3%
Operating Expenses					
Employee benefits	143,895	1,190,509	1,163,905	26,604	2%
Materials and services	74,291	1,596,719	1,831,800	-235,081	-13%
Depreciation and amortisation	98,022	984,428	995,917	-11,488	-1%
Total operating costs	316,208	3,771,656	3,991,622	-219,965	-6%
Surplus (deficit) from operating activities	-265,068	1,016,282	652,828	363,454	56%
Capital grants and subsidies	0	0	6,400,000	-6,400,000	-100%
Other capital income (expense)	0	-176,740	-286,775	110,035	-38%
Net result for period	-265,068	839,542	6,766,053	-5,926,511	-88%

Comments

Interest Received

Ahead of budget for interest on investments due to sustained higher interest rates.

Operational contributions and donations

Under budget in infrastructure access charges. Income is variable throughout the year and can differ from budget.

Materials and services

Variation is largely attributable to higher than forecast rainfall during the summer months. The flow on effect to materials and services are savings in electricity in water production and treatment as well as reduced quantities of bulk water sourced from both Lower Burdekin Water and Townsville City Council.

Capital grants and subsidies

Capital grant for South Ayr Filtration Plant received and recognised as a contract liability in April.

Other capital income (expense)

Under budget due to timing of project capitalisation.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Planning and Development

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	86,890	514,529	428,893	85,635	20%
Other operating revenue	0	80	0	80	-
Total operating revenue	86,890	514,608	428,893	85,715	20%
Operating Expenses					
Employee benefits	132,923	1,002,922	1,075,308	-72,386	-7%
Materials and services	59,248	290,127	244,403	45,723	19%
Total operating costs	192,170	1,293,049	1,319,711	-26,662	-2%
Surplus (deficit) from operating activities	-105,280	-778,441	-890,818	112,377	-13%
Net result for period	-105,280	-778,441	-890,818	112,377	-13%

Comments

User fees and charges

Ahead of budget due to a large town planning development application for a new renewable energy facility and increased building and planning development applications received.

Employee benefits

Under budget due to staff vacancies and leave.

Materials and services

Over budget in legal expenses due to current appeals at the Planning and Environment Court and other enforcement and compliance actions being undertaken. This is offset by town planning consultants with the new Local Government Infrastructure Plans (LGIPs) underway with invoices not yet received.

OPERATING STATEMENT
Period Ending 30 April 2024

Manager Technical Services

	Month of April Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	0	3,868	4,583	-715	-16%
Operational grants and subsidies	11,733	126,552	90,000	36,552	41%
Contract and recoverable works	400,314	1,589,436	1,350,000	239,436	18%
Other operating revenue	0	11,824	8,917	2,907	33%
Total operating revenue	412,047	1,731,680	1,453,500	278,180	19%
Operating Expenses					
Employee benefits	314,310	2,194,765	2,457,231	-262,466	-11%
Materials and services	-17,568	-100,021	-99,250	-771	1%
Depreciation and amortisation	725,187	7,368,674	7,433,500	-64,826	-1%
Total operating costs	1,021,929	9,463,418	9,791,481	-328,063	-3%
Surplus (deficit) from operating activities	-609,882	-7,731,738	-8,337,981	606,243	-7%
Capital contributions	-269,890	148,448	488,043	-339,595	-70%
Capital grants and subsidies	-501,481	1,272,746	3,000,002	-1,727,256	-58%
Other capital income (expense)	0	-1,126,953	-1,253,388	126,435	-10%
Net result for period	-1,381,254	-7,437,497	-6,103,324	-1,334,173	22%

Comments

Operational grants and subsidies

Fuel Tax Credit higher than estimated due to higher fuel consumption mainly related to Macro Algae and Ayr Industrial Estate projects.

Contract and recoverable works

Roads Maintenance Performance Contract (RMPC) income ahead of budget due to additional works added to contract.

Employee benefits

Under budget due to current staff vacancies in Technical Services, Asset Management and Project Management and RMPC works using more contractors to date.

Capital contributions

Funding to be transferred from contract liability when Department Transport Main Roads Haughton Floodplain project local road restoration works are completed.

Capital grants and subsidies

Contribution from Queensland Reconstruction Authority for Jerona Culvert has been recognised as a Contract Liability in April. Capital grants received as works completed and claims submitted. Grant funded projects programmed throughout the year.

Other Capital Expense

Under budget due to timing of project capitalisation.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 30 April 2024

Appendix 2

	Month of April Actual	Year to Date Actual	Year to Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-638	43,456,198	43,364,858	91,340	0%
Pensioner remissions	-1,596	-354,055	-355,000	945	0%
User fees and charges	280,388	2,694,488	2,473,119	221,369	9%
Interest Received	497,153	3,569,414	3,116,500	452,915	15%
Operational contributions and donations	34,056	221,272	226,277	-5,005	-2%
Operational grants and subsidies	63,459	1,349,665	1,923,079	-573,414	-30%
Contract and recoverable works	406,290	1,630,489	1,407,000	223,489	16%
Other operating revenue	53,261	487,222	468,633	18,589	4%
Total operating revenue	1,332,374	53,054,694	52,624,466	430,228	1%
Operating Expenses					
Employee benefits	2,742,392	19,817,631	20,322,613	-504,982	-2%
Materials and services	1,601,212	15,656,986	17,070,818	-1,413,832	-8%
Depreciation and amortisation	1,324,564	13,261,422	13,413,467	-152,045	-1%
Finance Costs	755,496	830,028	75,500	754,528	999%
Total operating costs	6,423,664	49,566,068	50,882,398	-1,316,330	-3%
Surplus (deficit) from operating activities	-5,091,290	3,488,626	1,742,068	1,746,558	100%
Capital contributions	-269,890	148,448	498,043	-349,595	-70%
Capital grants and subsidies	-460,376	4,005,302	14,333,335	-10,328,033	-72%
Other capital income (expense)	-507,399	-2,264,066	-2,167,782	-96,284	4%
Net result for period	-6,328,956	5,378,310	14,405,664	-9,027,354	-63%

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 30 April 2024

Appendix 3

	Year to Date Actual \$	Annual Budget \$
Current Assets		
Cash and Cash Equivalents	99,165,734	67,807,456
Receivables	940,045	1,576,693
Inventories	590,732	617,965
Contract Assets	78,066	0
Other Assets	775,593	1,761,467
Total Current Assets	101,550,169	71,763,581
Non-Current Assets		
Receivables	385,141	385,141
Property, Plant and Equipment	632,347,654	649,283,640
Intangibles Assets	252,422	238,015
Other Assets	98,257	64,309
Total Non-Current Assets	633,083,474	649,971,105
TOTAL ASSETS	734,633,643	721,734,686
Current Liabilities		
Payables	5,211,690	6,378,290
Provisions	5,706,613	6,040,641
Contract Liabilities	14,800,762	3,101,574
Other Liabilities	141,878	555,701
Total Current Liabilities	25,860,942	16,076,206
Non-Current Liabilities		
Provisions	20,454,463	18,561,868
Other Liabilities	1,689,244	1,135,979
Total Non-Current Liabilities	22,143,707	19,697,847
TOTAL LIABILITIES	48,004,649	35,774,053
NET COMMUNITY ASSETS	686,628,994	685,960,633
Community Equity		
Asset Revaluation Surplus	392,421,299	389,851,222
Retained Surplus (deficiency)	294,207,695	296,109,411
TOTAL COMMUNITY EQUITY	686,628,994	685,960,633

Comments

Contract Liabilities

Grant funding of \$10,033,200 received for South Ayr Water Filtration Plant has been recognised as a contract liability in April.

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 30 April 2024

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
Cash Flows from Operating Activities		
Receipts		
Receipts from Customers	47,140,646	48,898,583
Payments to Suppliers and Employees	-38,562,890	-44,677,773
	8,577,756	4,220,810
Interest Received	3,793,222	3,728,400
Operating Grants, Subsidies and Contributions	1,601,307	2,606,045
Other	3,609,984	512,500
Net Cash Inflow (Outflow) from Operating Activities	17,582,268	11,067,755
Cash Flows from Investing Activities		
Proceeds from Sale of Property, Plant and Equipment	169,525	912,000
Grants, subsidies and contributions	15,067,141	14,078,864
Payments for Property, Plant and Equipment	-17,291,331	-41,643,236
Payments for Intangible Assets	-5,520	0
Payments for rehabilitation work	0	-120,000
Other	131,579	0
Net Cash Inflows (Outflow) from Investing activities	-1,928,606	-26,772,372
Net Increase (Decrease) in Cash and Cash Equivalents Held	15,653,662	-15,704,617
Cash and Cash Equivalents at Beginning of the Financial Year	83,512,072	83,512,072
Cash and Cash Equivalents at end of the Period	99,165,734	67,807,455

6.4.1. GOVERNANCE

Acceptance of Tender - TBSC/24/011 Agricultural Lease B, C and D in Part of Lot 106 on RP898777 at Ayr Aerodrome, Brandon

File Reference: 173

Report Author: Belinda Mohr, Governance and Property Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 28 May 2024

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.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2023-2024

CG3 Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

Executive Summary

Part of the Ayr Aerodrome has been leased for agricultural purposes since 1994, with this most recent lease expiring on 14 March 2024.

The *Local Government Regulation 2012* (Qld) requires a Local Government to invite written tenders for a non-current asset or offer a non-current asset for sale by auction, before entering into a valuable asset contract.

On 28 March 2024, Council invited written tenders to enter a freehold lease as follows:

Lessor:	Burdekin Shire Council
Land Description:	Ayr Aerodrome, 66 Aerodrome Road, Brandon Lease B, C and D in Part of Lot 106 on RP898777
Area:	54.65 hectares (approximately)
Permitted Use:	Agricultural production of small crops
Term:	5 years plus 1 x 5 year Option

Approval is sought for acceptance of Tender TBSC/24/011 Agricultural Lease (Ayr Aerodrome, Brandon) for leasing part of the land (54.11 hectares). The abovementioned Tender went live on Council's website on 28 March 2024. At close of Tender on 18 April 2024, two (2) formal submissions were received.

Recommendation

That in respect of TBSC/24/011 Agricultural Lease (Ayr Aerodrome, Brandon):

- Council enters into a formal lease arrangement with Sandy Corner Produce Pty Ltd for the agricultural production of small crops on Lease B, C and D in Part of Lot 106 on RP898777 at Ayr Aerodrome as shown in the attached plan, for an initial term of 5 years with 1 x 5 year option; with a first year annual rental of \$60,000.00 (GST exclusive) and an annual review at the beginning of each lease year by CPI.

Background

Tender documents were prepared and advertised on VendorPanel, Council's website and in the Burdekin Life newspaper. The tender closure date was 18 April 2024.

Two (2) tenders were received from:

1. Bowen Mango Pty Ltd trading as Sandy Cove Mango Plantation
2. Sandy Corner Produce Pty Ltd

The tender evaluation criteria sought to confirm the proposed use, land management practices and a fixed price for the first lease year with CPI applying to subsequent lease years. The most advantageous tender was submitted by Sandy Corner Produce Pty Ltd.

Consultation

Public Tenders, Council Workshop held on 21 May 2024, Director Corporate and Community Services and Governance and Property Officer.

Budget & Resource Implications

Preparation of Lease at Lessees expense.

Legal Authority & Implications

The tender process has been followed in accordance with the *Local Government Act 2009* (Qld) and *Local Government Regulation 2021* (Qld).

Policy Implications

Council Property and Leasing Policy.

Risk Implications (Strategic, Operational, Project Risks)

Council owned or controlled land used by community, commercial organisations or individuals without formal and consistent tenure arrangements, places liability on Council in the event of injury, accident or unenforceable agreements.

By formalising tenure arrangements, it reduces the risk of unenforceable arrangements and inappropriate use of Council land/property by providing appropriate and consistent tenure guidelines.

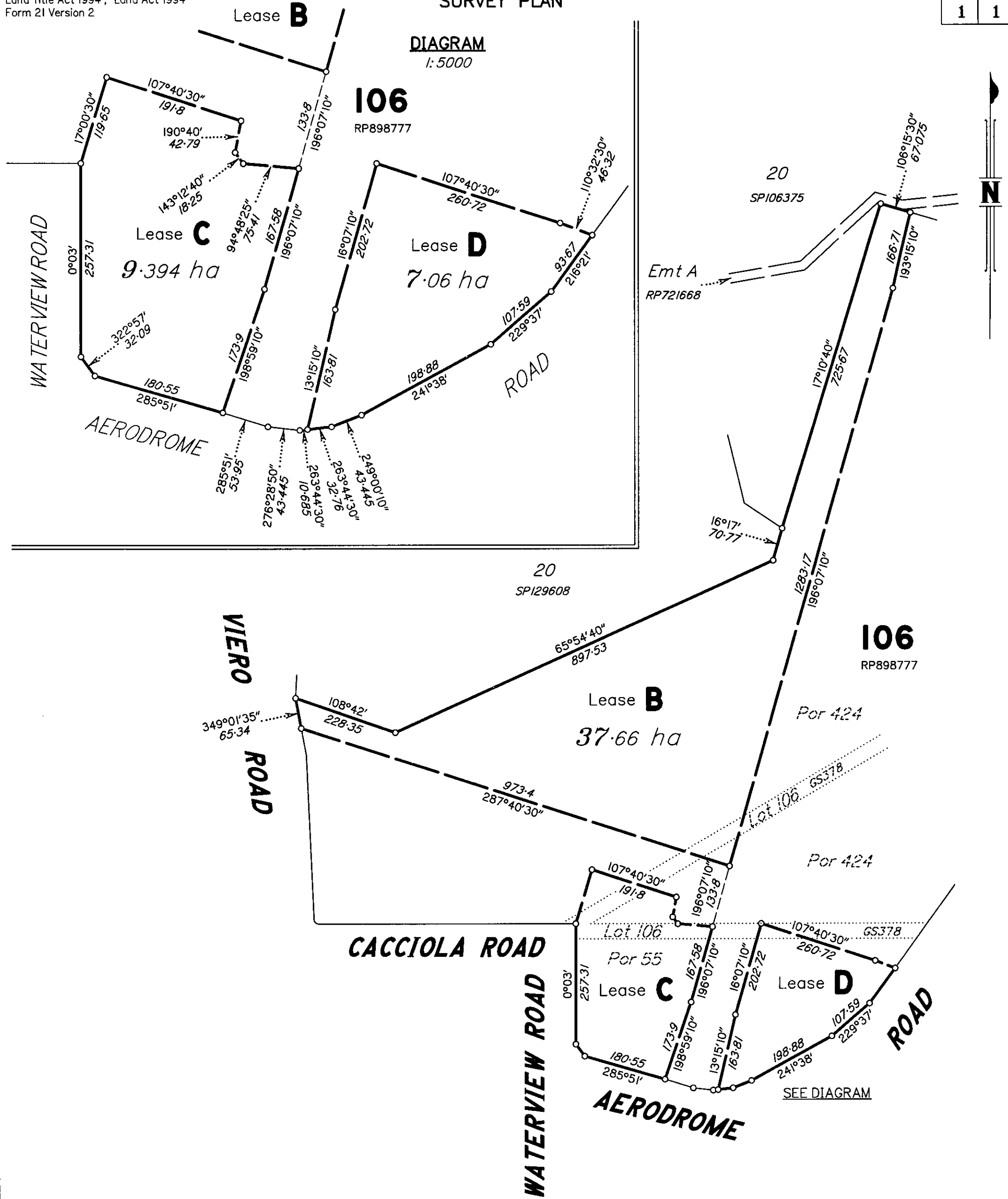
Attachments

1. Survey Plan

Land Title Act 1994 ; Land Act 1994
Form 21 Version 2

SURVEY PLAN
DIAGRAM
1:5000

Sheet
1 of
1



I, Cleve Patrick McGuane, hereby certify that I have made this plan under Section 17 of the Survey and Mapping Infrastructure Regulation 2004 and pursuant to the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the plan is accurate, and compiled from Drawing 54443L2 in Lease No 707766145 in the Department of Natural Resources and Water.

4/12/08
Date.....

C.P. McGuane
Cadastral Surveyor

Plan of

Leases B, C & D

in Lot 106 on RP898777

PARISH: **JARVISFIELD**

COUNTY: **Gladstone**

Meridian: **RP898777**

F/N's: **No**

Scale: **1:8000**

Format: **STANDARD**



SP217488

Plan Status:

712175760

\$308.50
21/01/2009 14:56

TE 400 NT

WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.

Registered

5. Lodged by

(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees.

I/WeCOUNCIL OF THE SHIRE OF BURDEKIN.....

(Names in full)

*as Registered Owners of this land agree to this plan and dedicate the Public Use
Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

*as Lessees of this land agree to this plan.

Signature of *Registered Owners *Lessees-

K. Holt
Chief Executive Officer

* Rule out whichever is inapplicable

2. Local Government Approval.

* **Burdekin Shire Council**

hereby approves this plan in accordance with the :

% **Integrated Planning Act 1997**Dated this Eighth day of December 2008.# K. Holt Chief Executive Officer

#

* Insert the name of the Local Government. % Insert Integrated Planning Act 1997 or
Insert designation of signatory or delegation Local Government (Planning & Environment) Act 1990

3. Plans with Community Management Statement :

CMS Number :

Name :

4. References :

Dept File :

Local Govt : 4/2/4

Surveyor : 28434

6. Existing

Title Reference	Lot	Plan	Lots	Leases	Road
50195833	106	RP898777		B, C & D	

Created

Lots

Orig

7. Portion Allocation :

8. Map Reference :
8358-142439. Locality :
Brandon10. Local Government :
BURDEKIN S.C.

11. Passed & Endorsed :

By :
Date :
Signed :
Designation :

12. Building Format Plans only.

I certify that :

* As far as it is practical to determine, no part
of the building shown on this plan encroaches
onto adjoining lots or road;* Part of the building shown on this plan
encroaches onto adjoining * lots and roadCadastral Surveyor/Director * Date
* delete words not required

13. Lodgement Fees :

Survey Deposit	\$
Lodgement	\$
.....New Titles	\$
Photocopy	\$
Postage	\$
TOTAL	\$

14. Insert
Plan
Number

SP217488 Page 100 of 200

6.4.2. GOVERNANCE

Operational Plan 2023/2024 Q3 Report

File Reference: 419

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Nick OConnor, Director Corporate and Community Services

Meeting Date: 28 May 2024

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

Council's annual operational plan sets out the targeted activities to be carried out to achieve the strategic objectives of the Corporate Plan. Activities within the Operational Plan must be implemented in line with the adopted budget. The Chief Executive Officer (CEO) is required to provide a written report each quarter on the implementation of the Operational Plan. Council has a total of 174 agreed activities detailed in the Operational Plan for the 2023/2024 financial year. A traffic light system is used to provide an "at a glance" overview of progress and status for each activity.

Management have also provided explanatory comments to give context and supporting evidence for the traffic light selection. At the end of the third quarter period (1 January 2024- 31 March 2024), 152 of the 174 activities (or 87%) were considered to be meeting or above target (green light). A further 21 activities (12%) were considered to be progressing (yellow light) and 1 activity (<1%) was considered to be under target (red traffic light). No activities were considered to be inactive during this quarter.

The report attached to this report provides a comprehensive overview of the operational activities progressed during the Q3 period.

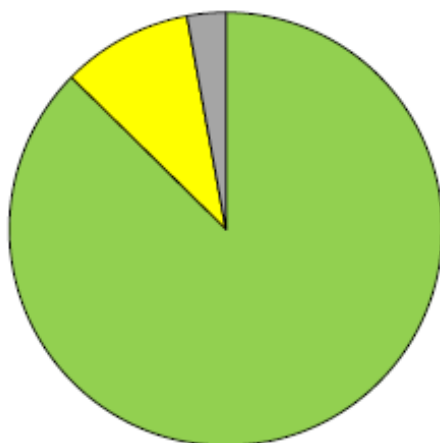
Recommendation

That Council adopts the Operational Plan 2023/2024 Q3 report as attached to this report.

Background

For comparison, the results at the end of the Q1, Q2 and Q3 periods have been included below.

Q1 Overall Performance



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

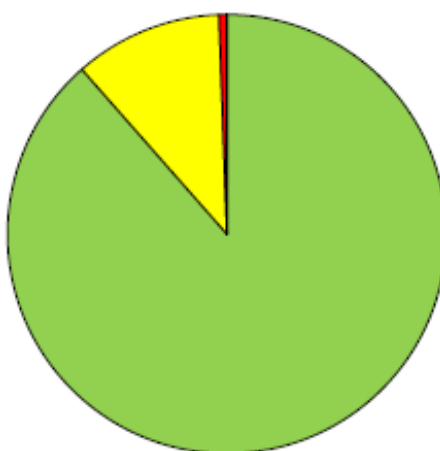
Meeting or above target: 152

Progressing: 17

Under target: 0

Inactive: 5

Q2 Overall Performance



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

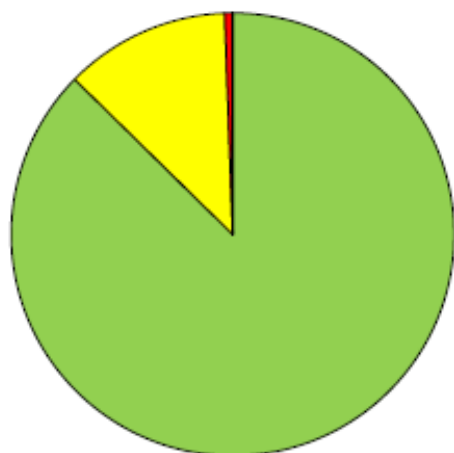
Meeting or above target: 154

Progressing: 19

Under target: 1

Inactive: 0

Q3 Overall Performance



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

Meeting or above target: 152
Progressing: 21
Under target: 1
Inactive: 0

Consultation

All relevant managers and supervisors provided comments for the Q3 report. The draft report was reviewed by the Executive Leadership Team (ELT) members. Councillors reviewed the draft Operational Plan Q3 report at a post council meeting session on Tuesday, 14 May 2024.

Budget & Resource Implications

All operational plan activities must be implemented within adopted budget constraints. There are no direct budgetary implications associated with the adoption of the Q3 report.

Legal Authority & Implications

Local Government Regulation 2012

174

Preparation and adoption of annual operational plan

- (1) A local government must prepare and adopt an annual operational plan for each financial year.
- (2) The local government may, but need not, adopt the annual operational 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 quarterly reporting on the progression of the operational plan is a statutory requirement. Delivery of this report helps to mitigate corporate risks including lack of accountability, lack of transparency, poor financial control, and reputational damage. The report also helps to mitigate the risk of non-compliance with legislation.

Attachments

1. Q3 Operational Plan Report 2023/2024



Burdekin
Shire Council

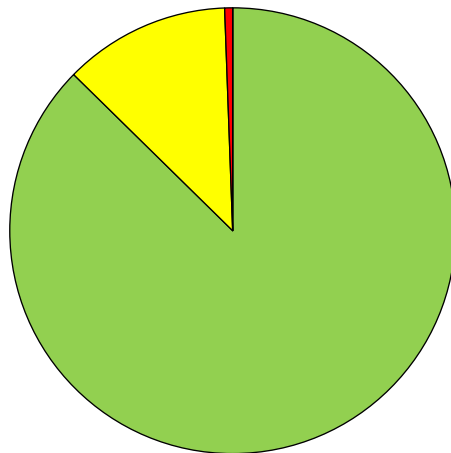
Operational Plan Q3 Report 2023/2024

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 Q3
Operational Plan 2023/2024

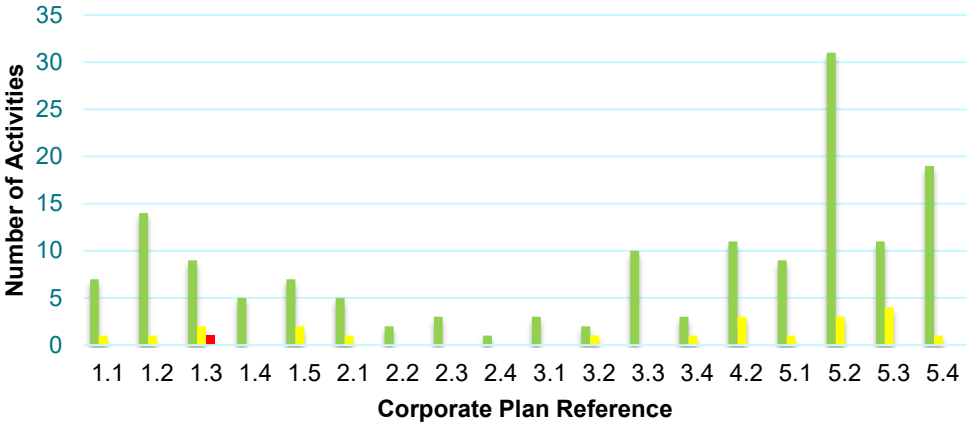
Q3 Overall Performance



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

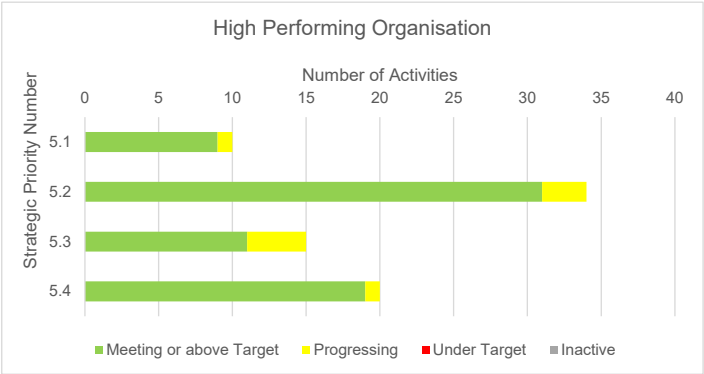
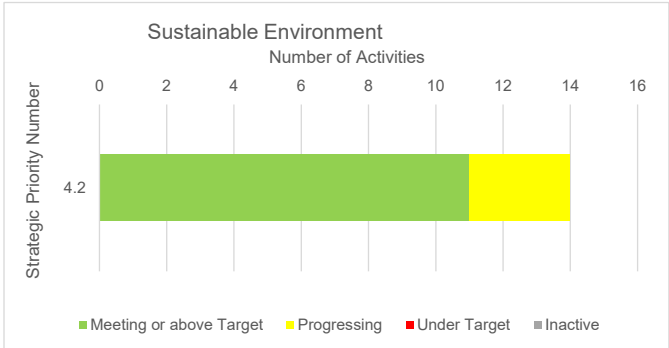
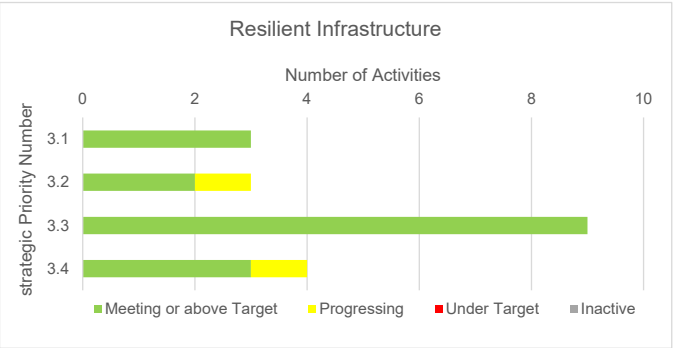
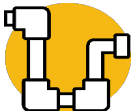
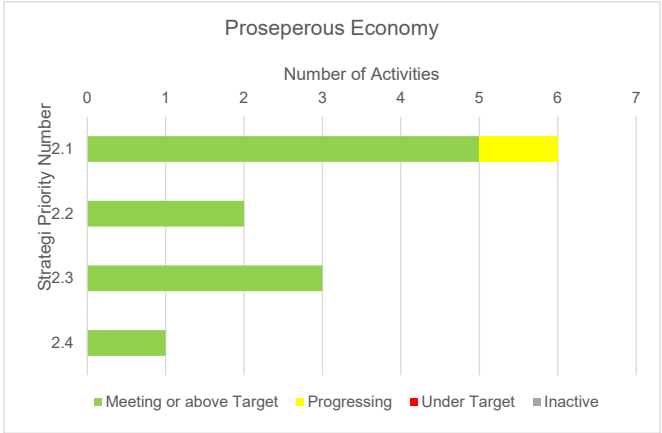
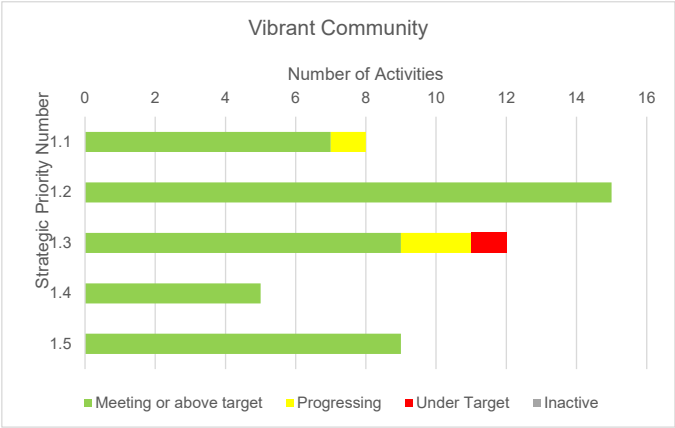
Meeting or above target: 152
Progressing: 21
Under target: 1
Inactive: 0

Breakdown of Q3 performance by Strategic Objective Area



■ Meeting or above target ■ Progressing ■ Under Target ■ Inactive

Q1 Report Dashboard



Traffic Lights

Record Name	Operational Plan Activity	
Vibrant Community		
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: - Provide consistent and transparent strategic framework and direction for the development industry and community. - Ensure development complies with the applicable legislation, policies and codes. - Provide planning and development advice. - Process all statutory applications within statutory timeframes. - Monitor development and land use to ensure compliance with statutory requirements and development conditions. - Develop, review and maintain a Heritage Report for the Burdekin Shire Planning Scheme 2022 in accordance with State Interests.	●
Planning and Development 2	Deliver Building Certification services within the Burdekin Shire: - In accordance with the Building Act 1975 and associated regulations. - Provide building advice in a timely manner. - Process all statutory applications within statutory timeframes. - Monitor approvals to ensure compliance with statutory requirements and development conditions.	●
Planning and Development 3	Ensure all new and existing swimming pools comply with current pool fencing legislation.	●
Planning and Development 4	Deliver Plumbing Services to: - Ensure development complies with the Plumbing and Drainage Act, standards, Council Policies and conditions of approvals; - Provide plumbing and drainage advice; - Assess plumbing and drainage applications; - Undertake inspections of plumbing and drainage works; and - Undertake a backflow prevention device testing regime;	●
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. 1. Processing and issuing new licenses. 2. Regular annual inspections. 3. Risk-based enforcement action to achieve compliance. 4. Annual renewal of licenses."	●
Environment and Health 2	"Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping. 1. Processing and issuing new approvals. 2. Regular annual inspections. 3. Risk-based enforcement action to achieve compliance. 4. Annual renewal of approvals."	●
Environment and Health 3	Deliver Food Safety education and awareness activities to the community.	
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.	●
Prosperous Economy		
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.	●
Resilient Infrastructure		
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.	●
Sustainable Environment		
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).	●
High Performing Organisation		
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		Q3 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>Meeting held with Manager Police Citizens Youth Club (PCYC) including the PCYC Community Partnerships Manager during March 2024 to discuss ongoing relationship and support.</p> <p>Developed a proposal and submitted a grant application for the Active Women and Girls Program. Programs would be rolled out across the Burdekin Shire and smaller communities such as Alva, Giru, and Millaroo due to an identified need in our Community Connect Forums (Actions Plans). Outcome of grant application expected Q4.</p>	


Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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>Officially partnered with Sydney Writers Festival to be a host venue for streamed Live and Local Sessions to be held during May 2024.</p> <p>Signed a contract for services with the Australian Library and Information Association to display the pop-up Australian Government Medicare 40th Anniversary historical display in the Ayr library during May and June 2024.</p> <p>Renewed partnership with Play2Learn Burdekin - playgroup running program in library prior to scheduled First 5 Forever (F5F) Toddler Time sessions (monthly event); library staff presenting and promoting F5F at playgroup's sessions in the local park.</p>	
		AM1	<p><i>Participate in and promote community events such as the Pet Fair with a focus on responsible animal ownership.</i></p>	<p>Pet Fair event publicised and held.</p> <p>Four animal management topics covered in media.</p> <p>De-sexing applications approved in accordance with guidelines.</p> <p>Three discounted microchipping events held.</p>	Coordinator Environment and Health Projects	<p>Pet Fair occurs in May/June 2024. Planning has commenced.</p> <p>0 Animal Management topic in paper.</p> <p>4 animal de-sexing applications received, 3 approved and 1 pending requiring further information.</p> <p>No discounted microchipping events held."</p>	


Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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. Two aerial treatments were carried out in February & March. Parks barrier/harbourage sprayed as needed for adult mosquitoes. Public toilets barrier treated for mosquitoes as needed. Alphavirus surveillance trapping was carried out each month.	


Objective: 1.1 Healthy, inclusive and socially engaged community							
Reference		Operational Plan Activities		Accountability		Q3 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>	<p>Quarterly Reports delivered to Council including Number of attendees, number of events.</p> <p>Client satisfaction survey results.</p>	Cultural Venues Manager	<p>Total Q3 attendance for Burdekin Theatre was 4539 patrons (19 events) which was a decrease from the same time last year (5542 people). This was primarily due to lower attendance to Burdekin Singers and Theatre Company production of The Little Mermaid verses the more popular Shrek held the previous year. Event highlights include Verve Dance Festival, Burdekin Singers - The Little Mermaid, Creedence Clearwater Collective, Fast Track and Robertson Brothers.</p> <p>Total attendance during Q3 for Burdekin Memorial Hall was 623 (4 events). This is slightly higher than the same period last year (540). Event highlights include Australia Day Awards and Laurie's Love Gala Ball.</p> <p>Total Q3 attendance for Ayr Showgrounds was 1660 people (10 events). Event highlights include a range of private functions and the annual Justin Scott Memorial Fishing Classic Awards.</p> <p>Total number of events during Q3 across all Cultural Venues was 33 with a total attendance of 6822.</p>	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 & 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>Delivered 120 program sessions attended by 1,209 people. Some of the highlights were:</p> <ul style="list-style-type: none"> - 39 First 5 Forever sessions (773 participants) with 11 of the First 5 Forever sessions being delivered offsite (park, childcare centres, school) - 58 Digital Literacy focused sessions (280 participants) - 13 school holiday sessions (101 participants) <p>Members borrowed and renewed 14,323 items, including 1,591 electronic items.</p>	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Burdekin Shire Youth Council meetings conducted monthly with election of the 2024 executive occurring in March. Discussions held regarding ideas and suggestions for 30th anniversary of Youth Council in 2024. Members assisted with registrations and backstage duties during the NQ Fast Track Talent Showcase held at Burdekin Theatre in March 2024 with over 50 acts registered. Community Directory had 13,492 online results views. The Community Services Newsletter was sent to approximately 792 community members and organisations each month of the quarter. Review of Youth Strategy currently underway with a report on progress to be delivered to Council in Q4.	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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	<p>Move It Burdekin program being delivered throughout this quarter by Burdekin Neighbourhood Centre to residents aged 55+. High level of interest for this initiative with classes at capacity and a continuous waiting list.</p> <p>A proposal developed and a grant application submitted for the Active Women and Girls Program through Dept Tourism and Sport (\$25,000) for delivery of physical activity opportunities across the region including smaller communities such as Alva, Giru and Millaroo.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	PD1	<p><i>Deliver Planning Services within the Burdekin Shire to:</i></p> <ul style="list-style-type: none"> - Provide consistent and transparent strategic framework and direction for the development industry and community. - Ensure development complies with the applicable legislation, policies and codes. - Provide planning and development advice. - Process all statutory applications within statutory timeframes. - Monitor development and land use to ensure compliance with statutory requirements and development conditions. - Develop, review and maintain a Heritage Report for the Burdekin Shire Planning Scheme 2022 in accordance with State Interests. 	<p>100% compliance with statutory timeframes for assessment activities.</p> <p>Timely responses to enquiries and requests for planning and development advice. Responses provided within five business days.</p> <p>Two compliance audits and inspections planned and conducted each quarter. 100% of identified non-compliance matters raised with relevant proponents.</p> <p>Cultural Heritage Study and Report Complete by June 2024.</p> <p>Review of Scheme to be completed by March 2024, with amendments to be completed by September 2024.</p>	Manager Planning and Development	<p>Measures generally met, if not exceeded.</p> <p>Twelve (12) Development Application were received in this quarter with Eight (8) Development Approvals and One (1) Development Refusal determined and issued.</p> <p>All applications received and approvals determined were all completed within statutory timeframes.</p> <p>On average 83% of approvals were decided in less than 35 business days with a further 50% decided in less than 25 business days.</p> <p>Five (5) formal prelodgement meetings held during this quarter for planning matters, with officers attending numerous informal prelodgement meetings and discussions during this time, via face to face, email and phone.</p> <p>The average response time taken to respond to and close out Customer Request enquiries (CRM) as 5 days or less.</p> <p>Five (5) formal plans of survey were endorsed and released during this quarter.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	PD2	<p><i>Deliver Building Certification services within the Burdekin Shire:</i></p> <ul style="list-style-type: none"> <i>- In accordance with the Building Act 1975 and associated regulations.</i> <i>- Provide building advice in a timely manner.</i> <i>- Process all statutory applications within statutory timeframes.</i> <i>- Monitor approvals to ensure compliance with statutory requirements and development conditions.</i> 	<p>95% compliance with statutory timeframes for Building Certification activities.</p> <p>Timely responses to enquiries and requests for building advice.</p>	Manager Planning and Development	<p>Measures met and/or exceeded.</p> <p>Council has a 20 business day best practice assessment time frame.</p> <p>57 development applications for building works were received in the Q3 quarter, with 46 development approvals granted.</p> <p>Over 67% were granted in less than 10 business days, with the remaining approvals all issued within Council's best practice target of 20 business days.</p> <p>All responses to enquiries and requests for building advice were given within days of the requests/enquiries being made.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	<p>All measures met, where relevant.</p> <p>1 development application for a new swimming pool was approved in the Q3 quarter.</p> <p>4 Pool Safety Certificates were issued, within timeframes, during the Q3 quarter.</p> <p>No pools were decommissioned.</p>	
		PD4	<i>Deliver Plumbing Services to:</i> <ul style="list-style-type: none"> - Ensure development complies with the Plumbing and Drainage Act, standards, Council Policies and conditions of approvals; - Provide plumbing and drainage advice; - Assess plumbing and drainage applications; - Undertake inspections of plumbing and drainage works; and - Undertake a backflow prevention device testing regime; 	<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	<p>All measures met.</p> <p>There was only one plumbing and drainage related customer request which was responded to within 10 business days.</p> <p>15 plumbing applications approved in this reporting period, 83% within 10 business days with the remaining 17% within 20 business days.</p> <p>Testing of backflow prevention devices of Council buildings only undertaken as scheduled.</p> <p>Council is no longer providing the Onsite Effluent Design service.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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>98% of animal requests, 98% of overgrown CRMs and 95% 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 focus was on early and late patrols where needed.</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>Majority of animals were relocated to off site pound within 24 hours, usually the same day. A small delay, 4 days, occurred while the external pound underwent some maintenance.</p> <p>134 animals went through the pound this quarter. 92% (103 of 112) were returned to owner or rehomed. 22 animals were deemed not suitable for rehoming.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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> <p>1. <i>Processing and issuing new licenses.</i></p> <p>2. <i>Regular annual inspections.</i></p> <p>3. <i>Risk-based enforcement action to achieve compliance.</i></p> <p>4. <i>Annual renewal of licenses.</i></p>	<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>4 new licenses/transfers were approved from 1/1/24 to 31/3/24.</p> <p>27 regular inspections conducted with 12 re-inspections from 1/1/24 to 31/3/24</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> <p>1. <i>Processing and issuing new approvals.</i></p> <p>2. <i>Regular annual inspections.</i></p> <p>3. <i>Risk-based enforcement action to achieve compliance.</i></p> <p>4. <i>Annual renewal of approvals.</i></p>	<p>Processing and issuing new licenses within 20 working days of receipt.</p> <p>Each licenced premises inspected at least once annually. Non-compliance issues identified and addressed.</p> <p>Enforcement as per risk matrix to achieve compliance.</p> <p>Annual renewal of approvals - renewal notices by 30 May and licenses issued by 30 August.</p>	Coordinator Public Health and Environment	<p>0 new applications processed from 1/1/24 to 31/3/24.</p> <p>5 annual inspections conducted from 1/1/24 to 31/3/24.</p> <p>1 Re-inspections conducted from 1/1/24 to 31/3/24.</p>	





Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	What's eating Burdekin newsletter sent out in January. One food safety training session conducted in March for food licensees and employees.	
		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	<p>Monthly water testing for all Council swimming pools carried out each month. Proactive and reactive testing undertaken due to outbreak of crypto in Townsville and surrounding areas.</p> <p>Two customer requests for private drinking water testing during the quarter.</p>	





Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	41 complaints received from 1 Jan to 31 March 2024. 82% 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	All Disaster Management Plans and Subplans were approved by the Burdekin Local Disaster Management Group on 3 November 2023 and adopted by Council on 14 November 2023. The LDMP and Sub Plans have now been uploaded onto the Council website and made available for public use.	


Objective: 1.2 A safe and resilient community							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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	SES operations have been delivered within the adopted and revised budget. Toilet upgrades at Ayr SES Headquarters with Resilience and Recovery Grant Funds completed. SES was successful in applying for a 4WD Dual Cab to replace the old Clare Truck under the SES Support Grant Round 2024-25. This vehicle has been ordered and is waiting for delivery.	
		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	100+ additional Disaster Management Packs have been developed and are ready for distribution. Extra packs have been placed in Customer Service and provided to Real Estate Agents. Due to workloads and availability of DM Officer no new Community Engagements have been undertaken.	


Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Attended one meeting with numerous agencies and interested parties including QFS, RFS, SES, Gudjuda Rangers, DES, DTMR and Canegrower's Association. No hazard reduction burns carried out this quarter.	
Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Attended the Townsville North Queensland Destination Management Plan meeting. Promoted the Townsville Enterprise 'Ticket to Unexpected' campaign. Continuation of EDM newsletter with Burdekin Tourism Members.	



Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Welcomed two new volunteers. Visitor Information Centre statistics: January – March 2024: Ayr 992 visitors / Home Hill 888 visitors. Finalised arrangements for the 2024 VIC Volunteers Conference being hosted in the Burdekin.	
		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	Hosted a stall at the 2024 Townsville Defence Welcome & Information Expo to promote the Burdekin as a place to visit for new defence families moving to the region.	



Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Promotion of ABC Back Roads Home Hill Episode featuring Sweet Days Hot Nights Festival and Gudjuda Reference Group. Delivered the Visit Burdekin Visitor Guides and new 2024 Visit Burdekin Destination Events Calendars to local accommodation businesses. Commenced design of the new Burdekin Art Trail map.	
		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	New advert in Caravanning Qld directory. Responded to reviews in Google. 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 meetings were held in this quarter. A full review of the Charter is currently underway to outline the authority, composition, membership procedures, operational guidelines and responsibilities of the group. No further actions on delivering initiatives of the Arts and Cultural Strategy.	
		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	Create@108 recording equipment was not used during the period however commenced planning for podcast capturing memories of ex-library staff and other community members as part of the library's 40th Birthday celebrations.	


Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	The quarter saw the production and promotion of over 30 media releases.	
		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	Major initiatives and projects were communicated through media releases and online platforms. Responded promptly to any questions or 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	Nominations for the 2024 Australia Day Awards were reviewed and evaluated. Due to Cyclone Kirrily the event was postponed and rescheduled for 12 February 2024. Ceremony held at Burdekin Memorial Hall with an attendance of 200 made up of recipients and their supporters. Australian Citizenship Ceremony conducted at the awards welcoming 4 new Australian Citizens.	
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	Launched the Burdekin's Sweetest School Competition with CANEGROWERS Burdekin to local schools. Promoted the 2023 Sweet Days Hot Nights Festival winning the silver award for Best Festival or Event at the 2023 Grey Nomads Awards. Shared ABC Backroads episode featuring the Sweet Days Hot Nights Festival – 794 Facebook reach and 189 Instagram reach to Sweet Days Hot Nights social media accounts.	




Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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>	<p>Facilitate community events within agreed timeframes and budget.</p> <p>Conduct minimum of one targeted youth, family or seniors community development event annually.</p>	Manager Community Services	<p>Developed a proposal and submitted a grant application for the Active Women and Girls Program with the outcome due in May 2024.</p> <p>Identified funding available through Council of the Ageing Queensland (COTA) for Seniors Health and Wellbeing Expo and Luncheon and submitted grant application in March.</p> <p>Consulted with BCA on the potential change to a larger venue due to exceeding capacity at the 2023 event held at Ayr Showgrounds Hall.</p> <p>Date set for Community Christmas Carols - Sunday 8 December 2024.</p>	




Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Community Sport and Recreation organisations attended two Community Consultation Workshops to provide feedback for the review of the Burdekin Sport and Recreation Plan. Over 40 participants attended over the two sessions. The consultations informed attendees of the achievements of the previous plan and identified priorities for the next 5 years. Each organisation provided input and attendees were encouraged to complete surveys. My Community Directory CEO met with Manager Community Services to provide an update to services and contract renewed for further 12 months.	



Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 quarter, applications were invited for Round 2 of the 2023/24 year. Applications close on 7 May 2024.	
		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 Organisations were invited to submit applications for Round 3 of Community Grants Program which was open between 1-14 January. The Grants Panel assessed eight applications and put forward seven organisations to receive funds and in-kind assistance. Council endorsed successful applicants being - Burdekin Football Inc, Giru Progress Association, Burdekin Off-Roaders, Burdekin Amateur Basketball Association, Burdekin Road Runners and Walkers Club, Home Hill Tennis Association and Burdekin Clay Target Club. Review of Community Grants Guidelines underway with recommendations to be workshopped with new Council in Q4.	

Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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>	<p>Appropriate support provided to applicants.</p> <p>Funds allocated in accordance with Council Policy.</p> <p>Acquittals received and processed in a timely manner.</p>	Grants and Property Officer	No applications for Revenue Financial Assistance were received in the period.	
Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.4	Implement the <i>10 Year Sport and Recreation Plan.</i>	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	<p>Consultant engaged to review Burdekin Shire Sport and Recreation Plan. MAK Planning visited during March and Council officers facilitated a tour of the region's facilities. Two separate community consultation workshops held in Ayr and Home Hill. The consultations highlighted the achievements of the existing plan and provided participants the opportunity to highlight their priorities over the next 5 years.</p> <p>In addition to the consultation sessions, one-on-one meetings were conducted with interested organisations which included facility inspections. Three surveys - General Community, Sporting Organisation and Youth have been used to gather feedback and ideas.</p>	

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 contract has been progressing well. Tender for Home Hill Swimming Pool was called.</p> <p>Refurbishment of amenities as part of capital works is underway at Home Hill Pool.</p> <p>Maintenance issues for all sites addressed as and when they arise.</p> <p>Water park maintenance as part of defect work undertaken in February.</p> <p>New access gate installed to water park near covered seating.</p>	

Objective: 1.5 Engaging public spaces							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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	Quotation called for Clare Pool updates with work to commence once pool closes in May 2024.	
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	Renewal of lease/agreement: - 10 in progress - 1 completed New lease/agreement: - 3 in progress Surrender of lease/agreement: - 2 in progress	
		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	Burdekin Academy (Gymnastics) vacated the multi-Purpose Hall and research was undertaken to benchmark appropriate hire fees for comparable facilities across the region. Cultural Venues received several enquiries from Community organisations with interest to hire the facility for events. Ayr Showgrounds Master Plan Report to be presented during Q4.	

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	Nine surveys were received during the period and produced an Overall Performance Based Score of 4.6/5. Individual scores for each performance-based question included: - Rate Facilities: 4.7/5 - Rate Staff: 4.9/5 - Satisfaction with Catering Services: 4/5 - Rate Technical/Backstage Services: 5/5 - Rate Marketing Services: 4.2/5 - Rate Box Office/Ticketing Services: 5/5	
		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	Liaised with Rotary to provide an outdoor library book box for the Alva Beach community. Commenced investigating suitable sites for the library book box in collaboration with community members.	
		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 2 complaints relating to upkeep of the Home Hill Cemetery. First complaint was following the Christmas shutdown period and second complaint was in the aftermath of Cyclone Kirrily. 98% of Customer Requests completed within target time frame year to date.	





Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	<p>A total of 108 CRMs for Council Building Maintenance were received in this quarter, with 86 (80%) of CRMs completed within target timeframes. The remaining 22 (20%) are on hold due to delays caused by contractor and/or equipment availability.</p> <p>Condition Assessments are currently on hold pending the start of the new CIA software for Assets.</p> <p>All maintenance as per contracts for Air Conditioning, Fire Equipment, Pest Control, Security & Water Treatment were carried out in accordance with the schedule agreed to in each Contract as per inspection sheets/reports received from Contractors. Spreadsheet records are being kept monitoring compliance by Contractors.</p>	
		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>Tender for Management - Home Hill Caravan Park was called as was the tender for Management - Burdekin Cascades Caravan Park. Interim managers are in place to oversee Home Hill Caravan Park. Dynamic pricing will not be actioned now.</p>	








Prosperous Economy


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

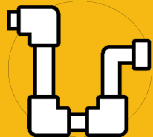
Objective: 2.1 Diverse and innovative industry							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.1.1	Position the Burdekin as regional leaders in agriculture, aquaculture, manufacturing, 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 01/02/24. No actions or recommendations as Council was in caretaker mode.	●
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	5 Burdekin businesses registered to attend the Business Accelerator Course offered by Smart Precinct NQ. Promoted all programs that encourage small businesses to better utilise digital technology. Promoted digital programs and courses available through Smart Precinct NQ. Connected with local businesses who provide smart farming technology to identify how Council can promote innovative technology available in the district.	●

Objective: 2.1 Diverse and innovative industry							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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.	
2.1.4	Encourage business establishment, development, and expansion.	ED04	<i>Market and promote the Burdekin Shire, including opportunities at the Ayr Industrial Estate, to potential developers/investors.</i>	6 marketing and promotional activities undertaken.	Economic Development Coordinator	Media release prepared regarding water/sewerage works underway. Draft tender documents compiled and awaiting review by Council.	
2.1.5	Support and encourage the development of tourism through implementation of the <i>Burdekin Tourism Strategy</i> .	TOU6	<i>Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.</i>	100% of selected activities completed within agreed timeframes.	Tourism Officer	Printed and distributed 2024 Destination Events Calendar to Burdekin accommodation businesses and to local VICs. Commenced creation of self-guided itineraries for visitors as outlined in the tourism strategy. Promoted the Burdekin by distributing bags to sporting teams staying in the Burdekin for sporting carnivals: Shane Muspratt Cup and Home Hill Canefield Ashes. Continued to implement initiatives and actions in the strategy.	
		TOU7	<i>Seek to identify funding to update the Burdekin Tourism Strategy.</i>	Funding identified. Application successfully lodged.	Tourism Officer	Investigating funding opportunities to update current Tourism Strategy.	

2.2 Strong networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.2.1	Support business and industry networks.	ED05	<i>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.</i>	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 21/02/2024. Presentations included Ark Energy and Port of Townsville. Attended by 45 people. 5 Burdekin businesses registered for the Smart Precinct NQ Business Accelerator Course.	
2.2 Strong networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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. Provided information to Eventify Townsville NQ portal/campaign in conjunction with Pink concert in Townsville.	
Objective: 2.3 Investment growth and opportunities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Reviewed Economic Development Advisory Group charter to present at Council workshop. Met with 2 delegations for potential projects in the Burdekin. Continued Smart Hub Burdekin and Small Business Friendly Councils initiatives.	

Objective: 2.3 Investment growth and opportunities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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 21/02/2024. Presentations included Ark Energy and Port of Townsville. Attended by 45 people. Promoted Smart Precinct NQ Business Accelerator Course - 5 businesses registered.	
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	<p>Measures met.</p> <p>Five (5) formal prelodgement meetings were held during this quarter for planning matters. Officers attending numerous informal prelodgment meetings and discussions during this time - in person over the counter and via email and phone.</p> <p>100% of any written responses were provided within ten (10) business days.</p> <p>Two (2) prelodgement meeting (PLM) had formal minutes issued to the applicants within ten (10) business days.</p>	

Objective: 2.4 Resilient adaptive business							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	










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		Q3 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	An external audit was conducted by TMR on the 5th February, 2024 assessing performance between June and December, 2023. BSC RMPC team achieved a perfect 100% compliance result across Productivity, Safety and Environment, Public Perception, Delivery System Management (Network Stewardship), Financial Management Processes, Process Management and Operational Management. This is the highest result of all Councils in the Northern 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	100% claimed by 31 January 2024	●
		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	30% Roads to Recovery completed to 31 March 2024. Remaining projects due to be completed by June 2024.	●


Objective: 3.2 Sustainable water resources							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Council has managed through the high demand summer period with no non-compliances recorded. Forecasts for drier conditions related to El-Nino did not materialise which assisted greatly with demand management without having to implement restrictions.	
Objective: 3.2 Sustainable water resources							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	<i>Ensure operational responsiveness and departmental performance of the Water Wastewater 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 5:1 compliments to complaints. 90% or more of customer requests completed within target timeframes.	Manager Water and Wastewater	Two compliments received in the period for Operational conduct with no complaints recorded. Year to date total of six compliments without complaint. 96% of Customer Requests completed within target timeframe YTD	
		WW3	<i>Complete construction and commissioning of the Macro-algae Bioremediation Treatment Facility at the Ayr-Brandon Wastewater Treatment Plant.</i>	Macro-algae Bioremediation Treatment Facility commissioned and in service by 31 March, 2024.	Manager Water and Wastewater	Construction progress has been hampered by persistent wet weather. The initial target will not be met with a forecast date for completion now estimated at June 30, 2024.	

Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.1	Implement the Asset Management Strategy and Roadmap.	TS3	<i>Complete asset inspections in accordance with inspection program.</i>	60% of asset inspection program completed by 31 March 2024	Manager Technical Services	Condition inspections and desktop assessment completed for more than 60% of scheduled assets completed by 31 March 2024	
		TS4	<i>Complete asset capitalisations in a timely manner.</i>	60% of projects capitalised within three (3) months after financial completion.	Manager Technical Services	80% achieved to 31 March 2024	
		TS5	<i>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.</i>	Review to be completed by Council Officers by 30 April 2024. Valuations completed by 30 April 2024.	Manager Technical Services	Independent valuations of Buildings and above-ground Water and Sewerage assets complete. Desktop valuations of remaining assets underway and due to be completed by 30 April 2024.	
		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	Draft review of Asset Management Plans planned for 31 May 2024.	


Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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	Allowing for multi-year project construction and savings in capital expenditure 62% of roadworks and drainage capital projects completed at 31 March 2024.	
		TS7	<i>Undertake detailed designs of 2024/2025 reseals.</i>	70% of detailed designs for reseal 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. Facilities Management Officers are providing project management, procurement and contract management assistance to managers and asset owners for 24 capital projects. 7 of these projects are fully completed. 2 projects are not proceeding 1 project is to be resubmitted for the 2024/25 budget as additional funds are required due to unforeseen items and procedures. Purchase Orders have been issued for 10 projects and works have commenced. RFQ's to be sent out in April for 4 projects.	

Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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.	Eight PCG meetings held to 31 March 2024.	
		TS9	<i>Develop 5 and 10 year roadworks and drainage capital works program.</i>	Programs adopted by Council.	Manager Technical Services	Five and ten year roadworks and drainage capital program currently in development for budget and revaluation.	
Objective: 3.4 Well-planned communities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Seven funding applications were submitted in the quarter. Advice was received that two previous applications were successful. Five grant acquittals were submitted in the quarter in the required timeframes.	
		OPW3	<i>Construct Macro-Algae earthworks pad for bioremediation facility.</i>	30 September 2023	Manager Operations	Works complete. Partial possession of site awarded to RegenAqua 23/10/23 to allow site building works to commence in line with project management critical path.	

Objective: 3.4 Well-planned communities

Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	<p>Measures met.</p> <p>Twelve (12) development applications were received in this quarter with eight (8) development approvals determined and issued.</p> <p>All approvals determined, were completed within the Statutory Timeframes (35BD).</p> <p>On average 83% of approvals were decided in less 35BD. A further 50% were decided in less than 25BD.</p> <p>Plan endorsement for five (5) reconfiguration approvals were processed and determined in this quarter, with 100% of compliance checks undertaken before endorsement.</p> <p>When requested, Council officers can and do provide advice on possible infrastructure charges and approximate costs, that may be applicable to a development proposal.</p> <p>In this quarter only one (1) formal request for draft infrastructure charges applicable was received.</p> <p>However, it is noted a further five (5) informal discussions were held with applicants regarding potential infrastructure charges.</p>	

Objective: 3.4 Well-planned communities


Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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>	Application made for suitable grant funding if available and other funding sources investigated with budget review. Project plan finalised and works commenced for Stage 1.	Chief Executive Officer; Director Corporate and Community Services; Director Infrastructure, Planning and Environmental Services.	Contracts have been awarded for water, sewer and new access road drainage works for Industrial Estate project. Works well progressed on water and sewer components.	




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		Q3 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	1 application was supported, and conditions provided to Planning Department during the quarter. 2 Review of Environmental Factors (REFs) completed for design and works department.	



Objective: 4.2 Balanced environmental outcomes


Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 only met in part. Commencement only of a preliminary informal/internal review of the 2022 Scheme. Formal review anticipated to commence mid 2024, with a view to have amendments completed by April 2025.	



Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 media release this quarter. Information reviewed and updated on website, six monthly.	
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	Reef Guardian Grant Projects initiated. One online meeting attended. Grant projects approved were presented. Input provided on Reef Guardian Council water quality plan.	
		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	Work under the QCoast 2100 grant is now complete. This includes revegetation work, fencing and new signs.	



Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Biocontrol nursery for weevils for distributing is going well, there have been five releases in this quarter.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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>No roadside treatments were carried out this quarter as the spray equipment was unavailable during this period (due to theft of Council vehicle with spray equipment). Grader Grass project with Department of Agriculture and Fisheries (DAF) - all the first round of treatments were completed. Injector gun neem specific control undertaken at Mt Kelly is still ongoing.</p> <p>QFPI/ BSC - 1 aerial shoot for Rangelands Cluster groups were carried out - 6 pigs. 1 aerial shoot for the southern cluster group - 6 pigs. 1080 baiting for the quater - 6 landholder baited for pigs. Traps - 13 BSC council traps on loan. 2 new requests for traps. 6 biocontrol releases undertaken at various stages from trial to established. 6 Biosecurity Plans were renewed & one new plan started.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	5 landholders accessed herbicide subsidy this quarter. 70% of annual budget expended. No 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 for Saggittaria. Regular surveillance undertaken for Siam, Water Mimosa, Giant Rats Tail Grass, Itch grass as per Surveillance program. No surveillance undertaken for Yellow Crazy Ant this quarter. One nursery inspection for this quarter. Siam Weed Taskforce -one email communication, 3 on ground delimitation surveys conducted , contract ground spraying over Haughton River conducted. Biocontrol gall flies are effective in control and are spreading. Siam weed action plan developed and being implemented. Media- Pest of the quarter-Belly ache bush was published on social media. Flying fox- Dispersal activity undertaken as needed at Home Hill - Kidby Gully till aged care, Burdekin Road in Home Hill, Mango plantation on Burdekin Road, Mill, Lloyd Mann Park, 4th street behind High School TAFE and Homehill depot/Sewage plant.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 to be submitted in April 2024. Council staff has submitted ongoing LID monthly reports.</p> <p>18 requests received: At the end of March there were five CRMs still being finalized. Approximately 50% of CRMs for the period were investigated and resolved within the 3 to 5 days provided under high priority. There were several that took longer as Show Cause and Compliance notices were issued and these generate time periods that allow for response.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 4 requests, all completed within the time frame. - Number of missed services 70 requests - 7 of recorded missed services were bins not out to empty. All requests resolved within timeframe unless bin not presented or had blockages. - Bin repairs/replacements 199 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	All the internal audits are completed and compliant with the EA. No fire incidents reported in this quarter.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	<p>The selected poster is pending to be printed on the waste truck. It will be revisited when the new contract is finalised mid 2025.</p> <p>Free mulch day was organised at Ayr TS and Home Hill TS on 23rd March 2024 encouraging residents to use the green waste mulch for various purposes.</p>	
Objective: 4.2 Balanced environmental outcomes							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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	<p><i>Continue environmental monitoring programs and commission report on treatment plans for legacy landfill sites:</i></p> <ul style="list-style-type: none"> - Cromarty Landfill (groundwater and surface water); - Legacy Landfill Sites (groundwater); - Kirknie Landfill (groundwater, surface water and landfill gas); - Ayr and Home Hill Transfer Stations green waste runoff (surface water). 	<p>Complete monitoring and reporting as detailed in the monitoring program.</p> <p>Record and analyse monitoring data and revise monitoring programs if required.</p> <p>Commission report outlining treatment plans for priority legacy landfill sites.</p>	Coordinator Waste Services	<p>Environmental monitoring work at all landfill sites was completed for the quarter.</p> <p>Surface asbestos remediation work has been undertaken at Plantation Park as per external consultant recommendations.</p> <p>Annual environmental monitoring for Legacy Landfill sites has been completed and the reports were provided to management in March 2024.</p>	







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		Q3 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	The funded position of Community Engagement and Capacity Building Officer concluded in March 2024. The approved Community Action Plans are under review with priority initiatives being identified. Future engagement process under "Community Connect" framework to be established. No CCDAG meetings were held in this quarter. A full review of the Charter is currently underway to outline the authority, composition, membership procedures, operational guidelines and responsibilities of the group. Two community consultation sessions including three surveys established to provide input into the review of the Burdekin Sport and Recreation Plan.	●
		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 action items from 15 November advisory group meeting reviewed by officers and adopted by Council. 75% in progress due for completion within 3 months. Speed limit reviews to be completed before 31 May 2024.	●








Objective: 5.1 Engaged community and stakeholders






Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	The 2022/23 Annual Report and the 2023/24 Annual Budget were prepared and adopted in previous quarters.	
		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	Created and delivered various communication materials, such as community updates and staff newsletters, as well as other documents as needed.	
		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 80% Abandonment Rate 3% Non-Complaint 3% Received 5085 calls for the Quarter with an average answer rate of 95%.	
		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	Online Contact form still in development process in consultation with LGAQ. Once implemented will assist the community with logging on line requests, as well as provide links to relevant pages on our website. Will be more user friendly. Currently working on adding the content to the page and LGAQ are working on the online contact form.	






Objective: 5.1 Engaged community and stakeholders							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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 participated in various meetings of NQROC and its subgroups. Due to the election period the normal meeting cycle was disrupted. New service level agreement completed with TEL and online update completed.	
		TS11	<i>Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.</i>	Contract obligations fulfilled within budget.	Manager Technical Services	Two-year contract on track for completion in June 2024. Audit results consistently highest in region. Additional works above original contract value awarded to Council and currently under construction. Negotiations for 2024-2026 contract to be completed by June 2024.	
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	Presentations and updates were provided to councillors during the last quarter. Significant development work was undertaken for the Councillor Induction program, which will be delivered in April 2024.	
		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	91% of Council's policies are considered to be current and up to date. There are 6 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		Q3 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	Five administrative action complaints received within this quarter. 100% of complaints have been assessed in accordance with the adopted complaint management policy and procedure. The three outstanding complaint matters raised in the previous quarter have since been finalised.	
		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 x 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	The final report for the Waste Services Contract Internal Audit was presented to the Audit Committee Meeting on 7 February and all recommendations were endorsed. During the Q3 period, two internal audit scoping meetings have been conducted in accordance with the adopted Internal Audit Plan. The current Internal Audit Three-Year Contract is due to end on 30 June. A Request for Quotation for a new three-year contract will be published and awarded during the Q4 period.	
		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	Audit planning meeting with the QAO auditors held 7 February 2024. Key dates were agreed for the 2024 audit.	






Objective: 5.2 Transparent and accountable governance							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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. Three insurance claims completed. Six insurance claims 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	Planning for the 2024/25 Original Budget was undertaken together with initial workshops with Councillors prior to the election.	
		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	No activity required this quarter.	
		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	During this quarter the Rate's team issued 5,359 Water Consumption Rate Notices, 1,183 Overdue Reminder Notices and 285 Supplementary Notices. There were no instances of inaccurate notices issued.	
		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	"2.17% arrears of net rates at 31/03/24 in comparison to 2.08% at 31/03/23. 142 active files with Collection House at 31/03/24. 236 current periodic payments plans with Council, which are being monitored by Council staff. This is in comparison to 213 payment plans for the same period last year."	




Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Work continuing with TechnologyOne and Forms Express to engineer data from the Property and Rating system to display on Council's rate notices. The new design of the Half Yearly Rate Notice is almost finalised with updates still required for the supplementary and overdue notices. Amendments to Council's rating forms are almost complete however, rules and workflows for rate and property searches are taking longer than expected.	
		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	2,526 invoices processed with an average of 1% of all 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 31/03/2024 - 4.84%. \$2,934,820.96 interest received to 31/03/2024 compared with \$1,886,190.46 interest received to 31/03/2023.	
		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	Ongoing database updates and plant rate amendments completed in a timely manner. Compliance checking of insurances in Vendor Panel is ongoing.	

Objective: 5.2 Transparent and accountable governance							
Corporate Plan		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	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	Contract has been awarded. Consultant currently undertaking a drainage design for completion by the end of April. On track for completion of whole project by June 30.	
		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	83% of 23/24 budget ordered by 31 December 2023 including ROPS for light vehicles. Fuel tanks ordered with civil works currently being designed.	
		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 commenced by April 2024. Installation of telematics in Councils fleet commenced. Fuel tank replacement project underway.	
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	The risk management committee held two meetings during the quarter and an update was provided at the Audit Committee meeting held in February 2024. Review and updating of the strategic risk register and operational risk registers have been completed.	
		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 awareness and Public Interest Disclosure Training delivered to new employees on 7 February and all Waste Services Staff on 13 March.	



Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	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's register of delegated powers has been reviewed and all relevant powers have been delegated. The Council to CEO delegations register is due to be presented to Council for adoption in the Q4 period.	
		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	Work has progressed on the review and development of Council's business continuity subplans. These subplans will be presented to the Risk Management Committee for endorsement during the Q4 period.	
		SQ3	<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	No change to auditing plan - ISO 9001 auditing plan underway coinciding with the National Self Insurer WHS Auditing Tool. Preparations are underway for planned LGW National Audit Tool scheduled for 16 April 2024.	
		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	Safety and Management still to discuss auditors' requirements as auditor has requested Corporate Audit team to be included in Internal Quality flow chart. This has not been agreed by Management.	
		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		Q3 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	100% of complaints received have been assessed against the Public Interest Disclosure Criteria. Councillor onboarding included a brief overview of PID program. Public Interest Disclosure and Fraud and Corruption Control Training was provided to all new employees who commenced within the past 6 months on 7 February.	
		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	Planning for the Shell Financial Statements commenced.	
		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	Audit Planning meeting was held on 7th February 2024 and the final QAO External Audit Plan was received on 27th March 2024.	
		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	No activity required this 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 monthly BAS returns were lodged within the Australian Taxation Officer deadlines.	


Objective: 5.2 Transparent and accountable governance								
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light	
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer			
5.2.4	Undertake regulatory responsibilities in accordance with legislative obligations.	R4	Maintain the property and rating database to ensure a high level of accuracy.	Less than 10 instances of errors in rating data brought to the attention of Council.	Revenue Coordinator	All maintenance completed in a timely manner within set timelines, nil errors.		
		R5	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	Returns and payments submitted in accordance with State Government requirements.	Revenue Coordinator	Returns and payments submitted in accordance with State Government requirements.		
		AR2	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	70% of records archived within six months of delivery to Records team.	Administration and Records Coordinator	100% of records archived or disposed of within six months of delivery to Records Team.		
		AR3	Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.	Accurate, complete and timely minutes published to website within five (5) days of each statutory Council meeting. Minutes to comply with requirements of Local Government Regulation 2012.	Administration and Records Coordinator	Accurate, complete and timely minutes were published on Council's Website within the ten business day statutory requirement. All minutes complied with the requirements of the Local Government Regulation 2012.		
Objective: 5.3 Embrace Technology								
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	CS3	Undertake biennial full review of the current CRM workflows and timeframes.	Review completed by March 2024. Percentage completed.	Customer Service Centre Coordinator	As noted previously all workflow reviews have been completed. At the end of the quarter 81% of workflows have been implemented in the Techone System.		

Objective: 5.3 Embrace Technology							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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 capital hardware replacement projects have been completed. All operational projects are on-track with most of the hardware delivered. The equipment that has arrived is being configured and deployed to end users.	
		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. 76% of Council's servers have a current operating system with upgrades to the remainder either in-progress or planned.	
		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 Q3 was 639. Of those, ICT completed 620 within the agreed service level to give a compliance rate of 97% for the quarter.	




Objective: 5.3 Embrace Technology





Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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	Supply Chain (Purchasing and Inventory) design and configuration has been completed. Key user testing was conducted the week of 11 March 2024. The new Supply Chain, Works and Assets module in CiA went live on 19 March 2024. Some minor issues were discovered and follow up work is being conducted. Overall, the process was well managed and key users contributed to a smooth transition with only minor concerns.	
		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	The report was completed mid-February 2024. Unfortunately, there were no more Council workshops to present the report prior to the elections. The report has been submitted for inclusion in the workshop on the 7 May 2024.	




Objective: 5.3 Embrace Technology

Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	<p>The following actions have been completed:</p> <ul style="list-style-type: none"> • Protective Domain Name Service (PDNS) • Multi-factor Authentication • Upgrade to Microsoft 365 E3 • Microsoft Defender for Endpoint (MDE) deployed to Windows Endpoint devices • MDE Attack Surface Reduction Rules • WPA3 Wireless Network Security <p>The following actions are in progress:</p> <ul style="list-style-type: none"> • Cyber Incident Response Plan • Domain-based Message Authentication, Reporting and Conformance (DMARC) • Privileged account password size increase. • Extend Wazuh monitoring scope • Cybersecurity Awareness program • Privileged Access Management (PAM) • Vulnerability Scanning Service • Vendor Supply Chain Risk Management • Data Loss Prevention (DLP) / Information Protection • Microsoft Intune MDM Implementation 	


Objective: 5.3 Embrace Technology




Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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. Defect reporting is now done through Skytrust and this is helping with reporting and officer accountability for vehicle pre-starts.	
		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	Due to large workloads, TC Kirrily and the current DMO Officer taking extended leave until after the LG Elections the Guardian training has not been scheduled. A full review of employees needing Guardian Training is to be conducted due to several staff changes. Once the review has been completed, all employees will be notified and training will be rescheduled. Training is to be completed before 30 June 2024.	
		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	Library Manager prepared a draft report outlining the benefits, risks and projected costs of a RFID system. Report will be reviewed by Manager Community Services and ICT Co-Ordinator and a report will be presented to Council during Q.4. This project supports achievement of strategy 4.2 "Reduce administrative resources required for daily operations" in the Burdekin Library Strategic Plan 2020-2025.	



Objective: 5.3 Embrace Technology							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Practical completion target of PS1 is June 30. PS2 to carryover to 2024/25 Operational plan and be completed within 6 months of installation of new infrastructure.	
		TS14	<i>Implement Technology One mobility modules.</i>	Complete final state of Technology One Field App module.	Manager Technical Services	Field App training for all areas planned for April and May 2024.	
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 were published on Council's website and to social media platforms. Community updates including road closures and water supply issues were also published to keep residents informed. Updates were promoted during the disaster event promptly on social media and the Disaster Dashboard.	
		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: 106 new followers, 3.44% increase in followers. Quarterly statistics for Sweet Days Hot Nights Festival social media: Facebook: 111 new followers, 3.25% increase in followers.	




Objective: 5.3 Embrace Technology							
Corporate Plan		Operational Plan Activities		Accountability		Q3 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.2	Improve access to information through digital platforms.	L06	<p><i>Manage Library website pages to ensure an effective online presence.</i></p> <p><i>Library Strategic Plan 1.2.</i></p>	Website pages reviewed and redesigned where necessary.	Library Services Manager	Website content updates have been completed to promote current offerings and to capture the ongoing changes to electronic resources. Library staff undertook research of other library websites to establish a preferred structure that will deliver a more user-friendly source of information.	
Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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>	<p>Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG).</p> <p>Level of planning and coordination of Council operations across Departments.</p>	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services	The ELT held regular meetings over the last quarter, generally on a fortnightly basis. The SLG continued to meet on a monthly basis, along with the capital PCG group. Specific project groups and working groups continue to progress major projects.	
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	<p>97.63% compliance</p> <p>Continuing to review expired skill sets and archiving them due to not being relevant to the officer's position and streamlining of the skills register.</p>	





Objective: 5.4 An enviable organisational culture that actively demonstrates our values



Corporate Plan		Operational Plan Activities		Accountability		Q3 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>In January 2024 Council welcomed three new trainees and one apprentice.</p> <p>Two of these trainees commenced their Certificate III in Administration with one trainee located in Administration Services and the other at the Burdekin Library.</p> <p>The third trainee is studying Certificate III in Information Technology under the guidance of Council's IT Department.</p> <p>The new apprentice joined Council's workshop to study Certificate III in Engineering - Fixed and Mobile Plant along with Council's three other aspiring Diesel Mechanic's.</p> <p>Council also took advantage of available funding to sign up 8 of Council's works staff to a Certificate III in Civil Construction. Each staff member selected a stream which would develop or enhance their proficiency in road construction and maintenance activities. Streams included Road Construction, Concreting and Road Marking.</p> <p>Council did not host any work experience students during this quarter.</p>	




Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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	Nine compliments received in the quarter with no complaints. Year to date 24 compliments received against two complaints. 92% of Customer Requests completed within target timeframe YTD	
Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	The third quarter budget was completed on 4 April 2024. To date 65% of the training budget has been spent and is on track to align with the 23/24 budgeted amounts.	
		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% ECM Users have received ECM CiAnywhere System training and one-on-one recordkeeping training within three months of commencement with Council.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	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	Four new claims within period. Two employees returned to full duties, two employees on suitable duties. One 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	90% reached due to further work required for Manual Handling training and consultation. All other planned activities completed on time and as per the WH&S plan. Regular reporting provided to the Risk Management Committee and monthly reporting provided to the Senior Leadership Group.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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	Safe Work Month activities delivered in accordance with WH&S plan. High level of engagement from staff. Compliance with the WH&S Plan tasks ensures a broad range of safety activities are carried out to enhance safety awareness and culture.	
		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	9 property damage incidents reports in Works section during third quarter period.	
		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	34 Site Safety Inspections carried out on Works Section projects in the quarter with three minor non-conformances recorded with two of those non-conformances rectified at time of inspection.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q3 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.	Three property damage incidents reported in the Water Wastewater Section in the third 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.	49 Site Safety Inspections carried out on Water Wastewater Section projects in the quarter with 18 minor non-conformances or OFI's 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.	One Property damage incident reported in Parks Section in the third 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.	Seven site safety inspections conducted in the third quarter including: Alva Park, Groper Creek Playground and Nursery Shed. Four minor non-compliances recorded and 18 minor maintenance tasks identified.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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	A consultant has been appointed to undertake preparation of a Workforce Plan with an initial site visit and interviews conducted. A draft plan will be received for review in the near future.	
		HR2	<i>Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.</i>	<p>Reports prepared and presented according to agreed reporting timetable to meet strategic and operational needs.</p> <p>Annual Workforce Data Report (due 1st March)</p> <p>Quarterly Human Resource Report (due 30 April, 31 July, 30 September, 31 January)</p> <p>Six Monthly Leave Report as at April and October (due May - Council Meeting and November - SLG only)</p>	Human Resources Coordinator	<p>Annual Workforce Data Report for 2023 completed and provided to SLG 15/3/24.</p> <p>Quarterly HR Report October 2023 to December 2023 completed and provided to SLG 1/3/2024</p>	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan		Operational Plan Activities		Accountability		Q3 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.	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	Contract has been awarded and a consultant appointed. An employee survey and face-to-face workshops have been conducted for Managers/Supervisors. A PowerPoint presentation was provided summarizing the issues/feedback raised during the site visit, and to outline the proposed pillars which will be used to structure the Workforce action plan. Awaiting the first draft of the Strategic Workforce plan with a specific and measurable action plan.	
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	Awaiting completion of the Workforce Plan prior to making further progress on these items.	
		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 Employee Delegate numbers at EB Meetings Three EB negotiation meetings during Q3 with approximately 100 log items to discuss.	

6.4.3. GOVERNANCE

Delegations of Power to the Chief Executive Officer

File Reference: 405

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Terry Brennan, Chief Executive Officer

Meeting Date: 28 May 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2023-2024

CG11 Continue the review and update of Council's Delegations Register.

Executive Summary

Council has many powers and duties which are governed by legislation, however, in the interest of efficiency, these decision-making powers and duties can be delegated by Council to the Chief Executive Officer (CEO). The Chief Executive Officer may then further sub-delegate certain powers to specified staff in the organisation as considered appropriate.

Delegation and sub-delegation processes ensure that employees are provided with the legal authority to undertake various duties and exercise powers in accordance with legislation. They promote accountability and are considered a proactive risk management tool.

The *Local Government Act 2009* ('the Act') requires Councils to review delegations to the CEO annually. Through King and Company Solicitors, the Local Government Association of Queensland ('LGAQ') has developed a complete list of all delegations under State legislation which can be delegated to Local Government Chief Executive Officer's.

LGAQ has provided an update to the Delegations Register Service with details of reprints, and new registers which include:

- *Aged Care Act 1997 (Cth)*
- *Building Fire Safety Regulation 2008*
- *Housing Act 2003*
- *Housing Regulation 2015*
- *Justices Act 1886*
- *Labour Hire Licensing Act 2017*
- *Nature Conservation (Plants) Regulation 2020*

- *Nature Conservation (Protected Areas Management) Regulation 2017*
- *Petroleum and Gas (Production and Safety) Act 2004*
- *Petroleum and Gas (Safety) Regulation 2018*
- *Retail Shop Leases Act 1994*
- *Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020*
- *Retail Shop Leases Regulation 2016*
- *Stock Route Management Regulation 2023*
- *Waste Reduction and Recycling Regulation 2023*

Further, amendments were made on 23 January 2024 to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2012.

Approval is sought by Council to delegate powers to the Chief Executive Officer and include these new registers in Council's 'Register of Delegations - Council to CEO' as shown in attachment 1.

Recommendation

That, pursuant to section 257 of the *Local Government Act 2009*, all powers referred to in the 'Register of Delegations - Council to CEO' as shown in attachment 1, are delegated by Council to the Chief Executive Officer.

Background

Section 260 of the Act requires Council to maintain a delegations register, and section 305 of the *Local Government Regulation 2012* ('the Regulation') details particulars to be contained in this register.

The aim of Council's Register of Delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant State Government legislation. Delegations are the way in which Council enables officers to make decisions and carry out duties on its behalf and provide streamlined decision-making processes for faster determination of issues.

The legislative framework to undertake delegations are as follows:

- Section 257 of the Act allows a Council to delegate a power, other than where an Act specifically states that the power must be exercised by Council resolution;
- Section 257(1)(b) of the Act provides for a power to be delegated to the Chief Executive Officer;
- Section 259 of the Act allows the Chief Executive Officer to on-delegate their powers to an appropriately qualified employee or contractor, other than where the local government specifically directs that the power not be further delegated, or it is a power to keep a register of interests.

LGAQ has recently provided an update to the Delegations Register Service with details of reprints, and new registers which include:

- *Aged Care Act 1997 (Cth)*
- *Building Fire Safety Regulation 2008*
- *Housing Act 2003*
- *Housing Regulation 2015*
- *Justices Act 1886*
- *Labour Hire Licensing Act 2017*
- *Nature Conservation (Plants) Regulation 2020*

- *Nature Conservation (Protected Areas Management) Regulation 2017*
- *Petroleum and Gas (Production and Safety) Act 2004*
- *Petroleum and Gas (Safety) Regulation 2018*
- *Retail Shop Leases Act 1994*
- *Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020*
- *Retail Shop Leases Regulation 2016*
- *Stock Route Management Regulation 2023*
- *Waste Reduction and Recycling Regulation 2023*

Further, amendments were made on 23 January 2024 to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2012.

Approval is sought by Council to delegate powers to the Chief Executive Officer and include these new registers in Council's 'Register of Delegations - Council to CEO' as shown in attachment 1.

Consultation

Council subscribes to the LGAQ delegation register service. LGAQ has, with the assistance of King and Company Solicitors, developed a complete list of all delegations under State legislation which can be delegated to local government Chief Executive Officer's.

Consultation with relevant managers and officers to determine if the new registers are required.

Budget & Resource Implications

There are no financial implications to this process. Appropriate implementation of delegations to the Chief Executive Officer ensures the efficient use of Council resources.

Legal Authority & Implications

Local Government Act 2009 (Qld) ss 257-60.

Local Government Regulation 2012 (Qld) reg 305.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The administration of Council's responsibilities under the Act, carries with it inherent risk. Appropriate delegations form part of the risk management framework associated with these responsibilities.

Further, this process is part of Council meeting its legislative delegation requirements under the Act. It is also a major part in Council eliminating legal non-compliance issues impacting upon the legal validity and enforceability of Council decisions, or Council's ability to legally enforce or litigate breaches of the applicable acts or regulations.

Attachments

1. Register of Delegations - Council to Chief Executive Officer

Register of Delegations by the Burdekin Shire Council to the Chief Executive Officer

Delegation No.	Description of powers delegated	Resolution	Conditions and Limitations	Authority
1	To exercise all lawfully delegable powers under each of the local laws listed in Schedule 1, including any amendments thereto, and subordinate local laws made under those local laws.	Adopted: 27/09/2011 Amended: 14/02/2012 26/11/2013 09/09/2014 28/05/2024	<ul style="list-style-type: none"> The delegate will not exercise any delegated power in relation to a matter that may adversely affect Council's relations with the public at large. The delegate will not exercise any delegated power in relation to a matter that has been the subject of a resolution or other decision of Council. 	<i>Local Government Act 2009</i> (Qld) s 257.
2	To exercise all lawfully delegable powers under – <ul style="list-style-type: none"> each of the Acts listed in Schedule 2, including any amendments thereto, and regulations and other statutory instruments made under those Acts, and any other local government Acts that come into force, including any amendments thereto, and regulations and other statutory instruments made under those Acts. 	Adopted: 27/09/2011 Amended: 14/02/2012 26/11/2013 29/02/2016 13/01/2020 09/03/2021 13/07/2021 08/03/2022 28/05/2024	<ul style="list-style-type: none"> The delegate will not exercise any delegated power in relation to a matter that may adversely affect Council's relations with the public at large. The delegate will not exercise any delegated power in relation to a matter that has been the subject of a resolution or other decision of Council. 	<i>Local Government Act 2009</i> (Qld) s 257.

Schedule 1 – Local Laws

Local Law No. 1 (Administration) 2012
Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2012
Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012
Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2012
Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2012
Subordinate Local Law No. 1.5 (Keeping of Animals) 2012
Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2012
Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2012
Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2012
Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2012
Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2012
Subordinate Local Law No. 1.11 (Operation of Rental Accommodation) 2012
Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2012
Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012
Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2012
Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2012
Subordinate Local Law No. 1.16 (Gates and Grids) 2012
Subordinate Local Law No. 1.17 (Reservation of Bathing Reserve for Training, Competition etc) 2012
Subordinate Local Law No. 1.18 (Bringing or Driving a Motor Vehicle onto a Local Government Controlled Area) 2012
Subordinate Local Law No. 1.19 (Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2012
Subordinate Local Law No. 1.20 (Parking in a Loading Zone by Displaying a Commercial Vehicle Identification Label) 2012
Local Law No. 2 (Animal Management) 2012
Subordinate Local Law No. 2 (Animal Management) 2012
Local Law No. 3 (Community and Environmental Management) 2012
Subordinate Local Law No. 3 (Community and Environmental Management) 2012

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012
Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012
Local Law No. 5 (Parking) 2012
Subordinate Local Law No. 5 (Parking) 2012
Local Law No. 6 (Bathing Reserves) 2012
Subordinate Local Law No. 6 (Bathing Reserves) 2012
Local Law No. 7 (Aerodromes) 2012
Local Law No. 8 (Waste Management) 2018

Schedule 2 – Legislation

Aboriginal Cultural Heritage Act 2003
Acquisition of Land Act 1967
Aged Care Act 1997 (Cth)
Animal Care and Protection Act 2001
Animal Care and Protection Regulation 2023
Animal Management (Cats and Dogs) Act 2008
Biosecurity Act 2014
Biosecurity Regulation 2016
Body Corporate and Community Management Act 1997
Body Corporate and Community Management (Accommodation Module) Regulation 2020
Body Corporate and Community Management (Commercial Module) Regulation 2020
Body Corporate and Community Management (Small Schemes Module) Regulation 2020
Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011
Body Corporate and Community Management (Standard Module) Regulation 2020
Building Act 1975
Building Fire Safety Regulation 2008
Building Regulation 2021
Coastal Protection and Management Act 1995
Disaster Management Act 2003
Disaster Management Regulation 2014
Economic Development Act 2012
Electrical Safety Act 2002
Electrical Safety Regulation 2013
Electricity Act 1994
Electricity Regulation 2006
Environmental Offsets Act 2014
Environmental Offsets Regulation 2014

Environmental Protection (Water and Wetland Biodiversity) Policy 2019
Environmental Protection Act 1994
Environmental Protection Regulation 2019
Fire and Emergency Services Act 1990
Food Act 2006
Food Production (Safety) Act 2000
Heavy Vehicle (Mass, Dimension and Loading) National Regulation
Heavy Vehicle National Law (Qld)
Heavy Vehicle National Law Regulation 2014
Housing Act 2003
Housing Regulation 2015
Human Rights Act 2019
Industrial Relations Act 2016
Industrial Relations Regulation 2018
Information Privacy Act 2009
Justices Act 1886
Labour Hire Licensing Act 2017
Land Access Ombudsman Act 2017
Land Act 1994
Land Regulation 2020
Land Title Act 1994
Land Valuation Act 2010
Liquor Act 1992
Local Government Act 2009
Local Government Regulation 2012
Medicines and Poisons Act 2019
Medicines and Poisons (Pest Management Activities) Regulation 2021
Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021
Mineral and Energy Resources (Common Provisions) Act 2014

Mineral Resources Act 1989
Mining and Quarrying Safety and Health Act 1999
Mining and Quarrying Safety and Health Regulation 2017
Nature Conservation Act 1992
Nature Conservation (Animals) Regulation 2020
Nature Conservation (Plants) Regulation 2020
Nature Conservation (Protected Areas Management) Regulation 2017
Peaceful Assembly Act 1992
Petroleum and Gas (Production and Safety) Act 2004
Petroleum and Gas (Safety) Regulation 2018
Planning Act 2016
Planning Act 2016 - Development Assessment Rules
Planning and Environment Court Act 2016
Planning Regulation 2017
Plumbing and Drainage Act 2018
Plumbing and Drainage Regulation 2019
Public Health (Infection Control for Personal Appearance Services) Act 2003
Public Health Act 2005
Public Health Regulation 2018
Public Interest Disclosure Act 2010
Public Records Act 2002
Queensland Heritage Act 1992
Queensland Reconstruction Authority Act 2011
Rail Safety National Law (Queensland)
Residential Services (Accreditation) Act 2002
Residential Tenancies and Rooming Accommodation Act 2008
Retail Shop Leases Act 1994
Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020
Retail Shop Leases Regulation 2016

Right to Information Act 2009
River Improvement Trust Act 1940
Safety in Recreational Water Activities Act 2011
State Penalties Enforcement Act 1999
State Penalties Enforcement Regulation 2014
Statutory Bodies Financial Arrangement Act 1982
Stock Route Management Act 2002
Stock Route Management Regulation 2023
Strong and Sustainable Resource Communities Act 2017
Summary Offences Act 2005
Summary Offences Regulation 2016
Survey and Mapping Infrastructure Act 2003
Tobacco and Other Smoking Products Act 1998
Torres Strait Islander Cultural Heritage Act 2003
Transport Infrastructure (Public Marine Facilities) Regulation 2023
Transport Infrastructure (State Controlled Roads) Regulation 2017
Transport Infrastructure Act 1994
Transport Operations (Marine Pollution) Act 1995
Transport Operations (Marine Safety) Act 1994
Transport Operations (Marine Safety) Regulation 2016
Transport Operations (Road Use Management) Act 1995
Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015
Transport Operations (Road Use Management – Road Rules) Regulation 2009
Transport Operations (Road Use Management – Vehicle Registration) Regulation 2021
Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2021
Trusts Act 1973
Waste Reduction and Recycling Act 2011
Waste Reduction and Recycling Regulation 2023
Water Act 2000

Water Fluoridation Act 2008
Water Fluoridation Regulation 2020
Water Regulation 2016
Water Supply (Safety and Reliability) Act 2008
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Workers' Compensation and Rehabilitation Act 2003
Workers' Compensation and Rehabilitation Regulation 2014
Working with Children (Risk Management and Screening) Act 2000

7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

Acceptance of Tender - TBSC/24/010 - Management - Burdekin Cascades Caravan Park

File Reference: 165

Report Author: Linda Govan, Coordinator Environment and Health Projects

Authoriser: Paul Day, Manager Environment and Health Services

Meeting Date: 28 May 2024

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 2023-2024

CP2 Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park.

Executive Summary

The fixed period of the current contract to manage the Burdekin Cascades Caravan Park ended on 30 April 2024. Following discussions with the current contractor (Belgravia PRO Pty Ltd) the decision was made to extend the current operator to end of June and concurrently call the tender for the new contract period. The tender was open from 21 March 2024 to 29 April 2024 and only one (1) response was received from the current contractor.

Recommendation

That Council:

1. awards TBSC/24/010 – Management – Burdekin Cascades Caravan Park to Belgravia PRO Pty Ltd, for \$421,155.00 (GST exclusive) per annum; and
2. delegates authority under s257(1)b of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute any and all matters.

Background

Tender TBSC24/010 - Management - Burdekin Cascades Caravan Park was called on 21 March 2024, closing on 29 April 2024. One (1) conforming tender was received from Belgravia PRO Pty Ltd.

Belgravia PRO have prior experience with managing Burdekin Cascades Caravan Park in 2017-2018 and are the current managers.

Belgravia PRO Pty Ltd currently manage 13 caravan parks throughout Queensland, including caravan parks owned by Bundaberg Regional Council, Fraser Coast Regional Council and City of Gold Coast.

Belgravia PRO have identified they will provide - efficient contract management solutions, experienced park managers, using local resources and management structure, operational expertise and will put the guest first.

The contract is for a period of five (5) years commencing 1 July 2024, ending on 30 April 2029, with 2 x 12 month optional extensions (at Council's discretion).

Consultation

The tender documents were available via VendorPanel and advertised on Council's website, and the Burdekin Life Newspaper. The documents were accessed in VendorPanel by 15 parties.

Budget & Resource Implications

The tendered price of \$8,076.92 per week is a 27% increase or a \$91,500.00 per annum increase on the budgeted estimate and has been included in the budget for 2024-2025.

A bonus is available if the income exceeds a base rate at the end of each 12-month period. The calculation is 20% of the amount over a threshold level. The threshold at the end of the first year is \$590,000.00 gross revenue, excluding GST. The threshold level is adjusted each year.

Legal Authority & Implications

The tender process has been followed in accordance with the *Local Government Act 2009*.

Policy Implications

Not applicable

Risk Implications (Strategic, Operational, Project Risks)

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

Non-acceptance of the tender provides a major strategic and operational risk for Council in that the caravan park provides accommodation for workers in the area and includes workers in the agricultural industries such as cane harvest as well as tourists travelling in North Queensland. The on-site accommodation is also highly popular during this period for both workers and travellers.

Attachments

None

7.2.1. OPERATIONS

Amendments to Waste Services 2024/2025 Fees and Charges

File Reference: 367

Report Author: Rachel Martin, Coordinator Waste Services

Authoriser: Paul Day, Manager Environment and Health Services

Meeting Date: 28 May 2024

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

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.

5.1.2: Be responsive and proactive in providing information to keep the community informed.

Executive Summary

The cost to process waste by external contractors has been increasing higher than the Consumer Price Index (CPI) over the last few years. The management and processing of Greenwaste is a major expense within the waste budget. This cost can quickly escalate following a cyclone or a cyclone warning. The cost to manage Greenwaste within the Burdekin Shire in 2022/2023 was \$265,858.00. Currently there is no fee to dispose of Greenwaste at any Council facility.

A difficult waste stream to receive, manage and process due to the size and the content is mattresses. The current fee to dispose a mattress at a Council facility is \$5.00 for domestic customers and \$26.00 for commercial customers. The cost to process each mattress is approximately \$35.00.

Solar Panels will be a waste stream that Council will have to manage in the near future. There are a number of contractors "gearing up" to process the panels and the exact cost that Council will be charged per panel has not been finalised. There is no charge allocated to receive solar panels at any Council facility.

Fridges, Freezers and air-conditioning units that have gas in them need to be degassed by a licensed refrigerant recovery operator before they can be classed as scrap metal. In addition to the degassing fees, there are plant hire fees to load and compact the units in preparation for transport to the scrap metal stockpile at Kirknie Landfill. There is currently no fee to dispose of a degassed unit for both domestic and commercial customers. Non-degassed commercial units currently attract a fee of \$39.50. Small fee increments over the next few years will lead to full cost recovery for disposing of these items.

The following fee changes are proposed:

Greenwaste (Commercial Only)

	Current Fee	Proposed Fee
Truck<4.5t	\$0.00	\$40.00
Truck>4.5t	\$0.00	\$60.00
Kirknie	\$0.00	\$50.00 per tonne

Mattresses

	Current Fee	Proposed Fee
Domestic	\$5.00	\$10.00
Commercial	\$26.00	\$27.00

Solar

	Current Fee	Proposed Fee
Solar Panel (Maximum 20 panels)	\$0.00	\$15.00

Fridges/Freezers/Air-conditioning Units

	Current Fee	Proposed Fee
Degassed or Not Domestic	\$0.00	\$5.00
Degassed Commercial	\$0.00	\$5.00
Not Degassed Commercial	\$38.00	\$38.50

Recommendation

That Council approve the following changes to the 2024/2025 Fees and Charges:

Greenwaste (Commercial Only)

Truck (Under 4.5 Tonne)	\$40.00
Truck (Over 4.5 Tonne)	\$60.00
Kirknie	\$50.00 per Tonne

Mattresses

Domestic Mattress	\$10.00
Commercial Mattress	\$27.00

Solar Panels

Solar Panels (Maximum of 20 Panels)	\$15.00
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Fridges/Freezers/Air-conditioning Units

Degassed or Not Domestic	\$5.00
Degassed Commercial	\$5.00
Not Degassed Commercial	\$39.50

Background

Green waste - is defined as biodegradable waste generated from garden waste such as clippings, trimmings, old stumps, tree branches, twigs, leaves, flowers, weeds and unwanted indoor plants.

Council accepts self-hauled green waste at the Ayr, Home Hill and Giru Transfer Stations, as well as the Kirknie Landfill. There is no fee for Greenwaste disposal at these facilities and with operational costs for processing continuing to increase Council needs to begin to introduce waste disposal fees to offset the expenses.

The operational costs to process Greenwaste include:

- contractors or staff using machinery to "push up" the Greenwaste,
- processing the Greenwaste into mulch,
- removal of the mulch from Council facilities, and
- the maintenance of Greenwaste hardstand areas at Council transfer stations and the landfill. Hardstand maintenance costs are approximately \$30,000.00 every (2) years

Mattresses

Council accepts mattresses at the Ayr, Home Hill and Giru Transfer Stations, as well as the Kirknie Landfill. Over the last few years Council has received on average between 1500 and 2000 mattresses per year. The current cost to dispose of a mattress does not meet the processing costs. In 2022/2023 it cost Council approximately \$42,479.00 to process the mattresses and the revenue received from mattress disposal was approximately \$6800.00.

Current charges are as follows:

- Domestic Mattress - \$5.00
- Commercial Mattress - \$26.00

Solar Panels

Solar panels have a lifespan of approximately 25-30 years. It is anticipated that Council staff will be managing solar panels at the waste facilities soon, as the oldest panels are beginning to reach their end of life. The materials in solar panels contain hazardous waste and the Queensland Government is proposing a ban of solar panels in landfills in the near future. Council's Waste Department is currently researching solar panel recycling options to source a contractor to process any panels that Council receives. Current trends indicate an approximate cost of \$28.00 to process and recycle each solar panel.

The table below details the fees and charges for the items discussed for Council's in the North Queensland Regional Organisation of Councils (NQROC):

Waste Type	Townsville City Council	Hinchinbrook Council	Charters Towers Council	Whitsunday Council	Burdekin Shire Council Current	Burdekin Shire Council Proposed 24/25
Green waste	Green waste	Green waste	Green waste	Green waste	Green waste	Green waste
Domestic	No Charge	Green Waste - (4) vouchers per year	No Charge	No Charge	No Charge	No Charge
Commercial	\$88.30 per tonnes	\$56.50 per Tonne with \$13.90 Minimum fee	\$62.00/t (\$11.00 minimum)	\$12.66 per cubic meter \$140.00 per tonnes	No Charge	Kirknie - \$50 per tonne small truck (up to 4.5t) - \$40 large truck (above 4.5t) - \$60
Mattress	Mattress	Mattress	Mattress	Mattress	Mattress	Mattress
Domestic	\$7.10 to \$12.90 per item	\$39.5 per item	Not found	\$60 per item	\$5 per item	\$10 per item
Commercial	\$42.40 per item	\$39.5 per item	Not found	\$60 per item	\$26 per item	\$27 per item
Fridges	Fridges	Fridges	Fridges	Fridges	Fridges	Fridges
Domestic	No Charge	No Charge	Not found	\$8.69	No Charge	\$5 per item
Commercial	Not charge	Not found	Not found	Not found	\$38 per item	\$39 per item
Solar Panel	Solar Panel	Solar Panel	Solar Panel	Solar Panel	Solar Panel	Solar Panel
Domestic	\$11.8 per panel	\$226.90 Tonne with \$45.30 Minimum fee	Not found	Not found	No Charge	\$15 per panel (max. 20 panels)
Commercial			Not found	Not found	No Charge	\$15 per panel (max. 20 panels).00

Consultation

If the recommendation is supported, it is proposed to implement the Greenwaste fee for commercial customers from 1 September 2024. This will enable staff to further inform and educate the community regarding the changes prior to the charges being implemented.

Staff would undertake a media campaign linked with on-site handouts and verbal updates, as well as letters being sent to the major commercial operators expected to be impacted by the changes.

Budget & Resource Implications

The additional revenue from the changed fees and charges would allow staff to work closely with the Greenwaste contractor to process the Greenwaste more frequently, to ensure the mulch piles remain under (2) metres in height, and thus reducing the risk of fire at Council sites.

Legal Authority & Implications

Not Applicable.

Policy Implications

Waste Management Policy.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

None