



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 12 August 2025

COMMENCING AT 9:00 AM

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ORDER OF BUSINESS:

ATTENDANCE

2. PRAYER

3. DECLARATIONS OF INTEREST

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 22 July 2025

4.2. Burdekin Shire Youth Council Meeting Minutes - 23 June 2025

4.3. Community Grants Panel Meeting Minutes - Round 1 - 28 July 2025

5. EXECUTIVE

5.1. CEO

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY DEVELOPMENT

6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

6.4. GOVERNANCE

6.4.1. Petitions Policy

**6.4.1. Freehold Lease - Lease A in Lot 101 on plan GS482 on SP181233, Ayr
Water Tower, Wickham Street Ayr - Optus Mobile Pty Ltd**

6.4.3. Interest Free Loan Request - Home Hill Golf Club Inc.

6.4.4. Operational Plan 2024/2025 Q4 Report

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Adoption of Burdekin Aquatic Centre Masterplan

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Building Certification Services

7.4. TECHNICAL SERVICES

7.4.1. Asset Management Policy

7.5. WATER AND WASTEWATER

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. COUNCILLOR REPORTS

11.1. Councillor Reports for June 2025

12. GENERAL BUSINESS

13. CLOSED BUSINESS ITEMS

14. DELEGATION

4.1. MINUTES AND BUSINESS ARISING
Ordinary Council Meeting Minutes - 22 July 2025
Recommendation

That the minutes of the Ordinary Council Meeting held on 22 July 2025 be received as a true and correct record.

Attachments

1. Minutes - Ordinary Council Meeting - 22 July 2025



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 22 July 2025

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

ATTENDANCE

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

Mr. M. Magin - Chief Executive Officer
Mr. J. Stewart - Director Infrastructure, Planning and Environmental Services
Mr. G. Arboit - Manager Community Services (Part)
Mrs. J. Manganaro - Manager Financial Services (Part)
Ms. F. Smith - Financial Accountant Reporting (Part)
Mrs. R. Stockdale - Senior Governance Officer (Part)
Mr. M. Pearce - Senior Planning Officer (Part)
Ms. T Heuir - Project Engineer (Part)
Mr. J. Tickle - Manager Water and Wastewater (Part)
Mr. G. Keane - Manager Contracts (Part)

Apologies: Mrs. K. Olsen – Director Corporate and Community Services

Minutes Clerk - Ms. G. Biffanti

2. PRAYER

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

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Oar advised he had a Declarable Conflict of Interest in relation to Item 7.3.1 Change Application (Minor) for Development Permit MCU23/0013 for Reconfiguring a Lot (Boundary Realignment) and Material Change of Use - Indoor Sport and Recreation (Extension of Existing Gym) - 5 Little Drysdale Street and 177 Macmillan Street, Ayr, on land described as Lot 5 on RP882395 & Lot 32 on A26516 as his mother-in-law Katie Lewis's partner Mr. Jason Kilcullen's property borders the land which is to be sold to the developer. Councillor Oar advised of his intention to leave the meeting prior to this discussion.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 8 July 2025

Recommendation

That the minutes of the Ordinary Council Meeting held on 8 July 2025 be received as a true and correct record.

Resolution

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

CARRIED

4.2. Minutes for Community, Sporting & Cultural Advisory Group - 21 November 2024

Executive Summary

This report provides the Minutes of the Community, Sporting & Cultural Advisory Group Meeting held on 21 November 2024.

Recommendation

That:

1. the minutes of the Community, Sporting & Cultural Advisory Group Meeting held on 21 November 2024 be noted.

Resolution

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

CARRIED

9.09am - Mr. Arboit left the meeting.

4.3. Fleet Management Steering Committee Minutes - 30 June 2025

Executive Summary

This report provides the Minutes of the Fleet Management Steering Committee held 30 June 2025.

Recommendation

That:

1. the minutes of the Fleet Management Steering Committee be noted.

Resolution

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

CARRIED

4.4. Asset Management Steering Committee Minutes - 30 June 2025

Executive Summary

This report provides the Minutes of the Asset Management Steering Committee held 30 June 2025.

Recommendation

That:

1. the minutes of the Asset Management Steering Committee be noted.

Resolution

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

CARRIED

9.15am - Ms. Smith entered the meeting.

5. EXECUTIVE

5.1. CEO

5.1.1. Social Media Policy

Executive Summary

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

The policy has been reviewed and amended in accordance with the agreed review schedule and is now presented to Council for readoption.

Recommendation

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

Resolution

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

CARRIED

5.1.2. Council Workshops - June 2025

Executive Summary

In line with agreed arrangements for Council Meetings and workshops, two (2) general workshops were conducted during June on 3 and 17 June 2025. An additional one (1) workshop was conducted following the Council Meeting on 24 June 2025.

A range of policy and operational issues were discussed with Councillors and staff at the

workshop. A summary of the items discussed is outlined in the report.

Recommendation

That the report on the Council Workshops held on 3, 17 and 24 June 2025 be received and noted.

Resolution

Moved Councillor Musumeci, seconded Councillor Vasta that the recommendation be adopted, noting the following amendments in the 3 June 2025 issues discussed:

- Report on Pre-Qualified Suppliers - Councillor Detenon advised he had a conflict of interest and left the meeting for this discussion
- Cleaning Tender Recommendation - Councillor Hall advised of a possible conflict of interest but remained in the meeting.

CARRIED

5.1.3. Council Representation on Burdekin Domestic and Family Abuse Prevention Network - Councillor Fina Vasta

Executive Summary

The Burdekin Domestic and Family Abuse Prevention Network was established to provide a proactive and preventative intervention against domestic and family abuse.

While the Burdekin Domestic and Family Abuse Prevention Network meets monthly, there is currently no formal Councillor representative appointed.

Recommendation

That Council support Councillor Fina Vasta as Council's representatives for the Burdekin Domestic and Family Abuse Prevention Network.

Resolution

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

CARRIED

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY DEVELOPMENT

6.3. FINANCIAL SERVICES

9.22am - Mr. Pearce entered the meeting.

6.3.1. Monthly Financial Report - June 2025

Recommendation

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

Resolution

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

CARRIED

9.32am - Ms. Smith left the meeting.

9.34am - Mrs. Manganaro left the meeting.

6.4. GOVERNANCE

6.4.1. Trustee Lease - Lease O on Part of Lot 91 on Crown Plan GS980, Macmillan Street Ayr - Burdekin Art Society Inc.

Executive Summary

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

Lessor:	Burdekin Shire Council
Lessee:	Burdekin Art Society Inc.
Leased Area:	Lease O on part of Lot 91 on Crown Plan GS980
Term:	Ten (10) years, 1 November 2025 to 31 October 2035 (Nil Options)
Rent:	\$0.10 per annum (if demanded).

Recommendation

That Council agrees in principle to enter into a Trustee Lease with Burdekin Art Society Inc. over part of Lot 91 on Crown Plan GS980, shown as Lease O on Attachment 1, for a renewed term of ten (10) years being 1 November 2025 to 31 October 2035 (Nil Options) for uses consistent with recreation purposes.

The Trustee Lease will be subject to the Prescribed Terms pursuant to the *Land Regulation 2020 (Qld)* and Council's Standard Tenure Terms for a Trustee Lease.

Resolution

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

CARRIED

6.4.2. LGAQ Annual Conference 2025 Motion - Welcome to Country Protocols

9.37am - Mrs. Stockdale entered the meeting.

Executive Summary

This report seeks Council's endorsement to submit a motion to the LGAQ 2025 Annual Conference to be held in October, calling for the development of a statewide framework for welcome to country protocols. The LGAQ Annual Conference provides an opportunity for Local Governments across the state to raise issues that are of state-wide importance so that LGAQ, as the peak representative body, can advocate to State and/or Federal Governments on behalf of the Local Government sector.

The attached motion provides a detailed background and case study highlighting a recent local example and articulates the desired outcome sought.

Recommendation

That Council endorses the submission regarding a Statewide Framework for Authorised Welcome to Country Protocols as per the attached motion for the 2025 LGAQ Annual Conference.

Resolution

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

FOR - None

AGAINST - Councillors Pierina Dalle Cort, Michael Detenon, John Furnell, Amanda Hall, Max Musumeci, Callan Oar and Fina Vasta

0/7

LOST

The Councillors did not endorse the recommendation, instead expressed a preference for Council to develop their own policy for Welcome to Country protocols.

6.4.3. LGAQ Annual Conference 2025 Motion - Addressing the Housing Crisis Through Rental Reforms

Executive Summary

This reports seeks endorsement from Council to submit a motion to the annual LGAQ conference to be held in October regarding Residential Tenancies Act Reforms to Address Housing Availability.

The attached motion provides detailed background information and the desired outcomes to be achieved.

Recommendation

That Council endorses the submission of the motion to the LGAQ Annual Conference 2025, as attached to this report, calling for reforms to the Residential Tenancies Act to address housing availability across the State.

Resolution

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

CARRIED

9.39am - Ms. Heuir entered the meeting.

6.4.4. LGAQ Annual Conference 2025 Motion - Sector-wide AI Policy

Executive Summary

This report seeks Council's endorsement for a motion to be submitted for LGAQ 2025 Annual Conference to be held in October. The LGAQ Annual Conference provides an opportunity for Local Governments across the state to raise issues that are of state-wide importance so that LGAQ, as the peak representative body, can advocate to State and/or Federal Governments on behalf of the Local Government sector.

Rapid technological advances in the Artificial Intelligence (AI) space have introduced a range of opportunities and risks to the Local Government sector. Opportunities for enhanced service delivery and improved efficiencies are also accompanied by a range of risks such as cyber security, privacy breaches, and failure to keep pace with change. The attached motion has been developed, calling for the LGAQ to advocate for a sector-wide AI Policy Framework to support Queensland Local Governments in the ethical, efficient and community-focused use of AI technologies.

Recommendation

That Council endorses the submission regarding a Sector-wide Artificial Intelligence (AI) Policy Framework as per the attached motion for the 2025 LGAQ Annual Conference.

Resolution

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

CARRIED

9.41am - Mrs. Stockdale left the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Change Application (Minor) for Development Permit MCU23/0013 for Reconfiguring a Lot (Boundary Realignment) and Material Change of Use - Indoor Sport and Recreation (Extension of Existing Gym) - 5 Little Drysdale Street and 177 Macmillan Street, Ayr, on land described as Lot 5 on RP882395 & Lot 32 on A26516

9.42am - Councillor Oar left the meeting at the commencement of this discussion as he advised he had a Declarable Conflict of Interest in relation to Item 7.3.1 Change Application (Minor) for Development Permit MCU23/0013 for Reconfiguring a Lot (Boundary Realignment) and Material Change of Use - Indoor Sport and Recreation (Extension of Existing Gym) - 5 Little Drysdale Street and 177 Macmillan Street, Ayr, on land described as Lot 5 on RP882395 & Lot 32 on A26516 as his mother-in-law Katie Lewis's partner Mr. Jason Kilcullen's property borders the land which is to be sold to the developer.

Executive Summary

Council is in receipt of a Change Application (Minor) properly made on 19 June 2025 by Tonion Investments Pty Ltd, seeking a minor change to the staging approved in the existing Development Permit for MCU23/0013 - Reconfiguring a Lot (Boundary Realignment) and Material Change of Use - Indoor Sport and Recreation (Extension of Existing Gym over two (2) stages) located at 5 Little Drysdale Street and 177 Macmillan Street, Ayr, located at Lot 5 on RP882395 and Lot 32 on A26516, to enable the development to be undertaken over three (3) stages, rather than two (2) stages.

Recommendation

That Council:

1. Agree in full to the Change Representations made by the applicant and amend, in part, the conditions reflective of staging requirements only in the Decision Notice, being:
 - Approved Plans and Documents: Condition 2.1(ii) and Condition 2.6
 - Nature and Extent of Approved Use: Condition 5.1
 - Staged Development: Condition 6.1
 - Roadworks, Access, Parking and Traffic: Condition 8.1, Condition 8.2 and Condition 8.3.2
 - Nuisance - Acoustic Management and Noise Levels: Conditions 11.1 - 11.3 and 12.1 - 12.2
 - Infrastructure and Servicing: Conditions 15.1 - 15.11
 - Amenity and Safety - Landscaping, Fencing and Screening: Conditions 17.2 - 17.4; and
2. Issue a Changed Decision Notice to reflect the agreed changes to Conditions as set out in Attachment A (including any minor administrative amendments) and include the amended plans in Attachment B.

Resolution

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

CARRIED

9.44am - Councillor Oar re-entered the meeting.

7.3.2. Enforcement under Local Law No. 3 (Community and Environmental Management) 2012 – Part 6A Designated Area for Building Appearance Provision

Executive Summary

This report recommends that Council initiate enforcement action under Part 6A of Local Law No. 3 (Community and Environmental Management) 2012 (Local Law No. 3), to address the appearance of specific buildings within designated areas. Following complaints received about the appearance of three (3) buildings in Home Hill, Council has assessed the sites and obtained advice confirming its authority to proceed with enforcement.

Recommendation

That Council:

1. Continues enforcement action under Part 6A of Local law No. 3 (Community and Environmental Management) 2012 by issuing a compliance notice (including the written notice) in accordance with Local Law No. 1 (Administration) 2012 requiring each owner of the properties identified in the table below to carry out remediation works to rectify non-compliance with the Local Law.

	Address	Lot & Plan
1	37 First Street, Home Hill	Lot 89 on CP846895
2	158 & 160 Eighth Avenue, Home Hill	Lot 27 and Lot 28 on H6165
3	59-61 Eighth Avenue, Home Hill	Lot 1 on RP727033
	63 Eighth Avenue, Home Hill	Lot 2 on RP727033

2. Delegates authority to authorised Officers to enter the property to carry out the work the subject of the compliance notice/remedial notice, if necessary.
3. Recover properly and reasonably incurred costs for completing the work as a debt payable by giving notice to the person who failed to act under the compliance notice, of the debt, if required.
4. Delegates authority under s257 of the *Local Government Act 2009* to the Chief Executive Officer to undertake any and all matters associated with enforcement action under Part 6A of Local law No. 3 (Community and Environmental Management) 2012.

Resolution

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

CARRIED

9.50am - Mr. Pearce left the meeting.

7.4. TECHNICAL SERVICES

7.4.1. Anzac Park Pump Track - Tender Recommendation

Executive Summary

First conceptualised in the Anzac Park Masterplan in 2019, a pump track has been on the Burdekin communities' radar for quite some time. These bespoke tracks are favoured nationally for their inclusive designs, exciting jumps and ability to activate users in the outdoor environment.

With support from the Queensland State Government's 2024-2027 Works for Queensland (W4Q) Program, Council have tendered for the design and construction of a pump track to be implemented in Anzac Park, adjacent to the existing skate park.

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

This report aims to inform Council of the evaluation panels process and provide a recommendation to award a consultant for the design and construction of the Anzac Park Pump Track.

Recommendation

That Council endorses the recommendation to award Common Ground Trails the contract for TBSC/25/002 Anzac Park Pump Track for the lump sum cost of \$778,850.00 ex GST.

Resolution

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

CARRIED

9.52am - Ms. Heuir left the meeting.

9.52am - Mr. Tickle entered the meeting.

9.53am - Mr. Keane entered the meeting.

7.5. WATER AND WASTEWATER

7.5.1. Register of Pre-Qualified Suppliers - Electrical Trade Services

Executive Summary

This report to Council is in respect to tenders for TBSC/25/003 - Register of Pre-Qualified Suppliers - Electrical Trade Services which closed 2 June 2025 at 2:00pm.

Three hundred and seventy-three sets of documents were requested from prospective tenderers through Vendor Panel - Marketplace.

Seven (7) tenders were received from companies at the nominated closing time. Five (5) were from local firms and two (2) from Townsville.

Recommendation

That Council accepts the tenders submitted by Burdekin Air Conditioning and Electrical, Laser Electrical, Boundary Electrical and Instrumentation, FTEC Electrical, Ayr Electrical Services, North Queensland Electrical and Instrumentation & Coral Coast Electrical for the purpose of establishing a Register of Pre-qualified Suppliers - Electrical Trade Services.

The register will be effective for a period of two (2) years from 12 July 2025 when the old Register of Prequalified Suppliers is extinguished.

Resolution

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

CARRIED

9.54am - Mr. Tickle and Mr. Keane left the meeting.

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

10.1. Maintenance of School Grounds – Minister for Education and the Arts

Mr. Magin informed Council of the correspondence received from the Minister for Education and the Arts on the maintenance of school grounds. It was noted in the response that any request received from schools in the Burdekin Shire regarding the maintenance of areas outside their fence lines, Council is to contact Mr. Joseba Lazzazabai, Regional Director, North Queensland Region so the matter can be appropriately followed up.

11. COUNCILLOR REPORTS

12. GENERAL BUSINESS

12.1. Burdekin Water Festival AGM

Councillor Dalle Cort reported on her attendance at the Burdekin Water Festival Annual General Meeting, where the financial report was accepted and other issues were discussed. It was noted that a formal AGM will be held in November 2025, at which the election of office bearers will take place.

12.2. Saltwater Creek Signage

Councillor Hall raised concerns from a resident on the lack of signs warning of crocodiles and advising no swimming in Saltwater Creek. It was suggested that Council install signage that are visible to residents and travellers informing them on the dangers of crocodiles in the area and to inform of no swimming in the area.

12.3. Trip Hazard - Gymnasium

Councillor Hall was advised by a resident of a trip hazard cause by tree roots being exposed at the Lower Burdekin Gymnastics Academy. Councillor Hall requested if someone from the Council could inspect the area and determine what action to be required.

12.4. Resident Feedback

Councillor Hall informed Council that a resident on Barrett Road, Airville is happy to report that road works have been completed.

Councillor Hall advised Council she has contact details of a resident who raised concerns regarding the visibility when using roundabouts. Councillor Hall will pass the resident's contact details to Mr. Stewart to further follow up.

12.5. Request for Tracking of Legal Expenses - Building Appearance Provision - Home Hill

Councillor Oar requested the legal costs to be monitored on Item 7.3.2 Enforcement under Local Law No. 3 (Community and Environmental Management) 2012 – Part 6A Designated Area for Building Appearance Provision noting the importance to keep track of the financial impact on Council.

12.6. Request for Information on Building Procedure

Councillor Musumeci received a call from a resident on Hurney Road, Osborne seeking information about building a shed on his property and the requirements needed. Mr. Stewart advised that he would follow up with the resident once their details were provided.

12.7. Burdekin Shire Road Safety Advisory Committee

Councillor Musumeci notified the Council of the upcoming Burdekin Shire Council Road Safety Advisory Meeting scheduled for 20 August 2025. He stated that he would raise any relevant issues from this meeting with the committee.

12.8. Request for Update - Property at the End of Edward Street, Ayr

Councillor Furnell asked the Council to conduct a review on the current situation regarding the property at the end of Edward Street, Ayr, near the Ayr Golf Club.

13. CLOSED BUSINESS ITEMS

14. DELEGATION

There being no further business the meeting closed at 10.06am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 12 August 2025.

MAYOR

4.2. MINUTES AND BUSINESS ARISING

Burdekin Shire Youth Council Meeting Minutes - 23 June 2025

File Reference: 137
Report Author: Tammy Quagliata, Community Development Officer
Authoriser: Glenn Arboit, Manager Community Services
Meeting Date: 12 August 2025

Purpose

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 23 June 2025.

Summary of recommendations and actions for consideration and adoption:

Item 4 - Stand Up Sleep Out Youth Against Homelessness Event - 8 August 2025

That Council notes the involvement of the Burdekin Shire Youth Council members in the Stand Up Sleep Out - Youth Against Homelessness event to be held in conjunction with Burdekin Catholic High School on Friday 8 August 2025. Youth Council will assist with promotion of the event, a community donation collection and serving food at the event.

Item 6 - Involvement in Burdekin Library School Holiday Program - July 2025

That Council notes the involvement of Burdekin Shire Youth Council members in volunteering during the Burdekin Library - July School Holiday Program.

Recommendation

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 23 June 2025 be noted and adopted; and
2. the recommendations as detailed in the minutes and summarised above in Items 4 and 6 be adopted.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting - 23 June 2025

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 23 June 2025	Time	3:30 PM
Attendees	<p>Nicole Cervoni – Youth Mayor Addison Bonato – Ayr State High School Alexis Lindley – Ayr State High School Briella Wassmuth – Ayr State High School Chloe Becke – Ayr State High School Hayden Berryman – Ayr State High School Isabella Graham – Ayr State High School Jorda Quagliata – Ayr State High School Lanie Booth – Ayr State High School Michael Lindley – Ayr State High School Sam Perina – Home Hill State High School Thomas Lindley – Ayr State High School Zoe Bonanno – Home Hill State High School</p> <p>Tammy Quagliata – Community Development Officer, Burdekin Shire Council Glenn Arboit – Manager Community Services, Burdekin Shire Council Councillor Fina Vasta – Burdekin Shire Council Lyn McLaughlin – Burdekin Community Advisory Network - Townsville Hospital and Health Services Jan Sterling – Burdekin Community Advisory Network - Townsville Hospital and Health Services</p>		
Apologies	William Wiseman – Deputy Youth Mayor Caitlyn Cheyne – Ayr State High School		
Chairperson	Nicole Cervoni		
Minutes Clerk	Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. Minutes of 28 April 2025 Meeting Received

Moved by Michael Lindley, seconded by Thomas Lindley that the minutes of the Burdekin Shire Youth Council Meeting held on 26 May 2025, be received.

CARRIED

2. Correspondence

Inward Correspondence

- Mary Mackillop Today 2025 Small Grants Program – advising that unfortunately Burdekin Shire Council's application for funds to conduct youth first aid courses in conjunction with the Burdekin Shire Youth Council was unsuccessful.
- Ayr State Primary School – seeking Youth Council volunteers to assist at an upcoming open day to be held during week 9 of term 3 (8-12 September). More information will be provided once details are finalised.

Outward Correspondence

NIL

Moved by Alexis Lindley, seconded by Hayden Berryman that the inward correspondence be received.

CARRIED

3. Address by representatives from Burdekin Community Advisory Network, Townsville Hospital and Health Services

Lyn McLaughlin and Jan Sterling, members of the Burdekin Community Advisory Network (CAN), Townsville Hospital and Health Services addressed the meeting providing information about the Burdekin CAN and their role within the Burdekin community and sought feedback from members.

Youth Council members were given the opportunity to provide valuable feedback on the services delivered at both the Ayr and Home Hill Hospitals, as well as ideas and desires for the public health services in the Burdekin.

4. Update on Youth Against Homelessness Event – 8 August 2025

It was noted that the Burdekin Catholic High School (BCHS) leaders presented at the recent Industry Breakfast, seeking business leaders in the community to get involved. The event has been officially called Stand Up Sleep Out – BCHS and Burdekin Shire Youth Council Against Homelessness.

Monies and donations raised during the event will be given to the Burdekin Community Association to help provide food, accommodation and essential services to people at risk and experiencing homelessness in the Burdekin.

Youth Council members would commence marketing the event and seeking community donations of non-perishable items and sleeping material after the school holidays.

5. Feedback from Sweet Days, Hot Nights Festival – 30 and 31 May 2025

Members provided feedback from their involvement in the Sweet Days, Hot Nights Festival which was held at the Home Hill Showgrounds on 30 and 31 May 2025. Members assisted with activities in the Children's Tent on both days. Overall feedback for the event was very positive with the following comments noted:

- Designated lines for the cultural tattoos needed
- More supervision in the children's tent required as it was very busy
- The event set up and decorations, including Arts by the Sparks Artwork, was very good

- Members and their family/friends really enjoyed the Burdekin Cultural Fair although the fire was disappointing
- Consider alternative activities to craft in the children's tent

6. Volunteers for Burdekin Library School Holiday Program

Tammy Quagliata provided information and dates of the upcoming Burdekin Library School Holiday Program, seeking members to assist with these activities. Members advised their availability and a volunteer roster would be emailed to members and finalised in the coming week.

7. Other General Business and Members Updates

Members were given the opportunity to provide an update from within their schools, sporting clubs and community or share personal achievements with the group.

Nicole Cervoni advised that she would be representing the Lions Club of Ayr and Home Hill as a Senior Water Festival Ambassador.

8. Next Meeting – 21 July 2025

It was noted that the next meeting of the Burdekin Shire Youth Council would be held on Monday 21 July 2025.

There being no further business, the meeting closed at 4:40pm.

Action Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Investigate possible Youth Leadership Development Programs	Tammy Quagliata	Ongoing	
	Ongoing planning for the Burdekin Youth Against Homelessness Project together with BCHS Leadership Team <ul style="list-style-type: none"> - Donations Campaign - Volunteer Roster for Event 	All Members	8 August 2025	
	Completion of Young Digital Mentors 6-week Program with Burdekin Library	Taylor Clarke Hayden Berryman Sam Perina Thomas Lindley Michael Lindley William Wiseman	27 June 2025	
	Volunteer Roster for Burdekin Library School Holiday Program	Tammy Quagliata All Members	9 July 2025	

4.3. MINUTES AND BUSINESS ARISING

Community Grants Panel Meeting Minutes - Round 1 - 28 July 2025

File Reference: 1574
Report Author: Tammy Quagliata, Community Development Officer
Authoriser: Glenn Arboit, Manager Community Services
Meeting Date: 12 August 2025

Purpose

This report provides the minutes of the Community Grants Panel Meeting held on 23 July 2025.

Summary of recommendations and actions for consideration and adoption:

Item 1 – Consideration of Grant Applications Round 1 – 2025/26 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
1.1	Ayr Surf Lifesaving Club	\$2,600.00	
1.2	Osborne State School P&C Association	\$500.00	
1.3	Burdekin Singers & Theatre Company	\$3,000.00	
1.4	Qld Cancer Council	\$2,600.00	
1.5	Burdekin Water Festival Committee	\$3,000.00	\$6,800.00
1.6	Home Hill State High School P&C Association	\$3,000.00	\$2,300.00
1.7	East Ayr State School P&C Association		\$300.00
1.8	Giru Show & School of Arts Inc.		\$1,032.00
1.9	Home Hill Harvest Festival Committee	\$3,000.00	\$6,800.00

Recommendation

That:

1. the minutes of the Community Grants Panel Meeting held on 23 July 2025 be noted; and
2. the recommended funding as detailed in the minutes and noted in Items 1.1 - 1.9 be adopted; and
3. it be noted that the remaining cash funds for the 2025/26 financial year after the allocation from Round 1 will be \$32,300.00.

Attachments

1. Minutes - Community Grants Panel - Round 1 - 23 July 2025

Meeting Minutes

Meeting	Community Grants Panel Meeting		
Date	Wednesday, 23 July 2025	Time	2:00pm
Attendees	Councillor John Furnell, Councillor Fina Vasta, Janice Horan, Glenn Arboit, Tammy Quagliata		
Apologies	Kiera Durrant, Jaime St John		
Chairperson	Glenn Arboit, Manager Community Services		
Minutes Clerk	Tammy Quagliata, Community Development Officer		
Location	Ernie Ford Board Room		

Agenda Items

1. The following funds for Community Grants 2025/26 were noted:

Cash funds available at Round 1 – 2025/26 - \$50,000.00

In-kind funds available at Round 1 – 2025/26 - \$33,200.00

2. Update on previous grant/s:

- It was noted that East Ayr State School would not be proceeding with their 'Let Kids be Kids' guest speaker event and funds of \$2000.00 would be returned.
- It was noted that the Burdekin Junior Rugby League Facility Upgrade Opening is proposed to be held on 14 August 2025.

3. Consideration of Grant Applications for Round 1 of 2025/26 Financial Year requested as below:

No.	Applicant	Project	Requested Cash Funding	Requested In-kind Support	Recommended Cash Funding	Recommended In-kind Support
1.1	Ayr Surf Lifesaving Club	Take the Floor – 100 Years Gala Dinner	\$2,600.00		\$2,600.00	
	<i>Comments:</i> <i>Cr. Furnell declared a conflict of interest in this application and left the room for the discussion.</i> <i>Funds provided for venue hire.</i>					
1.2	Osborne State School P&C	Osborne Outdoor Movie Night	\$2,100.00		\$500.00	
	<i>Comments:</i> <i>Funds provided for equipment hire & advertising.</i>					
1.3	Burdekin Singers & Theatre Co.	Seussical Jnr Musical	\$3,000.00		\$3,000.00	

	<p><i>Comments:</i></p> <p><i>Funds provided for purchase of show kit.</i></p>					
1.4	Qld Cancer Council	Burdekin Fights Back (hosted by Raelene Grantz)	\$2,600.00		\$2,600.00	
	<p><i>Comments:</i></p> <p><i>Funds provided for venue hire.</i></p> <p><i>Note: Funding unable to be provided to individual (Raelene Grantz). Approved pending further documentation from Queensland Cancer Council to confirm they are the applicant.</i></p>					
1.5	Burdekin Water Festival Committee	2025 Burdekin Water Festival Mardi Gras	\$3,000.00	\$6,800.00	\$3,000.00	\$6,800.00
	<p><i>Comments:</i></p> <p><i>Mr Arboit declared a conflict of interest in this application and left the room for the discussion.</i></p> <p><i>Funds provided for equipment hire, venue hire and advertising expenses. In-kind support includes road closure and traffic management plan.</i></p> <p><i>Noted that this is a four-year cash grant agreement, with annual submission of event acquittals and requested documentation required.</i></p>					
1.6	Home Hill High School P&C Association.	2025 Home Hill Harvest Festival Students Ball	\$3,000.00	\$2,300.00	\$3,000.00	\$2,300.00
	<p><i>Comments:</i></p> <p><i>Funds provided for venue hire and security. In-kind support includes bunting, bollards, road closure and traffic management plan.</i></p>					
1.7	East Ayr State School P&C Association.	Family Dance Night		\$300.00		\$300.00
	<p><i>Comments:</i></p> <p><i>Funds provided for lighting towers.</i></p>					
1.8	Giru Show & School of Arts Inc.	2025 Giru Show		\$1032.00		\$1032.00
	<p><i>Comments:</i></p> <p><i>Funds provided for supply and delivery of rubbish bins and installation of water standpipe.</i></p>					
1.9	Home Hill Harvest Festival Committee.	2025 Home Hill Harvest Festival	\$3,000.00	\$6,800.00	\$3,000.00	\$6,800.00
	<p><i>Comments:</i></p> <p><i>Funds provided for entertainment. In-kind support includes road closure and traffic management plan.</i></p> <p><i>Noted that this is a four-year cash grant agreement, with annual submission of event acquittals and requested documentation required.</i></p>					

4. Following Round 1 of Community Grants 2025/26, the remaining funds were noted:

Cash funds following Round 1 – \$32,300.00

In-kind funds (estimated) following Round 1 – \$15,968.00

There being no further business, meeting closed at 2:50pm.

6.4.1. GOVERNANCE

Petitions Policy

File Reference: 2895

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Demonstrate open and transparent decision-making, leadership and financial management.
- Pursue excellence in financial management.
- Responsibly manage Council's financial position to ensure sustainability.
- Implement effective governance frameworks.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2025-2026

CG5 Manage Council's Corporate Policy Program.

Executive Summary

It was recently identified that Council lacked a formal process for receiving and managing petitions received from the public. Further, Council provided no guidance to members of the public on the correct process to follow or on what to expect from the process. Subsequently, a Petitions Policy has been developed to address this need. The Petitions Policy aims to provide transparency and consistency in the way petitions will be received and managed by Council.

Recommendation

That Council adopts the Petitions Policy as attached to this report.

Background

From time-to-time, members of the community may seek to petition Council to advocate for matters of concern, particularly where other avenues of resolution have been exhausted. Council's adopted Standing Orders include provisions for petitions to be presented to a Council Meeting and either received, received and referred to a committee or council officer for consideration, or not received because it is deemed invalid. The Petitions Policy has been developed to support the provisions within the Standing Orders and to provide clear guidance to members of the community wishing to petition Council. The Policy also provides a framework for the submission, receipt, and consideration of petitions to ensure transparency, consistency, and appropriate governance in responding to community concerns.

Consultation

Council discussed this policy at a workshop on 15 July 2025. The Policy was also presented to the Senior Leadership Group for their consideration and feedback.

Budget & Resource Implications

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

Legal Authority & Implications

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

Policy Implications

This is a new policy and will be added to Council's policy register. The policy will also be published to Council's public website upon adoption.

Risk Implications (Strategic, Operational, Project Risks)

The Petitions policy helps to address the risks of inconsistent and non-transparent processes when dealing with petitions received by Council. The policy outlines clear requirements to ensure that petitions can be assessed for validity and dealt with appropriately.

Attachments

1. Petitions Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Senior Governance Officer
Effective Date	Click here to select the date the policy is effective from

Purpose

This policy provides a framework for the submission, receipt, and consideration of petitions to ensure transparency, consistency, and appropriate governance in responding to community concerns.

Scope

This policy applies to all petitions submitted to Council by individuals, groups, or organisations within the community seeking action, response, or advocacy on a matter of public interest. It outlines the requirements for a valid petition, the process for submission, and the manner in which Council will acknowledge and consider petitions.

Exceptions

This policy does not apply to:

- Submissions made under formal legislative or statutory processes (e.g. planning scheme amendments or development applications);
- Internal staff petitions or workplace matters;
- Anonymous or unsigned petitions.

Any petition received responding to a matter the subject of a current community consultation process will be considered as part of the consultation process and will not be dealt with under this policy.

Policy Statement

Council recognises that members of the community may, from time to time, seek to petition Council to advocate for matters of concern, particularly where other avenues of resolution have been exhausted. The ability for community members to petition Council to act on a request is a fundamental and important part of local democracy.

Petition Details

Principal Petitioner

The Principal Petitioner is responsible for coordinating the preparation and submission of the petition to Burdekin Shire Council. They will also serve as the primary contact for any Council correspondence regarding the petition. The Principal Petitioner must be a resident or ratepayer within the Burdekin Shire Council Local Government Area.

Minimum Petition Requirements

To be accepted by Council as valid, a petition must:

- Use the official petition template provided by Council (available on Council's website).
- Include the Principal Petitioner's details and the petition topic on every page.
- Be clearly written, with no edits or alterations.
- Be easy to read and contain at least ten (10) signatures of Queensland residents.
- List the postcode for each petitioner.
- Be written in English.

- Be brief and stay focused on the main issue.
- Use respectful and appropriate language.
- Not ask for funding, financial assistance, or cancellation of debts or fees.
- Not include any extra documents like letters or affidavits.
- Address any issue that falls within Council's responsibilities.

Petition Submission

Petitions can be submitted by mail to Burdekin Shire Council, PO Box 974, Ayr Qld 4807, or delivered in person at the Customer Service Centre at 145 Young Street, Ayr.

Once lodged, the petition will be reviewed to ensure compliance and jurisdiction. The Principal Petitioner will be contacted and advised:

- whether or not the petition has met Burdekin Shire Council's requirements; and
- the date the petition will be presented to Council for their consideration.

In accordance with Council's adopted Standing Orders, petitions that are presented to Council for consideration will not be debated. A motion will be moved to either:

- receive the petition; or
- receive and refer the petition to a committee or officer for consideration and a report to Council; or
- not receive the petition because it is deemed invalid.

By submitting a petition, the Principal Petitioner confirms authority to publish their name in the Agenda and Minutes of the meeting. Relevant details of the petition will be published as an attachment to the Minutes of the meeting. All other personal information including names and signatures will be redacted to ensure privacy is maintained in line with Council's Privacy Policy.

Human Rights Statement

This policy has been developed in accordance with the requirements of the *Human Rights Act 2019* (Qld). It is considered that the policy content does not conflict with any human rights and actively supports a human rights-based approach to Council decision-making.

Council representatives will seek to act and make decisions under this policy in a manner that is compatible with human rights. In particular, they will endeavour to:

- identify any relevant human rights that may be impacted by a proposed action or decision;
- give genuine and proper consideration to the potential effects on those rights; and
- ensure that any limitation of an individual's human rights is reasonable, necessary, and justifiable in accordance with the Act.

Risk Management

Burdekin Shire Council is committed to managing risks associated with the petition process in accordance with its Risk Management Framework. This includes ensuring that petitions are handled transparently, fairly, and in line with legislative and governance requirements. Council will assess and manage potential risks such as the misrepresentation of community views, breaches of privacy, and inappropriate or offensive content. Mitigation measures include clear petition requirements, verification of the Principal Petitioner, and established procedures for assessing and responding to petitions as outlined in this policy.

Legislation

Human Rights Act 2019

Information Privacy Act 2009

Information Privacy Regulation 2009

Local Government Act 2009

Local Government Regulation 2012

Definitions and Abbreviations

Petition	A formal written request, typically signed by multiple members of the community, appealing to Council to take action, change a policy, or advocate on a particular issue.
Principal Petitioner	The nominated contact person responsible for coordinating the petition and acting as the main liaison with Council. The Principal Petitioner must be a resident or ratepayer within the Burdekin Shire Council Local Government Area.
Signatory/Petitioner	Any person who signs the petition.
Valid Petition	A petition that meets the minimum requirements outlined in this policy, including clarity of purpose, appropriate signatories, and inclusion of necessary contact information.

Related Documents

Reference Number	Document Title
GOV-GDE-0007	Burdekin Shire Council Standing Orders
GOV-POL-0006	Privacy Policy

Document History and Version Control

Title of Document	Petitions Policy
Document Reference Number	GOV-POL-0027 Rev 0.1
Review Schedule	12 months
Council Meeting Date	
Council Resolution Number	

6.4.1. GOVERNANCE

Freehold Lease - Lease A in Lot 101 on plan GS482 on SP181233, Ayr Water Tower, Wickham Street Ayr - Optus Mobile Pty Ltd

File Reference: 1073

Report Author: Kimi Waterson, Governance and Property Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Demonstrate open and transparent decision-making, leadership and financial management.
- Responsibly manage Council's financial position to ensure sustainability.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2025-2026

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

Optus Mobile Pty Ltd (Optus) are the registered Lessees of Lease A in Lot 101 on plan GS482 on SP181233, Ayr Water Tower, Wickham Street Ayr which expires on 21 September 2025.

On 4 April 2023 Optus Mobile Pty Ltd (Optus) wrote to Council to obtain Lessor's consent to enter into a new lease on standard lease terms and conditions proposed by Optus. As part of the proposed terms and conditions, Optus requested Council consider a new term of 20 years commencing 22 September 2025 at a reduced rental amount of \$8,000.00 excluding GST per annum with an annual rental review of 3% increase.

Recommendation

That Council

1. does not agree to enter into a new Freehold Lease with Optus Pty Ltd (Optus) of the premises described as Lease A in Lot 101 on plan GS482 on SP181233, Ayr Water Tower, Wickham Street Ayr, subject to the standard lease terms and conditions proposed by Optus; and
2. agrees to enter into a new Freehold Lease with Optus Pty Ltd (Optus) of the premises described as Lease A in Lot 101 on plan GS482 on SP181233, for a renewed term of five (5) years being 22 September 2025 to 21 September 2030 plus a five (5) year option being 22 September 2030 to 21 September 2035, for uses consistent with telecommunications network, subject to Council standard tenure terms and conditions and pursuant to the *Land Regulation 2020 (Qld)* at a proposed commencing rent amount of \$15,351.95 excluding GST with an annual rental review of 3% increase.

Background

Burdekin Shire Council is the registered owner of the land described as Lot 101 on Crown Plan GS482, Wickham Street Ayr. The site is designated for the Ayr Water Tower.

Optus Pty Ltd (Optus) are the registered Lessees of Lease A in Lot 101 on plan GS482 on SP181233 for the period 22 September 2005 to 21 September 2025.

Optus are in the process of evaluating a number of options to manage rent expenses and ensure they are within market rates. Among the options being considered are the renegotiation of existing contract terms, terminating leases under the appropriate contract provisions, or allowing the expiration of leases.

Optus have indicated they would like to work with Council on achieving a solution that meets the long-term needs of both parties and in order for them to justify the continued use of the site, they need to achieve a more sustainable rent rate and reduced annual escalators.

On 4 April 2023 Optus Mobile Pty Ltd (Optus) wrote to Council to obtain Lessor's consent to enter into a new lease of premises described as Lease A in Lot 101 on plan GS482 on SP181233, Ayr Water Tower, Wickham Street Ayr, on standard lease terms and conditions proposed by Optus.

As part of the proposed terms and conditions, Optus requested Council consider a new term of 20 years commencing 22 September 2025 at a reduced rental amount of \$8,000.00 excluding GST per annum with an annual rental review of 3% increase.

It is proposed to continue with the rent terms and rent review terms on the same basis as the existing lease. The rent for the new lease would commence at \$15,351.95 excluding GST on 22 September 2025 with an annual rent review of 3% increase.

The proposed use of the premises would be for the purpose of constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing Telecommunications equipment consistent with the evolving nature of telecommunications services.

Optus requested Council formally agree to the proposed terms and conditions and consent to Optus preparing the lease on Optus pro forma lease document.

According to Council Property and Leasing Policy thresholds, the maximum term for a freehold lease for commercial purposes is five (5) years plus a five (5) year option therefore the proposed term is greater than the maximum term thresholds.

Any formal tenure arrangements for Telecommunication leases should be arranged by Council, and subject to Council standard terms and conditions for Telecommunication leases, and subject to the prescribed terms pursuant to the *Land Regulation 2020 (Qld)*.

Consultation

Director Corporate and Community Services
Manager Water and Wastewater
Manager Operations
Council Workshop held on 5 August 2025

Budget & Resource Implications

Staff resources and Legal representation will be utilised to prepare Trustee Lease documentation. The Lessee will bear the associated costs including, but not limited to, the costs of obtaining a registrable lease plan and lease registration fees.

Legal Authority & Implications

Local Government Regulation 2012
Land Act 1994
Land Regulation 2020

Policy Implications

The lease is in compliance with the 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

None

6.4.3. GOVERNANCE

Interest Free Loan Request - Home Hill Golf Club Inc.

File Reference: 98

Report Author: Janice Horan, Grants and Property Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Support community and sporting organisations to deliver events, programs, and opportunities that foster social connection and physical activity.

Executive Summary

A formal request has been received from Home Hill Golf Club Inc. (HHGC) for an interest free loan of \$78,000.00. These funds will be used towards the cost of extending the existing buggy shed and cementing the floor of the caretaker's shelter.

Recommendation

That Council approve an interest free loan to the Home Hill Golf Club Inc of \$78,000.00 towards the cost extending the existing buggy shed and cementing the floor of the caretaker's shelter, noting that approval would require compliance with the following conditions:

1. Repayment at an annual amount of \$7,800.00 for a term of ten (10) years; and
2. Execution and registration on title of a consecutive freehold lease commencing on 7 December 2029 for a period of ten (10) years for Lot 3 on RP749581.

Background

Council owns freehold property at 135 Iona Road, Home Hill (Lot 3 RP749581) upon which the HHGC's clubhouse and associated buildings are situated. The HHGC owns the adjoining freehold land at 165 Iona Road, Home Hill (Lot 4 RP886333) on which the actual golf course is located.

HHGC has advised that they wish to extend the existing buggy shed and cement the floor of the caretaker's shed. An interest free loan request of \$78,000.00 has been submitted. The loan repayment period requested is 10 years.

HHGC has met the eligibility criteria, as contained in the Revenue Assistance (Interest Free Loans) Policy and has provided three audited financial statements, a year to date profit and loss statement for the current year, copy of their Constitution, minutes from recent meeting, advice that a recent application GCBF was unsuccessful, membership details for the past 5 years, and written authority to undertake a credit check. HHGC has a good history of repayment of their previous interest free loans.

HHGC has a lease over 135 Iona Road which expires on 6 December 2029. If the requested interest free loan is approved, a lease would need to be in place to cover the whole interest free loan term, which is a requirement of the Revenue Assistance (Interest Free Loans) Policy.

Recently, discussions were held with the President and Secretary of the HHGC concerning three (3) options for extending the lease:

1. Prepare a Form 13 Amendment to Lease, adding in a lease extension of 2 x 5 years, which would increase the possible term of the lease for another 10 years – therefore possibly expiring on

6 December 2039 (or other such extension deemed appropriate). Adding in a lease extension of 2 x 5 years would impose a risk of the Club opting out of the extension in which case a clause would need to be added to the agreement to ensure the loan was paid out within the first 5 year lease term.

2. Surrender the current lease, and enter into a new lease (on Council's more modern terms) for a longer period of time (i.e. from surrender (now) plus 10 years, or longer if Council deemed appropriate.
3. Prepare a consecutive lease now, to be executed and registered on title and commence on 7 December 2029 and run for the next 10 years. Option 3 was preferred by the HHGC officials.

Subject to Council's agreement, it is proposed to prepare a consecutive lease agreement to commence on 7 December 2029 for a period of 10 years, for execution and registration on title, noting that the consecutive lease will cover the full term of the proposed interest free loan.

Consultation

Members of Home Hill Golf Club
Staff members of Council's Finance Section
Council's Governance and Property Officer
Council Workshop held on 5 August 2025

Budget & Resource Implications

Estimated available funds for allocation in the Interest Free Loan Scheme as at 30 June 2025 totalled \$523,736.00.

The ability of the applicant to repay the loan must also be taken into consideration. Perusal of Home Hill Golf Club's financial statements for the last three (3) financial years indicate they appear to be in a position to meet additional future obligations.

Costs of registration of the proposed consecutive lease will be borne by the applicant.

Legal Authority & Implications

Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Land Act 1994 (Qld)
Land Regulation 2020 (Qld)

Policy Implications

Council has, for some considerable time had a policy (Revenue Assistance Policy) covering the provision of financial assistance to sporting/community based organisations subject to certain qualifying criteria and conditions.

Council also has a policy (Council Property and Leasing Policy) which applies to tenure arrangements over Council owned or controlled land or property entered into or renewed after the policy commencement. Under this policy, a term of five (5) years plus a five (5) year option is recommended for community organisations leasing Council owned (freehold) land. In this case, a term of 10 years has been recommended to ensure that a lease continues in place for the full term of the interest free loan.

Risk Implications (Strategic, Operational, Project Risks)

The Revenue Assistance (Interest Free Loans) Policy provides detail and eligibility criteria for the consideration and approval of applications by Council. The associated reporting process and consideration at Council level adds value and reduces the risk of approving non-eligible projects. Invoices are forwarded annually to ensure repayment of loan is maintained.

The Council Property and Leasing Policy ensures an equitable and consistent approach in the establishment and management of tenure arrangements over Council owned or controlled land or property.

Attachments

None

6.4.4. GOVERNANCE

Operational Plan 2024/2025 Q4 Report

File Reference: 419

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Demonstrate open and transparent decision-making, leadership and financial management.

Executive Summary

The Annual Operational Plan sets out the activities and projects to be carried out in a financial year to help progress the achievement of the adopted Corporate Plan. The Chief Executive Officer (CEO) is required to provide updates to the Council on the progress achieved in completing the Annual Operational Plan.

Burdekin Shire Council uses a traffic light system to provide an "at a glance" indication of the end of quarter position for each adopted operational plan activity. At the end of the Q4 period, 129 (74%) activities were considered to be at or above target (green), 22 (13%) activities were considered to have progressed (yellow), 18 (11%) activities were under target (red) and 5 (2%) activities were inactive (clear). There were a number of factors which contributed to a higher-than-average number of red traffic lights including staffing interruptions and an extended wet season which impacted many of Council's operational works projects.

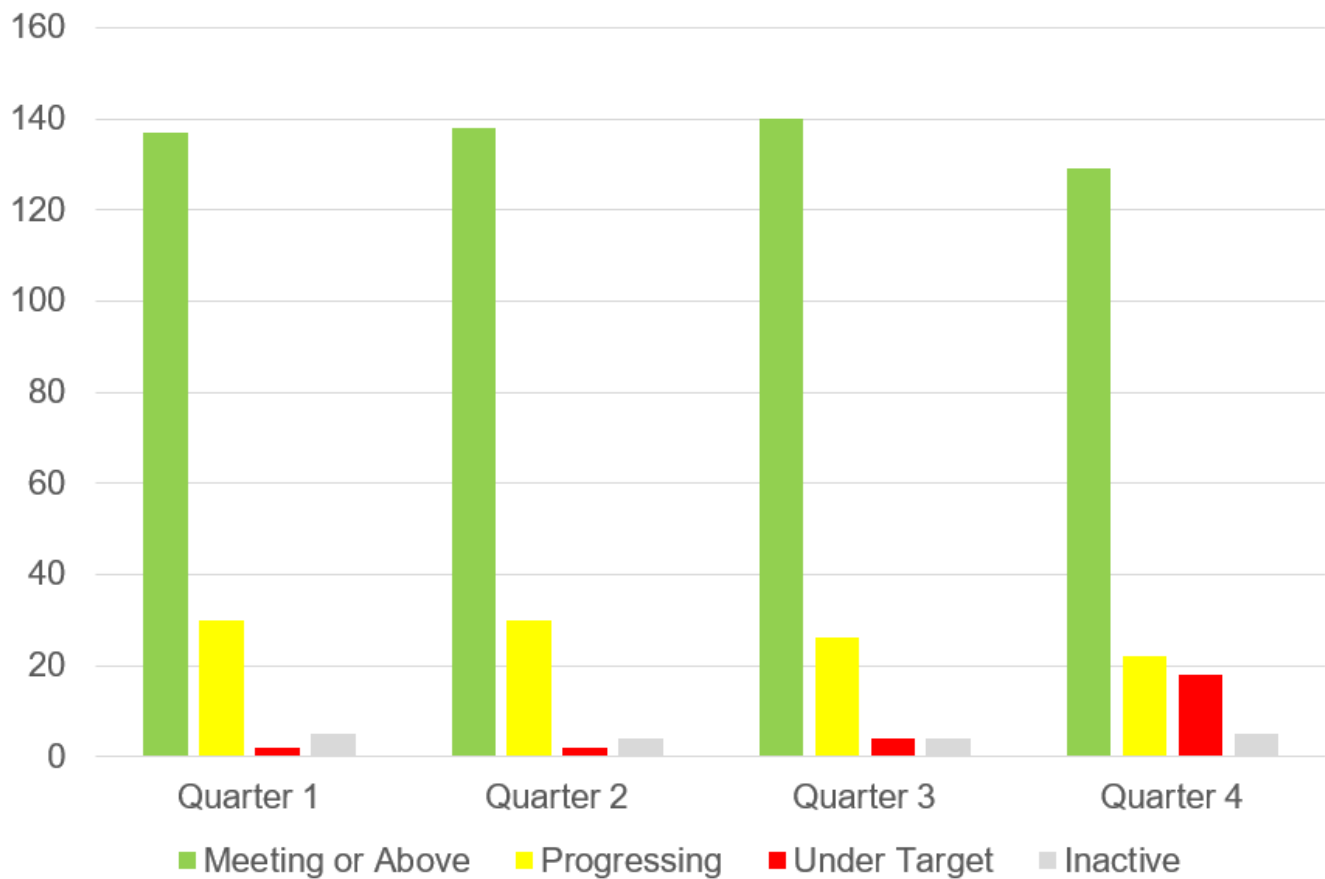
The attached Operational Plan Q4 Report provides more detail of the work undertaken during the quarter.

Recommendation

That Council adopts the Operational Plan 2024/2025 Q4 report as attached to this report.

Background

For comparison, the results at the end of each quarter for the financial year are represented in the table below.



The below table provides a comparison between results at the same time last year and the previous quarter results.

This quarter	Same time last year	Previous quarter
Q4 2024/2025	Q4 results 2023/2024	Q3 results 2024/2025
Total activities: 174	Total activities: 174	Total activities: 174
Meeting or above: 129	Meeting or above: 144	Meeting or above: 140
Progressing: 22	Progressing: 22	Progressing: 26
Under target: 18	Under target: 6	Under target: 4
Inactive: 5	Inactive: 2	Inactive: 4

Consultation

All Senior Leadership Group (SLG) and Senior Supervisor Group (SSG) members were involved in preparing information for the quarterly report. Councillors discussed the Operational Plan report at a Council Workshop on 5 August 2025.

Budget & Resource Implications

There are no budget implications associated with the adoption of the Q4 Operational Plan 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. Q4 Operational Plan Report 2024-2025 FINAL

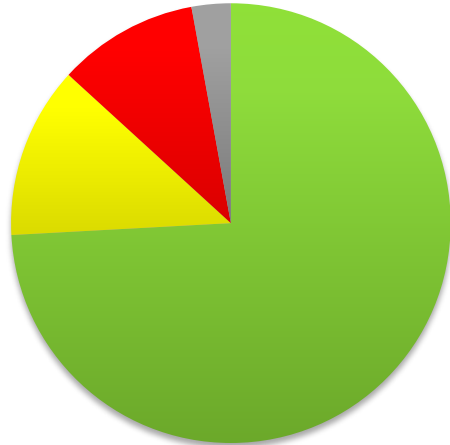


Index

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 Q4
Operational Plan 2024/2025

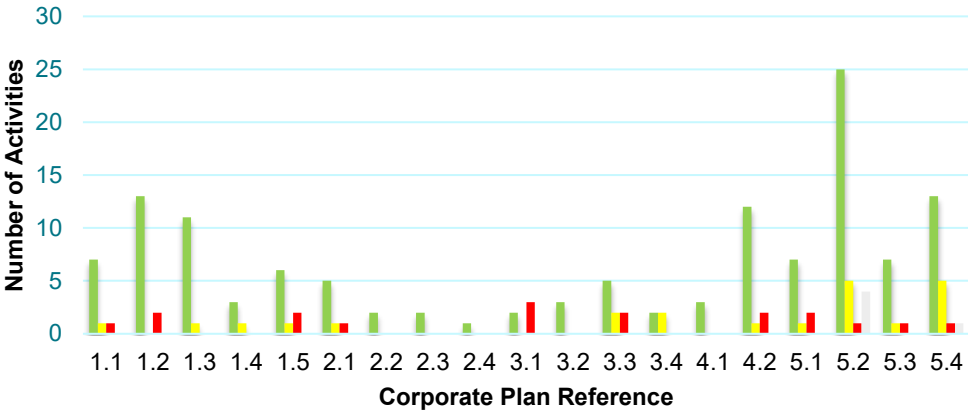
Q4 Overall Performance



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

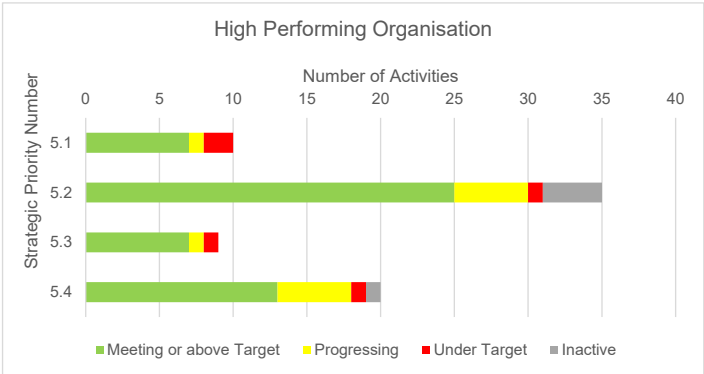
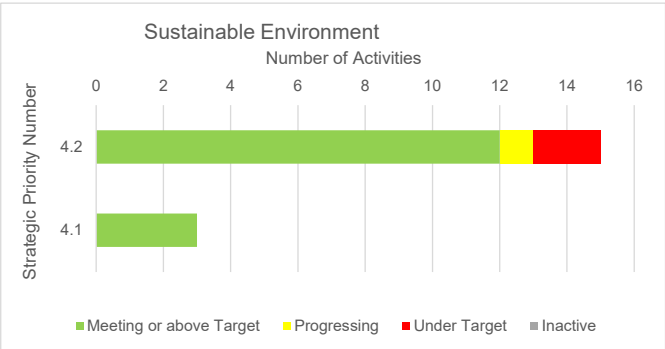
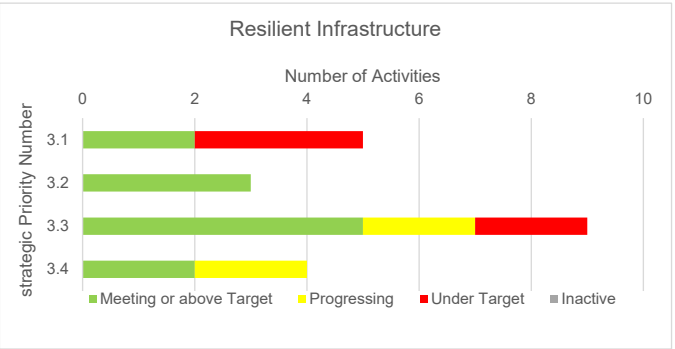
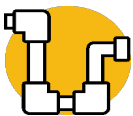
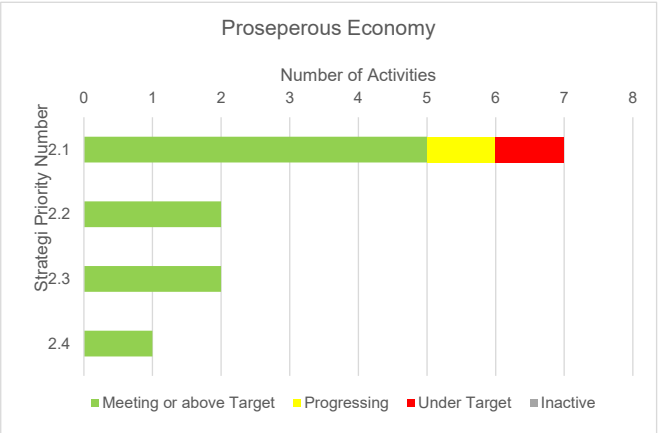
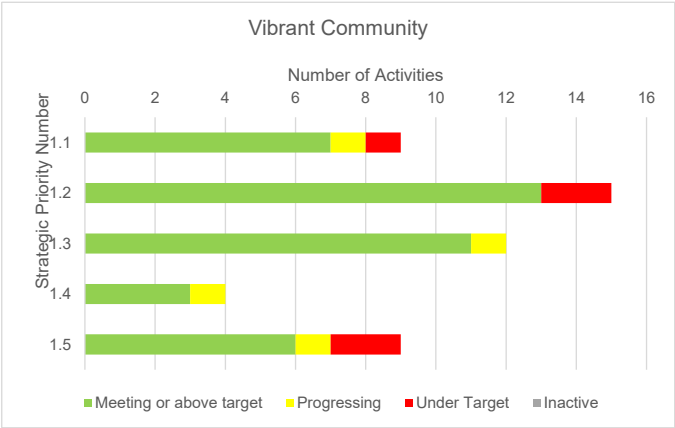
Meeting or above target	129
Progressing	22
Under target	18
Inactive	5

Breakdown of Q4 performance by Strategic Objective Area



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

Q4 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.	●
Community Development 2	Advocate for funding to employ a housing officer to implement the Local Housing Action Plan (LHAP).	●
Animal Management 1	Create opportunities to engage with the community regarding responsible pet ownership.	●
Vector Management 1	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Burdekin Shire Mosquito Management Plan.	●
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 01	Develop and foster strong networks and partnerships with other Council sections, local and other service providers and support agencies, State Library of Queensland, and other library services, to deliver contemporary, innovative, relevant, and inclusive library services, facilities and programs to Shire residents. Library Strategic Plan 1.1, 2.3, 9.1, 9.2, 9.3	●
Library 02	Work with State Library of Queensland's Regional Digital Development Officer, to improve digital inclusion (access, affordability, digital ability) in the Burdekin Shire. Library Strategic Plan 2.3 & 9.3	●
Community Development 3	Facilitate an active Youth Council.	●
Community Development 4	Engage with community groups to identify opportunities to increase participation in community life and improve health and wellbeing.	●
Planning and Development 1	Monitor compliance with the Burdekin Shire Planning Scheme 2022.	●
Planning and Development 2	Deliver Building Certification services within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations to ensure: - safe, timely and sufficient building construction occurs to meeting the regions need for housing, agricultural, commercial and industrial stock - safe, sustainable and timely building growth; and - the amenity in the region is safe, protected and enhanced.	●
Planning and Development 3	Deliver Plumbing and Trade Waste Services to ensure: - development complies with the Plumbing and Drainage Act, standards, Council Policies; - Council's drinking water supply is protected by undertaking the Backflow prevention device testing regime; and - trade waste is managed appropriately to ensure Council's sewerage system, personnel and the environment is protected.	●
Animal Management 2	Undertake compliance activities of applicable 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. Rate searches health inspections (Pre-purchase) 3. Regular annual inspections. 4. Risk-based enforcement action to achieve compliance. 5. 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. Rate searches health inspections (Pre-purchase) 3. Regular annual inspections. 4. Risk-based enforcement action to achieve compliance. 5. 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.	●
Vector Management 2	Investigate nuisance complaints under State legislation (Biosecurity Act 2014) and Local Laws.	●
Local Disaster Management	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	●
Local Disaster Management	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	Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on building resilience and risk awareness.	●
Natural Resources 1	Undertake public safety activities including traditional burning activities to rehabilitate and restore Council owned land.	●
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.	●
Cultural Venues 2	Undertake a review of the Arts & Culture Strategy and identify key initiatives that can be actioned.	●
Community Development 5	Implement, monitor and report on key initiatives of the Arts and Cultural Strategy.	●
Media and Communications	Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.	●
Media and Communications	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	●

Community Development 6	Conduct Australia Day Awards Ceremony January 2025.	●
Tourism 5	Plan and deliver the biennial 2025 'Sweet Days Hot Nights Festival', including associated events, as a destination event for the Burdekin.	●
Community Development 7	Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.	●
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	Implement the revised Burdekin Shire 5-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 Council pools.	●
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.	●
Library 03	Develop a Library Technology Plan to ensure the public and staff have access to appropriate technology to operate a modern and responsive library service. Library Strategic Plan 3.1	●
Cultural Venues 3	Plan for the Burdekin Theatre Promenade Project through engagement with stakeholders and development of detailed designs.	●
Cultural Venues 4	Undertake a review of the Ayr Showgrounds Master Plan to identify outstanding projects.	●
Cultural Venues 5	Annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.	●
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 4	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 (BCCP).	●
Prosperous Economy		
Economic Development 01	Facilitate meetings of the Economic Development Advisory Group and implement agreed recommendations as endorsed by Council.	●
Economic Development 02	Support initiatives and facilitate programs that build capacity of local businesses to better utilise digital technology.	●
Planning and Development 5	Investigate the introduction of online services and platforms for development assessment and the availability of online information to accelerate the development assessment process and delivery of approvals and improve the customer journey.	●
Economic Development 03	Promote funding opportunities available to businesses for research and development.	●
Economic Development 04	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 05	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 06	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 07	Implement actions identified in the Burdekin Economic Development Strategy.	●
Economic Development 08	Encourage and support individuals and businesses to better participate in regional economic development initiatives.	●
Economic Development 09	Encourage businesses and individuals to participate in activities to promote employment and training opportunities.	●
Resilient Infrastructure		
Technical Services 1	Investigate the cost vs benefit of upgrading Cussen and Halls Roads, Clare from graded roads to sealed roads.	●
Technical Services 2	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.	●
Technical Services 3	Complete Roads to Recovery Program in accordance with Australian Government requirements.	●
Technical Services 4	Complete concept designs for culvert widening over existing channels in the Clare area.	●
Operations - Works 1	Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.	●
Water Wastewater 1	Supply potable water in compliance with the approved Drinking Water Quality Management Plan (DWQMP).	●
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	Superintendency, oversight and contract management of the construction of the South Ayr Water Filtration Plant.	●
Technical Services 5	Complete asset inspections in accordance with inspection program.	●
Technical Services 6	Complete asset capitalisations in a timely manner.	●
Technical Services 7	Complete asset revaluations.	●
Technical Services 8	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 9	Undertake detailed designs of 2025/2026 reseals.	●
Technical Services 10	Develop and monitor annual capital delivery program.	●
Technical Services 11	Develop 5 and 10 year roadworks and drainage capital works program.	●
Technical Services 12	Complete Development Standards and Specifications for Infrastructure.	●
Planning and Development 6	Prepare for residential growth through the development of a masterplan.	●
Planning and Development 7	Prepare a new Local Government Infrastructure Plan (LGIP) that supports the revised Planning Scheme 2022.	●
Corporate Governance 4	Coordinate and project manage Council's external funding applications.	●
Planning and Development 8	Examine options for Home Hill industrial land development.	●
Sustainable Environment		
Environment and Health 6	Provide Environmental and Health advice/input/audit for relevant Development Applications.	●
Environment and Health 7	Increase community awareness regarding the environment.	●
Environment and Health 8	Implement the recommendations from the 2024 Energy Audit Report in a bid to reduce electricity consumption and costs at Council Facilities.	●
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 3	Deliver vector management public education and community awareness activities.	●
Waste Management 1	Deliver Waste education and awareness activities to the community.	●
Environment and Health 9	Maintain Council's status as a Reef Guardian Council by ensuring the Reef Guardian Grant is implemented and monitored.	●
Environment and Health 10	Undertake works identified in the Dune Management Strategy.	●
Natural Resources 2	Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire. Implement and manage the Reef Guardian Grant Project 1. Monitor and maintain Biocontrol nursery.	●
Natural Resources 3	Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners. Implement and manage the Reef Guardian Grant Project 2	●
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. Implement and monitor Reef Grant Project 4.	●
Waste Management 2	Continue participation in approved Local Government Illegal Dumping Partnership Grant Program.	●
Waste Management 3	Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards including: - Delivery of new bin service.- Number of missed services.- Response to missed services.- Bin repairs/replacements.- Service complaints.	●
Waste Management 4	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 5	Review of Council-generated waste inspection findings and implement a community sample recycling bin analysis.	●
Waste Management 6	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).	●
Waste Management 7	Implement agreed management action items from the Waste Management Contract Internal Audit 2023/24	●
High Performing Organisation		
Community Development 10	Review Council's Community Connect Program.	●
Technical Services 13	Assess items identified by the Burdekin Road Safety Advisory Committee.	●
Media and Communications	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	Review and update Council's Customer Service Charter.	●
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 14	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	●
Executive Office 2	Facilitate external training opportunities with key regulatory and advisory bodies to support ongoing councillor training activities as required.	●
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.	●
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 and Refresh of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.	●
Technical Services 15	Implementation of Council fleet renewal program including management of orders and delivery and development of fleet program for forward year.	●
Technical Services 16	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	Actively review and update of Council's Delegations Register.	●
Corporate Governance 12	Implement Council's Business Continuity program including 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.	●
Purchasing and Stores 1	Implement agreed actions from the Inventory Management Internal Audit	●
Purchasing and Stores 2	Implement key recommendations from BDO Internal Fuel Management Audit Report	○
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 3	Maintain the property and rating database to ensure a high level of accuracy.	●
Rates 4	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	●
Administration and Records 2	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	●
Administration and Records 3	Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.	●
Information and Communication Technology	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	●
Information and Communication Technology	Provide quality ICT services to internal customers, including timely resolution of customer requests.	●
Information and Communication Technology	Progress the transition of Council's ICT core system modules from Ci to CiAnywhere for improved utilisation and enhanced mobility.	●
Information and Communication Technology	Review and implement the Cyber Security Plan to ensure appropriate actions and systems are in place to protect Council from cyber threats and risks.	●
Safety and Quality 3	Manage and maintain the Skytrust System as the primary repository for Safety information and safety reporting.	●
Local Disaster Management	Coordinate systems that support disaster planning and preparedness.	●
Technical Services 17	Implement Technology One mobility modules.	●
Media and Communications	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.	●
Executive Office 4	Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.	●
Executive Office 5	Finalise negotiations for a new Enterprise Bargaining Certified Agreement.	●
Training 1	Develop and maintain the 2024/2025 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.	●
Training 2	Facilitate Council traineeships, apprenticeships and work experience opportunities.	●
Planning and Development	Through customer feedback and review of processes, improve customer satisfaction levels for planning and development processes.	●
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	Develop and implement 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 in the Works Section. Benchmark established from 2023/2024 SkyTrust reporting.	●
Operations - Works 6	Improve compliance with Site Safety Plans and Traffic Management Plans for all Capital Works Projects through regular site inspections and observations. Benchmark established from 2023/2024 SkyTrust reporting.	●
Water Wastewater 4	Achieve a net reduction in number of WHS incidents involving property damage in Water and Wastewater Section. Benchmark established from 2022/23 SkyTrust reporting.	●
Water Wastewater 5	Improve compliance with Site Safety Plans and Traffic Management Plans for all worksites (Water and Wastewater) through regular site inspections and observations. Benchmark established from 2022/23 SkyTrust reporting.	●
Parks and Gardens 2	Achieve a net reduction in number of WHS incidents involving property damage in the Parks and Gardens Section. Benchmark established from 2023/2024 SkyTrust reporting.	●
Parks and Gardens 3	Improve compliance with Site Safety Plans and Traffic Management Plans for all Parks and Gardens worksites through regular site inspections and observations. Benchmark established from 2023/24 SkyTrust reporting.	●
Executive Office 6	Commence implementation of selected actions from the Strategic Workforce Plan.	●
Human Resources 2	Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.	●
Human Resources 3	Report on the progress of recommended actions as part of the Strategic Workforce Plan.	○





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		Q4 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>Manager Community Services attended the monthly (April, May, June) meetings of the Ayr Community Services Sector Network and the Burdekin Domestic and Family Abuse Prevention Network. The purpose of these network meetings is to provide all organisations with a local update, provide networking opportunities and learn about the diversity of programs and assistance available for vulnerable families in the Burdekin. Manager of Community Services worked with local agencies to assist with the planning and delivery of an awareness walk for Domestic and Family Violence Prevention Month held during May. The event is part of a broader effort during May to raise awareness and promote prevention of domestic and family violence in Queensland.</p> <p>In addition, the donations to Giru Show and School of Arts were processed during Q4.</p>	●

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	CD2	<i>Advocate for funding to employ a housing officer to implement the Local Housing Action Plan (LHAP).</i>	Funding secured via NQROC.	Manager Community Services	Continued to advocate for funding, however no funding secured. Supported application for funding to Qld Government Residential Activation Fund to upgrade trunk infrastructure for future residential subdivisions.	
		AM1	<i>Create opportunities to engage with the community regarding responsible pet ownership.</i>	<p>Annual community engagement activity undertaken.</p> <p>Four animal management topics covered in media.</p> <p>Develop Animal Management Strategy.</p> <p>De-sexing applications approved in accordance with guidelines.</p> <p>Two discounted microchipping events held.</p>	Coordinator Environment and Health Projects	<p>The Animal Management and Compliance Team underwent a rebuilding period over the past 12 months, which impacted the delivery of some planned activities. During this time, resources were focused on critical operational priorities, particularly responding to dog attacks and managing overgrown properties.</p> <p>As a result, the Pet Fair was not held, no discounted microchipping events were conducted, and no media articles were published during the period.</p> <p>Work commenced on developing an Animal Management Strategy; however, given the significance of the document and the time required to conduct a thorough and appropriate review, the strategy was not completed within the reporting period.</p> <p>During the period, four (4) de-sexing applications were received and approved in full compliance with program guidelines.</p>	

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
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 Burdekin Shire Mosquito Management Plan.</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	<p>No further mosquito aerial treatments are required for the remainder of this financial year.</p> <p>The Queensland Health alpha-virus trapping program is ongoing, with traps deployed in April, May, and June.</p> <p>During the period, 22.2 kg of ProLink pellets and 164.5 L of Teknar concentrate were distributed, with a total of 127 operational hours spent on chemical application.</p> <p>The standard operating procedures (SOPs) are currently under review to maximise efficiencies and align with other operational priorities. Consultation has taken place with Townsville City Council as part of this process.</p> <p>The Mosquito Management Plan is also currently under review to ensure it remains effective and up to date.</p>	●



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	CV1	<i>Facilitate a diverse range of events, shows and activities at each of the Council-owned Cultural Venues through the provision of high quality services to meet the needs of the community.</i>	Quarterly Reports delivered to Council including Number of attendees, number of events.	Cultural Venues Manager	<p>Total attendance across all Cultural Venues in Q4 was 14,812—up 3,950 from the same period last year—driven by nine additional events at the Burdekin Theatre, one extra Debutante Ball at the Memorial Hall, and strong attendance at the Burdekin Show.</p> <p>The Burdekin Theatre hosted 35 events with 6,257 attendees, including the Burdekin Junior Eisteddfod, Morning Melodies, Perform Music concerts, a Johnny Cash tribute show, and various business functions.</p> <p>The Burdekin Memorial Hall held five events with 1,305 attendees, such as St Colman's and Burdekin Singers Debutante Balls, It Takes Two by Burdekin Singers, Kindred Spirits concert, and the Queensland Farmers Federation meeting.</p> <p>The Showgrounds drew 7,250 attendees across seven events, including the Championship Dog Show, a wake, Hibble Amusements Family Weekend, Burdekin Show, Careers Expo, a wedding reception, and a birthday party. The Multipurpose Hall supported both the Show and Dog Show.</p>	

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	L01	<p><i>Develop and foster strong networks and partnerships with other Council sections, local and other service providers and support agencies, State Library of Queensland, and other library services, to deliver contemporary, innovative, relevant, and inclusive library services, facilities and programs to Shire residents.</i></p> <p><i>Library Strategic Plan 1.1, 2.3, 9.1, 9.2, 9.3</i></p>	<p>Wide variety of services and programs delivered including</p> <ul style="list-style-type: none"> - First 5 Forever - Digital Literacy - School holiday program - Outreach- Adult/children - First Nation <p>Number of sessions Number of participants</p> <ul style="list-style-type: none"> - New collaborations and partnerships and associated initiatives - Service delivery highlights/changes relating to existing collaborations and partnerships. 	Library Services Manager	<p>Delivered 110 program sessions with attendance of 437 adults and 756 children. This included 41 First Five Forever sessions and 28 school holiday sessions. There were 26 after-school program sessions, and these were attended by a total of 162 children. Library staff conducted 8 outreach sessions which reached 223 children and 119 adults. Adult programming included 9 Tech Connect sessions attended by 52 adults, and 12 one-on-one Tech Assist sessions.</p> <p>The library hosted the Burdekin Creative Writers Anthology Reading which was attended by 19 people.</p>	●


Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>Work with State Library of Queensland's Regional Digital Development Officer, to improve digital inclusion (access, affordability, digital ability) in the Burdekin Shire.</i></p> <p><i>Library Strategic Plan 2.3 & 9.3</i></p>	<p>Engagement with Regional Digital Development Officer</p> <ul style="list-style-type: none"> - Identification of opportunities to improve digital inclusion - Initiatives implemented to improve digital inclusion 	Library Services Manager	<p>A successful Young Digital Mentor Program was held in May-June 2025 which paired 10 students with 10 adult seniors to teach digital skills one hour a week for six weeks. This program was delivered with the assistance of the new State Library of Queensland Regional Digital Development Officer. Planning is underway for Burdekin Library to acquire a Digitization Station on loan from the State Library of Queensland for three months. This will allow patrons to transfer their old VHS tapes and cassette tapes into digital format, to save their memories from being lost due to being obsolete technology.</p> <p>Burdekin Libraries appointed a Community and Digital Programs Officer under a higher duties arrangement for a period of six months.</p>	

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CD3	<i>Facilitate an active Youth Council.</i>	Facilitate regular Youth Council meetings throughout the year. Implement relevant initiatives associated with Council's adopted Youth Strategy.	Manager Community Services	<p>The Burdekin Shire Youth Council held its regular monthly meetings in April, May, and June. During this time, the Youth Council began working in partnership with Burdekin Catholic High School leaders to plan the upcoming Stand-Up Sleep Out – Youth Against Homelessness event, scheduled for 8 August 2025. The initiative aims to raise awareness and support people experiencing homelessness in the Burdekin. Donations collected will help Burdekin Community Association provide food, accommodation and essential services.</p> <p>In support of mental health awareness, the Youth Council launched the Burdekin Blue Tree Project, painting a dead, trimmed tree at Rossiter's Hill as a visual symbol to encourage open conversations about mental health.</p> <p>Youth Council members also volunteered at the Sweet Days, Hot Nights Festival, assisting with the supervision and coordination of the Children's Tent throughout the event.</p>	●


Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CD4	<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. Apply for a minimum of 1 funding opportunity per annum.	Manager Community Services	A grant application was submitted for Queensland Mental Health Week funding to support the delivery of a Health and Wellbeing Expo, aimed at raising awareness of mental health and wellbeing within the community. The event is scheduled to take place during Mental Health Week, between 4-12 October 2025, and will be delivered in collaboration with local mental health service providers.	●


Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	PD1	<i>Monitor compliance with the Burdekin Shire Planning Scheme 2022.</i>	Ensure development applications achieve substantial compliance with the requirements of the new 2022 Planning Scheme. Undertake randomly selected compliance checks of two (2) different town planning approvals every six (6) months.	Manager Planning and Development	With the appointment of the contract Development Assessment Engineer in late April, more than two (2) random compliance checks have been completed on Material Change of Use approvals given since 2022 which led to applicants seeking required, subsequent approvals such as an Operational Works Permit, with officers actively working with applicants to achieve compliance in full with all conditions of approval. Multiple compliance checks on Reconfiguring a Lot approvals prior to survey plan endorsement were also completed by planning officers to ensure compliance.	
		PD2	<i>Deliver Building Certification services within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations to ensure: - safe, timely and sufficient building construction occurs to meeting the regions need for housing, agricultural, commercial and industrial stock. - safe, sustainable and timely building growth; and - the amenity in the region is safe, protected and enhanced.</i>	Preparation of new Policy and Guideline- Amenity and Aesthetics and Removal and Rebuilding Building Works - to reflect legislative requirements and protect the safety of and amenity for the community.	Manager Planning and Development	Building certification services within the Burdekin Shire have been carried out in accordance with applicable legislation and within compulsory legislative timeframes.	


Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
		PD3	<i>Deliver Plumbing and Trade Waste Services to ensure:</i> <i>- development complies with the Plumbing and Drainage Act, standards, Council Policies;</i> <i>- Council's drinking water supply is protected by undertaking the Backflow prevention device testing regime; and</i> <i>- trade waste is managed appropriately to ensure Council's sewerage system, personnel and the environment is protected.</i>	Amend the Trade Waste Policy and develop a Trade Waste Management Plan and present to Council for adoption.	Manager Planning and Development	Plumbing certification and trade waste services within the Burdekin Shire have been carried out in accordance with applicable legislation and within compulsory legislative timeframes.	●




Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	AM2	<i>Undertake compliance activities of applicable 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. Implement a targeted response to problem areas, in addition to regular patrols, with a minimum of:</p> <p>(a) six targeted early or late patrols per year; and</p> <p>(b) three patrols per year involving the full Animal Management team.</p> <p>Follow-up unpaid animal registrations, with infringements issued for non-compliance.</p>	Coordinator Environment and Health Projects	<p>During the quarter, 88% of compliance customer request matters (CRMs) were actioned within adopted timeframes. These included matters relating to animals, abandoned vehicles, and overgrown allotments.</p> <p>Patrols were conducted in identified problem areas, with staff actively monitoring during both early morning and late afternoon periods to address non-compliance and emerging issues.</p> <p>Targeted patrols continued in line with the annual minimum requirements, focusing on hotspots of concern. The full Animal Management team participated in scheduled team patrols to ensure comprehensive coverage and presence in the community.</p> <p>Follow-up on unpaid animal registrations also continued during the period, with infringements issued where necessary in accordance with enforcement guidelines.</p>	

Objective: 1.2 A safe and resilient community							
Corporate Plan		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
		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.75% of animals are rehomed where suitable.</p> <p>Conduct a review of the drop off cages to increase security of animals.</p>	Coordinator Environment and Health Projects	<p>The pound cages were cleaned after each use, daily, or as required, and all animal containers were disinfected prior to reuse to maintain hygiene standards.</p> <p>A trial closure of the drop-off cages at the pound commenced on 1 May 2025, aimed at increasing the security and welfare of animals.</p> <p>Animals were relocated to the offsite pound facility within 24 hours on workdays, in line with operational procedures.</p> <p>During the quarter, 98 animals came through the pound. Of the 56 animals assessed as suitable for rehoming, 88% (49 animals) were either returned to their owner or successfully rehomed.</p> <p>At the end of the quarter, five (5) animals remained in the pound.</p>	●

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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><i>1. Processing and issuing new licenses.</i></p> <p><i>2. Rate searches health inspections (Pre-purchase)</i></p> <p><i>3. Regular annual inspections.</i></p> <p><i>4. Risk-based enforcement action to achieve compliance.</i></p> <p><i>5. 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- Licenses to be issued within four (4) weeks of payment. Renewal notices for next financial year issued by 30 June 2025.</p>	Coordinator Public Health and Environment	<p>During the quarter, four (4) new licences and four (4) temporary food licences were approved, ensuring timely and accurate processing in line with statutory requirements.</p> <p>A total of twenty-one (21) food inspections were conducted, with an additional eleven (11) re-inspections completed to ensure that all identified non-compliances were rectified and 100% compliance was achieved in accordance with the standard procedure and the risk matrix.</p> <p>Council currently maintains licences for one hundred and twenty-two (122) fixed/mobile premises and two (2) annual temporary food stall premises under the Food Act 2006.</p> <p>Annual renewal notices for the next financial year have been issued in advance of the 30 June 2025 deadline, and licences continue to be issued within four (4) weeks of payment.</p>	

Objective: 1.2 A safe and resilient community							
Corporate Plan		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
		EH2	<p><i>Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping.</i></p> <p><i>1. Processing and issuing new approvals.</i></p> <p><i>2. Rate searches health inspections (Pre-purchase)</i></p> <p><i>3. Regular annual inspections.</i></p> <p><i>4. Risk-based enforcement action to achieve compliance.</i></p> <p><i>5. 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.</p> <p>Non-compliance issues identified and addressed.</p> <p>Enforcement as per risk matrix to achieve compliance.</p> <p>Annual renewal of approvals - Licences issued with four (4) weeks of payment. Renewal notices for next financial year sent by 31 May 2025.</p>	Coordinator Public Health and Environment	<p>During the quarter, fourteen (14) annual inspections of licensed Accommodation and Caravan Park premises were completed, along with one (1) re-inspection to address a previously identified non-compliance.</p> <p>All identified non-compliance issues were addressed in accordance with the risk matrix to achieve full compliance.</p> <p>There are currently twenty-three (23) approvals in place for Accommodation and Caravan Parks. Renewal notices for the next financial year were issued in May, ensuring compliance with the requirement to issue notices by 31 May 2025.</p> <p>New licences continued to be processed and issued within 20 working days of receipt, and all annual renewals are issued within four (4) weeks of payment.</p>	

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	<p>Only one (1) food safety training session was delivered earlier in the year (first quarter), meaning the target of two (2) annual sessions was not achieved. No additional food safety training sessions were conducted during this reporting period.</p> <p>One (1) food-related media activity was undertaken, featuring the What's Eating the Burdekin campaign, which promoted awareness of food-related issues within the community.</p> <p>The website content was reviewed and updated as scheduled to ensure relevant information remains current and accessible to the community.</p> <p>No formal participation in environmental health events (such as Clean Up Day, Food Safety Week, or Plastic Free July) was recorded during this period.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	EH4	<i>Conduct water quality testing of drinking water (on a fee for service basis) and public swimming pools.</i>	Testing of private drinking water supplies completed within agreed timeframes. Monthly testing of water quality at Council swimming pools.	Coordinator Public Health and Environment	Monthly water quality testing was conducted at all three Council swimming pools during the quarter, including: Clare Pool Home Hill (main pool and children's pool) Ayr (main pool, children's pool, and waterpark). Water sampling of private drinking water supplies at licensed premises was also undertaken, with a total of six (6) samples collected and tested within the agreed timeframes.	
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	A total of forty-eight (48) complaints were received during the quarter. Of these, 79% of Customer Request Matters (CRMs) were either completed within the adopted timeframes or remained open but still within the target timeframe. The KPI target of 80% was narrowly missed, primarily due to reduced staffing levels during the reporting period. Measures are being considered to address resource constraints and improve responsiveness moving forward.	
		VM2	<i>Investigate nuisance complaints under State legislation (Biosecurity Act 2014) and Local Laws.</i>	80% of requests responded to within adopted timeframes.	Coordinator Public Health and Environment	6 requests received. 100% of requests were responded to within the required timeframe.	

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	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	The 2024/2025 LDMP Review has been completed and the 2025/2026 LDMP Review has commenced.	●
		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	Disaster Operations and SES Operational budget has been completed and adopted as part of the 2025/2026 budget.	●

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	LDMG3	<i>Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on building resilience and risk awareness.</i>	Facilitation of and report on a minimum of three (3) Community Engagement Activities per year.	Disaster Management Officer	<p>No additional Community engagement activities have taken place this quarter.</p> <p>Planning is underway for the 2025/2026 Get Ready plan of activities. Council is still to receive notification for the 2025/2026 Get Ready funding.</p> <p>Get Ready week is scheduled for 6 to 12 October 2025.</p>	●

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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 including traditional burning activities to rehabilitate and restore Council owned land.</i>	<p>Attend meetings hosted by local and regional QFES.</p> <p>Undertake preventative measures as proposed in the Burdekin Bushfire Risk Mitigation Plan.</p> <p>Coordinate with different stakeholders and Council departments to mitigate the risk on identified Council properties.</p>	Coordinator Environment and Health Projects	<p>Council staff assisted the Department of Resources with hazard reduction burns at Dalbeg, Millaroo, and Clare, supporting preventative measures identified in the Burdekin Bushfire Risk Mitigation Plan.</p> <p>One staff member attended training during the period, ensuring all team members are now fully qualified to undertake planned burns and related mitigation activities.</p> <p>Planning is now underway for Council's burn program for the next 12 months, in coordination with stakeholders and in line with identified priorities. Council continues to participate in meetings with local and regional QFES as part of ongoing collaboration and risk mitigation efforts.</p>	●
Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>	<p>Increased presence in regional and national tourism promotion and marketing.</p> <p>Maintain existing visitor numbers to the Visitor Information Centres.</p>	Tourism Officer	<p>Worked with Townsville Enterprise to deliver local content and promotion during the TODAY Show Weather Broadcast in May. This broadcast was part of a regional tourism campaign. Provided content to Townsville Enterprise marketing coordinator to promote the Sweet Days Hot Nights Festival.</p>	●

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>	<p>Maintain existing visitor numbers to the Visitor Information Centres.</p> <p>Analyse Visitor Information Centre Data to identify where visitors are travelling from prior to visiting the Burdekin to assist with marketing activities.</p> <p>Maintain existing volunteers manning the Visitor Information Centres.</p> <p>Six volunteer familiarisations/ workshops conducted.</p>	Tourism Officer	<p>Attended the 2025 North Queensland Visitor Information Centre Conference in Charters Towers with 9 Tourism Volunteers. Hosted a morning tea to celebrate National Volunteers Week at local tourism member operator, Dal Santos Deli. Successfully completed 'in person' 2024-2025 VIC Audit with Wayne from The Tourism Group.</p> <p>Visitor Information Centre Statistics: April – June 2025: Ayr 1,626 / Home Hill 1,289.</p>	●
		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	<p>Prepared 31 Visit Burdekin sports bags and distributed to teams that were visiting from out of town.</p> <p>Tourism Volunteers attended the information stall at the Sweet Days Hot Nights Festival with flyers and Burdekin Visitor Guide and promoted what to see and do in the Burdekin to visitors.</p>	●

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Submitted half page advertisement in Tripping Magazine promoting to 'Visit the Burdekin this winter'. Promoted the Burdekin on the TODAY Show Weather broadcast, local promotion included: Tourism member Stardust Drive-in Theatre, local seafood shops, Burdekin Cruisers Car Club, Burdekin Shire Youth Council, Canegrowers Burdekin, Burdekin Sweetest School Competition, Burdekin Greek Association, FC Caledonia, Sweetsville and the Sweet Days Hot Nights Festival.	
		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	The planned promotional activities for the year were completed earlier in the reporting period, delivering on the commitment to undertake four promotional initiatives. Preparations and planning for next year's promotional activities are already underway to ensure continuity and improvement. In addition, staff continue to actively monitor and update the website as required, implementing improvements to enhance usability, accessibility, and relevance of the information provided to the community.	

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.2	Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.	CV2	<i>Undertake a review of the Arts & Culture Strategy and identify key initiatives that can be actioned.</i>	Report on Arts and Cultural matters at regular Community Sporting and Cultural Advisory Group (CSCAG) meetings.	Manager Community Services	The CCDAG conducted its second meeting during June. A presentation on the Arts and Cultural Strategy was delivered to the group with an overview on the 5 strategic priorities: Creative Communities, Cultural Vitality, Animated Places and Spaces, Heritage, Identity and Sense of Place and Connectivity and Sustainability. Actions for each priority were outlined to the group, followed by Council's achievements to date. Outcomes from this meeting will be tabled at Q1 2025/26 Council Meeting. The next CCDAG meeting is scheduled for August 2025.	●
		CD5	<i>Implement, monitor and report on key initiatives of the Arts and Cultural Strategy.</i>	Report on key initiatives of Arts and Cultural Strategy to Council (six monthly).	Manager Community Services	Second meeting of Community, Sport and Cultural Advisory Group (CSCAG) held in June. Community Development Officers presented a summary of the Arts and Cultural Strategy for discussion including a presentation on the Community Grants Program. A presentation will be delivered to Council Workshop during Q1 2025/26 providing Strategy overview and highlighting key initiatives/priorities that can be actioned.	●

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	<p>Council issued 20 media releases this quarter, falling short of the targeted goal. However, we have continued to keep the community well-informed through regular and timely social media updates.</p> <p>Prepared and distributed media materials for the Macroalgae Bioremediation Facility Open Day and Official Opening, including media releases, digital invitations, website updates, and social media content.</p> <p>This quarter included strategic planning and development of messaging for upcoming events, management of high-priority media releases, and improvements to Council's public-facing communication tools.</p>	●
		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	Media releases were issued on major initiatives and projects, alongside social media updates, ensuring factual and positive coverage of Council matters. A 90% response rate was achieved, with enquiries from media outlets being addressed within two business days.	●



Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CD6	<i>Conduct Australia Day Awards Ceremony January 2025.</i>	EOI Nominations for award recipients September 2024. Conduct Australia Day Awards Ceremony January 2025.	Manager Community Services	No activity undertaken during the quarter. Australia Day Awards Ceremony successfully carried out during Q2.	○
1.3.4	Facilitate events for the community.	TOU5	<i>Plan and deliver the biennial 2025 'Sweet Days Hot Nights Festival', including associated events, as a destination event for the Burdekin.</i>	Event plan developed and delivered. 5% increase in level of external visitation to the event. 80% positive feedback from sponsors.	Tourism Officer	Hosted the 2025 Sweet Days Hot Nights Festival. The festival saw a growth in attendance numbers and received positive feedback from the attendees, sponsors and competitors. Friday attendance: 2,666 / Saturday attendance: 1,399. Submitted EOI to host Qld Music Trail in 2026 as an off-year event.	●

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.4	Facilitate events for the community.	CD7	<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 event annually in each of the following categories: youth, seniors, families, and community development.</p>	Manager Community Services	<p>The Community Development Team successfully planned, programmed, and delivered the stage entertainment for the bi-annual Sweet Days, Hot Nights Festival (featuring Burdekin Cultural Fair) in May 2025. The event showcased performances by local and regional cultural groups/entertainers and was attended by approximately 2,500 festivalgoers. In addition to the entertainment program, the team coordinated 22 food, drink and market stallholders, free children's activities and amusements across the two-day event. A new event, the Cane Field Cookoff, was also developed and successfully launched with sponsorship secured from Barbecue on Queen.</p> <p>Planning continued for Small Steps 4 Hanna event scheduled for 25 and 26 August and have confirmed attendance by all 4 Burdekin High Schools. The event aims to put a halt to the incidences and severity of domestic and family violence in Australia.</p>	●

Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.2	Support community organisations and events.	CG1	<i>Coordinate RADF (Regional Arts Development Funding) Program.</i>	Ensure RADF funding supports local artists and arts and cultural activities, provides opportunities for participation in cultural and arts activities and contributes towards achieving Arts and Cultural Strategy objectives.	Grants and Property Officer	During the period, the second round of the 2024-25 RADF program was conducted. Funding was approved to the 3 applicants totalling \$12,766.	●
		CD8	<i>Manage the Community Assistance Grants Program.</i>	Review Community Grants Guidelines. Conduct Grant Rounds 2024/25 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 4 of the Community Grants Program with applications open from 1 to 14 April 2025. Council endorsed thirteen (13) organisations to receive cash funds and/or in-kind assistance which included Burdekin Junior Eisteddfod, Burdekin Netball Association, Ayr Pastoral Agricultural and Industrial Association, Burdekin Machinery Preservationists and Burdekin Artisan Community Association.	●
1.4.3	Support sporting organisations in providing opportunities for physical activity.	CG2	<i>Administer Council's Revenue Financial Assistance Program (Interest Free Loans).</i>	Appropriate support provided to applicants. Funds allocated in accordance with Council Policy. Acquittals received and processed in a timely manner.	Grants and Property Officer	One application was received under the Revenue Financial Assistance Program and is undergoing assessment.	●


Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.4	Implement the 10 Year Sport and Recreation Plan.	CD9	Implement the revised Burdekin Shire 5-year Sport and Recreation Plan	Provide quarterly progress reports on planned initiatives to Council.	Manager Community Services	Principal Engagement Officer at Sport and Recreation Townsville has expressed interest in meeting with Council early in Q1 2025/26 to discuss the rollout of the new Queensland Government Sport and Recreation Strategy, as well as potential funding opportunities. They have also confirmed their willingness to participate in community consultations following the release of the Strategy.	●

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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 Council pools.</i>	<p>Customer satisfaction. Positive feedback from users of the facilities.</p> <p>Facilities are maintained in accordance with the contract specifications.</p> <p>Biannual site inspections.</p> <p>Maintenance items addressed as identified.</p> <p>Annual review of water park operations and maintenance.</p>	Coordinator Environment and Health Projects	<p>The Burdekin Aquatic Centre and Clare Pool were closed on 1 May 2025 for the winter season, while the Home Hill Pool remained open for community use.</p> <p>No formal compliments or customer feedback were received during the reporting period.</p> <p>Ongoing maintenance and upgrades were completed at the Clare Pool, and regular and preventative maintenance was undertaken across all facilities to ensure compliance with contract specifications.</p> <p>Specific works to minimise overspray from the water bucket at the Burdekin Aquatic Centre continued, contributing to improved safety and amenity.</p> <p>Biannual site inspections were carried out, and maintenance items identified during inspections were addressed promptly.</p> <p>An annual review of the water park's operations and maintenance was also conducted, ensuring standards and performance remained consistent with expectations.</p>	



Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	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	Two Aerodrome Lease renewals completed and a further two new Aerodrome Leases in progress. One Aerodrome Lease Transfer in progress. One Licence Agreement Transfer in progress and one Licence Agreement Termination / Surrender completed. One Licence Agreement Renewal completed. Four Lease renewals completed and two Lease renewals in progress. One new Lease in progress. One Consecutive Lease renewal completed. Two Lease matters under review.	
		L03	<i>Develop a Library Technology Plan to ensure the public and staff have access to appropriate technology to operate a modern and responsive library service.</i> <i>Library Strategic Plan 3.1</i>	Plan completed and approved by Manager Community Services and Manager Client Services	Library Services Manager	Draft Library Technology Plan under development during the Q4 period.	

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CV3	<i>Plan for the Burdekin Theatre Promenade Project through engagement with stakeholders and development of detailed designs.</i>	Preliminary plan reviewed and update completed; relevant stakeholders engaged. Negotiations regarding tenure finalised. Detailed designs developed.	Director Corporate and Community Services; Manager Community Services	A meeting between the Manager of Community Services, the Mayor, and Telstra representatives concluded with the requirement for an independent traffic study. This study must demonstrate how Telstra can maintain access to the exchange while allowing crane and elevated work platform access to the mobile tower at the rear. A Teams meeting was also held with four Australia Post representatives to discuss the proposal and next steps. Australia Post is awaiting the results of the traffic study before determining approvals. Cost estimates for the study are currently pending from two consultants. A report will be presented to Council in Q1 2025/26 seeking approval to allocate funds for the traffic study. Estimates have been received from two local tree loppers for tree removal at the site. Queensland Police Service have approved funds for the removal of the trees obstructing the microwave signal path between Ayr Police Station and Ayr Water Tower.	


Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CV4	<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 .	Manager Community Services	There has been no further progress on the review of the Ayr Showgrounds Masterplan. The review will be undertaken in conjunction with the newly established Community, Sporting and Cultural Advisory Group in August and will include a workshop and presentation to a Council Workshop in Q1 of the 2025/26 financial year.	●

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CV5	<i>Annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.</i>	Annual meetings with local hirers completed. Number of surveys completed. Report on findings delivered to Council.	Cultural Venues Manager	A total of 13 surveys were received during the Q4 period which produced an overall performance-based score of 4.7/5. Individual scores for each performance-based question included: Facilities: 4.6/5 Staff: 4.7/5 Technical Services: 4.5/5 Marketing: 5/5 Box Office Services: 0/5 (Regarding Box Office score: Of the 13 surveys received, none included feedback on the Box Office, as respondents did not use this service. The majority of responses related to functions and Memorial Hall hires, where Box Office services were not required).	

Objective: 1.5 Engaging public spaces

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	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	Seven (7) Compliments received in this monitoring period with zero complaints. Year to date total of 29 compliments received for operational responsiveness. Total of 140 customer requests received with 98% customer service completion rate within target timeframe.	
		PD4	<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>	Transition Council's asbestos register for Council owned buildings to Skytrust. Implementation of new building condition assessment software and tools, including training to relevant staff. All asbestos and building condition inspection and reports completed using new software programs.	Manager Planning and Development	Eight (8) inspections were carried out on Council's building assets for the purposes of defect identification and rectification with details provided to the Asset Management team. All maintenance undertaken as per Council's maintenance contracts for air conditioning, fire services, pest control, security patrols & water treatment (air conditioning systems) was carried out in accordance with the schedule agreed to in each contract. Records are continually updated to monitor compliance by each contractor through inspection sheets/reports received. The existing contracts expired on the 30th June 2025 with new contracts to be awarded in July 2025.	

Objective: 1.5 Engaging public spaces

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	CP2	<i>Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park (BCCP).</i>	<p>Customer satisfaction.</p> <p>Maintaining both caravan parks to optimise customer satisfaction and occupancy levels.</p> <p>Liaison with BCCP Managers to facilitate dynamic pricing arrangement.</p>	Coordinator Environment and Health Projects	<p>The Burdekin Cascades Caravan Park received seven (7) reviews during the period, comprising six (6) reviews rated 4–5 stars and one (1) rated 1 star. The Home Hill Caravan Park received four (4) reviews, with three (3) rated 5 stars and one (1) rated 1 star, reflecting generally positive customer satisfaction levels at both facilities.</p> <p>Council staff and the management of the Burdekin Cascades Caravan Park continued to work collaboratively to ensure that all maintenance items were addressed in a timely and effective manner, maintaining high standards of service and presentation.</p> <p>Upgrades at the Home Hill Caravan Park were completed, including the installation of new flooring, new beds, upgraded tapware, and enhanced televisions in the cabins, improving the amenity and attractiveness of the facility for visitors.</p> <p>Liaison with Burdekin Cascades Caravan Park (BCCP) managers also continued to support the implementation of a dynamic pricing arrangement aimed at optimising occupancy levels and revenue while maintaining customer satisfaction.</p>	



Prosperous Economy

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

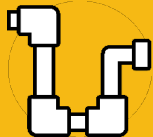
Objective: 2.1 Diverse and innovative industry

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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 Development Advisory Group meeting held on 11 April 2025.	●
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	Supported Burdekin Chamber with hosting AI for Small Business Workshop on 13 and 27 May as part of Small Business Month. Information on digital technology programs promoted to local businesses via EDMs and on social media.	●
		PD5	<i>Investigate the introduction of online services and platforms for development assessment and the availability of online information to accelerate the development assessment process and delivery of approvals and improve the customer journey.</i>	Research suitable software, online services and platforms for planning and development matters. Present business case to ICT steering committee.	Manager Planning and Development	Unable to successfully complete the measurement statement as the ICT Steering Committee was inactive for most of 24/25 with the first meeting of the new committee held on 16/06/25.	●

Objective: 2.1 Diverse and innovative industry							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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 opportunities identified through EDM to relevant databases and via social media. Also promoted opportunities direct to sectors/businesses as appropriate.	●
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	Managed enquiries/contracts from real estate on stage 1 land release. Surveyor engaged to provide survey plans.	●
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	Promoted and hosted the Sweet Days Hot Nights Festival, Burdekin's destination event. Promoted the other many events in the Burdekin this quarter. Coordinated TODAY show outside weather broadcast to promote a variety of visitor experiences.	●
		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.	●

Objective: 2.2 Strong networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Industry Breakfast held on 18 June 2025. Presentations by Sky Renewables, TELTownsville North Queensland Designated Area Migration Agreement (TNQ DAMA), BCHS Leaders - Fight Against Homelessness and Burdekin Life. Attended by 65 people. Held three (3) pre-lodgement meetings with proponents looking to establish in the district.	●
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	Finalised advocacy documents for Mayor/CEO for Community Cabinet meetings in Townsville. Coordinated TODAY show outside weather broadcast on 14 May in conjunction with Townsville Enterprise Limited. Townsville Enterprise provided an update on the Townsville North Queensland Designated Area Migration Agreement (TNQ DAMA) at industry breakfast on 18 June.	●

Objective: 2.3 Investment growth and opportunities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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 Economic Development Strategy.</i>	Number of action items completed within agreed timeframes.	Economic Development Coordinator	Provided relevant planning and development information to 4 proponents for potential projects. Held Economic Development Advisory Group meeting on 11 April. Ayr Industrial Precinct Stage 1 Land released and promoted.	●
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	Sky Renewables presented at industry breakfast on 18 June. Supported Burdekin Chamber to host AI for Small Business Workshop. Discussed opportunity to host a Biofutures Roundtable in the Burdekin in conjunction with Department of State Development.	●
Objective: 2.4 Resilient adaptive business							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Renewed commitment with Small Business Friendly Councils program. Supported Burdekin Chamber to host AI for Small Business Workshop on 13 and 27 May.	●



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		Q4 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.	TS1	<i>Investigate the cost vs benefit of upgrading Cussen and Halls Roads, Clare from graded roads to sealed roads.</i>	Report provided to Council by end of Q2 period 24/25.	Manager Technical Services	Report on Cussen and Hall Roads presented to Council on 20 May 2025 along with Council's methodology for prioritisation of upgrades for unsealed roads to sealed roads.	●
		TS2	<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 2025. Prioritisation of construction projects to achieve 100% expenditure.	Manager Technical Services	Construction complete. 100 % expenditure claimed by January 2025.	●
		TS3	<i>Complete Roads to Recovery Program in accordance with Australian Government requirements.</i>	100% of Roads to Recovery funding claimed by 30 June 2025.	Manager Technical Services	Roads to Recovery project expenditure claimed. Oakes Street project delayed due to service relocations by Telstra, NBN and Ergon.	●
		TS4	<i>Complete concept designs for culvert widening over existing channels in the Clare area.</i>	Concept designs and costings provided to Council for consideration by 31 March 2025.	Manager Technical Services	Review completed by Council officers using modified methodology for guardrail requirements. Several sites including Strauss Road sites were identified as requiring no treatment. Roadside safety assessments will be programmed in future years for remaining sites with existing guardrail.	●

Objective: 3.1 Effective transport and drainage networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Burdekin Shire Council was audited on the 27th of May 2025 assessing performance during the 2024 - 2026 RMPC period from January to June 2025. The results of all RMPC contractors in the Northern Region ranged from 91.8% to 100%. Burdekin Shire Council achieved a score of 100%.	●

Objective: 3.2 Sustainable water resources							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>Supply potable water in compliance with the approved Drinking Water Quality Management Plan (DWQMP).</i>	Maintain strict compliance with water quality testing matrix and continued implementation of agreed Drinking Water Quality Management Plan (DWQMP) Risk Reduction Strategies.	Manager Water and Wastewater	All water quality testing complete and conducted in line with DWQMP. Rolling E.coli compliance met as per departmental requirements.	●
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	No complaints and 98% of customer requests lodged have been closed out within agreed customer service timeframes as of June 30.	●
		WW3	<i>Superintendency, oversight and contract management of the construction of the South Ayr Water Filtration Plant.</i>	Construction progress in line with Project Construction program and payment schedule.	Manager Water and Wastewater	Construction ongoing, progress currently on schedule with the potential for commissioning to begin in early 2026. Project Superintendent oversight providing support to manage budget.	●

Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.1	Implement the Asset Management Strategy and Roadmap.	TS5	<i>Complete asset inspections in accordance with inspection program.</i>	60% of asset inspection program completed by 31 March 2025	Manager Technical Services	Contractor engaged to inspect stormwater drainage commenced in January however was delayed due to wet weather. Recommenced in April and completed in May 2025.	
		TS6	<i>Complete asset capitalisations in a timely manner.</i>	60% of projects capitalised within three (3) months after financial completion.	Manager Technical Services	50% of projects capitalised within 3 months of financial completion. Difficulty maintaining 60% of capitalisations within three months due to ongoing vacancy (25% of staff) and priorities in the second half of the year including revaluations and asset management plan review.	
		TS7	<i>Complete asset revaluations.</i>	Revaluations to be completed by independent valuers and Council officers by 30 April 2025.	Manager Technical Services	Valuations completed with an effective date of 30 April 2025.	
		TS8	<i>Completion of assigned Asset Management Roadmap tasks.</i>	Review roadmap and complete actions identified for completion in 2024/2025.	Director Infrastructure, Planning and Environmental Services	Asset Management Plans adopted by Council. Asset condition assessments completed for 2025 valuation. Asset Management Policy reviewed by Asset Management Steering Committee.	

Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	73% of Roadworks and Drainage capital construction projects completed by 30 June 2025. Works interrupted by extended wet weather.	●
		TS9	<i>Undertake detailed designs of 2025/2026 reseals.</i>	90% of detailed designs for reseal program 2025/2026 completed by 30 June 2025.	Manager Technical Services	Roads selected for reseal program. 25/26 asphalt completed in advance due to 24/25 chip seal deferred. Design and construction 25/26 chip seals to be completed by contract. Contract documentation commenced in June.	●
3.3.3	Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.	TS10	<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.	Capital program monitored by all responsible officers. Eleven (11) Project Control Group (PCG) meetings held throughout year.	●
		TS11	<i>Develop 5 and 10 year roadworks and drainage capital works program.</i>	Programs adopted by Council.	Manager Technical Services	5 and 10 year works program adopted by Council.	●
		TS12	<i>Complete Development Standards and Specifications for Infrastructure.</i>	Complete Development Manual and implement for development applications.	Manager Technical Services	Development Manual completed and distributed for final review before presentation to Council.	●

Objective: 3.4 Well-planned communities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	PD6	<i>Prepare for residential growth through the development of a masterplan.</i>	Identification of key planning and development priorities for the region including the delivery of suitably located and serviced residential land. Identify and apply for funding opportunities to enact the initiatives for the development of a Master Plan for Housing.	Manager Planning and Development	Requests for quotations from suitably qualified consultants to complete a sewerage infrastructure servicing analysis and a traffic impact assessment for the subject site was issued 16 June 2025 via VendorPanel, closing 4 July 2025.	●
		PD7	<i>Prepare a new Local Government Infrastructure Plan (LGIP) that supports the revised Planning Scheme 2022.</i>	100% compliance with ministerial guidelines and rules for review of LGIP.	Manager Planning and Development	Preparation of new LGIP complete. The LGIP will now progress to the first State interest check.	●
		CG4	Coordinate and project manage Council's external funding applications.	100% of applications for identified grant opportunities submitted on time. 100% of acquittals submitted accurately and on time.	Director Corporate and Community Services; Grants and Property Officer	During the period, eight external funding applications for identified grant opportunities were submitted on time. Advice was received that three previously submitted applications were successful. Six grant acquittals were submitted in the quarter in the required timeframes.	●
3.4.2	Review land supply and uses to meet community and business needs	PD8	<i>Examine options for Home Hill industrial land development.</i>	Study commissioned by end of Q2 period. Report presented to Council by end of Q4 period.	Manager Planning and Development	Report provided to Council Ordinary Meeting regarding the Home Hill Industrial Estate on 13 May 2025. Resolved to accept the review report and take no further action at this stage until such times as demand significantly increases or State and/or Federal funding becomes available.	●




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		Q4 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 advice/input/audit for relevant Development Applications.</i>	Provide timely environmental and health support assessments and conditions to planning applications.	Coordinator Public Health and Environment	During the quarter, four (4) planning applications were reviewed and supported by staff. Environmental and health support assessments were completed, and appropriate conditions were provided to the Planning Department in a timely manner to inform the decision-making process.	●
		EH7	<i>Increase community awareness regarding the environment.</i>	<p>Successfully undertake the following projects:</p> <ol style="list-style-type: none"> 1. Litter Education Awareness Programs; and 2. Education on Wheels. <p>Liaise with relevant stakeholders to achieve the project outcomes.</p>	Coordinator Public Health and Environment	<p>The Education on Wheels program continued to perform strongly, receiving positive feedback from the community. A total of six (6) community awareness sessions were delivered during the reporting period, engaging residents and promoting key messages.</p> <p>Liaison with relevant stakeholders has supported the delivery of the program and ensured alignment with project outcomes.</p> <p>Work on the Litter Education Awareness Program is ongoing, with planning and stakeholder engagement underway to deliver activities in the next period.</p>	●


Objective: 4.1 A sustainable and healthy environment


Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.1.3	Develop and implement strategies to align Council activities with Australia's carbon emissions reduction target.	EH8	<i>Implement the recommendations from the 2024 Energy Audit Report in a bid to reduce electricity consumption and costs at Council Facilities.</i>	Amendments to tariffs as per report recommendations. Installation of solar as per report recommendations.	Director Corporate and Community Services; Manager Environmental and Health Services	Tariff changes have been implemented in line with report recommendations to achieve savings on electricity costs for Council facilities. Barra Solar has been engaged to install solar systems at the Ayr Showgrounds, Burdekin Memorial Hall, Home Hill Reservoir, and Burdekin Theatre. These projects are expected to deliver substantial long-term savings to Council while supporting sustainability objectives.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	Manager Planning and Development	Planning consultants completed stakeholder engagement with the development industry. Consultation with the Mayor, Councillors and Executive Leadership scheduled for 1 July 2025.	
4.2.2	Promote and support community education programs that contribute to improved environmental and community outcomes.	VM3	<i>Deliver vector management public education and community awareness activities.</i>	Provision of appropriate information via website and other media channels. Information reviewed and updated on website six monthly. One media release produced at wet season onset. Support for Wolbachia mosquito release project in Burdekin Shire.	Coordinator Public Health and Environment	No vector management media releases necessary this quarter. Woolbachia release project has been completed by Queensland Health.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	WM1	<i>Deliver Waste education and awareness activities to the community.</i>	<p>Relevant information maintained on website - reviewed and updated twice annually.</p> <p>Participation in waste events e.g. National Recycling Week.</p> <p>Waste Education via social media, digital media platforms and print media.</p> <p>Deliver School Education talks and programs.</p>	Coordinator Waste Services	<p>Council's waste officers completed updates to the new website during the reporting period, ensuring relevant information was current and accessible to the community.</p> <p>In response to an increase in illegal dumping, the waste team and media officer coordinated a newspaper article with the Mayor, highlighting the issue, the use of PINS (Penalty Infringement Notices), and correct disposal practices. This article generated further media interest, with additional coverage by ABC Queensland Radio and other outlets. Waste-related social media posts were also published throughout the period to reinforce these messages.</p> <p>The Waste team attended the Burdekin Christian College Cubs Play Group to deliver an educational talk in celebration of World Garbage Man Day, promoting awareness of proper waste practices among young residents.</p> <p>On 24–25 May, Council hosted a Free Backyard Waste Disposal Day, supported by grant funding. The event saw strong community participation, with 426 tyres disposed of and 45 loads of mulch collected by residents.</p>	

Objective: 4.2 Balanced environmental outcomes

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	EH9	Maintain Council's status as a Reef Guardian Council by ensuring the Reef Guardian Grant is implemented and monitored.	Progress report delivered. Community event held. Ensure grant milestones are met.	Coordinator Public Health and Environment	<p>The Reef Guardian Grant Project, which utilises the Weedoo, has experienced delays in meeting milestones due to the time required to obtain necessary certifications and register the Weedoo, modifications to the trailer, secondary repairs needed at boat ramps (impacted by the Weedoo's weight), and major flooding events.</p> <p>The nursery remains operational, although activity has slowed during the cooler months. Efforts are ongoing to resolve the outstanding issues, bring the Reef Guardian Project back on track, and ensure that future milestones are achieved.</p> <p>Despite these challenges, Reef Guardian project milestones were achieved this quarter, including Woody Weed Round 3, which spanned nine (9) weeks and involved participation from nine (9) landholders in removing woody weeds from their properties.</p> <p>The contractor for the feral deer program commenced on-ground activities, resulting in the culling of 71 deer, 1 fox, and 17 pigs. Council also monitored pre-feed sites and, due to predation of pre-feed by pigs, conducted 1080 baiting which culled an additional 11 pigs.</p>	


Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	EH10	<i>Undertake works identified in the Dune Management Strategy.</i>	Liaise with other environmental groups and organisations to plan and undertake work within the dune systems.	Coordinator Environment and Health Projects	<p>Council was successful in securing the grant application to support works within the dune systems. Planning is currently underway, with initial works scheduled to commence at Alva, followed by Wunjunga in the latter half of the project timeline.</p> <p>All works are scheduled for completion by 31 December 2026. In June, representatives from the funding body visited the region, and a tour of both Alva and Wunjunga sites was undertaken with them to discuss the planned activities and expected outcomes.</p> <p>Liaison with environmental groups and organisations remains ongoing throughout the planning process to ensure collaborative delivery and alignment with environmental objectives.</p>	


Objective: 4.2 Balanced environmental outcomes


Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	<p><i>Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire.</i></p> <p><i>Implement and manage the Reef Guardian Grant Project 1.</i></p> <p><i>Monitor and maintain Biocontrol nursery.</i></p>	<p>Issue Riparian Management Agreement invoices for the current financial year.</p> <p>Aquatic weed under control to be maintained at low to medium scattered growth in participating waterways.</p> <p>Implement and monitor Reef Guardian Grant Project 1 using Weedoo. Ensure project milestones are met.</p>	Coordinator Public Health and Environment	<p>Riparian Management Agreement (RMA) invoices for the current financial year have been issued.</p> <p>Aquatic weeds in participating waterways have been managed at low to medium scattered growth levels through boat spraying (3,000 L of chemical mix applied), hand spraying (1,400 L of chemical mix applied), and contractor-led drone application across five (5) areas, using 210 L of Weedmaster Duo concentrate.</p> <p>The Reef Guardian Grant Project, which uses the Weedoo, has been delayed due to the time needed for certification and registration, trailer modifications, secondary boat ramp repairs caused by the Weedoo's weight, and major flooding events.</p> <p>The nursery remains operational, though activity has slowed during cooler months. Work continues to resolve outstanding issues and realign the Reef Guardian project with its milestones.</p>	●

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	<p><i>Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners.</i></p> <p><i>Implement and manage the Reef Guardian Grant Project 2 and 3.</i></p>	<p>Pest plant and pest animal activities carried out as described in the Burdekin Shire Biosecurity Plan.</p> <p>Participation in QFPI Feral Pig Cluster Project and existing aerial shoot program.</p> <p>Inspection of property biosecurity plans biennially.</p> <p>Participation in other weed control projects with stakeholders.</p> <p>Inspect, landholder consultation, communication and coordinate with contractors to ensure Project milestones are met.</p>	Coordinator Public Health and Environment	<p>Contractor completed the first Siam weed treatment for the year, with three (3) new incursions reported south of the Houghton containment line.</p> <p>A total of 1,075 litres of mixed chemical was applied to roadside and reserve treatments, targeting priority species including Grader Grass, Siam, Giant Rat's Tail Grass, and Parthenium.</p> <p>Reef Guardian project milestones have been achieved this quarter, including Woody Weed Round 3, which involved nine (9) weeks of work with participation from nine (9) landholders in removing woody weeds from their properties.</p> <p>The contractor for the feral deer program commenced on-ground activities, resulting in the culling of 71 deer, one (1) fox, and 17 pigs. Council also actively monitored pre-feed sites, and due to predation of pre-feed by pigs, conducted 1080 baiting which culled an additional 11 pigs.</p> <p>Five (5) aerial shoots were carried out across four cluster groups, with the following results for the quarter: 383 pigs, 50 deer, and eight (8) wild dogs culled.</p>	●


		NR3 continued	<i>continued from previous page.</i>			<p>Additional pest management activities included:</p> <p>Ten (10) requests for 1080 baiting completed</p> <p>One (1) landholder request for pig trap attended</p> <p>Three (3) requests for spray unit hire fulfilled</p> <p>Four (4) Biosecurity Property Plan requests completed</p> <p>Six (6) general enquiries regarding pest plant management or identification addressed</p> <p>Currently, no funded pest plant projects are underway outside of the Reef Guardian projects.</p> <p>Council continues to participate in the QFPI Feral Pig Cluster Project, the aerial shooting program, and ongoing collaboration with stakeholders to deliver on the Burdekin Shire Biosecurity Plan. Inspections, landholder consultations, and coordination with contractors remain ongoing to meet project milestones.</p>	
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Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	4 x subsidised herbicide orders completed and an additional 9 through the Reef Guardian Woody Weed program. 1 x landholder claimed bounty for 18 scalps. No applications for the Wild Dog Control Assistance Policy.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	NR5	<i>Undertake surveillance, monitoring and community education in relation to new invasive pests as identified in Burdekin Shire Biosecurity Plan and legislation. Implement and monitor Reef Grant Project 4.</i>	<p>Ongoing surveillance of waterways completed.</p> <p>Inspections of each nursery and home nurseries.</p> <p>Liaise with and act on instruction from Biosecurity Queensland.</p> <p>Progress with Siam Weed Taskforce and Action Plan.</p> <p>One workshop and media release per annum.</p> <p>Pest of the quarter on social media.</p>	Coordinator Public Health and Environment	<p>Ongoing waterway surveillance continued throughout the reporting period.</p> <p>The first Siam treatment for 2025 has been completed by the contractor, with an aerial survey scheduled for May 2026. Council staff also investigated and treated two sites south of the containment zone.</p> <p>No nursery or home inspections were conducted this quarter due to limited operational capacity and competing priorities.</p> <p>Collaboration with the Department of Primary Industries continued, including water lettuce genetic sampling in June.</p> <p>New team members undertook Yellow Crazy Ant surveillance training with Townsville City Council, and a standard operating procedure is being drafted.</p> <p>A Siam-focused media release was issued in June, and five community education sessions were delivered to school-aged children. A sixth workshop was postponed due to competing priorities.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>Continue participation in approved Local Government Illegal Dumping Partnership Grant Program.</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>Council provided an Investigation Fundamentals course, delivered by Peak Services, which was attended by the Waste Project Officers, Waste Coordinator, and Illegal Dumping Officer.</p> <p>During the reporting period, 28 illegal dumping reports were received. Of these, all but one have been resolved with waste removed; one matter remains under investigation. Four (4) PINS were issued, including one for depositing dangerous litter (a needle), reflecting a compliance outcome exceeding the 80% success benchmark.</p> <p>The funded Let's Get it Sorted Behaviour Change Intervention Scheme (cigarette butt littering project) is in its final stages. All designated cigarette butt bins have been installed throughout the Shire by the Illegal Dumping Officer and waste team. Ongoing monitoring and data collection on bin usage and litter rates are being conducted and compared to baseline statistics, with results being reported to the Department.</p> <p>The Illegal Dumping Officer represented Burdekin Shire Council at the Annual Camera Surveillance Forum, presenting a 15-minute session on the challenges and</p>	

		WM2 continu ed	<i>continued from previous page.</i>			<p>solutions for surveillance in remote areas, supporting regional collaboration and knowledge sharing.</p> <p>Monthly illegal dumping reports have been submitted to DETSI in line with grant milestone reporting requirements.</p>	
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Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	WM3	<p><i>Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards including:</i></p> <ul style="list-style-type: none"> - <i>Delivery of new bin service.</i> - <i>Number of missed services.</i> - <i>Response to missed services.</i> - <i>Bin repairs/replacements.</i> - <i>Service complaints.</i> 	<p>Achievement of standards listed in the collection service specification.</p> <p>CRM analysis of complaints and compliments received regarding kerbside collections.</p> <p>70% or more of customer requests actioned within agreed timeframes.</p>	Coordinator Waste Services	<p>Kerbside collection services continued to meet the standards outlined in the collection service specification during the reporting period.</p> <p>A total of 238 customer request matters (CRMs) were received and actioned, covering a range of service issues and requests:</p> <p>Bin Repair: 75 Bin Replacement: 43 Bin Stolen: 14 Change of Service: 35 Missed Service: 25 New Bin Services: 9 Cancel Bin: 1 Bin Audit Investigations: 25</p> <p>General Inquiry: 11 (including queries or complaints about bin placement, truck speed, etc.).</p> <p>Over 70% of customer requests were actioned within agreed timeframes, consistent with performance expectations.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>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>	<p>Full compliance with external audits conducted by Department of Environment and Science.</p> <p>100% compliance with internal inspection and audit programme.</p>	Coordinator Waste Services	<p>Council received the formal report from DETSI following the external audit. The report included a formal warning in relation to minor non-compliance issues identified from 2023 and early 2024. These issues have since been rectified, and Council is now working proactively with the Resource Hub to maintain compliance and prevent recurrence.</p> <p>Internal inspections and audits conducted during the reporting period demonstrated 100% compliance with the internal inspection and audit programme.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	WM5	<i>Review of Council-generated waste inspection findings and implement a community sample recycling bin analysis.</i>	<p>Review of previous kerb-side analysis to improve waste management practices and recycling across various Council work functions.</p> <p>50 premises inspected within financial year. Reduction achieved in contamination rates in recycling bins.</p>	Coordinator Waste Services	<p>The Let's Get it Sorted Behaviour Change Intervention Scheme bin tagging project continued to progress during the reporting period, with tagging commencing as planned. Rounds 1 and 2 have been completed, and improvements in recycling behaviour and reductions in contamination rates have been observed.</p> <p>A review of previous kerb-side analysis informed targeted actions to improve waste management practices and recycling across various Council work functions.</p> <p>Social media posts and advertising were delivered to the community, generating discussion on social media platforms and additional enquiries through customer service, demonstrating strong community engagement with the initiative.</p> <p>Inspections of 50 premises were completed within the financial year, contributing to measurable reductions in contamination rates in recycling bins.</p>	●

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	WM6	<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>Site inspections at priority legacy landfill sites were conducted in accordance with the monitoring program. Inspections included Cacciola's Pit (Waterview Road, Airville), Plantation Park (Ayr), Bojack Road, and TAFE Paddock (Home Hill).</p> <p>Monitoring data from these sites was recorded and is being analysed to identify trends, assess compliance, and inform potential adjustments to the monitoring program if required.</p> <p>Water and gas monitoring was also conducted at Kirknie Landfill and Giru Legacy Landfill during this quarter.</p>	●
		WM7	Implement agreed management action items from the Waste Management Contract Internal Audit 2023/24	All action items implemented in accordance with agreed deadlines as per final audit report.	Coordinator Waste Services	<p>All action items from the final audit report have been implemented in accordance with the agreed deadlines.</p> <p>Training of new staff has been completed to ensure continuity of monthly reporting processes. In addition, Council has retained the option to engage Resource Hub consultants to undertake regulatory reporting if required, ensuring compliance is maintained even in the event of staffing emergencies.</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		Q4 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>Review Council's Community Connect Program.</i>	Review previous community connect activities and outcomes. Identify outstanding projects/initiatives and limitations or barriers to achievement. Provide report to Council.	Manager Community Services	Millaroo has been identified as the first community to be engaged under the next round of the Community Connect initiative. Council officers commenced preliminary planning and outreach to coordinate a suitable time for an informal visit by Councillors and Council Officers.	●
		TS13	<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 recommendations from advisory group reviewed by management with recommendations presented to Council for decision and appropriate implementation plan developed within 3 months.	●

Objective: 5.1 Engaged community and stakeholders							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.2	Be responsive and proactive in providing information to keep the community informed.	MC03	<i>Facilitate the production of corporate publications including the Annual Report and Annual Budget documents.</i>	100% compliance with statutory obligations.	Media and Communications Officer	High quality 2025/26 Annual Budget documents were produced and adopted. Early planning has commenced for the Annual Report, including the creation of visual templates, content outlines, and coordination with key officers to meet statutory timelines.	
		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 as well as other documents as needed. Staff updates previously shared in the quarterly newsletter are now delivered more regularly via the internal intranet.	
		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	4711 Calls Offered 4247 Calls Answered 90% Answer Rate 66% Service Level achieved Calls Answered average - 37 seconds Total Abandonment - 8% (6% Long and 2% Short) Non-Compliant call codes - 2% 81% calls answered at first point of contact and 17% of calls were transferred to other areas.	
		CS2	<i>Review and update Council's Customer Service Charter.</i>	Whole of Council Customer Service Charter aligned with Corporate Objectives and Values.	Customer Service Centre Coordinator	Completed in Quarter 3.	

Objective: 5.1 Engaged community and stakeholders

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Mayor and CEO participated in Australian Local Government Association National General Assembly, and as part of that met with the CEO of National Emergency Management Australia Brendan Moon to discuss raising of Bruce Highway through Plantation Creek. Also met with Senator Anthony Chisholm to discuss Council's priority lists, in particular the second entrance to the Ayr Industrial Estate. Mayor and CEO attended all NQROC meetings. Mayor and CEO attended the Townsville Enterprise Limited State Budget Luncheon with the State Treasurer David Janetski and Finance Minister Ros Bates. Mayor and CEO met with Minister Bates following the luncheon and had a discussion around Home Hill TAFE.	
		TS14	<i>Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.</i>	Contract obligations fulfilled within budget.	Manager Technical Services	Delivery of programmed RMPC works affected by wet weather and DRFA works. Approximately 47% of two year program by 30 June 2025. Additional works completed under DRFA claim resulted in recoveries over budget. Full compliance of contract obligations achieved to date within budget.	

Objective: 5.1 Engaged community and stakeholders





Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.4	Demonstrate the Council's strategic direction to government, business, and the community through strong leadership and advocacy.	EXC2	<i>Facilitate external training opportunities with key regulatory and advisory bodies to support ongoing councillor training activities as required.</i>	Relevant education and training activities provided as required.	Chief Executive Officer	<p>Mayor and CEO attended the Community Cabinet meeting in Townsville on Sunday 25 May 2025 and met with three Ministers to discuss Council's priority projects and other issues of concern previously identified by Councillors and Managers.</p> <p>Mayor and CEO attended the Townsville Enterprise Limited State Budget Luncheon with the State Treasurer David Janetski and Finance Minister Ros Bates. Mayor and CEO met with Minister Bates following the luncheon and had a discussion around Home Hill TAFE.</p> <p>Mayor, Councillors, Executive Leadership Team, Senior Governance Officer, Executive Assistance and Minutes Clerks attended training with the Department of Local Government on Tuesday 27 May 2025.</p>	
		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	85% of Council's policies are considered to be "Current". 15% of Council's policies are currently undergoing review. Of the 15%, 12% are now considered overdue for review and 3% are due soon.	




Objective: 5.2 Transparent and accountable governance





Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Three administrative action complaints were received during the Q4 period. All complaints were assessed in accordance with the adopted complaints management policy and procedure.	●
		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 completed	●
		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	All scheduled audits in the adopted Internal Audit Plan for the financial year have been completed and reports have been presented to the Audit and Risk Committee.	●
		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	No activity this quarter.	○

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	100% of 2025-2026 insurance policies reviewed. 100% of 2025-2026 insurance renewal questionnaires submitted on time. 8 insurance claim matters finalised during Q4 period. 6 new insurance claims raised during Q4 period. Currently 5 open 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	The Original Budget for 2025/26 was adopted by Council at the budget meeting held on 24 June 2025.	●
		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 for March, April and May were presented to Council within agreed timeframes.	●
		FM4	<i>Coordinate and submit 10-year financial forecast to Local Government Department.</i>	Submission by 31 August 2024.	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 Management Coordinator	Each month the aged debtors are reviewed and followed up with one debtor currently with Collection House.	●
		R1	<i>Issue timely and accurate rates and charges notices.</i>	Half-yearly notices and supplementary notices issued within agreed timeframes with less than 10 instances of incorrect notices issued.	Manager Financial and Administrative Services	159 Supplementary Notices were issued to ratepayers in April and 187 were issued in June 2025. Only six Overdue Reminder Notices were issued after the April Supplementary levy with the June levy not yet due. All notices issued within agreed timeframes. No instances of inaccurate notices.	●

Objective: 5.2 Transparent and accountable governance

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	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 2025 as compared to rate arrears from previous financial year.	Manager Financial and Administrative Services	<p>1.59% arrears of nett rates as at 30/06/2025 in comparison to 0.99% as at 30/06/2024 noting the switch to six monthly rating occurred during the 2024/25 financial year.</p> <p>As at the 30 June 2025 there were 161 active files with Collection House with an outstanding balance of \$486,459.51 and 55 formalised payment plans with a total outstanding balance of \$110,414.52.</p> <p>There are two properties currently on a hardship arrangement.</p> <p>Council had one property listed on the Sale of Land Auction scheduled for 1 May 2025. Outstanding rates and charges were paid for this property at the end of April and was subsequently removed from the auction and the auction cancelled.</p>	
		EXP1	Administer accounts payable and contract register.	Invoices to be paid within 30 days from EOM in weekly, fortnightly and monthly payment runs.	Accounts Payable Officers	3195 invoices processed with an average of 3% of all invoices not paid within 30 days	
		EXP2	Maximise earnings on cash holdings in accordance with Investment Policy.	Interest earnings - Rates sourced from various institutions to ascertain best rate for period of investment.	Manager Financial and Administrative Services	Average interest rate to 30/06/25 - 4.62%. \$4,796,677.10 interest received to 30/06/25. compared with \$4,172,276.57 interest received to 30/06/24.	
		EXP3	Administer financial delegations.	Update of Financial Delegations Register.	Accounts Payable Officers	Financial Delegation Register changes were made in a timely manner.	

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	EXP4	Conduct Tender and Refresh of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.	Collate and update private hire and traffic control information for database throughout year.	Accounts Payable Officers	Ongoing database updates and plant rate amendments completed in a timely manner. Compliance checking of insurances in VendorPanel is ongoing.	
		TS15	<i>Implementation of Council fleet renewal program including management of orders and delivery and development of fleet program for forward year.</i>	80% of fleet items ordered by 31 December 2024. 50% of fleet items delivered by 30 June 2025. Future renewal program developed by 30 April 2025.	Manager Technical Services	85% of items ordered by 31 March 2025. >80% of fleet items delivered by 30 June 2025. Ten year replacement plan developed prior to 30 April 2025 during budget process.	
		TS16	<i>Implement agreed actions from the Fuel and Fleet Management Internal Audit.</i>	Review Fleet Management Audit Recommendations. Complete agreed actions identified for 2024/2025.	Manager Technical Services	Consultant engaged to assist with development of Fleet Asset Management Plan. Expected to be completed in Q2 of 2025/2026. Installation of telematics completed in December 2024. Training completed for Managers and Supervisors. Internal plant hire strategy implemented in 2024/25. Current recoveries in line with budget. Fuel tanks delivered Installation to be completed after design modified to meet environmental requirements and new location.	

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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	Council's Audit and Risk Committee welcomed the Regional Risk Coordinator from JLT/LGMS to attend the June meeting and provide a presentation on the fundamentals of risk management within the context of local government.	
		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	All fraud and corruption risks were reviewed as part of the annual risk review program. Fraud awareness training has been delivered during the year. Review of Fraud and Corruption Control Plan ongoing.	
		CG11	<i>Actively 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 delegations is up to date. Forty-seven provisions are yet to be delegated, and ten provisions are awaiting approval.	
		CG12	<i>Implement Council's Business Continuity program including 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	No BCP testing undertaken this quarter due to competing priorities.	






Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	SQ1	<i>Develop an all of Council Internal Quality Audit Program to ensure compliance with AS/NZ ISO9001 - Quality Management Systems.</i>	Development of an Internal Quality Audit Program recommending two internal quality audits to be conducted each quarter.	Safety and Quality Coordinator	Three internal quality audits undertaken during the quarter - confined spaces, chemical signage and noise monitoring. Council also completed the recertification audit for TMR (RMPC Program) with Qserc on Monday 10 March and Tuesday 11 March 2025. Council passed this audit and was given another 3 year certification. The current Audit Plan is now being revised to only accommodate the National Audit Tool from 1 July 2025.	●
		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	<p>The National Audit for WH&S through LGW was undertaken in April 2024 and 100% of actions have been completed and closed out.</p> <p>100% of actions generated from the Certex audit completed in May 2024 have been completed and closed out.</p> <p>Council completed and closed out all findings of the recent Quality Audit (10 and 11th March 2025) by Qserc (TMR RMPS Program audit recertification) as these recommended improvements enhanced our compliance with the National Audit Tool. The current Audit plan is now being revised to only accommodate the National Audit Tool as from 1 July 2025.</p>	●

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	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	A total of 3176 documents were registered during the quarter by Administration and Records Staff. Set targets have not been achieved during the quarter due to staffing changes.	●
		PS1	<i>Implement agreed actions from the Inventory Management Internal Audit</i>	Actions implemented in accordance with agreed due dates.	Purchasing and Stores Supervisor	Personnel training in Tech One CiA has been completed for assigned tasks however, training will be ongoing as process improvements are made and system upgrades are implemented. Manual reordering and usage reports have been created and are being used in the interim until TechOne support hours are available to create automatic reports.	●
		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. Delivery date: Within 6 months of installation of new infrastructure.	Purchasing and Stores Supervisor	Awaiting installation of the new Fuel Facility and management system at the Jones Street Depot to inform the documentation.	○



Objective: 5.2 Transparent and accountable governance

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	No PID awareness training delivered during the Q4 period as it was provided to August and March. All administrative action complaints were assessed against the PID criteria this quarter.	●
		FM6	<i>Prepare and deliver draft annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.</i>	Presentation of Financial Statements within the agreed external audit plan timeframes. Accurate proposed Financial Statements can be measured based on audit committee and external auditor queries.	Manager Financial and Administrative Services	The Shell Financial Statements were submitted to the Audit Committee and the auditors within the agreed External Audit Plan deadlines. The auditors provided their feedback on the presentation of the statements and minor changes were suggested.	●
		FM7	<i>Facilitate external audit of Burdekin Shire Council as required by and in co-operation with the Queensland Audit Office (QAO) and their contracted auditor Crowe.</i>	Feedback from external auditor on performance of audit process. As per the agreed external audit plan.	Manager Financial and Administrative Services	The interim audit was conducted in the week commencing 19th May 2025. Key dates per the audit plan were met and the Interim Audit Report noted one deficiency. Deficiency was addressed immediately. The audit of the asset revaluations is continuing.	●
		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.	○


Objective: 5.2 Transparent and accountable governance

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.4	Undertake regulatory responsibilities in accordance with legislative obligations.	FM9	<i>Prepare and lodge all necessary statutory/legislative returns.</i>	Returns to be lodged by 30 June 2024.	Manager Financial and Administrative Services	This quarter the following statutory information/reports were completed: Monthly BAS, Annual Fringe Benefits Return.	
		R3	<i>Maintain the property and rating database to ensure a high level of accuracy.</i>	Less than 10 instances of errors in rating data brought to the attention of Council.	Revenue Coordinator	All property and rating database maintenance completed in a timely manner within set timeframes, nil errors.	
		R4	<i>Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.</i>	Returns and payments submitted in accordance with State Government requirements.	Revenue Coordinator	All claims and payments duly submitted, accurately and within set timeframes.	
		AR2	<i>Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.</i>	70% of records archived within six months of delivery to Records team.	Administration and Records Coordinator	Due to the records position remaining unfilled, it was requested that staff refrain from archiving. Any archiving received was disposed of within six months.	
		AR3	<i>Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.</i>	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	Compliant minutes were published on Council's website within five (5) days business days as per statutory requirement. Compliance calendar maintained by the Administration and Records Coordinator.	


Objective: 5.3 Embrace Technology

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>	<p>Budgeted operational hardware projects delivered in accordance with budget and agreed timeframes (computer, tablets, phones and photocopier renewal programs).</p> <p>Budgeted capital hardware projects delivered in accordance with budget and agreed timeframes (As recorded in the Capital Program).</p>	ICT Coordinator	<p>All capital projects are fully completed except for the video/audio meeting room upgrade project which was deferred until the 25/26 Financial year.</p> <p>The annual computer replacement project is 96% completed with two computers remaining.</p> <p>The annual Smart device replacement is 88% completed with 7 devices left remaining.</p> <p>All outstanding computers and Smart devices will be completed by the end of July.</p>	
		ICT2	<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	<p>The number of new requests created Q4 was 472. Of those, ICT completed 450 within the agreed service level to give a compliance rate of 95.3% for the quarter.</p> <p>The number of new requests created for the financial year was 2183. Of those, ICT completed 2075 within the agreed service level to give a compliance rate of 95.1% for the year.</p>	




Objective: 5.3 Embrace Technology

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	ICT3	<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	Council has committed to the development of a 3-year ICT strategy and roadmap to align technology initiatives with business goals, optimise technology investments, and enhance operational efficiency. The Strategy will also focus on future-proofing the organisation, managing risks, and improving user experience. The Terms of Reference outlined in the documentation will also consider the work required to complete the full transition in Technology One from Ci to CiA. The RFQ for the development of this Strategy is currently on Vendor Panel and closes 30 June 2025. It is expected that the 3-year ICT Strategy will be completed early in the new financial year.	

Objective: 5.3 Embrace Technology


Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>Review and implement the Cyber Security Plan to ensure appropriate actions and systems are in place to protect Council from cyber threats and risks.</i>	Plan reviewed and updated. Regular reports provided to the Audit Committee and the Risk Management Committee.	ICT Coordinator	Council has committed to the development of a 3-year ICT strategy and roadmap to align technology initiatives with business goals, optimize technology investments, and enhance operational efficiency. The Strategy will also focus on future-proofing the organisation, managing risks, and improving user experience. The Terms of Reference outlined in the documentation will also consider the work required to complete the actions as highlighted in the recent Cyber Security Audit. The RFQ for the development of this Strategy is currently on Vendor Panel and closes 30 June 2025. It is expected that the 3-year ICT Strategy will be completed early in the new financial year.	



Objective: 5.3 Embrace Technology



Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>Manage and maintain the Skytrust System as the primary repository for Safety information and safety reporting.</i>	Monitor and review the 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	Greater than 90% compliance has been achieved for the 2024/2025 period, and all current overdue actions are considered low risk. All high-risk activities are investigated and actioned immediately.	
		LDMG4	<i>Coordinate systems that support disaster planning and preparedness.</i>	Management of Council's Disaster Management Software - Guardian IMS including the training of key staff and stakeholders.	Disaster Management Officer	Review of the Burdekin Community Recovery Group roles and responsibilities is complete. All staff affected in the change have been notified. A Community Recovery Workshop has been scheduled for 31 July 2025 and will discuss the updated Community Recovery Structure, roles and responsibilities. LDCC Roles and responsibilities will be reviewed as part of the LDMP review and Guardian training will be conducted prior to the next wet season.	
		TS17	<i>Implement Technology One mobility modules.</i>	Complete final stage of Technology One Field App module.	Manager Technical Services	Delays due to contractor availability, illness, flooding and staff priorities resulted in completion of implementation phase deferred to 2025/26.	




Objective: 5.3 Embrace Technology




Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
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 water supply issues were also published to keep residents informed. This quarter also saw the delivery of targeted social media campaigns for key Council-supported events, including the Sweet Days, Hot Nights Festival and the Macroalgae Bioremediation Facility Open Day and Official Opening. These campaigns included countdowns, promotional reels, photo galleries, and live event coverage.	●
		TOU8	<i>Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.</i>	2% increase in hits and likes on sites.	Tourism Officer	Reviewed new Visit Burdekin website and provided further feedback. Quarterly statistics for Visit Burdekin social media: Facebook 1.4% increase in followers / Instagram 0.52% increase in followers.	●





Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.1	Build effective leadership and management capability.	EXC4	<i>Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.</i>	Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG). Level of planning and coordination of Council operations across Departments.	Chief Executive Officer; Director Corporate and Community Services; Director Infrastructure, Planning and Environmental Services	<p>Trajectory Plan unanimously adopted by Council, with the majority of the changes coming into effect on 1 July 2025.</p> <p>SLG Professional Development to be held Quarter 1, 2025/2026 on 10 and 11 July 2025, in Giru.</p> <p>All Staff Mandatory training was organised and facilitated by Peak Services with topics including: bullying and harassment in all forms, code of conduct, discrimination and general workplace discussions. Following the training, Peak Services held one on one meetings with five staff members taking advantage of the offer to discuss specific workplace issues in depth with Peak Services. This allowed for determination on whether further management action was required.</p> <p>ELT and SLG meetings continue to be held regularly, with proactive agendas being developed for both, with rotating Chairs for each meeting.</p> <p>Staff Engagement Survey Implementation Group continue to meet monthly to discuss communication, fairness and culture.</p>	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	EXC5	<i>Finalise negotiations for a new Enterprise Bargaining Certified Agreement.</i>	Certification of a new agreement by the Qld Industrial Relations Commission.	Chief Executive Officer	<p>EBA currently in place from 2025-2027.</p> <p>Staff survey identified management training as a critical issue and SLG undertaking professional development (2 day program) in Q1 2025/2026. Training program for new and emerging leaders will also be undertaken in Q1 2025/2026.</p> <p>JCC meeting held in Q4 on 2 April 2025 and further meeting scheduled for Q1 2025/2026 on 16 July. Issues raised in Quarter 4 meeting included working in heat, working in the dark and workforce planning.</p>	
		TR1	<i>Develop and maintain the 2024/2025 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	93.62% compliant. All qualifications and skills required by legislation have been maintained / updated.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>5 x Trainees continued in this quarter - ICT, Administration and Records, Expenditure Services, Library Services and Cultural Venues (Theatre). Each are completing a Certificate III in their relevant field.</p> <p>1 x University Placement in Technical Services.</p> <p>3 x Graduate Positions - Finance, Planning & Development and Technical Services.</p> <p>3 x Diesel Fitting Apprentices ongoing.</p> <p>12 x work experience placements attended in this period.</p>	
		PD10	<i>Through customer feedback and review of processes, improve customer satisfaction levels for planning and development processes.</i>	Obtain benchmark through customer satisfaction surveys.	Manager Planning and Development	Survey form has been completed and issued to attendees of the monthly Planning and Development Open Day. No formal survey responses received as yet. However verbal feedback has proven the open door, face to face approach has been successful.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	7 compliments received as recognition of operational responsiveness in the monitoring period with one corresponding complaint. YTD 40 compliments versus one complaint received in total. 94% of customer requests completed YTD within target timeframes.	
5.4.3	Provide training and development opportunities to meet organisational needs.	TR3	<i>Coordinate Council's corporate training and employee professional development initiatives.</i>	Report on current operational expenditure for training in line with predicted forecasted budget.	Human Resources Coordinator	As at the end of the 4th Quarter, Council's Training Budget was 27.31% overbudget for the 24-25 Financial year. Breakdown of expenses are as follows: Wages - \$112,048 Plant Hire - \$11,194 Training and Travel - \$246,581 Note: Wages and Plant Hire expenses will not be costed to the training budget in 2025/2026 which will improve budgetary control.	
		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 receive awareness training during their induction day. 100% of ECM users are receiving one on one ECM training from Records Management staff within 3 months of their commencement date. Process developed with HR and compliance calendar maintained by Admin Records Coordinator.	


Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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	Two (2) new claims in period. One (1) employee returned to work, one (1) claim ongoing. Two (2) prior claims still ongoing with Suitable Duties.	
		SQ4	<i>Develop and implement 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	WH&S Report for April and May 2025 have been completed and circulated to all SLG. June 2025 will be finalised and forwarded to SLG by 4 July 2025. Achieving 95% compliance to current WH&S Plan tasks and actions.	
		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	Held Men's Health Week from 16 to 20 June 2025 with a men's health BBQ breakfast held on Thursday 19 June 2025. This event was well attended with 99 male employees attending and a presentation by Prostate Awareness Cancer Council. Trade Mutt hats were also provided as part of Men's mental health awareness.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	OPW5	<i>Achieve a net reduction in number of WHS incidents involving property damage in the Works Section. Benchmark established from 2023/2024 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Overseer - Works	Seven incidents reported as Property Damage by Council employees in the monitoring period. Annual total of 18 incidents for the financial year. Whilst this is an improvement of prior year result the number of incidents of this nature is still too high.	
		OPW6	<i>Improve compliance with Site Safety Plans and Traffic Management Plans for all Capital Works Projects through regular site inspections and observations. Benchmark established from 2023/2024 SkyTrust reporting.</i>	Reduction in number of non-compliances noted compared to prior year.	Manager Operations; Overseer - Works	10 traffic management inspections and 130 safety observations undertaken during the Q4 period in the Works area. One (1) Corrective Action Task raised. Two (2) non-conformances recorded relating to Heavy Vehicle Bypass project.	
		WW4	<i>Achieve a net reduction in number of WHS incidents involving property damage in Water and Wastewater Section. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Water and Wastewater.	Six (6) Hazards reported in June and all except for one (1) were closed out. One (1) property damage incident in April (windscreen stone chip). Statistics suggest that a general reduction in property damage incidents was achieved over	
		WW5	<i>Improve compliance with Site Safety Plans and Traffic Management Plans for all worksites (Water and Wastewater) through regular site inspections and observations. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of non-compliances noted compared to prior year.	Manager Water and Wastewater.	As at June 30, no outstanding incident investigations, one outstanding hazard investigation. All pre-starts have been completed, and defects have been reported to the workshop. Hazard Inspections: Completed on schedule and appropriately actioned. (Refer to attached documentation.) Safety Observations: There is room for improvement in the frequency and quality of safety observations.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan		Operational Plan Activities		Accountability		Q4 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.	PG2	Achieve a net reduction in number of WHS incidents involving property damage in the Parks and Gardens Section. Benchmark established from 2023/2024 SkyTrust reporting.	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Parks Coordinator; Supervisor - Parks.	No recorded property damage incidents in the fourth quarter. YTD there has been a total of 3 incidents of property damage due to operator error and one due to a third party, which is a reduction from prior year.	●
		PG3	<i>Improve compliance with Site Safety Plans and Traffic Management Plans for all Parks and Gardens worksites through regular site inspections and observations. Benchmark established from 2023/24 SkyTrust reporting.</i>	Reduction in number of non-compliances noted compared to prior year.	Manager Operations; Parks Coordinator; Supervisor - Parks.	47 safety observations conducted this quarter with no non-compliances reported. 4 hazard inspections completed this quarter with compliance range of 87% - 100%. Non-compliances minor and rectified as required.	●

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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.	EXC6	<i>Commence implementation of selected actions from the Strategic Workforce Plan.</i>	Selected actions from Strategic Workforce Plan successfully implemented.	Chief Executive Officer; Director Corporate and Community Services; Human Resources Coordinator	<p>Trajectory Plans and the resulting revised Organisational Structure were tabled at Council Meeting on 24 June 2025 and approved. Consultation with impacted staff revealed no major concerns with proposals which were to be rolled out from 1 July 2025 (Q1 2025/2026).</p> <p>As of 30 June 2025, Council's staff turnover rate was approximately 10.89% in comparison to the previous financial year of 15%.</p> <p>Trajectory Plans identified a number of single points of failure, similar to the Workforce Plan, and ELT are working on strategies to address these concerns.</p>	●
		HR2	<i>Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.</i>	Reports prepared and presented according to agreed reporting timetable to meet strategic and operational needs.	Human Resources Coordinator	<p>6 monthly Annual Leave and Long Service Leave report was presented at the Council meeting on 27 May 2025.</p> <p>HR Quarterly Report for October to December 2024 was emailed to the SLG on 7 March 2025.</p> <p>HR Quarterly Report for January 2025 to March 2025 to be emailed to SLG on 11 July 2025</p>	●

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

Corporate Plan Reference		Operational Plan Activities		Accountability		Q4 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>Report on the progress of recommended actions as part of the Strategic Workforce Plan.</i>	Monitor the Strategic Workforce Plan and provide quarterly updates against the "action plan". Report on progress and any new initiatives.	Director Corporate and Community Services; Human Resources Coordinator	No further update.	

7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

Adoption of Burdekin Aquatic Centre Masterplan

File Reference: 1297

Report Author: Linda Govan, Coordinator Environment and Health Projects

Authoriser: Paul Day, Manager Environment and Health Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Encourage active communities through the provision and maintenance of recreational spaces.
- Provide safe, attractive, accessible, and functional community spaces and facilities.

Burdekin Shire Council Operational Plan 2025-2026

- SP1 Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.
- SP2 Construct new amenity block at the Burdekin Aquatic Centre.

Executive Summary

The purpose of the Burdekin Aquatic Centre Master Plan is to guide future development of the site and to ensure the venue provides the maximum possible benefit to the community in a cost-effective manner. Following extensive consultation with the community and stakeholders in 2025, the final plan has been refined to reflect feedback, particularly concerning the design and configuration of the new amenities block.

A key revision includes a commitment to maintain traditional, separate male and female toilet and change facilities, as well as dedicated accessible amenities. This change addresses strong community concerns regarding the inclusion of unisex facilities.

Following community and stakeholder consultation in 2025, the Burdekin Aquatic Centre Master Plan is now provided to Council for adoption.

Recommendation

That Council adopts the Burdekin Aquatic Centre Master Plan 2025.

Background

The Burdekin Aquatic Centre Master Plan has been developed to consider future needs in relation to the layout and uses on site as well as managing any future development. Ross Planning was engaged to develop the Master Plan.

The main components of the Burdekin Aquatic Centre Master Plan include:

- Relocation of amenities with new design that includes separate male, female, accessible and family facilities;
- Removal of existing amenities and old kiosk at Queen Street end;
- Creation of new green space along Queen Street;
- Potential relocation of the announcers' box; and
- Vehicle access for maintenance.

Community consultation

A meeting was held with stakeholders on 27 March 2025, and a community survey was open from 15 May to 2 June 2025.

The community survey had 40 responses as summarised below:

Question	Yes	No
Do you like the proposed layout?	72%	28%
Do you like the proposed amenities block location?	80%	20%
Do you like the proposed layout/design of the amenities block? The block includes change rooms for males, females, unisex as well as for people with disabilities. There is also an external shower.	67.5%	32.5%
Do you like the proposed green space?	92.5%	7.5%

There was an option to provide feedback on what was or wasn't liked about each of the questions above.

Area	Positive feedback	Negative feedback
Layout	<ul style="list-style-type: none"> - amenities relocation - updating the amenities - tidier layout - fresh new look 	<ul style="list-style-type: none"> - don't want or like unisex facilities - blind spots behind the grandstand allow kids to misbehave - no disability access into the pool - unisex amenities area problem for recording, perving & assault with no way to minimise risks - not necessary - demolishing buildings that can be renovated
Amenities Location	<ul style="list-style-type: none"> - liked there are more amenities - closer to water park and entry - close enough for parents to monitor both areas - better location 	<ul style="list-style-type: none"> - cheaper to refurbish amenities - why move 2 amenities blocks when you can renovate and save time and money - no unisex please - only concern with location is the entry and exit is viewable from where parents sit to supervise. - not really needed - grassed area used by spectator, events - toilets will be too close
Amenities Design	<ul style="list-style-type: none"> - external shower - unisex space - liked combination - mixed and unisex amenities block - there's improvement on what's there now - like family rooms for mum/dad to take children with them - layout is good as long as room for marshalling tents for swim meets 	<ul style="list-style-type: none"> - need baby facilities - please do not make the mistake of putting in unisex facilities, this only makes it easier for sex offenders to access unsupervised children. - the cost - again the stupid unisex - keep male and female amenities separate with disabled facilities. No unisex.
Green space	<ul style="list-style-type: none"> - like there is more shaded seating areas - shade trees - better view to Queen Street - great to have grass there - will open the space up to be better utilised - like grass areas where I can have picnics with my kids - great place to set up and relax, - the green space is fine. Ideally with something eye catching on the Queen St frontage to stand out to visitors passing through. 	<ul style="list-style-type: none"> - blind spots as stated - I like the idea of green space - perhaps not the location - seems a waste of space

Survey Results:

- 67.5% supported the new amenities block layout (which included unisex and mixed-use facilities)
- 32.5% expressed strong objections, primarily about unisex toilets being inappropriate or unsafe
- Multiple written comments explicitly requested:
 - No unisex facilities
 - Retention of male/female separation
 - Enhanced safety and privacy for children and families

Revised Response:

In response to this feedback, Council will not proceed with unisex facilities in the final design. Instead, the new amenities block will include:

- Separate male and female change rooms and toilets
- Accessible facilities for people with disabilities
- Family room(s) for caregivers and children
- External shower(s) for general use

This revision aligns with traditional community values while also improving safety, clarity, and functionality.

Conclusion:

This update reflects Council's commitment to upholding community expectations, improving safety, and maintaining traditional values in the provision of public infrastructure.

The revised design provides greater clarity, aligns with the Burdekin Shire Council's Corporate Plan 2025–2030 goals of providing safe and functional community spaces, and meets strong public preferences expressed during the consultation.

Consultation

Council consulted with both key stakeholders/users of the Burdekin Aquatic Centre, and the Burdekin community.

Budget & Resource Implications

Funding for the new amenities block and removal of the old buildings is through the Works for Queensland.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

A well-defined and community-supported Master Plan significantly reduces strategic, operational, and project delivery risks. Specific risks and mitigation strategies include:

Strategic Risks:

Reputational risk if community expectations are not reflected in final designs.

Mitigation: Extensive public consultation has been undertaken and incorporated, particularly regarding sensitive issues such as toilet design and amenity layout.

Failure to align with Council strategic objectives.

Mitigation: The plan aligns with the 2025–2030 Corporate Plan and 2024–2025 Operational Plan, ensuring long-term integration into Council priorities.

Operational Risks:

Facility misuse or safety concerns if design lacks appropriate segregation of spaces.

Mitigation: Final design includes traditional male and female amenities, accessible and family rooms, enhancing user safety and compliance with community standards.

Ongoing maintenance or service delivery inefficiencies.

Mitigation: Relocation and consolidation of amenities will improve accessibility, cleaning efficiency, and reduce duplication of infrastructure.

Project Risks:

Cost overruns or delays during construction.

Mitigation: Design decisions focus on practical, cost-effective construction. Opportunities for additional external funding will be actively pursued to minimise any further impact on Council budgets.

Community backlash post-implementation.

Mitigation: Transparent consultation and clearly documented feedback integration reduce risk of post-construction dissatisfaction.

Overall, the updated plan positions Council to deliver a facility that meets community needs while minimising reputational, financial, and safety risks.

Attachments

1. Final Burdekin Aquatic Centre Master Plan

Burdekin Aquatic Centre Master Plan

June 2025





recreation
open space
and sport
specialists

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prepared by:

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Introduction

Project background

Council has undertaken extensive planning in regard to the provision of aquatic opportunities for its residents. This planning has included the recently completed Burdekin Water Park Business Plan (August 2022) and the Burdekin Aquatic Facility Strategy (February 2023). In addition to these aquatic studies, Council also completed the Anzac Park Precinct Master Plan in November 2019.

All of these studies have identified the Burdekin Aquatic Centre, with its location in the population centre of Ayr, to be developed as the Shire's premier aquatic facility.

It is noted that across the Shire, Council currently owns three aquatic facilities:

- ☐ Ayr Swimming Pool
- ☐ Home Hill Swimming Pool
- ☐ Clare Swimming Pool.

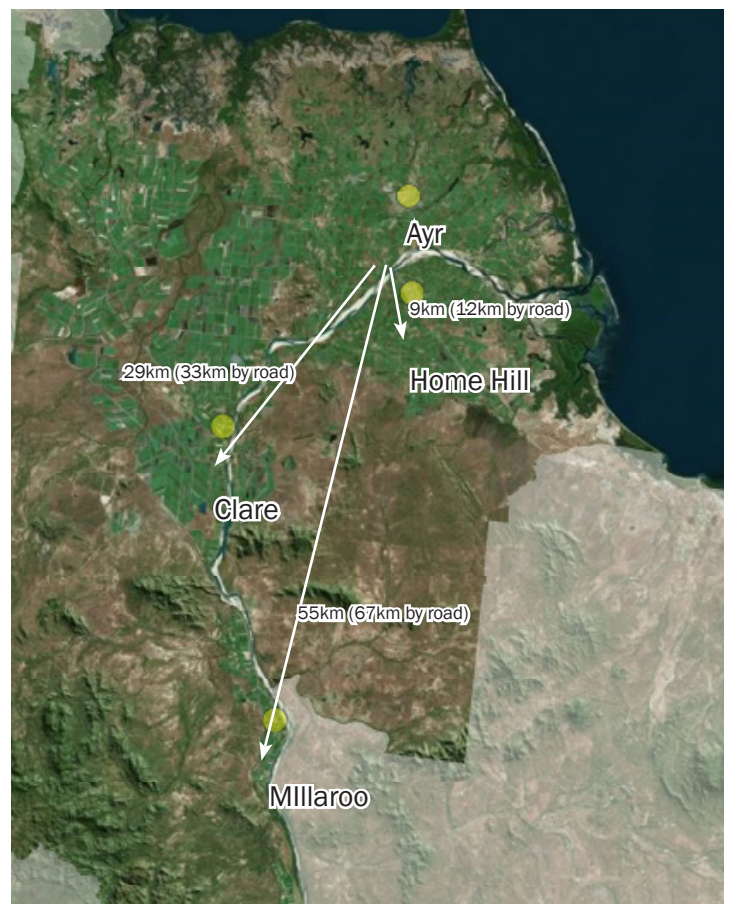
Further, the Giru Swimming Pool also provides community access through a partnership with the school/Education Department.

The Master Plan has taken into account the Shire's current (and proposed future) provision of aquatic opportunities to avoid duplication of facilities and to address identified gaps in this provision.

A well-designed master plan will deliver social, economic and environmental benefits for our community. This Plan serves as a blueprint for the future development of the Centre, and, in conjunction with the Anzac Park Precinct Master Plan, provides a vision for a long term action plan to create a recreation precinct that meets the needs of the community into the future.

Given the level of aquatic provision planning already undertaken, and the extent of recently completed infrastructure within the site, the purpose of this master plan for the Burdekin Aquatic Centre is to provide a specific guide for the future development of ancillary infrastructure over the next 10-20 years, to ensure the venue provides the maximum possible benefit to the community in a cost effective manner.

As a result of the various engagement processes undertaken in these recently completed aquatic planning projects, several interviews with Council officers and venue management staff provided the focussed consultation required to finalise the design of this master plan.



Burdekin Shire public swimming pool locations

What is a master plan?

A master plan provides a vision for a site, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction by providing a framework for ongoing improvement. It considers the interrelationship between:

- ☐ current character and functionality of the landscape
- ☐ user group expectations and needs
- ☐ emerging issues and trends
- ☐ the realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests. The master plan does not necessarily suggest that all elements of the plan should proceed immediately, or that Council, the lessee, or the user groups should be responsible for all capital costs, in respect of those items that are progressed.

It is important to note that the intent of a master plan is to provide a framework for future development of the site over an extended period of time so that ad hoc improvements are avoided, and community use and long-term viability are maximised. To ensure this intent is achieved, a master plan should be monitored regularly to ensure the outcomes continue to meet community needs in the best possible way.

Importantly, construction or development should not be the next outcome to come directly from a master plan. Following agreement on the elements proposed in this report to be included, the implementation plan will be added in the final master plan (with indicative costs) to direct further planning and development. It is noted that while there may be some elements that Council can respond to directly from the master plan (e.g. removing infrastructure that is no longer viable), it is likely that detailed planning and design work will be required for key elements.

Project objectives

The Master Plan will provide a planning and design framework for the future development and enhancement of the venue to ensure it is able to cater for the needs of the community and user groups over the next 10-20 years. The Master Plan has the following objectives:

- ☐ to provide a framework for built infrastructure that appropriately supports aquatic and recreation activities and events
- ☐ to encourage informal recreation activities to be enjoyed by the general community
- ☐ to provide guidance for ancillary infrastructure that allows the delivery of the widest possible range of appropriate activities at the venue and enhances both its functionality and attractiveness.

Process

Stage	Task/s
1	<p>Project initialisation</p> <ul style="list-style-type: none"><input type="checkbox"/> Inception meeting<input type="checkbox"/> Initial site tour <hr/> <p>Assessment of the functionality and location/position of current venue infrastructure</p> <hr/> <p>Review and assessment of findings of relevant plans already completed</p> <hr/> <p>Expand on previous consultation or community knowledge on expectations/requirements for the facility:</p> <ul style="list-style-type: none"><input type="checkbox"/> engagement with key stakeholders (interviews with pool lessee, Burdekin Swim Club)<input type="checkbox"/> engagement with relevant Council representatives<input type="checkbox"/> engagement with additional key stakeholders identified throughout the process.
2	<p>Draft master plan</p> <ul style="list-style-type: none"><input type="checkbox"/> develop draft Master Plan (with rationales for proposed developments)<input type="checkbox"/> public display of draft Master Plan on Council's website for comment
3	<p>Review and finalisation</p> <ul style="list-style-type: none"><input type="checkbox"/> project team review<input type="checkbox"/> Plan update and final submission

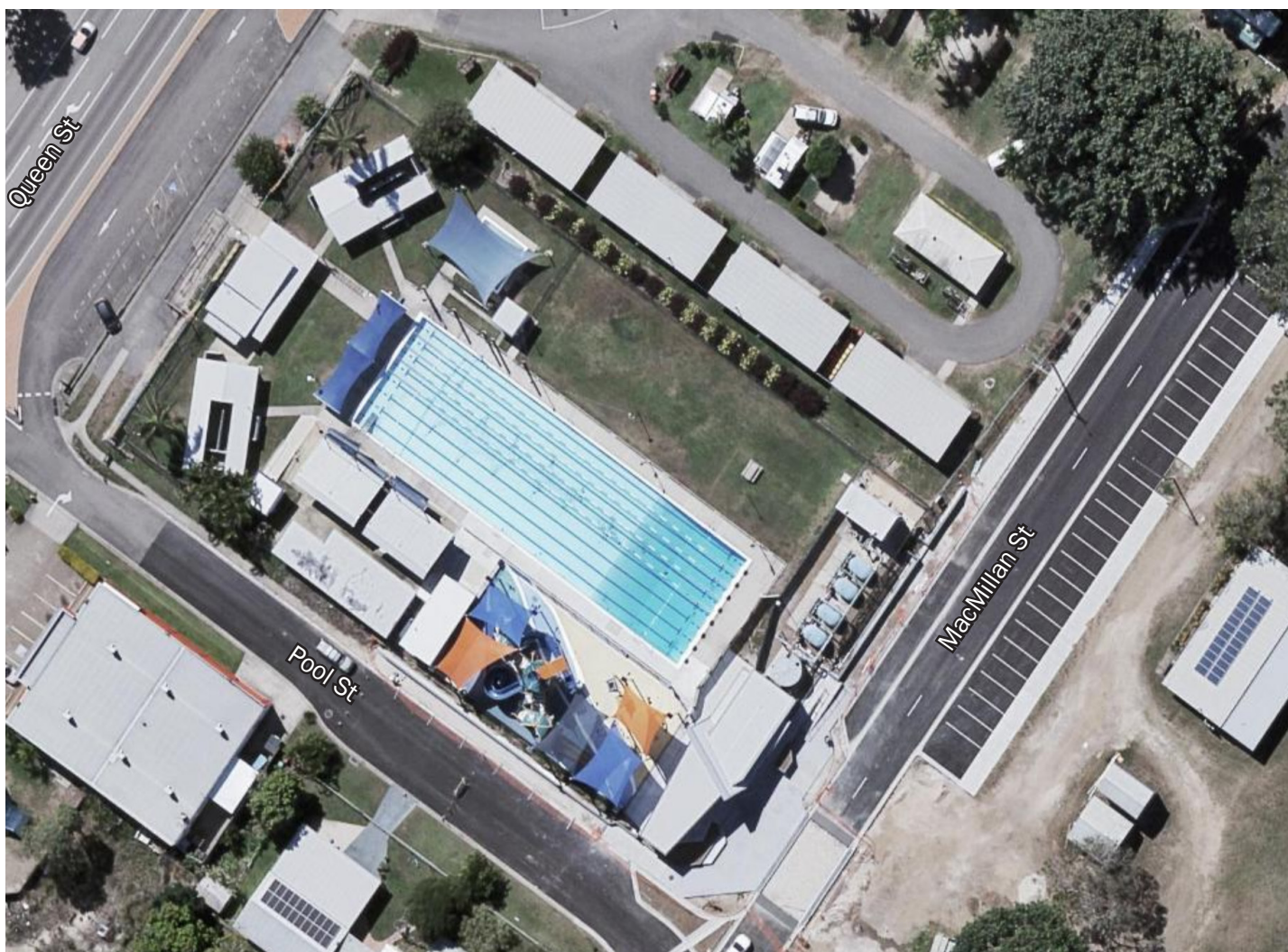
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Venue analysis

Current facility snapshot

Located at 242 Queen Street, Ayr, the Burdekin Aquatic Centre offers the aquatic features of a 50m outdoor pool, a separate children's wading pool and the new water play feature (including a relocation of the main entry and kiosk from the Queen Street end of the facility to the MacMillan Street end). Various other ancillary facilities add to the functionality of the venue.

The following section provides a snapshot of the Centre's main existing aquatic and ancillary facilities, including the recently completed water play features.



Existing main features



Change rooms

Although well maintained, both the male and female change buildings are old and outdated and are located (on either side of the old main entry) at the opposite end of the Centre to the new entry in a position that blocks the vista into the Centre from the main thoroughfare of Queen Street, greatly reducing its exposure.

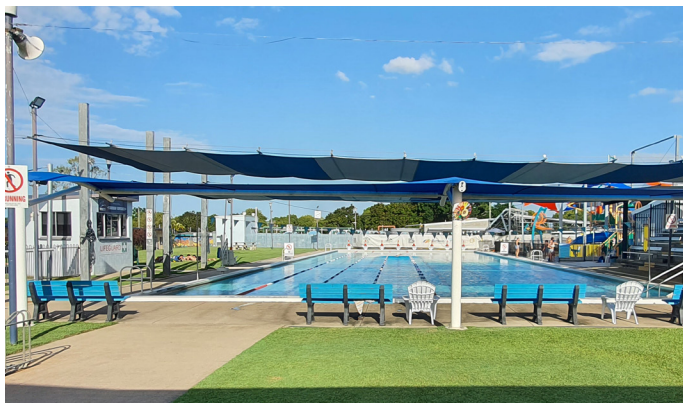


50m pool

Although ageing, the 50m pool remains functional and a key component of the Centre. Specific improvements to the pool and its filtration system have been detailed in the recently completed Burdekin Aquatic Facility Strategy (2023). It is noted that included in the Strategy's recommendations for the 50m pool were minor repairs to cracked/chipped tiles and the sealant within the expansion joints for the 50m pool, which otherwise appears to be watertight, with no evidence of water loss from the filtrations systems pipework.

The 'retractable' shade structure is no longer reasonably functional with the venue manager confirming that it is only retracted when damage is possible from severe weather.

The shade structure is also quite low, impacting on the functionality and lighting of the shallow end of the pool, exacerbated by the number and size of supporting steel posts. Adjacent to the retractable structure is a fixed shade structure (with four bench seats) aimed at shading officials/swimmers.





Children's wading pool

The Burdekin Aquatic Facility Strategy did not identify any structural or other issues with this pool, despite its age.

A popular feature of the Centre, it provides aquatic opportunities for children too young to utilise the new water play features, allowing the Centre to cater for a wider range of user groups.



Grassed, open multi-purpose area

Although lacking significant infrastructure, such open areas are crucial to an aquatic centre's ability to cater for a wide range of events (such as swim carnivals), enabling portable equipment to be 'bumped in' and arranged in various configurations for such events (including use by schools).

When not in use for larger events the area provides a large flexible space that caters for recreational users of the Centre, including individuals, small groups and family gatherings.

New entry plaza

The recently completed new entry includes a canteen/kiosk and shaded seating area. The modern design greatly improves the visual presentation of the Centre, however, the existing change/toilet facilities are located at the far end of the site.



Water park

Another recent addition to the features of the Centre, the water park greatly adds to the visitor experience and is expected to remain popular for many years into the future. Its visibility, in conjunction with the new entry, will also attract increased numbers of patrons to the Centre.

With a variety of features including various fountains, cannons, a slide and large tipping bucket, the water park is also expected to result in visitations of longer durations which will be further catered for through the proposed improvements to ancillary features proposed in this master plan.



3 Master plan design influences

In order to understand the make-up for the Aquatic Centre's 'catchment', a snapshot of existing and future population and demographic characteristics has been undertaken.

Located in the population centre of the Shire, the facility plays a pivotal role in providing aquatic opportunities for the community and surrounds. It is also acknowledged that many participants will come from outside the town of Ayr, especially as a result of the quality water play features recently installed and the proposed improvements of this master plan.

Burdekin Shire profile

As of the 2021 Census¹, the population of the Burdekin Council Shire area was 16,692, a decrease of 672 persons since 2011. An overview of selected demographics and characteristics for the Burdekin LGA, as of 2021, is provided below. No population growth is projected through to 2041².

Characteristics	Queensland	Burdekin LGA	Ayr
Population	5,156,140	16,692	8,200
Median age	38	45	45
Age profile			
0 - 4 years	5.7%	4.9%	4.7%
5 - 14 years	13.0%	11.7%	11.4%
15 - 24 years	12.4%	10.9%	11.5%
25 - 34 years	13.6%	10.8%	12.6%
35 - 44 years	13.3%	10.5%	10.1%
45 - 54 years	13.1%	13.0%	12.3%
55 - 64 years	11.9%	14.4%	13.0%
65 years and over	17.0%	23.8%	24.5%
Household/family composition			
Couples without children	40.3%	48.0%	47.1%
Couples with children	41.2%	36.4%	33.3%
One parent families	16.8%	14.0%	17.7%
Median weekly income			
Personal	\$787	\$723	\$695
Family	\$2,024	\$1,804	\$1,710
Household	\$1,675	\$1,345	\$1,225



Population considerations

- opportunities offered should consider the older and ageing population of the Shire
- any increase in demand for aquatic facilities will be more likely due to facility improvements, not population growth
- any future increases in entry/usage fees must consider the lower incomes experienced in the Shire and Ayr itself.

¹ 2021 Census QuickStats, Australian Bureau of Statistics (2022)

² Projected Populations (medium), Queensland Government Statistician's Office (2022)

Facility and usage trends

Changing population

Ageing population

Almost a quarter of the Shire's population is aged over 65 years, with this percentage projected to increase to almost 28% of the population in 2041¹.

An ageing population and high proportion of people requiring assistance are important considerations. This group of people:

- ☐ are more likely to participate in recreational swimming
- ☐ prefer heated indoor or covered outdoor pools
- ☐ require a pool suitable for therapy and older adult exercise
- ☐ desire the inclusion of improved design features to increase accessibility to and within the Facility
- ☐ require an array of low impact programs and activities targeting older adults and people requiring assistance, such as aqua aerobics.

Variety of experiences

Dry experiences

Aquatic facilities in major population centres are no longer a place for the stand alone 50m swimming pool. The inclusion of dry features, such as meeting rooms, medical and therapy clinics and gyms are seen as greatly improving the operations and subsequent viability of aquatic centres.

However, due to the relatively small population of the Burdekin Shire, the provision of such dry features should be at a lower level and include features such as multi-purpose grassed areas, shade and the provision of barbecues, tables and seating. The Centre is particularly well placed for the provision of these features - a main focus of this master plan.

While these types of dry features do not generate significant revenue streams, they do add to the user's experience and should result in longer duration visits, resulting in increased secondary spends at kiosks.

Wet experiences

Aquatic facility users are becoming more exposed to and aware of new recreation experiences and opportunities. As a result, the residents of Burdekin Shire are more likely to seek a facility that provides a variety of recreation activities.

While it is impractical to develop such features at every facility, their inclusion in the facility servicing the major population centre (such as the water park in Ayr) expands the experiences currently available to residents.

¹ Projected Populations (medium), Queensland Government Statistician's Office (2022)



Master plan

Maintaining a current master plan is a key requirement to guide facility development (to avoid ad hoc and piecemeal progress) and can be a key resource in assisting to attract funding.

The Master Plan has been developed by considering all consultation, appropriate strategic contexts and previous research. Overall, it provides an ideal opportunity to enhance the capacity of the Centre to meet the needs of the user groups and to better service the recreation needs of residents and visitors.

As mentioned previously, the Master Plan builds on previous aquatic planning projects and recent developments within the site. Subsequently, the focus has been to provide a guide for the development of ancillary facilities that complement existing facilities in a strategic and cost effective manner.

Design considerations

The following considerations have been undertaken in developing the master for the Burdekin Aquatic Centre:

- ☐ increasing and making better use of the spaces around the existing aquatic structures
- ☐ making the Centre a destination with not only a wide range of modern and exciting aquatic experiences, but the ancillary facilities and spaces to make Centre visitations longer in duration and thus increasing potential secondary spends, increasing its ongoing viability
- ☐ maintaining the ability to cater for competition events, especially with the flexible open spaces and modern amenities proposed
- ☐ making the new and improved features more visible from major thoroughfares
- ☐ to better complement the developments of Anzac Park, thus creating a true recreation precinct in the population centre of the Shire
- ☐ to not over-embellish the site but develop features that are based on community desires and are realistic in their scope and Council's ability to deliver and maintain.

Vision

The medium- to long-term vision will be to:

To establish the Centre as the premier aquatic venue in the Shire, providing a range of aquatic and passive recreation opportunities for people of all ages within an attractive and inviting environment.

Facility design

Element	Description	Rationale
Buildings		
Change rooms	Existing <ul style="list-style-type: none"> <input type="checkbox"/> Demolish existing male and female change rooms/toilets <input type="checkbox"/> Demolish existing PWD toilet 	<ul style="list-style-type: none"> <input type="checkbox"/> To be replaced with proposed new change rooms more appropriately located to new Centre entry <input type="checkbox"/> To provide improved vista into Centre from Queen Street and provide additional family/recreation space
	Proposed new <ul style="list-style-type: none"> <input type="checkbox"/> Construct new male and female change rooms/toilets, incorporating PWD and baby change facilities <input type="checkbox"/> Incorporate a small bank of outdoor showers between the new change rooms 	<ul style="list-style-type: none"> <input type="checkbox"/> To provide more appropriately located and modern facilities <input type="checkbox"/> To allow patrons the ability of quickly rinsing (in bathers) without the need to utilise change rooms
Old entrance/kiosk	<ul style="list-style-type: none"> <input type="checkbox"/> Demolish with existing male and female change rooms 	<ul style="list-style-type: none"> <input type="checkbox"/> Redundant due to new entry pavilion <input type="checkbox"/> To provide improved vista into Centre from Queen Street and provide additional family/recreation space
Announcer's box	<ul style="list-style-type: none"> <input type="checkbox"/> Retain in existing location at least in the short term but investigate possible relocation closer to new entry pavilion 	<ul style="list-style-type: none"> <input type="checkbox"/> Functional in current position but impacts on open recreation/family area
Shade		
Shallow end 50m pool	<ul style="list-style-type: none"> <input type="checkbox"/> Replace existing retractable shade and shade structure over seating with new large shade structure <input type="checkbox"/> Replace toddler pool shade sail with new 	<ul style="list-style-type: none"> <input type="checkbox"/> To provide a more functional and modern shaded area <input type="checkbox"/> To ensure shade structures are consistent and complement each other
Northern grassed area	<ul style="list-style-type: none"> <input type="checkbox"/> Construct 2 new shade structures 	<ul style="list-style-type: none"> <input type="checkbox"/> To provide shade in a popular common area and for events/carnivals use
Old entry area	<ul style="list-style-type: none"> <input type="checkbox"/> Various, smaller shade structures 	<ul style="list-style-type: none"> <input type="checkbox"/> Increased patron/family comfort

Element	Description	Rationale
General		
Small grassed courtyard	<input type="checkbox"/> Small lawn area with natural shade	<input type="checkbox"/> To provide variety in available gathering spaces
New lawn area (old entry and change rooms)	<input type="checkbox"/> New open lawn area with both built shade structures (as above) and natural shade	<input type="checkbox"/> To greatly improve site attractiveness from highway <input type="checkbox"/> To provide variety in available gathering spaces
Vehicle access	<input type="checkbox"/> New vehicle access from Pool Street	<input type="checkbox"/> To allow deliveries/emergency vehicle access <input type="checkbox"/> To allow maintenance of the site, including electrical repairs to flood lights and work on shade sails



DISCLAIMER: THE INFORMATION REPRESENTED IN THIS CONCEPTUAL PLAN IS INDICATIVE OF POSSIBLE USES ONLY AND WILL BE SUBJECT TO FURTHER APPROVALS, DESIGN DEVELOPMENT, ENGINEERING ADVICE, SURVEYS AND FUNDING PRIOR TO CONSTRUCTION.

Sport & Recreation
Planning by:



Landscape
Architecture by:



Notes:

01. Existing buildings to be demolished (footprints indicated by dashed outlines)
02. Proposed location of new toilets and change room facilities (indicative footprints shown) - subject to funding and approvals.
03. Proposed plaza and pathways to new facilities
04. Proposed outdoor shower area
05. Spectator lawn area with shade sails to cover high over the lawn, providing shade for large events such as school competitions
06. Pop-up shade umbrellas and open grass areas for visitor use
07. Retain existing entry off Bruce Highway for secondary access/egress
08. New garden beds and mix of canopy trees to provide amenity and shade, and adds privacy along site boundaries for patrons
09. Replace existing shade structure with permanent, contemporary structure (to match the new cover over the toddler pool)
10. Artistic panelling / decorative screen as rear fence along existing water tanks. The screen will mask views of the tanks from the inside and add character to the backdrop of the centre.
11. Retain existing announcers box (and possible relocate to 11a in the future)

Project details:

MASTER PLAN
BURDEKIN AQUATIC CENTRE
AYR QLD 4807

Scale: 1:1000 at A3

Date: June 2025

Issue: Final

Client:



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recreation
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7.3.1. PLANNING AND DEVELOPMENT

Building Certification Services

File Reference: 222

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Deliver regulatory and advisory programs.

Burdekin Shire Council Operational Plan 2025-2026

PD9 Decide on development applications for new residential building development in accordance with legislative timelines.

Executive Summary

Council is legally required to provide building certification services when a development application for building works is lodged directly with Council. With the retirement of Council's long-serving Building Certifier effective 21 August 2025 and unsuccessful recruitment efforts to fill the vacancy, Council must seek alternative arrangements to meet this statutory obligation.

A public tender (TBSC/25/020) was issued for the provision of building certification services. One compliant submission was received from Buildable Approvals Pty Ltd (BAS). Following evaluation, officers recommend Council adopt Scenario 2 of the BAS proposal, which appoints BAS as Council's preferred supplier for:

- Assessing any new building work applications lodged with Council, and
- Finalising all existing and outstanding approvals until mid-2027.

This model ensures continued service provision while minimising risk and maintaining statutory compliance. As part of the transition, Council will cease providing in-house building certification services from 30 September 2025 and update its Fees and Charges Schedule to a "Price on Application" model, due to the variable nature of BAS's fee structure.

This approach ensures legal compliance, continuity of service, and cost recovery while responding to workforce limitations.

Recommendation

That Council:

1. Ceases providing in house building certification services effective 30 September 2025; and
2. Accepts the tender received from Buildable Approvals Pty Ltd, received 16 July 2025 for TBSC/25/020, and:
 - a. Nominates Buildable Approvals to be Council's preferred supplier for new building work applications received for assessment by Council from 1 October 2025; and
 - b. Appoints Buildable Approvals Pty Ltd to provide Council with its services to finalise all existing and outstanding building work permits that Council has open until the permit end date (expected mid 2027).

3. Amends its 2025/2026 fees and charges schedule to reflect 'price on application' for all building work applications that are to be made to Council, as assessment manager.

Background

Burdekin Shire Council has provided in-house building certification services for over 40 years, with current Building Certifier retiring on the 21 August 2025, Council, has been advertising the role vacancy since early 2025 and has not been successful in attracting a suitable applicant.

The majority of Council's in Queensland no longer employ in house building certifiers and no longer encourage customers to engage Council to process building applications. Hence Council commenced seeking pricing from the market to consider the cost implications of continuing to provide the service in accordance with the current fees and charges schedule versus discontinuing the service and simply passing on the costs should a customer seek Council to undertake a building application regardless.

In accordance with Council's Procurement Policy, a Request for Tender TBSC/25/020 Building Certification Services was issued through Vendor Panel in late June 2025.

The following multi-factor assessment criteria was used for the tender request, which is in accordance with Council's procurement policy:

- Price (50%)
- Experience (20%)
- Resources (20%)
- Local Content (10%)

Only one (1) firm, Buildable Approvals Pty Ltd (BAS) responded, providing two (2) scenarios with respect to providing certification services for Council's consideration, being:

Scenario 1 - Council Continues to Provide Building Certification Services in accordance with the 2025/26 Fees and Charges.

- BAS operates 'in-house' building approval services for Council under Council banner.
- Applicants, therefore, have the ability to directly lodge with Council for assessment.
- All documentation issued as Burdekin Shire.
- Dedicated phone/email support provided by BAS.
- Inspections completed by BAS.

Scenario 2 - Council discontinues the service and all new applications are dealt with via full cost recovery.

- BAS becomes Council's preferred supplier for applicants still wishing to lodge an application to Council for assessment.
- BAS will finalise all outstanding building works until approximately mid-2027 (based on two (2) years currency period from the date of the last 'building works' development permit issued by Council).

Both scenarios still require the provision of a dedicated administration person from Council to assist with processing and filing requirements, noting that all privately certified approvals granted by others, are required by legislation to be lodged with Council 'as record keeper'.

The evaluation of Tender TBSC/25/020 for Building Certification Services, undertaken by the Director Infrastructure, Planning and Environmental Services, Manager Planning and Development, and Project Officer, determined that the submission from Buildable Approvals Pty Ltd (BAS) was conforming and represented value for money. The assessment was conducted in alignment with the procurement principles outlined in the *Local Government Regulation 2012 (Qld)*.

Applicable Procurement Principles:

- Value for money
- Open and effective competition
- Enhancement of the local economy
- Environmental protection
- Ethical and fair dealing

The tender evaluation completed by officers found Scenario 2. is compliant with the specification requirements and is the preferred method to process all new applications. This is primarily due to the cost impacts to Council for continuing to provide Building Certification services at the current fees with a significant shortfall to the charges Council would be paying the Contract provider. The significant difference is that Council's fees is all inclusive of assessment fee and all the inspections required. The pricing provided for the contract services is on the basis of undertaking the inspections in a combined visit one (1) day per week. A combined visit definition is more than one (1) inspection on the one (1) day per week. However, if a builder calls and wants a standalone inspection at a specific time, they advise the applicant that they need to pay an additional fee, for example on a Class 10a the cost increase would be \$495.00 including GST on top of the standard inspection fee.

The following is a comparison of Council's current fees versus the charges likely to apply following a "price on application" customer request.

Building Type/Size	BSC Fee (inc. GST)	Building Approval Service (inc. GST)			
	Assessment Fee (inc. Inspection Fee)	Assessment Fee only	Inspections Req	Inspection Fee (based on more then one customer on the inspection day) \$495/per inspection	Total
Class 10a Shed – 120m² (block)	\$1,199.20	\$ 773.34	4	\$1,980	\$2,753
Class 1a Dwelling > 350 m² (block)	\$1,973.00	\$1,370.60	4	\$1,980	\$3,350
Class 7a Farm Shed – 400m²/max 3 vehicles	\$1,199.20	\$849.06	2	\$990	\$1,839.06

Note - The charges from buildable approvals would incur a 20% overhead charge to cover administration costs to Council.

As result, officers recommend that Council accepts the proposal from BAS (as outlined in Scenario 2 above) to:

- become Council's preferred supplier for applicants still wishing to lodge an application for building works to Council for assessment; and
- finalise all outstanding building works until mid-2027 (based on two (2) years currency period from the date of the last 'building works' development permit issued by Council).

With respect to fees, officers recommend the application fee for building work applications made to Council, as the assessment manager, is changed to reflect a "price on application" basis, as of the 30 September 2025. This allows Council to provide the public fair warning of the changes and provide an opportunity to submit their application prior to the changes taking effect.

Consultation

All relevant Council departments have been consulted with.

Council has notified the Unions with regard to contracting out the service.

The matter has also been discussed at the Council Workshops on 20 May 2025 and 5 August 2025.

Budget & Resource Implications

Council's budget allocation in 2025/2026 to provide building certification services is \$250,000.00, with income received from building work application fees for the 2024/2025 financial year around \$220,000.00.

As part of accepting this tender, Council will be required to amend its 2025/2026 Fees and Charges Schedule to introduce a new 'Price on Application' fee structure to ensure cost recovery is achieved, where an applicant wishes Council to be the assessment manager.

For the finalisation of all existing approvals, as application fees have already been paid by the applicant, Council will not achieve cost recovery in these instances.

Legal Authority & Implications

This service is provided as a last resort in accordance with Council's obligations under the *Building Act 1975* to ensure building assessment services are accessible within the local government area. If a person or developer wants to submit a building application to Council (rather than a private certifier), Council must provide the building certification service to assess and decide that application.

Key Points:

- **Development Permit for Building Works:** This refers to formal approval required under the *Planning Act 2016* to carry out building work (e.g. constructing, altering, or demolishing a structure).
- **Council's Obligation:** If someone chooses to lodge this application with Council instead of engaging a private certifier, Council cannot refuse to accept it, Council is legally required to assess and decide.
- **Building Certification Services:** This includes checking plans against the Building Code of Australia, Queensland Development Code, and any applicable standards before issuing the permit.

In short, if the applicant chooses Council as their building certifier, Council must process the application.

Planning Act 2016

Building Act 1975

Local Government Act 2009

Local Government Regulations 2012

Policy Implications

The tender process has been undertaken in accordance with Burdekin Shire Council Procurement Policy and the procurement principles outlined in the *Local Government Regulation 2012 (Qld)*.

Risk Implications (Strategic, Operational, Project Risks)

There may be operational and reputational risk to Council in not being compliant with its obligations under the *Planning Act 2016*. The engagement of a preferred private certification service provider to provide assessment and inspection services on behalf of Council should assist with appropriately mitigating this risk.

There is significant risk due to the change in service and ability for local contractors and builders who are used to contacting Council seeking an immediate or next day hold point inspection. If adopted Council will need to provide communication to external stakeholders to ensure they are aware of the changes and plan their inspection requirements in consideration of the one day per week inspection frequency.

Attachments

None

7.4.1. TECHNICAL SERVICES

Asset Management Policy

File Reference: 1195

Report Author: Emily Christie, Technical Services Support Officer

Authoriser: Kevin Byers, Manager Technical Services

Meeting Date: 12 August 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Implement the Asset Management Strategy and Roadmap.

Burdekin Shire Council Operational Plan 2025-2026

TS6 Completion of assigned Asset Management Roadmap tasks.

Executive Summary

The Asset and Service Management Policy was due for review in April 2025. The policy has been reviewed after consultation with relevant stakeholders was completed. No changes were recommended other than change of the policy name to Asset Management Policy.

Recommendation

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

Background

The purpose of this policy is to:

- Specify Council's overarching intentions and guiding principles for asset management.
- Inform Council's strategic asset management approach, enabling the development and implementation of long-term Asset Management Planning as required by the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- Include commitments to funding asset renewal requirements, legislative compliance and to the continual improvement of Council's asset management performance.
- Outline Council's strategic direction for the management of its infrastructure and non-infrastructure assets.

Consultation

The Asset Management Policy was reviewed at the Asset Management Steering Committee Meeting on 30 June 2025, the Senior Leadership Meeting on 17 July 2025 and presented at the Council Workshop on 5 August 2025.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

ISO 55000 – Asset Management Standards

Policy Implications

The policy will be updated in Council's Policy Register and published to Council's public website.

Risk Implications (Strategic, Operational, Project Risks)

This policy mitigates the potential safety and financial sustainability risks associated with inadequate asset management practices. Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

This policy supports Council's strong commitment to transparency, accountability, and adherence to the legislative framework that supports the safety, livability and prosperity of the Burdekin community.

Attachments

1. Asset Management Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Director Infrastructure, Planning and Environmental Services
Policy Contact	Manager Technical Services
Effective Date	12 April 2022

Purpose

This policy:

- Specifies Council's overarching intentions and guiding principles for asset management.
- Informs Council's strategic asset management approach, enabling the development and implementation of long-term Asset Management Planning as required by the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- Includes commitments to funding asset renewal requirements, legislative compliance and to the continual improvement of Council's asset management performance.
- Outlines Council's strategic direction for the management of its infrastructure and non-infrastructure assets.

Scope

This policy applies to all assets owned or controlled by Council, and to all Council activities, employees, and councillors.

Exceptions

Nil.

Objectives

The objective of this policy is to develop and apply an asset management framework to ensure effective management of Council assets by:

- ensuring that Council provides services and infrastructure in a sustainable manner, with the appropriate levels of service to the community, visitors, and the environment;
- safeguarding Council assets by implementing appropriate asset management strategies and appropriate financial treatment of those assets;
- embedding asset management in the organisational culture;
- meeting or surpassing legislative compliance for asset management;
- identifying resources and operational capabilities and allocating responsibility for asset management; and
- demonstrating transparent and responsible asset management processes that align with appropriate improved practices.

Policy Statement

Effective asset management will be achieved through:

Principle 1 – Organisation Maturity

- Leadership supports and promotes the importance of asset management throughout the organisation.

- Accountabilities and responsibilities for asset condition and performance are defined, understood and accepted by the people involved within the asset lifecycle and across all asset classes.
- Effective operation of the cross functional Asset Management Steering Committee (AMSC) to drive and promote an all-Council approach to asset management.
- Maintenance of an Asset Management Framework that facilitates the setting of strategic direction and building of Council's asset management capabilities for the sustainable delivery of assets and services to the community.

Principle 2 – Asset Management Practices

- Levels of service for asset-based services are defined considering community expectations; legislative and technical requirements; the cost of service and financial, economic, environmental and social sustainability.
- Decisions are evidence-based and utilise available asset information to ensure consideration of asset risks and life-cycle benefits for the community.
- Council's assets are managed in a systematic and sustainable manner based on agreed levels of services; and
- Minimum asset sustainability targets are met.

Principle 3 – Asset Planning and Management Plans

- Asset planning is an integral part of Council's corporate, financial, operational and budgetary planning.
- Assets are managed within an integrated whole of life approach to achieve the best value across whole-of-life whilst controlling risk exposure and service continuity.
- Assets are managed to support the development of sustainable communities and are capable of adapting to changing environmental and social conditions.
- Sufficient resources are allocated for the on-going development and review of asset strategies and plans.

Principle 4 – Asset Knowledge

- Asset information informs Council's strategy and operational planning for the provision of asset-based services to the community.
- Asset information is managed in accordance with Council's information management and asset management standards, policies and practices.
- Assets under the control of Council are identified and recorded in an Enterprise Asset Management system with the level of detail and accuracy being based on:
 - statutory requirements;
 - service continuity; and
 - asset performance.
- Statutory requirements for external reporting are met (as a minimum), with additional information determined on a cost/benefit basis.

Principle 5 – Continuous Improvement

- Council takes a whole of council approach to the continued improvement and development of its asset management capability.
- Opportunities to enhance asset management systems are maximised by optimising the benefits of new and emerging technology, materials, management practices, standards and business process advancements.
- Corporate training to adequately support, guide and inform our people to undertake asset management responsibilities.

Council's integrated and multi-disciplinary approach to asset management is essential for cost effective and sustainable service delivery to the community, and for reinforcing Council's role as Custodian of community assets for future generations.

Strategic Asset management plans will inform the long-term financial plan.

Council will prioritise asset renewals within budget constraints and in accordance with outputs from the asset management framework.

Risk Management

This policy mitigates the potential safety and financial sustainability risks associated with inadequate asset management practices. Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

This policy supports Council's strong commitment to transparency, accountability, and adherence to the legislative framework that supports the safety, liveability and prosperity of the Burdekin community.

Legislation

Local Government Act 2009

Local Government Regulation 2012

ISO 55000 – Asset Management Standards

Definitions and Abbreviations

Infrastructure Assets

include, but is not limited to the following asset classes:

- Transport (roads, bridges, footpaths, kerb and channel, traffic control devices, roundabouts, and crossroad drainage)
- Drainage (Stormwater)
- Water Supply (infrastructure associated with the provision of potable water supply)
- Sewerage (infrastructure associated with the collection and treatment of wastewater from sewered areas within the Shire)
- Buildings
- Other assets, including recreation, open space, and waste facilities.

Non-infrastructure Assets

include, but is not limited to the following asset classes:

- Assets held for sale
- Fleet and equipment
- Land and improvements
- Leasehold improvements
- Intangibles (Computer Software)
- Office (e.g. Computer Hardware, Office Equipment)

Related Documents

Reference Number	Document Title
	Executive Level Strategic Asset Management Plan
	Buildings Strategic Asset Management Plan
	Drainage Strategic Asset Management Plan
	Sewerage Strategic Asset Management Plan
	Transport Strategic Asset Management Plan
	Water Strategic Asset Management Plan

Document History and Version Control

Title of Document	Asset Management Policy
Document Reference Number	GOV-POL-0015 Rev 2
Review Schedule	36 months
Council Meeting Date	12 April 2022
Council Resolution Number	1694965

11.1. COUNCILLOR REPORTS
Councillor Reports for June 2025
Recommendation

That Council notes the June 2025 monthly reports.

Attachments

1. Mayor Monthly Report - June 2025
2. Deputy Mayor Musumeci - June 2025
3. Cr Detenon - June 2025
4. Cr Furnell - June 2025
5. Cr Hall - June 2025
6. Cr Vasta - June 2025

Mayor's

MONTHLY REPORT



Mayor Pierina Dalle Cort

Councillor Report for the month of June 2025.

** This report does not include meetings with the Council staff, community members & general daily duties.

Date	Description
02 June	Burdekin Shire Rivers Improvement Trust General Meeting
03 June	Mayor, CEO, Deputy Mayor Catch up
	Council Workshop
05 June	Quarterly Catch up with Department of State Development
	Biggest Morning Tea for Cancer Fundraising
09 June	North Queensland Regional Roads and Transport Group Meeting
10 June	First Ordinary Council Meeting including Australian Citizenship Ceremony
	Burdekin Chamber of Commerce Meeting
11 June	Burdekin Catholic High School Marcellin Champagnat Mass
16 June	Burdekin Shire River Improvement Trust Special Meeting
17 June	Council Workshop
18 June	Burdekin Industry Breakfast
	Home Hill Chamber of Commerce
19 June	Burdekin Chaplaincy Breakfast
20 June	Minister Anne Leahy – Visit to Project Sites
	Official Opening of Ayr/Brandon Macroalgae Bioremediation Facility with Minister Anne Leahy
23 June	Capital PCG Meeting
	Review Submission for LGAQ & IGEM
	Meeting with Senior Advisor of Federal Minister for Madeleine King – via Microsoft Teams
24 June	2025/26 Budget Meeting
	Second Ordinary Council Meeting
	Leading Roles Networking Event – Canberra

Mayor's

MONTHLY REPORT



25 June	Australian Local Government Association National General Assembly – Canberra
	LGAQ Networking Event – Canberra
	Meeting with Senator Anthony Chisholm – Canberra
26 June	Australian Local Government Association National General Assembly – Canberra
27 June	Australian Local Government Association National General Assembly – Canberra
28 June	Burdekin Singers Debutante Ball
29 June	Retirement Function for Queensland Police Service Ayr Officer in Charge Senior Sergeant Steve Barton
30 June	Asset Management Steering Committee
	Fleet Management Steering Committee
	Meeting with Burdekin resident regarding potential subdivision
	Meeting with Transport Main Roads regarding Ravenswood Road and Woodstock Giru Road – via Microsoft Teams

Deputy Mayor

MONTHLY REPORT



Deputy Mayor Max Musumeci

Councillor Report for the month of June 2025.

Date	Description
June 3	Meeting with CEO and Mayor
	Council Workshop
June 10	Disaster Recovery Discussion 8am
	First Ordinary Council Meeting 9am
June 17	Council Workshop
June 18	Burdekin Industry Breakfast
June 19	Burdekin Chaplaincy 2025 Breakfast at Ayr High School
June 20	Attended the Official Opening of the Ayr/Brandon Macroalgae Bioremediation Facility with Minister Anne Leahy
June 24	25/26 Council Budget Meeting 8am
	Second Ordinary Council Meeting 9.30am
June 25	Attend the Opening of the 2025 Burdekin Show
June 30	Asset Management Steering Committee meeting
	Fleet Management Steering Committee meeting

Councillor

MONTHLY REPORT



Councillor Michael Detenon

Councillor Report for the month of June 2025.

Date	Description
3 June	Council Workshop
4 June	Burdekin Shire Council Audit and Risk Committee
10 June	First Ordinary Council Meeting
11 June	Sweet FM Radio Interview
16 June	ICT Steering Committee
17 June	Council Workshop
20 June	Official Opening of the Ayr/Brandon Macroalgae Bioremediation Facility with Minister Ann Leahy
24 June	Council Budget Meeting
	Second Ordinary Council Meeting

Councillor

MONTHLY REPORT



Councillor John Furnell

Councillor Report for the month of MAY 2025.

Date	Description
03JUN25	Burdekin Shire Council Workshop
04JUN25	Burdekin Community Sector Network Meeting
05JUN25	MC for Shirley Gilmore's 'Biggest Morning Tea'
10JUN25	First Ordinary Council Meeting
16JUN25	Regional Arts Development Fund (RADF) Meeting
17JUN25	Burdekin Shire Council Workshop
18JUN25	Burdekin Industry Breakfast at the Burdekin Theatre
18JUN25	Sweet FM Radio Interview
18JUN25	Home Hill Chamber of Commerce Meeting
19JUN25	Burdekin 2025 Chaplain Breakfast at Ayr State High School
20JUN25	Official Opening of the Ayr/Brandon Macroalgae Bioremediation Facility with Minister Ann Leahy
24JUN25	Burdekin Shire Council Budget Meeting
24JUN25	Second Ordinary Council Meeting
25JUN25	Burdekin Show Official Opening
26JUN25	Community Sporting & Cultural Advisory Group (CSCAG) Meeting
26JUN25	Bendigo Bank 20 Year Celebration at the Burdekin Theatre Foyer
29JUN25	Retirement Function for Queensland Police Service Ayr Officer in Charge Senior Sergeant Steve Barton

Councillor

MONTHLY REPORT



Councillor Amanda Hall

Councillor Report for the month of June 2025.

Date	Description
Tue 3 June	Council Workshop
Mon 9 June	Burdekin Water Festival Committee Meeting
Tue 10 June	First Ordinary Council Meeting
Tue 10 June	Burdekin Chamber of Commerce Meeting
Thurs 12 June	Burdekin Customer Advisory Network (CAN) Meeting
Thurs 12 June	Australian Local Government Women's Association Online Workshop – Overcoming Imposter Syndrome
Tue 17 June	Council Workshop
Wed 18 June	Burdekin Industry Breakfast
Wed 18 June	Lower Burdekin Water Board Meeting
Wed 18 June	Home Hill Chamber of Commerce Meeting
Thurs 19 June	Burdekin Chaplaincy Breakfast
Fri 20 June	Official Opening of Ayr/Brandon Macroalgae Bioremediation Facility with Minister Ann Leahy MP
Fri 20 June	Meet and Greet Luncheon with Minister for Health and Ambulance Services Tim Nicholls MP
Tue 24 June	Budget Meeting
Tue 24 June	Second Ordinary Council Meeting

Councillor

MONTHLY REPORT



Councillor Fina Vasta

Councillor Report for the month of June 2025.

Date	Description
3.6.25	Council Workshop – Council Chambers
6.6.25	Burdekin Interschool Drama Festival – Burdekin Theatre
9.6.25	Burdekin Neighbourhood Centre Meeting
10.6.25	First Ordinary Council Meeting – Council Chambers
10.6.25	Zonta Meeting – RSL Ayr
16.6.25	ICT Committee Meeting 10am – Council Chambers
16.6.25	Regional Arts Development Fund (RADF) Committee Meeting 4pm – Council Chambers
17.6.25	Council Workshop – Council Chambers
18.6.25	Burdekin Industry Breakfast 7am – Burdekin Theatre
18.6.25	Home Hill Chamber of Commerce Meeting
19.6.25	Burdekin Chaplaincy Breakfast 7am – Ayr State High School
20.6.25	Official Opening of Ayr/Brandon Macroalgae Bioremediation Facility with Minister Ann Leahy
23.6.25	Burdekin Shire Youth Council Meeting – Council Chambers
24.6.25	Budget Council Meeting – Council Chambers
25.6.25	Official Opening of Burdekin Show 3pm
26.6.25	Home Hill Community Bendigo Bank 20 th Anniversary Event – Burdekin Theatre
26.6.25	Burdekin Domestic and Family Abuse Prevention Network Meeting – BCA Ayr
28.6.25	Burdekin Singers Deb Ball Home Hill accompanying the Mayor